



WELCOME

Welcome to the 4-H Scrapbooking Project! Please read through this project guide carefully, as it contains information and suggestions that are important for your project. **4-H Leaders can obtain a Leader Project Guide and other resources from the PEI 4-H Office.** Hopefully you, as a member, will “Learn to do by Doing” through hands-on activities that will encourage learning and enjoyment. If you have any questions, contact your District 4-H Officer or your 4-H project leader.

4-H YEAR COMPLETION

You complete a project by:

- completing the project Achievement Day requirements
- completing a communication project
- completing a community project
- completing an agriculture awareness project
- taking part in Achievement Day

You must complete all of the listed aspects in order to show at Fairs and Exhibitions.



ACHIEVEMENT DAY REQUIREMENTS

Junior Members (9—14)

Album with the following pages (Pages may be 7” x 7” or 12” x 12”)	80
1 page using a 4-H theme	
1 page with family, friends or pets theme	
1 page using any other theme	
1 page using recycled materials (gift wrap, used cards, wallpaper, etc.)	
4 additional pages (minimum)	
Card and Gift Tag	<u>20</u>
	100

Senior Members (15—21)

Album with the following pages (pages must be 12” x 12”)	80
2 page spread using a 4-H theme	
1 page with family, friends or pets theme	
1 page using any other theme	
1 page using recycled materials (gift wrap, used cards, wallpaper, etc.)	
9 additional pages (minimum)	
Card and Gift Tag	<u>20</u>
	100

EXHIBITION REQUIREMENT

Junior - one page using 4-H theme ... DO NOT SEND ENTIRE ALBUM,
JUST THE ONE PAGE IN PAGE PROTECTOR

Senior - two page spread using 4-H theme ... DO NOT SEND ENTIRE ALBUM,
JUST THE TWO PAGE SPREAD IN PAGE PROTECTORS

Ages for 4-H members as of January 1st of the 4-H year:

Junior: 9-11 years
Intermediate: 12-14 years

Check out the PEI 4-H Web Site
www.pei4h.pe.ca

HELPFUL RESOURCES!

www.archiversonline.com
www.creativememories.com
www.diynetwork.com
www.free-scrapbooking-ideas.com
www.scrapbooking101.net
www.scrapbooking-your-memories.com
www.creativescrapbooking.com

GETTING ORGANIZED

Scrapbooks can include all kinds of things, not just pictures. Memorabilia such as invitations, cards, tickets, brochures, ribbons and other things you want to keep can be displayed in a scrapbook along with pictures. Your scrapbook should be very unique, your own creation. Be picky about what you include in your book. Look for favourite pictures that make you grin, think, laugh and remember.

The first thing in scrapbooking is to get organized. Select the photos and other items you wish to use. This may mean going through photo boxes or taking new pictures. After the pictures have been selected, sort the pictures into piles, for example, birthday stack, school stack, friends, 4-H activities and so on. When this is completed, put the oldest picture on the bottom of each stack and work your way up to the most recent pictures. (You may want to take the photos to a photo shop at this point and have copies made rather than using the originals.)

Once this is done, its time to label. Write on the back of each photo the information of who is in the picture and when and where it was taken. This helps remember the story. You will need a special photo marker or acid-free pen for this job. Never use an ink pen.

Photos should be stored in an acid-free, PVC-free storage system (photo boxes).

Five to 10 photo 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 ones to highlight the event, feeling, or moment you want to showcase.

Instead of sorting by date, you might want to sort by occasions (great way to organize photos for beginner scrapbooking), by themes (Christmas, birthday, graduation, a wedding, or just daily occurrences or everyday life), by individuals (you could decide to cover a period of time in a person's life, i.e. ages 5 - 10 or an activity important to the person such as the person's hockey or soccer career).

BE A GOOD SPORT!

In the spirit of "learn to do by doing", all those involved in 4-H are encouraged to practice good sportsmanship, use common sense at all 4-H activities and the work in any 4-H project should be the member's own work.

TOOLS OF THE TRADE

The following tools will be helpful in creating your scrapbook:

- ruler
- scissors
- pencil
- eraser (white)
- paper adhesive (acid free glue stock or glue pen)
- double sided tape
- black pen for journaling
- cardstock
- stickers
- container to keep items in

Additional items to make the scrapbook even more creative include:

- buttons, ribbons, etc.
- punches
- scissors with fancy edges
- templates
- cutter

STANDARDS FOR JUDGING HANDCRAFTS

General Score Card for Handcrafts

45	Workmanship
25	Creative Design
15	General Appearance
15	Color

KEEPING IT ALL TOGETHER!

It is recommended you get a duotang or a three ring binder in which to keep this member guide and any other project materials you receive from your leader. The duotang or binder can be displayed at your Achievement Day with the listed achievement day requirements.

ALBUMS

Photo friendly acid-free albums are available in a variety of sizes. Most will let you insert plastic page protectors. The most popular types of scrapbooking albums are:

Three-Ring - These familiar favorites have rings that snap apart for easy page insertion and removal.

Spiral-Bound - Albums with this type of wire binding have permanently attached pages and are ideal for one-topic and themed scrapbooks.

Strap-Style - Albums that use plastic straps allow the pages to lie completely flat when the album is opened.



SCISSORS AND CUTTERS

Most cutting implements you'll find for sale will work fine for scrapbooking.

Scissors—come in straight and decorative edge styles. Long straight edge scissors are useful for cutting large sheets of card stock and paper for freehand cropping photos. Small scissors work best for cutting out detailed embellishments. Decorative edge scissors are ideal for cutting photo mats or anything to which you'd like to give a dressier look.

Craft and Swivel Knives—Craft knives are perfect for making straight cuts on paper and card stock and for cropping photos. Swivel knives are similar to craft knives, but their rotating blade makes them better for cutting along curves or cutting out letters and template shapes. Use these sharp tools with a self-healing or glass cutting mat.

Rotary Cutters—Often used to cut fabric, rotary cutters are also handy for cutting large sheets of paper and card stock or trimming photos. Use these tools with self-healing or glass cutting mats.

Paper Trimmers—This tool is handy for making square cuts and straight edges. The larger sizes are capable of handling even oversize sheets of paper and card stock.

ADHESIVES

There are lots of different scrapbooking adhesives available, but some will work better than others for particular applications. You can choose from adhesives that set up instantly as well as repositionable adhesives that let you safely lift and rearrange elements (wet bonds usually are permanent while dry bonds usually are repositionable).

Double-sided tape and dots—Usually sold in plastic dispensers, and available in both permanent and repositionable adhesives. Adhesive dots are great for adhering smaller items to layouts and also are available in permanent and repositionable forms.

Photo corners and sleeves—Photo corners with a peel-away backing come in sheets and rolls and in a variety of colors. Photo sleeves are made of clear plastic and have adhesive backing; they simply slip over your photos. Corners are ideal for attaching photos directly to layouts; sleeves work best for displaying photos that you may want to change later.

Spray Adhesives Aerosol spray adhesives provide an even layer of glue that can cover large surfaces quickly. Sprays work well for adhering background papers or photo

mats, and the dried adhesive won't show through transparent papers. Use spray adhesives only in well-ventilated areas and away from flames; never let children use them without adult supervision

Liquid Adhesives—these come in a bottle, stick, pen and want applicators, and with thick or thin tips. The adhesive itself may be permanent or repositionable and fast or slow drying. Liquid adhesives work best for attaching small items such as punches or die-cut letters, or for tacking down dimensional items such as beads or buttons.

Adhesive Tabs - White and transparent double-sided adhesive tabs come in roll form and in refillable dispensers. They're great for adhering both small and large items with minimal mess.

Adhesive Foam - use double sided adhesive foam, dots, squares and roll tape to secure items to your page and add dimension at the same time. They'll lie die cuts, letters and cropped photos up to 1/2" from the page surface.

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.

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 (as is a requirement for senior members—around the 4-H theme), 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.

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 colors, 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 you want to capture. "Cool" colors - blues and greens - are calm and relaxing; while "warm" colors such as reds, oranges and yellows are energetic and exciting.

Many colors are associated with holidays and special occasions. They are automatically 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 can also portray a theme or event. Does the patterned paper fit the mood and feeling you are trying to portray? Make sure it doesn't take away from the photos. Place a solid color between the photo and the patterned paper to separate it from the background.

CROPPING

Cropping a photo is simply cutting off the boring, messy or distracting parts of a photo. Generally photos look best with straight sides and clean edges, like a square or rectangle. There are times when an oval or circle shape is a great choice. You can also cut along the edges of an object or person and remove the background altogether. Or cut a portion of the object out leaving the rest of the photo intact. This can result in sort of a jack-in-the-box effect. It really is important to use a tool to help you cut your straight sided photos in perfect 90 degree angles. There are numerous small inexpensive paper cutters to do this job. Cutting a photo with fancy edged scissors is usually not a great idea. It looks best to cut the photo with smooth edges and use the fancy scissors on a colored paper mat around the photo. Templates are available in many shapes and sizes to crop photos.

MATTING

Use matting to make your photos, journaling and memorabilia stand out on the page. Coordinate matting colors and textures with your photographs and memorabilia rather than detract from the subjects. Use a solid-color mat to blend in with the layout or a patterned mat to stand out.

To create a simple photo mat, use a background paper or card stock that's slightly larger than your photo. Position the photo on the mat, and adhere it with archival-quality adhesive. Then trim the mat with straight or decorative edge scissors, a craft knife or a paper trimmer.

JOURNALING

Handwritten or printed journaling, the art of telling a story in print - separates scrapbooks from photo albums. As you plan journaling for a scrapbook, keep these tips in mind:

Try to let your journaling connect the page viewer with the actual event. Record more than just titles, dates and names. Describe your reactions to what was happening, tell what the subject was doing, and why, share how you feel when you look at the photos, or point out what you notice now that you didn't when the photo was taken.

Let someone else proofread a draft of your journaling before you add it to the page. Check for spelling and grammatical errors.

Practice hand-journaling to perfect your penmanship. Try writing your text in pencil before going over it in pen. Also experiment with different styles of script and a variety of writing instruments.

Use computer type to record large amounts of journaling or create custom page titles.

Try recording your journaling in shapes such as circles or hearts, or in a wavy or diagonal line for variety and interest.

PENS AND PENCILS

Lots of different writing utensils are safe to use on scrapbook pages, but look especially for those labeled "acid-free" or "photo-safe". Also choose products that will resist bleeding and fading. All come in a wide variety of colors and sizes.

Gel Pens - These medium-line pens are ideal for journaling or outlining letters and embellishments, and they come in just about every color imaginable.

Colored Pencils - Available in hundreds of hues, colored pencils are a scrapbooker's staple, ideal for shading and adding highlights to lettering and creating embellishments. Use them with a blender - a clear, colorless pencil or pen - to smooth and soften the colors.

Felt-tip Markers - Besides giving you a range of color choices, felt-tip markers also come in several different tip styles: Chisel Point, Monoline, Scroll Point and Brush Point.

The acid present in certain papers will cause the paper to break down and get brittle and can cause deterioration of photos touching the paper. Overtime photos can turn brown and brittle. This is why you want to use acid free paper, adhesive and ink for your scrapbook.



EMBELLISHMENTS



There are a wide variety of embellishments available to add design to your scrapbook; for example, stickers, die cuts, ribbon, buttons, tags, and charms. Just remember that too many embellishments will take the focus

away from the layout. The important parts of the scrapbook are the pictures and the journaling.

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 page. Decide which ones accent your page the best and use those. Put the leftovers in a file to use on another layout.

Punches - Available in a variety of shapes and sizes, decorative paper punches let you create custom accents by punching shapes from whatever papers complement your layout.

Die Cuts - These pre-made paper shapes are available at most scrapbook and craft stores and come in many shapes, sizes and colors. For a fee, some stores will let you use their die-cutting machine with your own papers to create shapes and perfectly coordinate with your layout.

Stickers - Acid-free, photo-safe stickers come in thousands of different themes and sizes and are widely available in

PROJECT ENROLLMENT DIRECTORY

From time to time throughout the 4-H year, you may wish to contact your leader(s) or another project member for one reason or another. Just fill in the information below, and you will have a handy Project Member—Project Leader Directory!



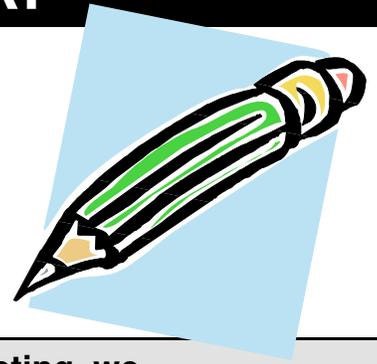
MEMBERS' NAME	E-MAIL	PHONE NUMBER
LEADERS' NAME	E-MAIL	PHONE NUMBER

Some Helpful Hints for preparing the one or two page spread for Exhibitions

- For senior members, double sheets should be of the same theme and color
- Be careful not to overdo pages with too many decorations that distract from pictures
- Use good quality pictures
- If using 4-H logo or paper - be sure it is the Canadian Logo
- Journaling is important, in years to come, you look at pictures and wonder who? what? where? when? why? Nice hand printing or computer printed journaling should answer these questions
- Original ideas are good. When several members in a club are doing scrapbooking, please don't make them all the same. Express originality!
- Newspaper clippings are not very attractive in a scrapbooking project.

PROJECT MEETINGS DIARY

Most projects will require at least six to eight project meetings to complete the project.



Meeting Date	Location	Time	At this meeting, we...

Community and Agriculture Awareness Projects

COMMUNITY PROJECT

Each year you are encouraged to provide a service to your community as a 4-H member. This introduces you to the responsibilities of citizenship. You must participate in your club's plan for a community project and you should have a role to play. Describe your involvement with your club's community project this year.



Our Community Project was _____

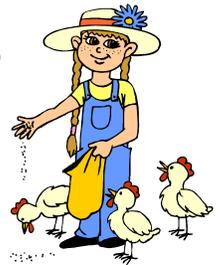
I helped by _____

It was beneficial because _____

I learned _____

AGRICULTURE AWARENESS PROJECT

Agriculture is one of PEI's main industries. You are expected to participate with your club to complete a project (or provide a service) which helps your club or others become aware of the importance of agriculture in our lives. As in the community project, you should actively participate.



Our Agricultural Awareness Project was _____

I helped by _____

It was beneficial because _____

I learned _____