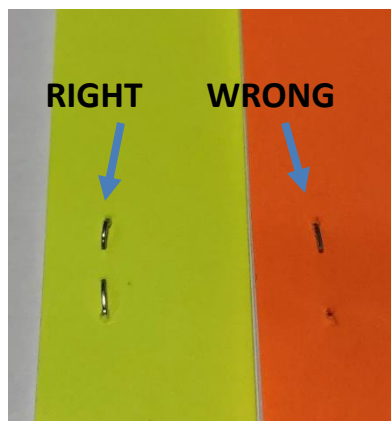


## Journal Instructions

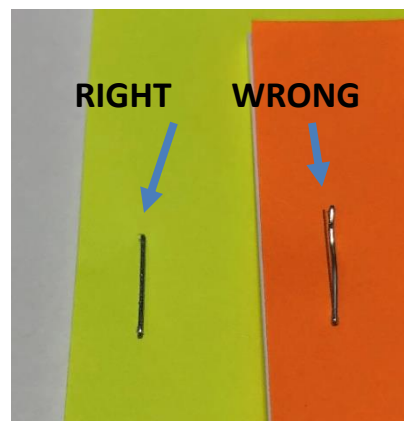
Thank you for helping us with this project. Journals are one of our most popular items. We will need over **20,000 journals each year** to serve all students in need. Any number that your group can provide will help us keep our store stocked.

1. Prepare the paper
  - a. Count the paper into stacks of 10 sheets each.
  - b. For dot-matrix paper, tear the perforated edges off and separate the sheets.
  - c. For 3-hole punched paper, make sure the hole punches are along the stapled edge.
2. Add covers
  - a. Assemble the journals with a front and back cover, and 10 pages inside.
  - b. For multiple colors of covers, make sure the front and back are the same color.
  - c. Make sure the covers are facing out.
  - d. Make sure the entire stack is neatly stacked, with no pages out of alignment.
3. Staple the journals
  - a. Staple along the left-hand side, close to the edge – look for the light grey marks where the staples should go.
  - b. Staple 3 times – top, middle, bottom.
  - c. Make sure all three staples puncture all sheets of paper and that the staples are flat. If the staples did not go through all the way, please remove them and try again.
  - d. See the provided photos!
4. Box the finished journals and write the number of journals included on the box.
5. Complete the **Crayons to Classrooms Journal Submission Form** and add that to the box.
  - a. Please make sure you provide a clear number of hours that were worked. For example, if your group worked on the project for 2 hours, put 2 hours – do not multiply the number of hours worked based on the number of volunteers.
  - b. The number of volunteers should be the number of people that worked on the project for the amount of time listed. If you have volunteers that did not work consistently throughout the timeframe, please include a sign in sheet if possible.

If you have questions, please contact Carlye Rausch at [c.rausch@dc2c.org](mailto:c.rausch@dc2c.org) or call 528-6404.



**BACK**



**FRONT**



Tools For Teachers, Success For Students

# Journal Submission Form

Please return the completed journals as soon as possible to Crayons to Classrooms, and include this completed form.

- Our address is 1750 Woodman Drive, Dayton, OH 45420.
- Journals can be returned between 9am and 5pm Monday - Friday.
- Please call or email us to let us know when you would like to drop off.
- Ring the bell at the Employee entrance and someone will be with you shortly.

Name of Group:			
Main Contact Name:			
Main Contact E-mail:			
Main Contact Phone Number:			
Number of journals made:			
Total Number of people that worked on project:			
Total Number of hours worked on the project:			
Materials returned (extra paper, covers, staples, etc):			
Supply Pickup date:		Journal Delivery date:	

Questions? Contact Carlye Rausch at [c.rausch@dc2c.org](mailto:c.rausch@dc2c.org) or 937-528-6404

For Office Use Only:

Date Entered: \_\_\_\_\_ Initialed: \_\_\_\_\_