UC / CE

Scrapbooking

This We Believe:

- The boy and girl are more important than the projects.

- The member should be their own best product.

- No award is worth sacrificing the reputation of a member or leader.

- Competition is a natural human trait and should be recognized as such. It should be given no more emphasis than other fundamentals.

- Learning how to do the project is more important than the project itself.

- Many things are caught rather than taught.

- A blue ribbon member with a red ribbon project is more desirable than a red ribbon member with a blue ribbon project.

- To learn by doing is fundamental in any sound educational program.

- Generally speaking, there is more than one good way of doing most things.

- Every member needs to be noticed, to feel important, to win, and to be praised.

- Our job is to teach members *how* to think, not what to think.

SCRAPBOOKING

Name: _____ Date: _____

Guidelines for Project Proficiency Award
Beginning

	Date Completed	Leader's Initials
1. Demonstrate how to handle scissors and the cropping tool and transfer them safely to another person.	————	————
2. Explain two common courtesies expected during scrapbooking activities.	————	————
3. Describe three safety issues related to your scrapbooking.	————	————
4. Demonstrate how to follow basic directions, step-by-step, in correct order.	————	————
5. Identify five materials used in your scrapbooking project and give an example of how each is used.	————	————
6. Identify six pieces of equipment needed to produce a scrapbook.	————	————
7. Explain the difference between two pieces of equipment or materials used in your project.	————	————
8. Demonstrate how to replicate shapes, forms and patterns.	————	————
9. Display an example of your scrapbooking project to project members and tell how you made it.	————	————
10. Explain ten new terms that you have learned for this project.	————	————
11. Complete three items (i.e., pages) in this project.	————	————

Project Leader's Signature of Completion: _____ Date: _____

Club Leader's Signature of Completion: _____ Date: _____

SCRAPBOOKING

Name: _____ Date: _____

Guidelines for Project Proficiency Award
Intermediate

	Date Completed	Leader's Initials
1. Review Scrapbooking proficiencies for Levels I and II. You must be able to "pass" these two levels.	____	____
2. Coordinate with other Level III scrapbookers to produce leadership layouts that can be used as teaching tools.	____	____
3. Participate in one field trip to the local scrapbooking store or craft supply store where scrapbooking supplies are sold.	____	____
4. Identify four different projects that you would like to make. Explore the cost, techniques and materials required for each project. Make the projects you feel you can complete.	____	____
5. Explain how color affects your final product.	____	____
6. Keep a record of cash expenses and at the end of the year compare your product(s) value to your expenses. How much would this have cost to have a professional create?	____	____
7. Describe one mistake/error that you have made in producing a product and what you did or could have done to correct or prevent it.	____	____
8. Show how you have changed or modified your project from the original pattern or design.	____	____
9. Make and present an Educational Display at a project meeting and a club meeting.	____	____
10. Describe the proper method for sharpening your cropping tool.	____	____
11. Explain how the skills you have learned in this project can help you in the future.	____	____

Project Leader's Signature of Completion: _____ Date: _____

Club Leader's Signature of Completion: _____ Date: _____

SCRAPBOOKING

Name: _____ Date: _____

Guidelines for Project Proficiency Award
Intermediate

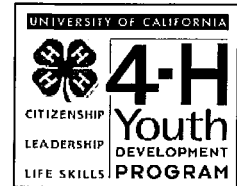|	Date Completed	Leader's Initials
1. Design two ways to keep a safe work environment in this project.	——	——
2. Explain how to use two types of edging scissors to create a unique look on photos with a background.	——	——
3. Describe the steps or process necessary to complete your project.	——	——
4. Demonstrate five basic techniques you learned while completing this project.	——	——
5. Explain to others outside of your project group what you have learned.	——	——
6. Display your project at least once outside of your project meeting. (Example: at county club meeting, school, fair, etc.)	——	——
7. Make four different themed scrapbooking pages for your book project.	——	——
8. Experiment with two different techniques, materials, or methods, then tell which you prefer and why.	——	——
9. Identify three locations where materials can be obtained or purchased.	——	——
10. Write down a list of the items needed and figure out how much it will cost to make one scrapbooking page.	——	——
11. Demonstrate how you used "layout" in your specific scrapbook.	——	——

Project Leader's Signature of Completion: _____ Date: _____

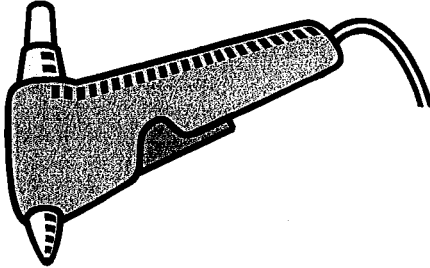Club Leader's Signature of Completion: _____ Date: _____

CLOVER SAFE

AGRICULTURE AND NATURAL RESOURCES
ENVIRONMENTAL HEALTH AND SAFETY

UNIVERSITY OF CALIFORNIA
4-H
CITIZENSHIP
LEADERSHIP
LIFE SKILLS
Youth
DEVELOPMENT
PROGRAM

#56

HOT GLUE-GUN SAFETY

Clover Safe notes are intended primarily for 4-H volunteers and members nine years and older.

Information available from the U. S. Consumer Product Safety Commission indicates most hot glue-gun injuries that resulted in hospital treatment during 2006 were burns to the fingers and hands. Fewer injuries were due to the splashing of hot glue material into the eyes. Most of these injuries could have been prevented if the hot glue-gun user kept focused on the gluing task and followed several simple safety precautions.

Pre-Use Activities

- Thoroughly review and understand information provided in the hot glue-gun operator's manual with particular attention given to descriptions of safety procedures.
- Before using, always inspect the hot glue gun for damage to the casing. In addition, assure the on/off switch (if equipped) is functioning properly and inspect the electrical cord and plug for fraying or other damage.
- If the hot glue gun fails your inspection, inform your group leader, parent, or guardian and remove it from use.

Operating Precautions

- Always wear leather or heat resistant gloves and safety glasses or goggles when using a hot glue gun.
- Keep the hot glue gun away from flammable materials and use in work areas that are clean and dry.
- Use a wire or metal safety stand to hold the hot glue gun when you are not using it to glue items. Never lay a hot glue gun on its side.
- Place a piece of paper or cardboard under the safety stand to catch hot glue drips and prevent damage to the underlying surface.
- Always focus on the gluing task. If you need to look away from gluing, stop using the hot glue gun and place it in the safety stand.
- Do not touch the heated nozzle of a hot glue gun.
- Prevent inhalation of hot-glue vapors by using the glue gun in well ventilated areas.
- Never point a hot glue-gun nozzle at another person
- Unplug the glue gun and allow it to cool before changing the nozzle.
- Do not tilt a hot glue-gun nozzle upwards or attempt to use a hot glue gun to glue overhead items.
- Never leave a plugged in hot glue gun unattended.
- Skin that comes in contact with hot glue should be immediately plunged into cold water.
- If hot glue contacts an eye, irrigate the eye with cold water and seek medical attention immediately.
- If you are injured by a hot glue gun, notify your project leader, parent, or guardian. Seek medical attention if the injury is serious.

FG108

4-H
Scrapbooking

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Scrapbooking is a method of preserving memories that uses photographs, journaling, memorabilia and embellishments to create a layout that can be added to an album. An album can be a method of preserving the past to share with generations to come.

Scrapbooking is an excellent way to record and preserve your memories and can be incorporated into many 4-H projects. It allows you to save your memories in an organized and creative way. It also can be used as a portfolio to showcase, highlight and preserve experiences as a 4-H member, or in school or church activities and other community involvement.

Resources

Simple Scrapbooks Magazine, *A Simple Guide to Designing Scrapbooks,* Primedia Inc., **www.simplescrapbooksmag.com**

Simple Scrapbooks, *A Simple Guide to Scrapbooking with Color,* Primedia Inc., **www.simplescrapbooksmag.com**

Additional Ideas and Web Resources

**Archiver's Online –
www.archiversonline.com –** Scrapbooking ideas and articles.

**Creative Memories –
www.creativememories.com –** Layout ideas, tips on photography, journaling and album ideas.

DIY Network – www.diynetwork.com – From this site search for scrapbooking. Includes free templates to download; information on photography, journaling, layouts, crops and organization.

**Free Scrapbooking Ideas –
www.free-scrapbooking-ideas.com** – Layout ideas and articles.

**Scrapbooking 101 –
www.scrapbooking101.net –** Basic information, layout ideas, scrapbooking terms with definitions, lots of scrapbooking ideas for the beginner and more advanced scrapbooker.

**Scrapbooking Your Memories –
www.scrapbooking-your-memories. com** – Basics of scrapbooking, tips on photography, layout ideas and many other suggestions.

**Creative Scrapbooking –
www.creativescrapbooking.com** – Layout and album ideas, photography tips.

Suggestions for Completing 4-H Scrapbooking Project

- Complete all six lessons.
- Set at least one goal that you want to achieve in scrapbooking.
- Give an oral presentation (demonstration, speech or illustrated talk) related to this project.
- Complete county 4-H project record requirements.

Exhibit Guidelines

- Album size should meet the needs of the exhibitor.
- Album must be made by the 4-H member and should include the required number of pages (per age division).
  - Under age 13 – six to eight pages (front and back)
  - Age 13 and older – at least 10 pages (front and back)
- Pages are exhibited between a front and back cover.
- Pages are exhibited in plastic protectors.
- Pages should follow a theme or be in chronological order.
- All photos should be labeled and journaling should be appropriate for the page.
- Use photo-safe products to create the album.
- For more details, check the 4-H Scrapbook Project Scorecard on the back of this publication.

Lesson 1
What You Need

Carefully select your scrapbooking tools. These are the basics of what you will be using for all of your scrapbooking.

Albums

Choosing one can be a critical decision. Do you want to add pages through the years or just highlight a one-time event? Do you want oversized pages that offer more space for photos and journaling, or are you more comfortable with smaller pages? Your answers will help you determine which style is right for you.

❖ **Size** – The size of your scrapbook is a matter of personal preference, but you will want to consider the availability of supplies, as well as how many pictures you want to fit on each page, when you make your choice. Theme albums frequently lend themselves to smaller-sized books.

- 6-by-6, 7-by-7 and 8-by-8-inch albums have small pages that will hold one or two pictures to a page. This size can be great for a theme album or brag book to tote around.
- 8½-by-11-inch albums are the size of a notebook. This size allows you to put three to five pictures to a page. You usually can find supplies for this size.
- 12-by-12 allows you to hold more photos than the other albums. Getting supplies for this size usually is easy. However, it might be harder to fit on a bookshelf because of the size.

❖ **Three-ring** – These have rings that snap apart for easy page insertion and removal.

❖ **Spiral-bound** – These wire-bound albums have permanently attached pages. They are ideal for one-topic or themed scrapbooks.

❖ **Strap Style** – These use plastic straps that thread through staples, which will allow the pages to lie completely flat when the album is opened.

❖ **Post-bound** – These use a set of threaded bolts to bind pages together. They offer the flexibility to add or rearrange pages.
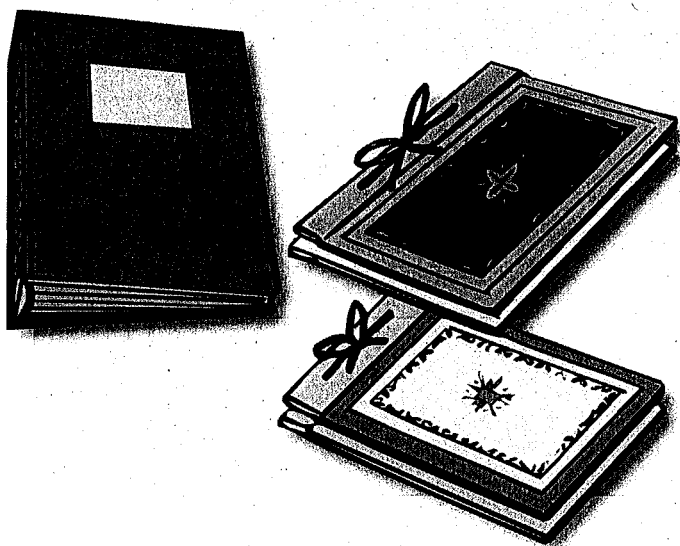
Page protectors

Page protectors are clear, acid-free plastic sleeves that slip over completed pages to keep them clean and looking their best. The strap style has its own design. The same protector usually fits the three-ring and post-bound binders.

Paper

Colored paper enhances pages without much effort. The paper is sold as single sheets or in multisheet packages. Paper comes in many colors, textures and designs.

❖ **Patterned papers** are used to create themed pages or interesting backgrounds. Layering the papers can add impact to your journaling areas.

❖ **Card stock** is solid-colored, sturdy paper. It has many uses and comes in a variety of colors and textures. Card stock can be used for backgrounds, die cuts, tearing, paper piecing and punched embellishments.

❖ **Specialty paper** is a category that commonly includes vellum (slightly translucent paper), embossed (raised) card stock, handmade paper and metallic-finish paper. Use them to create special effects.

Adhesives

Choose adhesives that are scrapbook-safe. They come in a variety of forms, from aerosol sprays and liquid pens to peel-and-stick tabs. Many can be used either for permanent or temporary bonds.

❖ **Double-sided tape, dots and tabs** – Double-sided adhesives are an easy way to adhere items to a page. The tape works best for adhering photos to mats or large elements to background papers. Dots are good for adhering small items to layouts. White and transparent tabs, which come in rolls and refillable dispensers, are great for securing both small and large items.
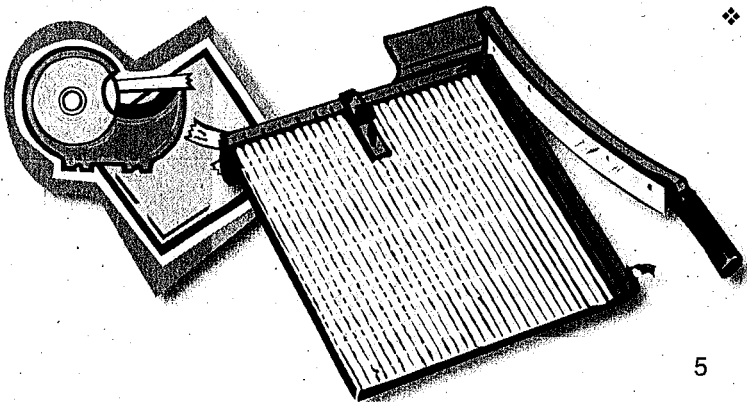
❖ **Photo corners** – Today's photo corners with peel-away or lick-and-stick backings are available in many colors. They offer flexibility in that the corners, not the photo, are attached to the layout.

❖ **Liquid adhesives** – They come in handy when attaching small embellishments. Liquid adhesive is available in a bottle, stick, pen or wand applicator. Because the consistency varies and wrinkles may result, experiment on different types of paper before applying to your layout.

Cutting tools

Cutting tools are essential to scrapbooking, and reliable tools are a good investment.

❖ **Straight-edge scissors** are good for cutting paper or freehand photo cropping. Use small scissors for detail work, such as cutting out embellishments or photo silhouettes.

❖ **Decorative-edge scissors** make creating fun or dressy edges easy. Use the scissors on paper and for cropping photos.

❖ **Paper trimmers** come in handy for making square cuts and straight edges. Small, lightweight trimmers are a nice option if you plan to take your scrapbooking with you or you are short on storage space. Larger trimmers are capable of handling oversized sheets of paper and card stock.

❖ **Circle and oval cutters** are adjustable tools that can make circles and ovals of various sizes. Use them to crop photos, create mats and embellish pages. Use them with a self-healing mat to protect tabletops.

❖ **Craft and swivel knives** are used when you need to make small or intricate cuts. Swivel knives have a rotating blade for cutting along curves or for cutting out letters and template shapes. Use a self-healing mat with these knives to protect tabletops.

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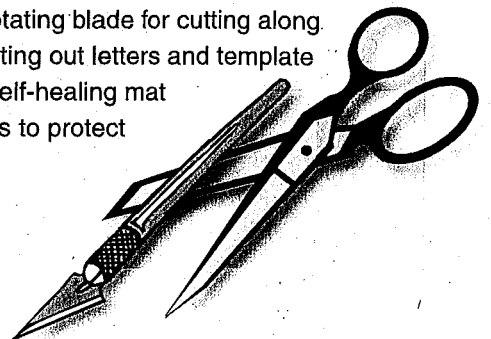
Writing tools

Seeing "acid-free" on a pen is not enough. Scrapbook-safe pens are fade-resistant, permanent, waterproof and odorless when dry. They also won't smear or bleed. Although any pen that meets these criteria can be used, most scrapbookers choose from the types of tools listed below.

- ❖ **Felt-tip markers** come in several different tip styles.
  - Monoline pens, which have tips that range from very fine to thick, can create smooth lines for basic lettering, captions, borders, illustrations and line art.
  - Chisel-point markers produce distinctive decorative lettering and designs.
  - A notched-tip scroll-point marker produces a double line with just a single stroke, allowing you to create fun borders or make basic block letters.
  - Brush-point markers have a paintbrush-style tip and mainly are used for filling in shapes and letters.
- ❖ **Gel pens** are medium-line pens that are perfect for journaling or outlining letters and embellishments, and come in a variety of colors.
- ❖ **Colored pencils** are used for shading and adding highlights to lettering and embellishments. To soften and smooth lines, use a blender, which is a clear, colorless pencil or pen.
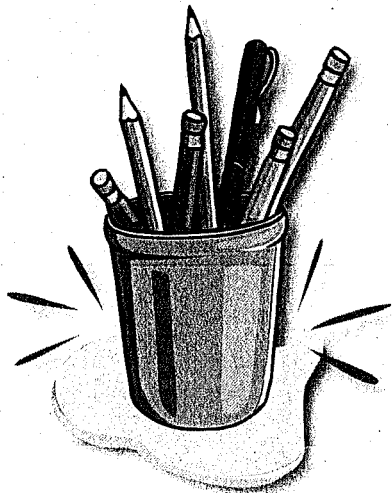
Photos

The reason for scrapbooking starts the moment you pick up your camera. After all, the photos you take will become the heart of your scrapbook. Having your photos in an organized manner will help in preparing for your layouts.

- ❖ **Visualize the end from the beginning** by deciding what types of albums you want to compile. Are you working on a family book or creating a book on you? Do you have an album just for holidays, vacations and family reunions? This is an important first step because it determines how you sort your photos.
- ❖ **Sort it and store it.** Begin by simply taking a stack of photos and sorting by person or event, depending on the albums you're putting together. Once you have sorted your pictures, write the names of people in the photo and the date (at least the year) on the back of your photos. *Use a photo pencil.* Storing your photos and negatives is the most important step. You do not want to store them in extreme temperatures or in places that are moist. This can result in rapid aging of your photos and negatives. Store them in acid-free products and in a place that stays at a moderate temperature. If available, store precious negatives and papers in a safe deposit box.
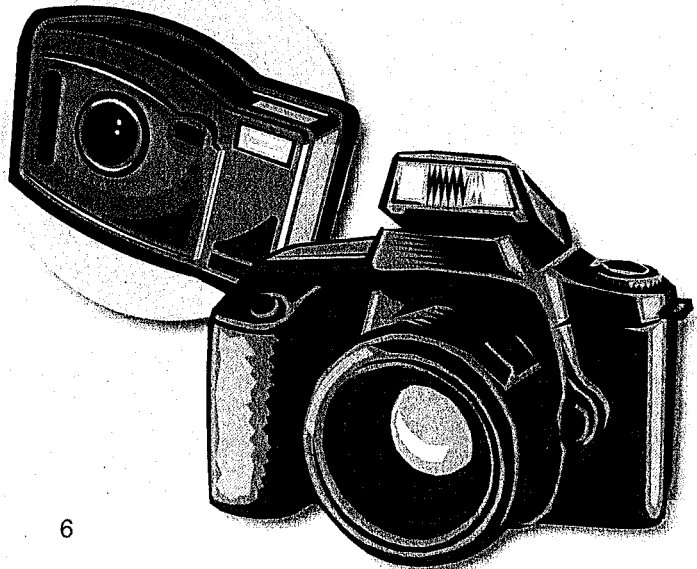
Scrapbooking Lingo

Get to know some of the terms and talk of scrapbooking.

Acid-free – Acid-free products have a pH (acidity) factor of 7 or above. Acid will discolor and fade photos, and destroy almost anything else with which it comes in contact.

Acid migration – The transfer of acid from an acidic material to a less acidic material or pH-neutral material. Remember, acid always migrates to neutral; never does neutral migrate to acid. Acid migration may occur directly, when two materials are in intimate contact.

Archival quality – Materials with this label have undergone laboratory tests to determine that their acidic and buffered content is within safe levels.

Buffered – Even acid-free paper may become acidic through time when exposed to acidic memorabilia. Buffered paper is less likely to become acidic.

Crop – Trimming unwanted backgrounds from a photo.

Dye ink – A thin, fast-drying, water-based ink. Not generally considered archival unless specifically stated.

Embellishment – Any item used to enhance or add decoration to a scrapbook page, including stickers, die cuts, borders, charms, tags, fibers, buttons.

Layout – The arrangement of a photo or photos and design elements that go together. A layout can consist of one, two or more scrapbook pages.

Light-fast – The speed at which a pigment or colored paper fades in sunlight.

Lignin-free – Lignin causes paper to yellow when exposed to ultraviolet light. Most paper, other than newsprint, is lignin-free. (Some construction paper is lignin-free.)

Matting – Placing a piece of paper behind a photograph to emphasis it or act as a buffer between the photo and the page.

Nonbleeding – The ink or paper will not bleed onto the rest of the paper when water is added.

Permanent ink – A water-proof, fade-proof, nonbleeding ink.

pH balance – pH is a scale to determine acidic and alkaline levels. The scale spans from 0 (more acidic) to 14 (more alkaline). The desirable level for scrapbooking products is to be on the balance or neutral.

Photo-safe – This term is similar to archival quality but more specific to the materials used with photographs.

Pigment ink – Thick, opaque, water-based ink. Very slow drying. Pigment inks keep their color longer than dyes.
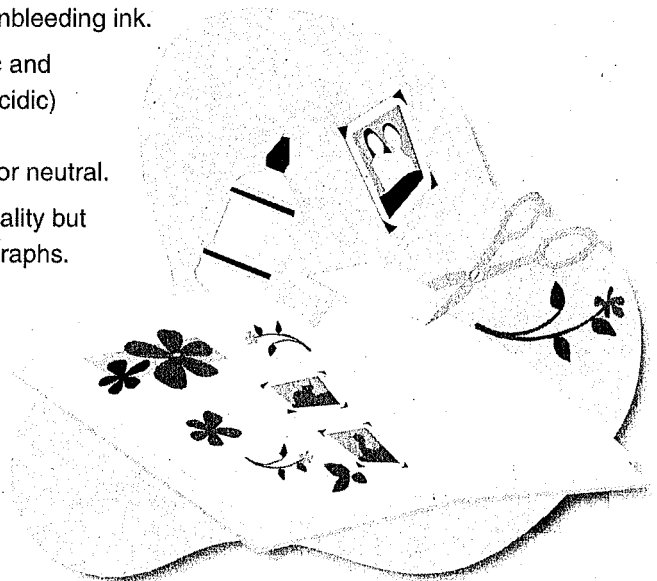
Lesson 2
Designing a Page

1. **Sort through your photos and select a theme.** Five to 10 photos fit on a two-page spread and three to five photos fit on a single page. Keep in mind that you don't have to scrapbook every photograph; only select the best photos to highlight the event, feeling or moment you want to convey.

2. **Create a title.** A title sets the mood for the entire layout. Take some time to come up with a catchy phrase. You may even think of a title first, and then gather photos to fit that theme. Keep it simple.

3. **Keep a focal point.** The focal point is the primary image or area on the page. It's where the eye looks first. It may be a centrally located photo, a photo that is larger than the others on a page, a unique or exceptional photo, or a photo that is matted with a special paper or technique that makes it stand out from the others. Supporting images elaborate the main photo or theme. They may be smaller than the main photo and either depict the same scene or time as the primary shot or provide extra information. *Note:* Sketch your layout on paper before putting it together. This will help you save some time.

4. **Create balance.** Large, bright and busy photos feel heavier than their counterparts. Place your selected photos on the page and move them around until the page is balanced so no one area overpowers the others. If you are creating a two-page layout, make sure the pages don't appear lopsided. They need to flow into each other.

Formal Balance – Layout is the same if divided in half. Each half would have the same element.

Informal Balance – Layout is not the same but the different elements balance each other. *Example:* One large element with three smaller ones.

Activity:
Find examples of a formal and informal balance in magazines and paste on a worksheet.
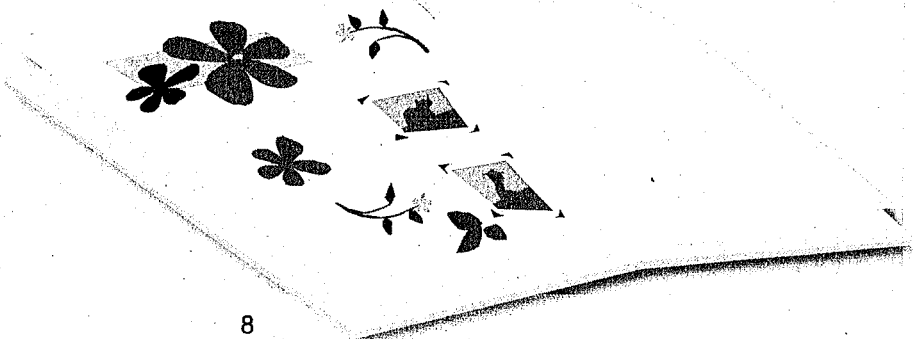
Balance Worksheet

Formal Balance

Informal Balance

Lesson 3
Learning Color Basics

Color sets the mood, provides balance and illuminates the photos on your page. Choose colors for background, mats and accents that convey the feelings of the photos and the events they record. With color, less is sometimes more. Too much color can be a distraction.

❖ Use color from your photos. An easy way to make sure the colors on your layout enhance your photographs is to use cardstock or paper in shades that match the colors in your photographs. Select which colors to use by deciding which items or people in the photos you'd like to highlight. If you're working with several photographs with different color schemes, draw the colors from your focal-point photograph.

❖ A monochromatic color scheme uses shades, tints or tones of one color to add interest to a layout. This can help emphasize or bring out portions of a photo. If you are having a hard time picking out a color scheme for your layout, start with a monochromatic scheme.

❖ Choosing colors for a layout can be overwhelming. Choose a color that will reinforce a mood or feeling. Ask yourself what kind of feeling or mood do you want to capture. "Cool" colors—blues and greens—are calm and relaxing colors, and "warm" colors—reds, oranges, and yellows—are energetic and exciting.

❖ Many colors are associated with holidays and special occasions. Oftentimes they automatically are used in layouts. Try to use other colors of the season or holiday. Bring out some of the colors in the photos and express the theme through your journaling and other accents to put on your layout.

❖ Patterned paper and other textured paper also can portray a theme or event. Ask yourself if the patterned paper fits the mood and the feeling you're trying to portray. When using patterned paper, make sure it doesn't take away from your photo. Place a solid color between the photo and the patterned paper to separate it from the background.

Activity:
Select and mount three different colors with an example of a tint and a shade of each.

Color Experiences

Select and mount three different colors with an example of a tint and a shade of each. The difference between a tint and a shade:

Example:

Tint   Selected Color   Shade

Lesson 4
Cropping and Matting Photos

Cropping a photo means trimming it. This can be intimidating the first time, but creative cropping can improve a photo's composition by eliminating distracting backgrounds and spotlighting the subject at hand. It also creates spaces for adding journaling or embellishments.

The first decision you want to make is which photographs, if any, you want to crop or shape for your layout. Before you start randomly cutting your photos into shapes, look at each photo carefully and ask yourself these questions:

❖ **What is the main subject of this photo?** Think about what you want to show the viewer with this photo. Crop off distracting backgrounds to make the focus of a photo clearer. Keep in mind the other photos you will be using in your layout.

❖ **Would the subject of the photo look best if the photo were shaped or unshaped?** Is the background of the photo taking away from the main subject of the photo? If you have templates available, try laying the templates on the photo to see how it would look in a particular shape, such as an oval or square, before actually cutting the photo. Create a silhouette or outline by carefully cutting out the photo's subject and discarding the background. Use silhouetting sparingly.

❖ **Does the photo have items in the background with historical or sentimental value?** Some items that might seem insignificant to you at the time can help define your generation. Try to leave the background in some of your photos, especially if they contain items that help define the photo's place in history or that might be interesting to your family members, such as a pet or car. Ask yourself if this portion of the photo adds interest, mood or balance. Does it help date or place the subject? Taken out of context, can the image stand alone?

❖ **Do you have a backup copy or negative of the photo you want to shape?** Before you cut any photo, make sure you have a copy of it. Use the copies to experiment by cutting them into different shapes and laying them on the layout. Be especially cautious with one-of-a-kind and older photographs, which are best left intact.

Note: Don't crop Polaroid photos. The chemical in the paper will leak and damage your photos. Instead, use a scanner or check with your local photo developer to make a copy of your picture and crop the copy.
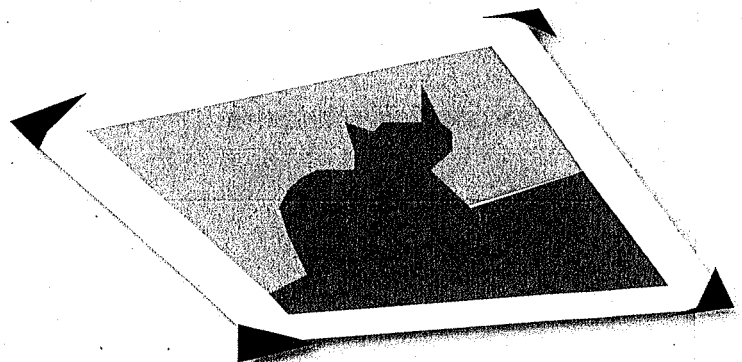
Matting

Matting is adding dimension to complement and accent the photo. Matting will help focus attention on the photos and add visual interest and balance to a layout. Not every photo needs to be matted. You can add one or more colors to a photo. Remember not to take away from the photo and the focus of the layout.

❖ Add creativity to your mats. Mats can be simple or elaborate. Use decorative scissors to cut the outside of a mat.

❖ Use smaller, simpler mats for smaller photos. Use bold and elaborate mats for larger photos.

❖ Cut the center out of stationary to create a mat.

❖ Use different shapes for mats. They don't all have to be round, square or oval.

1. **Mat a cropped photo by adhering it to a piece of acid-free paper.**

2. **Cover these with a template that is slightly larger than the photo.**

3. **Trace around the template and cut.**

4. **For added dimension, make several layers of mats, each slightly bigger than the previous one.**
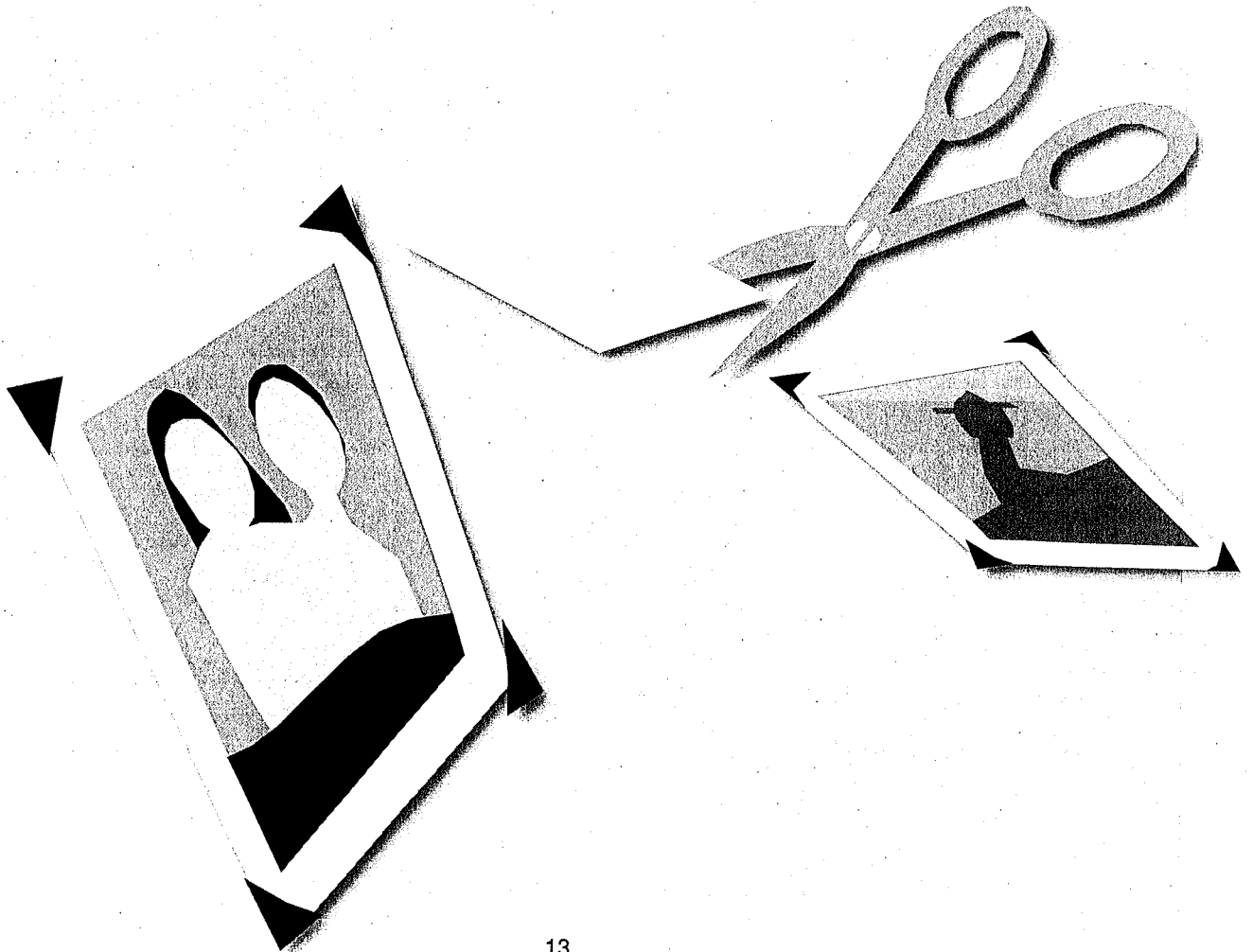
Lesson 5
The Importance of Journaling

Journaling completes your page or pages. It sometimes feels like it is the hardest part of the layout. But it is the most important part of your scrapbook. You can capture moments on film, but the journaling is what tells of the excitement and motions of that time. You need to journal your pages so when someone sits down to look at your scrapbook, you don't have to explain what the picture and pages are all about.

Some questions to think about when you are journaling:

❖ Am I going to write in first, second or third person?

> First person is I and me.
> Second person is you.
> Third person is he, she and they.

Some scrapbooks may need a combination of first, second and third person. If your scrapbook is done all in first person, identify yourself as the author in a beginning page so people aren't guessing who "I" is.

❖ Ask yourself the who, what, where, when and how questions. Who or what is that? Where are we? How long ago was this? What is being celebrated? What are your feelings about the event? Use details so you will know who people are when they get older.

❖ Use a theme to write about. This helps keep the focus on the reason you are scrapbooking. On some pages, journaling may even be the main focus of your layout.

❖ Write about reactions to what was happening. Recollections that seem funny today may prove fascinating to those who read your scrapbook years from now. Get another's point of view on the subject. Interview people and add that into your story. Each layout has its own personality and reason for being part of your scrapbook.

Note: Always write a draft on scrap paper before writing on your page. Have someone proofread it before journaling in your layout. Mistakes are hard to cover up when done with ink.
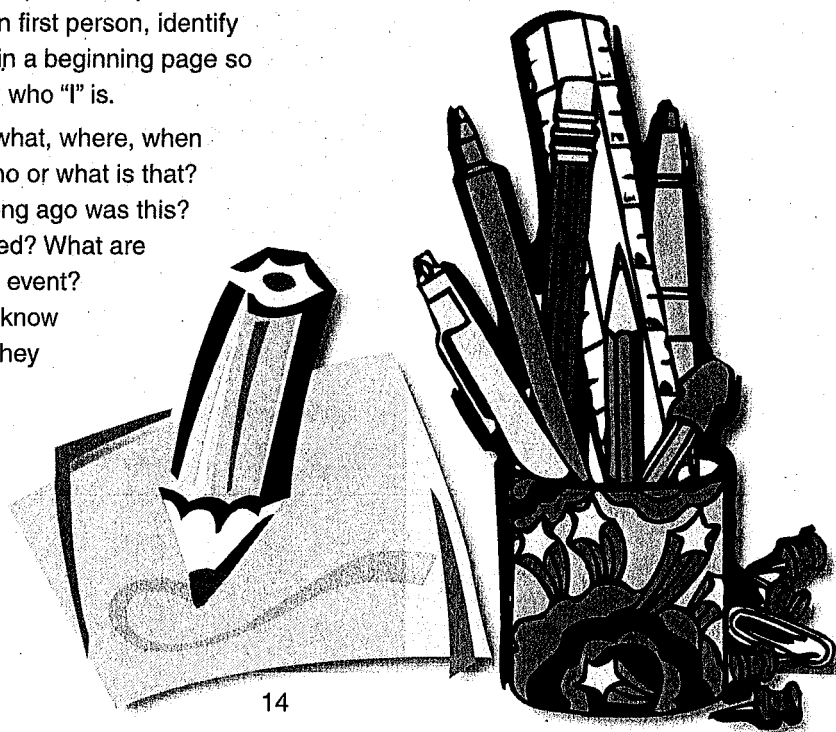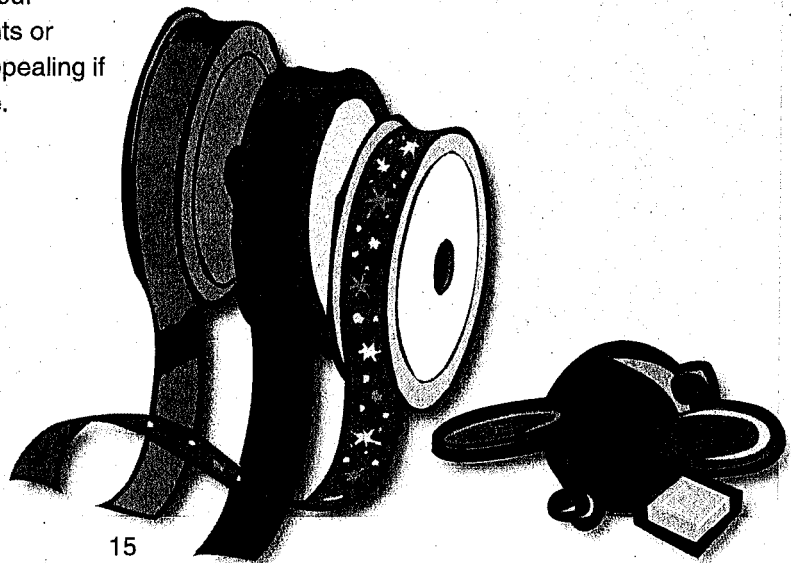
Lesson 6
Adding Embellishments

When you go to a scrapbook store, you will find a wide variety of embellishments to add to your layout. The use of embellishments, such as stickers, die cuts, ribbon, fibers, buttons, tags and charms, can enhance a scrapbook page, but too many embellishments will take the focus away from the layout. Remember the important part of scrapbooking is the pictures and journaling. Embellishments are to enhance the layout. Overdoing it can be easy.

* **Limit the number of embellishments on each layout.** Don't feel as though you have to use all the stickers on the sheet on one layout. Decide which embellishments accent your page the best and use those. Put the leftovers in a file to use on a different layout.

* **Stick to one kind of embellishment.** Using a lot of different types of embellishments takes away from the balance of your layout. Stick to just one embellishment medium, such as stickers, stamps or die cuts.

* **Limit the number of embellishment themes on each layout.** Although your photos may contain a variety of events or activities, your layout will be more appealing if you select one embellishment theme.

The size of your embellishments should be about the same size as your photo's subject. If your embellishment is smaller, build it up to fit the size of the photo subject to give balance to your layout. You can adjust the sizes of your embellishments by using the copier and computer.

Once you have selected the right embellishments, you can arrange them on your layout. When placing them, use an odd number of items and place them in a triangle on the layout. Odd numbers and triangles are pleasing to the eye and give a flowing balance to your layout. You do not want one side of your layout to have more than the other. They need to be in balance.

Remember: Adding the right amount of embellishments can bring balance and unity to your layout. Adding too many can draw attention away from the focus of the most important thing on the layout, the photos.

4-H Scrapbook Project Scorecard

Area Being Judged	Excellent	Good	Needs Improvement
1. Scrapbook Exhibit			
• Pages are exhibited between a front and back cover			
• Pages are exhibited in plastic protectors			
• Completed number of required pages - Exhibitors under age 13 (6 to 8 pages) - Exhibitors age 13 to 18 (10 pages)			
2. Photos and Memorabilia			
• Memorabilia and/or photos entirely encased in a protective sleeve			
• Newspaper articles photocopied on acid-free paper or laminated			
3. Neatness Counts!!			
• Legible handwriting/typing			
• Neat with no smudges or smears			
4. Journaling			
• Correct spelling			
• Every photo labeled			
• Journaling appropriate for page			
5. Cropping and Layout			
• Interesting layouts			
• Variety of pages			
• Quality of cropping and editing of photos			
6. Photo-safe			
• Use of appropriate pens and markers			
• Use of photo-safe albums			
7. Sense of Entire Project			
• Preserves the 4-H'ers' memories effectively			
• Interesting and variety of page layouts			
• Chronological or thematic order of pages			

I'm a 4-H Project Leader: Now What Do I Do?

How do I know who is in my project?

- Your club organizational leader will provide you with the names, addresses and phone numbers of the members enrolled in the project for which you are the leader.
- If you are working on the county level, contact the UCCE for the list of project members.
- The organizational leader may indicate to you if any of the youth have special needs. At your first project meeting, note any other youth that may have special needs.
- You may wish to consult with the parent or your 4-H Youth Development Agent as to how to work with a special needs child.

How often should I hold project meetings?

It is recommended you hold 4-6 meetings that each last 1½ to 2 hours in length. Some projects require more meetings or a longer meeting time to accomplish your goals. Some projects, such as leathercraft, may lend themselves to individual project work as members progress on their projects. In this case, you should hold several introductory meetings for all members and then set up a schedule of time for them to sign up for individual help.

When do I start?

Get started as soon as possible! Members' interest in a project is most keen when they are signing up for a project and when they get their project books.

How do I cover the cost of project meetings?

- There is a wide variety of means for covering the cost of project meetings. Some methods used include:
- Each member pays for their share of the expenses or provides a portion of the supplies.
- The club agrees to cover expenses using funds from their treasury. Approval in advance is needed for this.
- Members and leaders can solicit donations/supplies from area businesses.
- Sometimes funds from sources outside your club may be available to cover your project meeting costs.

How do I establish a project meeting schedule?

First, determine when you are available to work with project members. Then determine an initial project meeting date by consulting with your project members.

Publicize the date using one of the following means:

- County and/or club newsletter
- Club meeting or leader association meetings
- Postcards or phone calls to project members

You may not be able to schedule an initial meeting that everyone can attend. Establish a time to meet with those unable to attend before you hold your second project meeting.

Where do I hold project meetings?

Typically project meetings are held at project leader homes, schools, or community buildings. For more information on facility adaptability and liability concerns contact your 4-H Youth Development Agent.

What safety precautions do we need to consider?

Consider the type of safety issues your particular project involves. Request and secure necessary safety items such as ear protection, eye protection and head protection.

How do I let others in my club or other clubs know I am a project leader?

Prior to enrollment ask for time on your club's meeting agenda to let families in your club know you're a project leader and to share some things the kids could do in the project if they enrolled in it. When the project materials are handed out, take the opportunity to inform or remind members that you are their project leader and set an initial meeting date with the group. If no one in your club is in your project, you may wish to offer your services to a neighboring club. Talk to your club organizational leader or county 4-H Youth Development agent about this opportunity.

How do I prepare for the first meeting?

You may want to establish a 4-H resource box where you keep your project materials and any additional resources you will be using. Take time to become familiar with your project literature and talk to others who were project leaders for this project to find out what activities the members enjoyed.

What should I do at the initial project meeting?

- At the initial project meeting, here are some ideas of what you might want to cover:
- Find out what the members want to learn and accomplish in the project. The project literature is an excellent source of ideas.
- Review the safety practices that members will need to follow.

- Do an introductory activity related to the project so the members get to know one another
- Have a small project the members can complete and take home
- Talk about how the project meeting supplies will be paid for. Experienced leaders have found it easiest to charge a small fee to cover the cost of the expenses.
- Assess when members are available for additional meetings. You may wish to ask the parents or members to bring along their calendars of family activities.
- Encourage parents to participate in project meetings, especially the initial meeting.

What does a typical project meeting look like after the initial orientation?

Use the experiential learning model (found in the introductory pages of your Helper's Guide) to plan your project meeting. The project helper's guide will provide suggestions for designing a project meeting. Here are some suggestions for each section of the model:

Do

- Plan an activity to focus the project members on what they'll be doing today. Work on the project for that meeting.

Reflect

- Review the process completed
- Discuss what worked and didn't work.
- Talk about how any problems that arose were solved.
- Assist members in documenting their project work for inclusion in their record books/portfolios.

Apply

- Ask the project member the following questions:
- What else have you seen that is similar to this?
- How can you apply what you learned today to other situations?

What resources are available to help me?

- 4-H Project Literature – You will receive project literature through your 4-H club or the UW-Extension office. Typically there is a helper's guide and member literature for three to four levels.
- Other People in my Club & County – There are a number of people in your county who would be willing to share project ideas and tips with you.

Thanks to 4-H Youth Development Programs, UW-Extension, Cooperative Extension for use of these materials.

These include:

- Project leaders in other clubs
- County Staff
- Older youth who have been involved in the project

- Media Collection & Public Libraries – Additional resources can be obtained from the Cooperative Extension Media Collection. They have videos, skillathons, displays and resource packages available to support a variety of projects. There is a user fee per item you or your club will be responsible for. You can view their catalog at their website http://www.uwex.edu/ces/media/. Check with your local public library to find out what resources they may have or that you can obtain through inter-library loan.
- 4-H Website – Wisconsin 4-H is continually adding more information and activities to their website. Visit this site at www.uwex.edu/ces/4h/onlinepro/. You may wish to check out websites from other state 4-H programs also.
- Volunteer Leaders Conferences – Review each issue of your county's newsletter to learn about training sessions for project leaders offered by your county, district or at statewide events. Sessions focusing on new project literature are typically offered at the State 4-H Volunteer Leader Conference held every other year. Periodically statewide conferences focusing on specific project areas are offered in addition to sessions at the volunteer conferences. You can also exchange ideas with other leaders at statewide Field Day.
- Field Trips – Youth always enjoy the opportunity to see firsthand how things are done and how they work. Consider taking your project group on a field trip or tour of a local business or company to enhance their project experience. An example would be taking your dairy members to a cheese factory or your foods group to a local bakery.
- Local Experts – Bring in a local "expert" to share their ideas and experiences with your group. One example would be asking a Master Gardener to share information on choosing perennial or trimming shrubs at one of your project meetings.
- Magazines – Many leaders have found creative ideas to supplement those in the project literature in magazines they have or those at the public library.

How can I incorporate activities not included in the project guide?

We encourage you to use the ideas in the project literature as they have been successfully used with youth. If you have some additional activities you would like to incorporate, consider the following criteria:

- Of interest to kids
- Developmentally appropriate
- Incorporate the experiential learning model
- Youth and adults are involved in determining what will be done
- Enhances the development of member life and project skills
- Research based source of content utilized

What is the relationship between project work and the county fair?

The County Fair is an opportunity for an independent evaluation of life and project skills a member learned through completing a project. County fair entries typically match the activities included in the project literature and may include other activities that are being emphasized in your county. One of your roles is to help maintain the focus of members and parents on the goal of 4-H, which is to develop blue ribbon kids. Talk with members about what they learned about each of their fair entries from the judging process. Help members celebrate their accomplishments regardless of the color of ribbon each project member received at the fair. This may be done through individual encouragement or at a meeting following the fair. While entering and displaying a project at the County Fair is the traditional method of public affirmation, there may be other means of exhibition such as a club tour, open house, community celebrations or others.

Who can I go to if I need someone to help me during the project meetings?

If you are leading beginning level project meetings, ask older members in the project to help you. This is a great leadership experience for them! Parents are another excellent source of help. Don't hesitate to ask them to stay for the meeting and be actively involved in their child's project work.