

4-H Crafts Series

Discovering Crafts - Scrapbooking



Welcome 4-H Leaders!

Welcome to the “Scrapbooking” project. In this project members will design a scrapbook of pictures. There is lots of information, fun facts, and hands on activities that covers the basics of scrapbooking. This guide provides you with project meeting plans (**Skill Builders**) that include, a skills list, background information, activity suggestions, and ways to know if your members have learned the skills identified. In short, all the information and tools necessary to make this project a rewarding one for you and your members

In this project, members will examine, by **learning to do by doing**, the basics of making a scrapbook that will last a lifetime. Because the members will be making a scrapbook they will need to come to meeting with the supplies they need to complete pages at each meeting. The Leader Guide is written with the expectation that the project leader(s) will have a working knowledge about the project topics and how they work. If not, you may need to do some pre-work / research on the activities, or recruit assistance for certain sections.

Be sure to try out activities, demonstrations or hands on work ahead of time to ensure you have an understanding of each builder and allow for any adjustments should an activity not work for you or if any equipment or supplies are unavailable.

The 3D's of Learning - Each Skill Builder has three sections of learning called “Dream it!”, “Do it!” and “Dig it!”. Below is a description of each.

Dream it! Plan for Success - this gives members a chance to help plan their activities. A skills checklist, background information, important words, and activating questions are included in the Member Manual so they will be able to think about the topic and activity and decide how they will approach it. The Leader Guide contains in depth background information on the topics, material lists, suggestions, time requirements for activities, and activating, acquiring, and applying questions to engage member’s thinking through each step of the learning process.

Do it! Hands on learning - this is where members are engaged in the activity planned / discussed in the *Dream it!* Section. Here members are doing the activities and leaders are observing, recording, and providing feedback on how well they are doing. Allow as much individual practice as required; you are assessing the progress and understanding of individual members.

Dig it! What did you learn? - this simply means that members and leaders need to ‘dig into their learning’. For the learning cycle to be completed, both need to reflect on how things went and how well they did. For members, this involves self-assessment, giving feedback, creating meaning from their experiences, and thinking about what they would do differently next time. Once this is done they will be in a good position to apply what they have learned to the next experience.

Table of Contents

Introduction	1
Project Summary	2
Skill Builder 1: What You Need	5
Skill Builder 2: Page Design	14
Skill Builder 3: Learning Colour Basics	19
Skill Builder 4: Cropping and Matting	23
Skill Builder 5: Telling a Story in Pictures and Words	27
Skill Builder 6: Adding Embellishments	31
Showcase Challenge	35
Portfolio Page	37

- Revised 2019 -

The sequence of project meetings and specific skill building outcomes for members in this project are on the chart on the following page.



What Skills Will The Member Learn?

Each section, Skill Builder (or Builder) in this project has activities that will help your project group learn to do by doing while learning new skills and having fun!

DISCOVER

To complete this project, members must:

- Complete the activities in each Builder OR a similar activity that focuses on the same skills as you and your members may plan other activities
- Plan and complete the Showcase Challenge
- Complete the Portfolio Page
- Participate in your club's Achievement (See the inside back cover for more information about 4-H Achievements).

	Members will be able to...	Activities	Page
Skill Builder 1	What You Need <ul style="list-style-type: none"> • Identify tools used in scrapbooking • Explore how to use them safely • Decide what type of scrapbook to use this year • Keep track of the cost for your project • Find a storage container for your equipment and supplies 	<ul style="list-style-type: none"> • Scrapbooking Store Field Trip • Scrapbooking Project Costs • Photo Foldout 	10 10 12
Skill Builder 2	Page Design <ul style="list-style-type: none"> • Identify photos to use for your project • Create a title • Create balance and a focal point 	<ul style="list-style-type: none"> • Picture Planning • Formal and Informal Balance • Get Scrapbooking (at least 2-4 pages) 	16 16 17
Skill Builder 3	Learning Colour Basics <ul style="list-style-type: none"> • Learn about colour schemes • Identify tints and tones of colours 	<ul style="list-style-type: none"> • Tints, Colours & Shades • Get Scrapbooking (at least 2-4 pages) 	20 20
Skill Builder 4	Cropping and Matting Photos <ul style="list-style-type: none"> • Learn how to crop photos • Learn to mat cropped and uncropped photos 	<ul style="list-style-type: none"> • Cropping & Matting Practice • Get Scrapbooking (at least 2-4 pages) 	24 24
Skill Builder 5	Telling a Story in Pictures and Words <ul style="list-style-type: none"> • Decide on your writing style, first, second or third person • Decide on the theme to write about • Practice writing 	<ul style="list-style-type: none"> • Story Time • Get Scrapbooking (at least 2-4 pages) 	28 28
Skill Builder 6	Adding Embellishments <ul style="list-style-type: none"> • Learn to use embellishments effectively • Explain what your project cost you 	<ul style="list-style-type: none"> • Embellishment Ideas • Get Scrapbooking (at least 2-4 pages) • Finishing Touch Test 	32 32 33
When members successfully complete these builders, they will showcase what they have learned.			
Showcase & Portfolio	<ul style="list-style-type: none"> • Explain success in using the skills listed above 	<ul style="list-style-type: none"> • Showcase Challenge • My Portfolio Page 	35 37

Showcase Challenge and My Portfolio Page

At the end of the members' section are the “**Showcase Challenge**” and “**My Portfolio Page**”. The Showcase Challenge page gets members to think about their accomplishments and explain or demonstrate how they were successful. There are a number of suggestions along with planning information to help them decide how they will best “showcase” their learning to friends, family, community members and/or fellow 4-H members.



Record keeping is an important part of every 4-H project. “**My Portfolio Page**” is a graphic organizer used to keep track of members' 4-H experiences. As each member learns skills, the evidence of learning (through participation and completion of the various activities) is recorded on the page. When the Portfolio Page has been completed and confirmed by the leader, then it becomes a record of the member's completion of the project and participation in other 4-H activities beyond the project.

4-H leader assessment of members will happen throughout the project as you assess the progress and understanding of individual members. You need to observe the members doing the skill and record what you see and hear. Your feedback should be positive and descriptive (not just “well done”). Share that feedback with members frequently so they can put your suggestions into action. How you choose to observe and record is up to you. Some methods are to create checklists, videos and notes while encouraging discussions, peer observations and questions. Recognize that members may improve over the course of a builder and that records should be updated to reflect when they demonstrated their best learning. You are discussing how well members are meeting the skills checklists that are at the beginning of each of the project books, in each Builder and on the Portfolio Page.

Projects promote technical, communication, meeting management, and leadership skills, as well as community involvement and real-world experiences. In addition to the specific skills members are to learn in each builder, the following general learning goals for members are important: Following instructions - Working with others - Using supplies safely - Using the important words - Improving with practice - Respecting timelines.

4-H Project Series Skill Development Levels

Each project topic series contains three levels of skill development: explore, discover, and master.

Explore - each project series has is one project outlining the fundamentals. All members will be expected to complete the Explore level project before moving into the Discover level of projects. It introduces the basic skills and terms needed by members for subsequent projects in that series.

Discover - each project series has several project options and members are encouraged to take as many as they would like. At this level, members practice topic specific techniques and gain theme related skills through specialized builders.

Master - multiple project options encourage members to specialize in a topic. They may branch out and take advantage of community options such as cooking for a canteen or participating in a food drive. The leader's role is to look for opportunities for their members to have more authentic experiences by: working with other mentors, partnering with outside agencies, participating in exchanges, entering competitions, etc. Projects at this level may include the “Partner-a-Project” whereby pre-approved courses will allow members to advance their skills, while applying their learning to the 4-H program.

4-H LEADER TIPS FOR SUCCESS!

DISCOVER

- ◆ To complete, members **must** complete all the activities referred to on the “Project Completion Requirements” page **OR** alternate idea for an activity that would teach the same skill or an age appropriate variation. If activity substitutions are used, be sure to have the member make note in their manuals.
- ◆ Dependent on time available at each meeting, group size and abilities of group members, you may wish to break the Builders into more than one project meeting.
- ◆ The internet has lots of interesting websites and educational activities. You may choose to use a search engine to explore the options available. We do not endorse any website or the safety or functionality of any products they may sell. Information/products will be used at your own discretion.
- ◆ Safety is a number one priority. Care has been taken to create safe, age appropriate activities throughout this manual. As leaders, it is important for you to emphasize safety rules and manage or adapt activities in a manner that will safely match your members abilities. Ensure members have a good understanding of safe working and handling practices when using tools, that they use the appropriate safety equipment when necessary, and that appropriate supervision is provided. A quality experience needs to be a safe experience.
- ◆ The multiple intelligences theory teaches us that people learn in at least 8 different ways. All individuals will be stronger in some ways of “intelligences” and weaker in others. It follows that the more ways we teach, the more members we will reach. Throughout this project, you will find a mix of writing, reading, hands-on work, artwork, self-evaluation, group discussion and math calculations. Teaching projects using a broad blend will help increase the learning potential of all members.
- ◆ Projects are designed to teach many skills. However, the 4-H member is always more important than the subject matter. Stress cooperation in the activities where possible to develop teamwork and cooperation skills. These are valuable skills that will assist them in a number of settings. Ensure the work is completed in a manner that members feel good about themselves and their efforts. This can be done by assigning appropriate tasks or roles based on member’s individual abilities. Modelling and expecting supportive behaviour (i.e. no “put-downs”) amongst members, or by other adults, also contributes to a positive experience.
- ◆ There will be opportunity for experimentation and applying skills that members have learned throughout this project. Experimenting can be frustrating, but learning through trial and error is an important life skill. Explain to members that it is alright to either go onto the next builder or do the builder again if they need the practice. Help the members work through their challenges until they are satisfied with the quality of their designs. Creating inventive 4-H members will be very rewarding.
- ◆ Celebrating success is an important but sometimes overlooked part of our lives. We encourage you to use the final section to empower the members by celebrating all they have learned in a fun manner. Anything that you do to add to the spirit of fun and the sense of accomplishment of each member will likely be remembered as the highlight of their 4-H year.



Have fun and thanks for your belief in young people!



Skill Builder 1: What You Need



Skills Checklist:

- Identify tools used in scrapbooking
- Explore how to use them safely
- Decide what type of scrapbook you will use this year
- Keep track of the cost for your project
- Find a storage container for your equipment and supplies

Dream it!

Background for Leaders

Scrapbooking is a way to preserve photos, memorabilia like postcards, ribbons and maps and stories in a book. For many families it has been a part of what they have done for many years. The books are handed down through the generations in families.

Today the market is flooded with scrapbooking stores, and home based sellers of products. The members should carefully select their style of scrapbook and accessories. Price, availability of more product and accessibility are all considerations

Albums

Choosing one can be a critical decision. Do you want to add pages or just have a scrapbook for each event or year? Do you want larger pages that offer more space for pictures, journaling and embellishing?

- Size - this is personal preference but the availability of supplies is something to consider. Smaller albums have smaller pages so less pictures fit per page. As the album size increases so does the space on each page.
 - There are also *three ring binders* albums that can accommodate many pages and they can be added as needed.
 - *Spiral bound* books have permanent pages and as such are ideal for one theme or topic scrapbooks.
 - *Strap style* use plastic straps and staples that hold the pages together. These albums will lie flat when you work on them or look at them.
 - *Post bound* uses a set of threaded metal post to hold the pages together. Like the three ring or strap style pages can be rearranged or added as needed.

Page Protectors

They are clear, acid free plastic sleeves that slip over a completed page to keep them clean and wrinkle free. The style of page protector will depend on the style of scrapbook you use.

Paper

Coloured paper enhances your pictures and pages without much effort or cost. Paper is sold singly or in packages. It comes in a variety of patterns, colours, textures and weights. Again look for the best quality paper you can afford. Acid and lignin free papers are the best to use.



Adhesives

Look for ones that are scrapbook safe. When working with the 4-H members you want what is going to be the easiest for them to use.

- *Dots, double-sided tape and tabs* are easy to use and can be used on a variety of sizes and shapes of papers and photos.
- *Photo Corners* in different styles and methods of attaching are available.
- *Liquid or spray adhesives* can be used on certain items for the scrapbook. You may want to experiment before using them in a book and depending on the ability and age of the members you may want to look for other ways to attach what they want to use in their book.

Cutting Tools

Cutting tools are essential to scrapbooking and reliable tools are a good investment. Buying the best quality you can afford is a good idea. Remind the members to keep their scrapbooking cutting tools just for scrapbooking and don't use them for other tasks.

- Straight edge scissors
- Decorative edge scissors
- Paper trimmers
- Circle, oval, or other shape cutters
- Corner trimmers
- Craft and swivel knives
- Self healing mat for use with craft knives and swivel cutters.

Writing Tools

Pens, ink and stamp pads for scrapbooking not only need to be acid free but should be fade resistant, permanent, waterproof and odourless. Pens (as well as glue) should be odourless when you are working with them and when they dry. There are different felt tip markers that range from very thin tips to wide tips. Chisel tips, notched and calligraphy markers all produce different effects. If the members are using a type of pen that is unfamiliar to them they should practice writing and printing with it before they start in their scrapbook. Gel pens and coloured pencils might also be used for certain effects on pages. Again just a caution to have the members do a rough copy or practice before they start on the page. Correcting larger mistakes on a page can sometimes be difficult and correcting different coloured pens can create problems as well

Photos

The whole reason for scrapbooking is working with photos you already have or ones that you will be taking during the year. It is a good idea for the members to have their photos that they will be using during the year picked out and sorted very early in the year. They will be working with a few pictures in the first skill builder and then in each of the following ones. The members should try and complete at least 4 pages per skill builder.

Have the members decide what type of album they want to make. Do they have lots of pictures of their pets, school friends or a trip they have taken with their family? Some members might like to make an album about themselves using baby pictures to the present. day

Once the members have decided on their theme and started to sort pictures make sure they have enough information about the pictures, who is in them and a date if possible. If they write this on the back of the picture make sure they use a photo safe pencil. Otherwise they could sort and store in an envelope with the details written on the front.

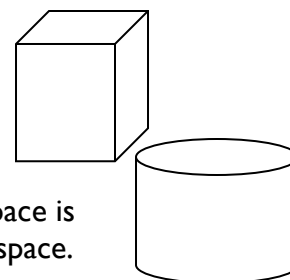
Storage of photos and negatives is a whole topic that could be studied on it's own. Basics for the members to start with is to store them away from extreme temperatures or areas of the home that are moist. Store negatives away from the light. If they can store them in acid free boxes or envelopes that is good. If they use a digital camera they need to make sure that their photos are backed up in case the computer hard drive crashes.

DISCOVER

Page Design

Design is an arrangement, a way of organizing something. In arts and crafts, the visual appearance or what our eyes and brain see is reduced down to six elements of design. Even though we use many different materials, these elements remain constant. They are our tools. The **elements of design** are line, shape, colour, texture, form and space.

In Exploring Crafts lines, shapes, colours and texture were talked about. Form is three dimensional shapes that have width and depth. Circles become balls or cylinders and boxes become cubes.



The final element is space. This is the area between and around objects. Real space is three-dimensional; in visual art when the feeling of depth is created, it is called space.

The principles of design are how we organize or use the tools or elements of design. Although this information is not in the members books it may be part of what you discuss with the members as they are working on their scrapbooking pages.

The **Principles of Design** are balance, emphasis, movement, pattern, proportion, repetition, rhythm, variety and unity.

Balance refers to the feeling of equilibrium. Balance can be symmetrical, asymmetrical or radial. In **symmetrical balance**, the elements on one side of the design are similar to the other side. In **asymmetrical balance**, the sides are different but still look balanced. In **radial balance**, the elements are arranged around a central point and may be similar.

Emphasis is the part of the design that catches the viewers attention. Usually, emphasis is used to direct and focus the viewer's attention to the most important part of the design. Emphasis is also know as contrast.

Movement the path the eyes take to get to the focal area. It guides the viewers' eye through the work of art. Movement can be directed along edges, shape and colour within the work.

Pattern is the repeating of an object or symbol all over the artwork.

Repetition works with pattern to make the artwork seem active. The repetition of elements of design creates unity with the artwork.

Proportion is used to describe the relationship of certain elements to the whole and to each other. For example when drawing the human figure, proportion refers to the size of the head compared to the rest of the body.



Rhythm creates a mood like music or dancing. Rhythm is created when one or more elements of design are used repeatedly to create a feeling of movement. Variety is essential to keep rhythm exciting and active, and moving the viewer around the craft.

Variety is the use of several elements of design to hold the viewer's attention and to guide the eye through the craft. A craft is made up of many different colours, values, lines, textures and shapes would be described as complex. Complex crafts increase visual interest.

Unity is the feeling of harmony between all parts of the craft creating a sense of completeness. It could be accomplished by using repetition and gradual changes.

Important words

Help members define the following words and look for members using this vocabulary in their discussions. Here are some examples of how to use the "important words" to increase the members understanding:

- Ask members to form a mental image of the new word.
- Get members to use a dictionary and show them the range of information it provides.
- Have members describe (rather than define) the new word in terms of their experiences.

Albums	A book or binder with pages or pockets for keeping collected items such as postage stamps, photographs, mementos, and autographs.
Adhesives	Substances used to stick things together.
Cutting tools	Objects designed to divide something into pieces (such as knives, scissors, or a similar sharp-edged tools).
Writing tools	Objects designed to put words, letters, numbers, or musical notation on a surface (such as pens, pencils, or similar instruments).

There may be many other scrapbooking terms that you may come across while shopping and doing work throughout the rest of the builders. Some of these are listed below:

Corner Rounder - A type of punch which rounds the corners of photos and mats. A very important tool for those who are working with photos from the 70s and 80s which came processed with rounded corners. Comes in plain or decorative styles.

Crop - Trimming unwanted backgrounds or other objects from a photo.

Neutral - Materials with a pH level of 7.0, meaning they are neither acidic nor alkaline.

Buffered - Something that has been subjected to the addition of alkaline substances such as magnesium carbonate or calcium carbonate to prevent acids forming in the future due to chemical reactions. The pH will be 8.5.

Wax Pencil - A soft acid free pencil designed to write on glass, plastic and photographs. If used on the front of a print it will rub off but when used on the back will become permanent. Comes in all colours but blue is the colour used most often by scrap-bookers.



Journaling - Journaling is writing down the who, what, where, when and why that goes with your photos. An important part of scrapbooking that is often never done for fear of ruining a page with bad handwriting or a mistake or putting it off for later which never comes. Journaling in your scrapbook should always be done using permanent, fade and water proof writing tools. Using the computer to journal makes it easier for some to keep up with this important task. Your scrapbook page won't be complete until you tell the story behind the photos. Add names, dates, words, or phrases, perhaps written on a stamped scroll or banner, to identify people and places and to help tell your story. Use acid-free pens and markers, available in a variety of colors, to handwrite the information. Or purchase rubber stamp alphabets in a style to suit your theme.

Archival quality - "Archival quality" is a term used to indicate materials which have undergone laboratory analysis to determine that their acidic and buffered content is within safe levels.

Acid-free - Acid is used in paper manufacturing to break apart the wood fibers and the lignin that holds them together. If acid remains in the materials used for photo albums, the acid can react chemically with photographs and cause their deterioration. Acid-free products have a pH factor of 7.0 or above. It's imperative that all materials (glue, pens, paper, etc.) used in memory albums or scrapbooks be acid-free.

Acid migration - Acid migration is the transfer of acidity from one item to another through physical contact or acidic vapors. If a newspaper clipping is put into an album, the area it touches will eventually turn yellow or brown. A deacidification pH factor spray can be used on acidic papers, or they can be color photocopied onto acid-free papers.

Lignin - Lignin is the material that holds wood fibers together as a tree grows. If lignin remains in the final paper (as with newsprint), it will become yellow and brittle over time. Most paper other than newsprint is lignin-free.

pH factor - The pH factor refers to acidity of a paper. The pH scale is the standard for measurement of acidity and alkalinity. It runs from 0 to 14, each number representing a tenfold increase; neutral is 7. Acid-free products have a pH factor of 7 or above. Special pH tester pens are available to help you determine the acidity or alkalinity of products.

Photo-safe - Photo-safe is a term similar to archival quality but more specific to materials used with photographs. Acid-free is the determining factor for a product to be labeled photo-safe.

Embellishments - Items used to add decoration or enhance a scrapbook page.

Layout - The arrangement of photos and other design elements on a page. This could be on one, two or more pages.

Matting - Placing paper behind a photo to emphasize it or adding a frame to the top of a picture.

Permanent Ink - A water proof, fade proof, non-bleeding ink.

Additional Resources/Supplies/Handouts

- 4-H scrapbooking paper is available from an Ontario 4-H County. On the Manitoba 4-H Council website (<http://www.4h.mb.ca/store.php>) there is an address for further information. The paper can be viewed at <http://www.niagara4-h.ca/>

Age Considerations:

9 and up

DISCOVER

Thinking ahead

1. What will you have your members bring to the first meeting?
2. What will you discuss with members? Gather observations and think of examples that will help support your discussion.

Preparing for Success

- Ask members how they know they will be successful in this builder. Discuss what success looks like, sounds like, and feels like.

Activating Strategies

- Have any of the members done any scrapbooking before? Get them thinking about what they will need and make some decisions on what they have to bring to the following meetings. It will be important that they have pictures and other supplies so they can complete their pages for each skill builder.

Do it!

Scrapbook Store Field Trip

Time Required: Will depend on how far the group needs to travel to a store or scrapbooking consultant's home. Depending on when your group meets and the time needed for the visit, the following activity might have to happen at a different meeting.

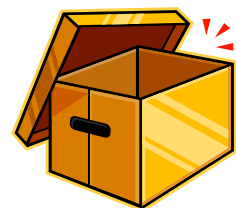
Instructions

1. Visit a store that sells scrapbooking supplies.
2. Have the members look at what is available.
3. Have members think about making a decision as to what type of scrapbook you want to use for their project.
4. Have members pick 2 unfamiliar items describe how they would be used. Have members record these findings in their Member Manual.
5. This trip can be a great opportunity to purchase needed supplies. If they need to buy supplies it is likely best if they have a parent accompany them on the store visit.

Scrapbooking Project Costs

Instructions

1. Have the members start to keep track of the costs they are incurring for their project this year. Scrapbooking can become a very expensive hobby. As the members start to purchase equipment have them keep track of what they are purchasing and record it on the "Scrapbooking Project Costs" sheet provided. The sheet is broken down into costs for tools and reusable equipment and consumable supplies (like paper pens etc.).
2. Since members are now collecting their project supplies, have the members decide on a storage box for their equipment and supplies. It can be something they have at home or maybe one that is purchased especially for storage of scrapbooking tools and supplies. This will ensure they have everything they need to work with at each skill builder meeting.



Scrapbooking Project Costs

How much money are you going to spend on this project? How much did it or will it cost to get your photo's printed? Separate your costs into ones that are reusable (like scissors, pens etc.) and ones that are consumable (items that can only be used once like tape, paper).



Reusable Item	Cost Per Item	Total Cost
Consumable Item	Cost Per Item	Total Cost
Total Project Costs		



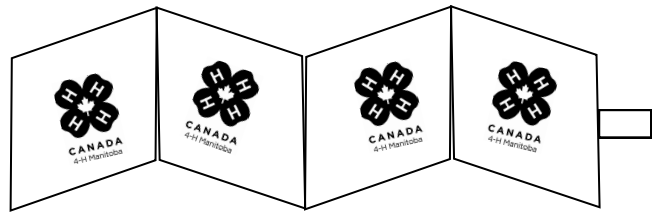


Photo Foldout

Time Required: 30 minutes

Equipment and supplies:

Poster board, pictures that members bring from home (2-6 pictures 3 1/2 x 5 inch size), tape or glue, Velcro dots or ribbon, pencil, ruler, markers, stickers or other embellishments.



Instructions

1. Determine the length of paper needed—multiply the number of photos by panel width (4 1/2 inches if the pictures are 3 1/2 inches wide) and add 3 inches for a flap if desired. Cut the paper this length and 7 inches high.
2. Working along the strip of paper measure 4 1/2 inch intervals. Score with a dull knife or fold over a metal ruler edge. Fold accordion style along the lines.
3. Glue one photo to each panel. Add writing, stickers or other things to the photo page.
4. Using Velcro dots or ribbon on the flap make a way to close the photo foldout.

This could be given as a gift to mum, dad, grandparents, friends or kept and displayed in a locker at school. The members could experiment with different types of paper, using a harder cardboard for a cover to make it like a book, or making longer or shorter foldouts depending on the number of pictures they want to use.

Dig it!

Discuss with your members (questions from the Member Manual):

- How did your Photo Foldout turn out? What do you feel you did well? Is there anything you would change next time?
- What type of album do you like and why? What kinds of album and tools you would like to use or purchase?
- What theme or topic would you like to use in your scrapbook?

What's next?

Members will now have made a decision about the type of scrapbook they hope to use and will have it purchased for the next meeting. They need to be gathering photos and other materials and deciding on a theme to use for their scrapbook.

In the next builder members will learn about what goes into designing pages for their scrapbook. They will look for examples of formal and informal balance that they can use to illustrate this concept and mount the examples in their manuals.

Leader's Notes



In the Member Manual

Skill Builder 1: What You Need

Snips Says....

Scrapbooking is fun to do and when you have the right tools it is easy to get great looking results. In this builder you will look at different types of equipment and decide what style of scrapbook you will work on. As well as scrapbooking some of the techniques you learn can be used to make smaller items such as mini albums, gift cards and photo cards that can be given as gifts.



SKILLS CHECKLIST

- Identify tools used in scrapbooking
- Explore how to use them safely
- Decide what type of scrapbook to project
- Keep track of the cost for your project
- Find a storage container for your equipment and supplies



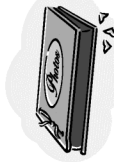
Important words

Watch for these important words throughout this builder:
Albums, adhesives, cutting tools, writing tools



Dream it!

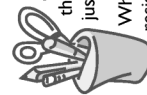
To begin any project and be successful you need to plan. In the Dream it! section you will learn about some of the possible tools you might use in scrapbooking.



What type of album are you going to use? What size is it going to be? There are many different sizes and styles available on the market. Once you decide on a type it is a good idea to try and use the same product as you work on scrapbooking. Your pages will be interchangeable and could be used in different albums. What system of page protectors will be used?

Paper enhances the pages of your album. There are many different types and styles of paper to try.

To get the pictures to stick to the pages you need to use a good quality adhesive. Again there are many on the market - what type do you want to use? Pick a product that is easy to use and easy to purchase.



Good quality cutting tools make the job of cropping pictures and other items, that you want to add to pages, easier and neater. Buy the best quality you can afford. Keep your tools together and use them just for scrapbooking.

When it is time to write in your book you want a pen that is acid free but also fade resistant, permanent, waterproof and odourless when dry but also when you are using it. Finally, the most important part of scrapbooking is your photos. It is a good idea to have your pictures organized and keep track of when they were taken and who is in the picture. Keeping this information with the pictures will help you when it comes time to sort the pictures and put them into an album.

DISCOVER

Do it!

Scrapbooking Store Field Trip

- Go on a field trip to look at scrapbooking materials and make a decision as to what type of scrapbook you want to use this year for your project.
- Pick 2 unfamiliar items you found in your trip to the scrapbooking store and describe how they would be used. Record your findings below.

Unfamiliar Item # 1

Unfamiliar Item # 2

Scrapbooking Project Costs

- Start to keep track of the costs of what you have purchased in the chart on the next page.
- Pick a container or bag that you can use to store your supplies in so they are ready to take to your meetings. It can be something you already have at home.

Photo Foldout

- Pick a few of your favourite photos (2-6) and make a photo fold out. Your leader has the instructions. It is easy to carry with you, store in your locker at school or give as a gift.



Snip's Fun Facts

The word photography derives from the Greek words 'photos' - meaning light and 'graphein' - to draw. Modern photography began in the 1820s



Dig it!

- Discuss with your group
- How did your Photo Foldout turn out? What do you feel you did well? there anything you would change next time?
- What type of album do you like and why? What kinds of album and tools you would like to use or purchase?
- What theme or topic would you like to use in your scrapbook?



What's next?

In the next skill builder we will start to design pages for your new scrapbook. Gather and bring photos to use for your project's scrapbook. Balance is an important feature to be discussed while designing scrapbooking pages. Bring some old magazines to your next meeting, as you will look for examples of different kinds of balance on pages.

Skill Builder 2: Page Design

DISCOVER

SKILLS CHECKLIST

- Sort through your photos
- Create a title
- Create balance and a focal point



CANADA
4-H Manitoba

Dream It!

Background for Leaders

Now the work on the scrapbook begins. The members should have 10-20 photos. Three to 5 photos will work for a single page spread. Have the members take a critical look at the pictures they have brought. Do they all tell a story or are some of them out of place? Just because you have taken a picture and had it developed doesn't mean that you need to use it. If the picture is of poor quality then maybe it is best not to use it.

Have the members think of a title for their page. This can help to set the mood for the entire layout and can help you decide if all the pictures you have gathered need to be used or if you maybe need to look at your photos for another picture to add. Maybe the members have a title thought out ahead of time - for example, pets. If they have had several pets they maybe want to have a page with all their dog pictures and another with all their cat pictures. Or they may decide to have a mix of each chronicling each as they have grown up together. Then, they can gather the photos to fit the theme and stages they want to show.

Whichever way you work at it, keep in mind that the pictures are the most important part of any page - they are the reason for the scrapbooking. The focal point is the primary image or area on the scrapbook page. It is where the eye will travel to first. It could be a centrally located photo, one that is larger than the others on the page, one that has used special techniques for the matting or just a very exceptional photo. Other pictures and techniques used on the page will support the focal point and not detract from it.

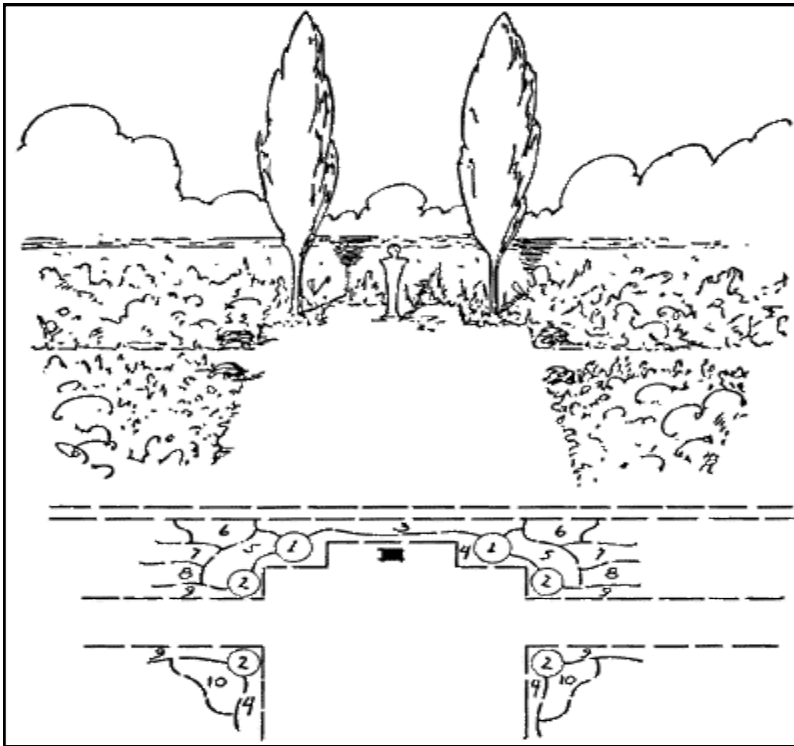
Try and create a balance on each page. It can be formal balance where the layout is the same if you divided the page or layout in half. Each side would have the same elements.

Important words

Help members define the following words and look for members using this vocabulary in their discussions. One strategy to help members learn new vocabulary is to have them paraphrase the definitions. Having members to use their own words increases connection making.

Focal point	The center of attention.
Formal balance	Formal balance means the layout is the same for multiple parts of a page. (i.e. If you divided the page in half, each half would have the same elements - number of pictures, matting, embellishments and style.)
Informal balance	Informal balance means the layout is not the same on all parts of the page, but the different elements balance each other. One half of the page might have one large element and the other half has 3 smaller elements.

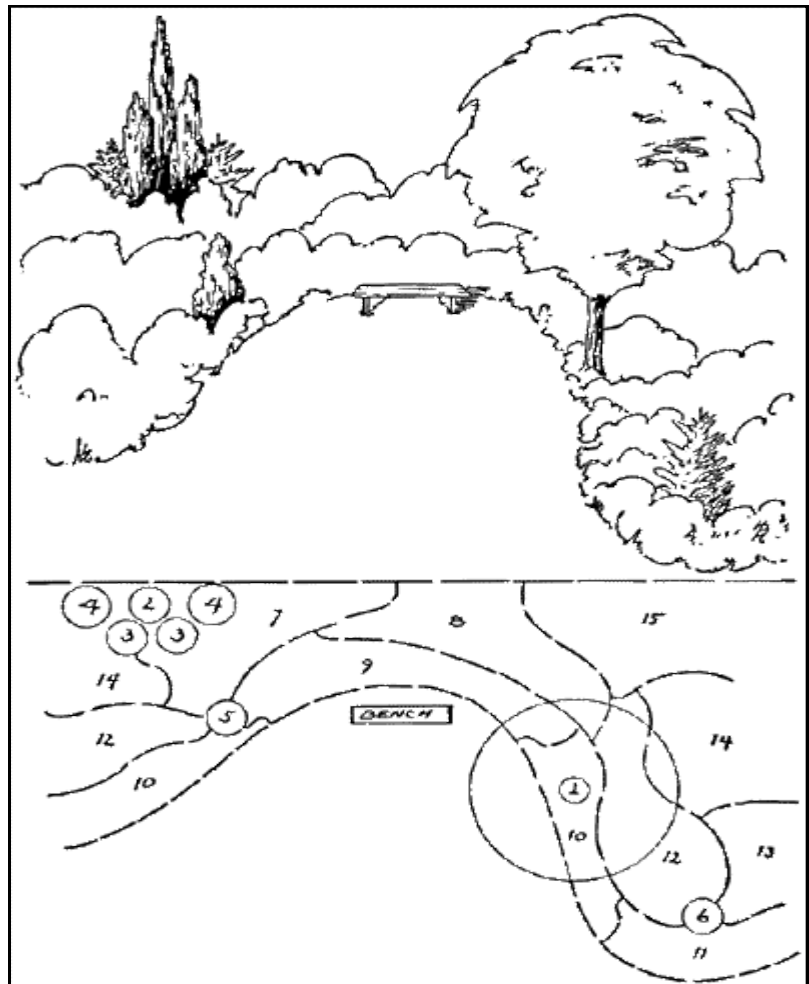
DISCOVER



This sketch shows formal balance. If you drew a line down the centre of this picture one side would be a mirror image of the other side.

This sketch shows informal balance. One side is not a mirror image of the other. But if you drew a line down the centre of the sketch both sides of the sketch appear to be of equal or very similar weight. The single large tree on the right is balanced by the three smaller in width but tall shrubs on the left and the increased number of shorter shrubs in front of them.

Both formal and informal balance can be used in scrapbooking. Keep in mind it is not just the photos but anything else that is included on the page that comes into play when you are considering how the page is balanced.



Thinking ahead

1. What will you have your members bring to the meeting?
2. What will you discuss with members? Gather observations and think of examples that will help support your discussion.

DISCOVER

Preparing for Success

- Ask members how they know they will be successful in this builder. Discuss what success looks like, sounds like, and feels like.

Activating Strategies

- How did the members like touring the Scrapbook supply store? Look at the albums and other supplies they have purchased. Have they found pictures to start to scrapbook? Suggest ways they can sort and start to work on the pictures they have found. Remind the members they will need around 20 photos each time you meet in order to work on the pages.

Picture Planning

Time Required: 15-30 minutes (This depends on what photos the members bring and how much thought they have put into their project. Looking at and using this information can be done throughout the manual, but some of the planning is listed here to get members thinking about doing pre-planning for their scrapbooking album.)

Instructions

1. The first step is to select photos that you would like to work with. Not every picture that you take needs to be included - look for the best ones - the ones that tell a good story. Three to 5 photos will work for a single page spread. Do you have enough pictures for your whole album?
2. Take a look at the pictures you have brought. Do they tell a story or are some of them out of place? Have you decided on a theme or title for your scrapbook? Is your theme going to carry through the book? Keep in mind all of the pages that you will be working on. Sort your pictures into groups, this can be useful for planning the different pages that you will work on in future builders.
3. Once you have the pictures collected you want to create a title for the page. The title sets the mood for the entire layout and can help you pick colours and embellishments to use later on. You might even have had the title in mind before you gathered the pictures.
4. The next step is to look at the pictures and decide how they will fit on the page. What would the focal point be for the page? Where does your eye look first? Is there one photo that draws the eye ahead of all the rest?

Formal and Informal Examples

Time Required: 15–20 minutes depending on the type of magazines the members bring.

Instructions

Talk with the members about balance both formal and informal. Try and find other examples in magazines, catalogues and on the internet if you have it. Ask the members to bring old magazines they can cut up for examples. Have the members cut out the pictures and either mount them in the book or on an extra sheet. If they use an extra sheet please make note of that in the spaces that are given for the examples.

Do it!

Get Scrapbooking

Time Required: 45 minutes

Equipment and supplies:

- 10-20 photos (that the members have brought with them), scrapbook, cutting supplies, adhesives, pens, pencils, ruler.



DISCOVER

Instructions

1. Have the members start by sorting through the photos they have brought. Have they decided on a theme or title for their book? (if they are doing a book on themselves with baby to now pictures that can be the theme) If they have an overall theme like pets then maybe they divide their album and have sections cats, dogs, horses, goldfish, etc.
2. Once these decisions have been made then they can start to experiment with how the pictures, they have brought, will look on the pages.
3. It is best to arrange the pictures first and sit back and look at the page, take a short break and then come back and look at the page again. Do you still like what you have done - what do others think? If you like it then you can start to attach the pictures to the page.
4. Members should try and complete 2-4 pages for this builder. If they are using an album with 7"x7" or 8"x8" pages, they should try to complete 4 pages. If they are using an album with larger pages (10"x10" or 12"x12") then completing 2 pages would be fine.

Dig it!

Think about the builder and the activities the members have completed. Review the skills checklist. Have the members gained all of these skills?

- Do the members have an understanding of formal and informal balance?
- Were they able to start scrapbooking the pictures they brought to the meeting?
- Talk about the following questions/prompt from the Member Manual:
 - Explain to your group your choice of pictures for formal and informal balance.
 - Look at your completed pages. Do they have a focal point and are they balanced? How would you explain this to a friend?

What's next?

In the next builder, members will learn about colour and how to incorporate it into the pages they are working on. You may want to review with them the information in Exploring Crafts. They will explore tints and shades of different colours. Using scrapbook paper is one way to show the tints and shades but you might also pay a visit to a paint store and gather paint chips that the members can use as examples for their book. If you have paints they could also make their own examples.

Leader's Notes

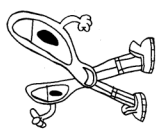


In the Member Manual

Skill Builder 2: Page Design

Snips Says...

The photos are the most important element on a scrapbook page. They should be of good quality, in focus, not over or under exposed and have true colours. In this builder we are going to look at the photos and how to design a page to show the photos off in the best way.



SKILLS CHECKLIST

- Identify photos to use for your project
- Create a title
- Create balance and a focal point



Important words

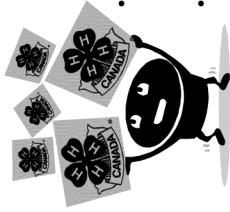
Watch for these important words throughout this builder:
Focal point, formal balance, informal balance



Dream it!

Picture Planning

1. The first step is to select photos that you would like to work with. Not every picture that you take needs to be included - look for the best ones - the ones that tell a good story. Three to 5 photos will work for a single page spread. Do you have enough pictures for your whole album?
2. Take a look at the pictures you have brought. Do they tell a story or are some of them out of place? Have you decided on a theme or title for your scrapbook? Is your theme going to carry through the book? Keep in mind all of the pages that you will be working on. Sort your pictures into groups, this can be useful for planning the different pages that you will work on in future builders.
3. Once you have the pictures collected you want to create a title for the page. The title sets the mood for the entire layout and can help you pick colours and embellishments to use later on. You might even have had the title in mind before you gathered the pictures.
4. The next step is to look at the pictures and decide how they will fit on the page. What would the focal point be for the page? Where does your eye look first? Is there one photo that draws the eye ahead of all the rest?



- Try and create balance on the page. Place the photos on the page and move them around until they look good and appear to be balanced. You don't want one area overpowering another area. If you are creating a 2 page spread make sure the pages don't appear lopsided, they should flow into each other.
- Formal balance means the layout is the same if you divided the page in half. Each half would have the same elements - number of pictures, matting, embellishments and style.
- Informal balance means the layout is not the same on all parts of the page, but the different elements balance each other. One half of the page might have one large element and the other half has 3 smaller elements.

DISCOVER

Formal and Informal Balance Examples

- Look through magazines and find an example of formal and informal balance. Mount these in your book (in the spaces provided below or on a separate sheet).

Formal Balance

Informal Balance

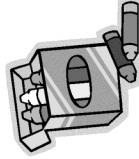
Do it!

Get Scrapbooking!

- Start to design and create 2-4 pages for your scrapbook. Make sure you create balanced pages!

Dig it!

- Think about the builder and the activities you have completed.
- Review the skills checklist. Have you gained all of these skills?
- Explain to your group your choice of pictures for formal and informal balance.
- Look at your completed pages. Do they have a focal point and are they balanced? How would you explain this to a friend?



What's next?

In the next skill builder we will learn about colour basics.

Skill Builder 3: Learning Colour Basics

SKILLS CHECKLIST

- Learn about colour schemes
- Identify tints and tones of colours

DISCOVER

Dream It!

Background for Leaders

Colour sets the mood, provides balance and illuminates the photos on your page. Even if you are working with black and white photos you will need to think about colour on the pages. Depending on the theme of their scrapbook some of your members might be using black and white photos. If they are working with family photos some of their parents' or grandparents' pictures might be black and white. The member will want to choose colours for the background, mats, accents, journaling that is going to convey the same feelings as the photos they are using and the events the pictures are portraying. All of the papers and designs that you can find available might overwhelm the members and they might want to try them all. When using colour sometimes less is more. Too much or too many colours can be a distraction and the pictures they have used will get lost on the page. Keep reminding the members that the main focus of the page should be the photos.

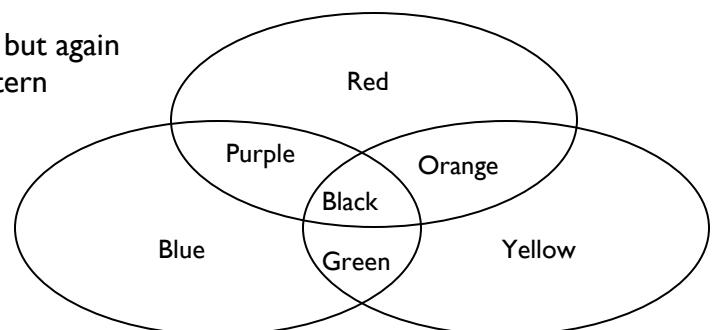
An easy way to highlight the photos is to take colours from them to use on a page. If the birthday girl is in a pink dress then maybe the colours used should be tints of pink for the page. They could use a monochromatic colour scheme (colours from one colours family) of all pinks and reds in this case.

Choosing colours for a layout can be overwhelming. Choose a colour that will reinforce a mood or feeling. Ask yourself what kind of feeling or mood you want to capture. "Cool colours - blues and greens—are calming and relaxing colours, and "warm colours—reds, oranges and yellows are energetic and exciting. If you have a group of pictures of a baby sleeping then blues and greens will help to portray the quiet mood. But if the pictures are of children having fun playing then using reds, oranges or yellows might look better.

Often we associate colours with holidays or special days. We automatically use the colours on these pages. If you have pictures of children in Halloween costumes then you might consider using orange and black on the pages or colours from the costumes. Red and green are associated with Christmas but sometimes families use other colours as well and these could be incorporated into the pages.

Patterned and textured papers can also be used but again remember the cautions of colour. Does the pattern overwhelm the pictures or the page? Is the texture overpowering and does it take away from the pictures.

Youth often like to try everything so reminding the members of these guidelines will help them think about what they are using and having them take a critical look at the pages they are working on.





Important words

Help members define the following words and look for members using this vocabulary in their discussions. Ask for sentences that "show you know." When members construct novel sentences they confirm their understanding of a new word. Have members use as many terms per sentence to show that connections can be useful. Members can also create impromptu speeches using these terms.

Colour	The property of objects that depends on the light that they reflect and is perceived as red, blue, green, etc.
Monochromatic	Using tints and shades of only one colour.
Tint	Colour with white added.
Shade	A color that is a variation on a basic color, by being more or less bright or dark.

Thinking ahead

- What will you have your members bring to the meeting? Remind the members to bring pictures so they can work on pages for their scrapbook.

Preparing for Success

- Ask members how they feel about the pages they completed last time.

Activating Strategies

- How would they like to use colour in the pages of their scrapbook? Do they remember how colours are made and what colour can do to the look of a project?

Tints, Colours and Shades

Time Required: 15–20 minutes

Instructions

Have the members use paper, paints, or colour swatches from a paint store to identify 2 colours and a tint and shade from each.

Do it!

Get Scrapbooking!

Time Required: 45–90 minutes

Equipment and supplies:

15-20 photos (that the members have brought with them), scrapbook, cutting supplies, adhesives, pens, pencils, ruler.



Instructions

1. Have the members start by sorting through the photos they have brought for this skill builder.
2. Have the members decide how they are going to add colour to the pages of their scrapbook.
3. What colours look best with the pictures they are using.
4. Continue working on the pages and try to finish at least 2-4 pages for this skill builder. If they are using an album with 7"x7" or 8"x8" pages, they should try to complete 4 pages. If they are using an album with larger pages (10"x10" or 12"x12") then completing 2 pages would be fine.



Dig It!

Think about the builder and the activities the members have completed. Review the skills checklist. Have the members gained all of these skills?

- Do the members have an understanding of tints and shades of colours?
- How are they progressing with their scrapbook pages?
- Talk about the following questions/prompt from the Member Manual:
 - Lets review colour:
 - Tints are made by mixing a colour and _____
 - Shades are made by mixing a colour and _____
 - How are you going to use colour on your pages? _____

What's next?

In the next builder members will learn about cropping and matting photos. The type of equipment the members have will make this task easier. Templates, rulers, rotary cutters and sharp scissors will make the task easy and the results will be sharp, straight edges.

Leader's Notes



CANADA
4-H Manitoba

In the Member Manual

Skill Builder 3: Learning Colour Basics

DISCOVER

Snips Says...

Colour is very important in scrapbooking. There are 3 primary colours - red, yellow and blue. All other colours are made from these 3. Mixing different colours on a scrapbook page can give us interesting results. We need to remember that the photos should be the focal point or highlight of the page and anything else we add is just for interest and a touch of our personality.



SKILLS CHECKLIST

- Learn about colour schemes
- Identify tints and tones of colours

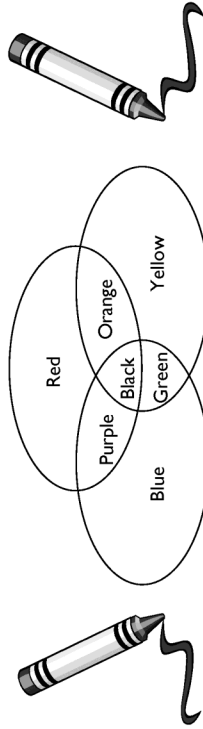
Important words

Watch for these important words throughout this builder: **Colour, monochromatic, tint**



Dream it!

Colour sets the mood, provides balance and illuminates the photos on your page. Choose colours for background, mats and accents that convey the feelings of the photos and the events they record. With colour, less is sometimes more. Too much colour can be distracting.



Use colours from your pictures. If you have several photos and colours, draw the colours from the focal point photo.

If you are having a hard time picking out a colour scheme start with a monochromatic colour scheme. It uses tints and shades of one colour. For example if you added white paint to red you would get pink (a tint of red) and if you added black to red you would get maroon (a shade of red).

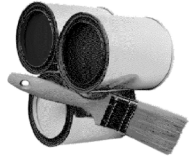
Picking colours can be overwhelming. Choose a colour that will reinforce a mood or feeling from the picture or one that you want to capture to show off the pictures. We often associate colour with holidays and use these automatically but can you add another colour to the page?

Using patterned paper can help to portray a theme or event. Make sure it fits the mood. Does it take away from the page?

Tints, Colours and Shades

- Select and mount 2 different colours with an example of a tint and a shade of each.

Tint	Colour	Shade



Do it!

Get Scrapbooking!

- Continue working on your scrapbook pages looking at how you incorporate colour. Complete at least 2-4 pages for this builder.

Dig it!

- Think about the builder and the activities you have completed. Review the skills checklist. Have you gained all of these skills?
- Lets review colour
 - Tints are made by mixing a colour and _____
 - Shades are made by mixing a colour and _____
- How are you going to use colour on your pages? _____

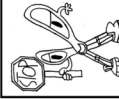


Snip's Fun Facts



CANADA
4-H Manitoba

If you plan to use the 4-H logo in your project make sure it is the correct one - in Canada the registered crest is a four leaf clover and it has Canada across the bottom. It is shown here in this box.



What's next?

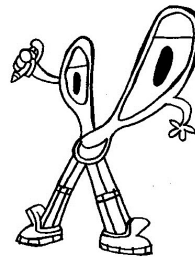
In the next skill builder we will learn about cropping and matting photos.



Skill Builder 4: Cropping and Matting

SKILLS CHECKLIST

- Learn how to crop photos
- Learn to mat cropped and uncropped photos



Dream It!

Background for Leaders

Cropping a photo means trimming it. The first time you do it can be a bit scary but it is one way to improve a picture that you have taken. Sometimes when we take pictures quickly we get unwanted 'stuff' on one side or the other or sometimes in the background. Creative cropping can eliminate the distractions that could be there. In this way you are highlighting the main subject of the photo.

What photos do you want to crop? Just because you crop one photo doesn't mean you need to crop all the pictures on that page. When you are cropping think about the shapes you are cutting the pictures into. Do they make the picture better or do they detract from the subject? If you make a mistake can you get another copy of the photo? If you only have one copy be very careful in what you do with the picture. Try different templates on the photo before you actually make any cuts. Lay the original photos on the page first to help you decide how to crop and which photos to crop.

Sometimes it is best not to crop photos. If there is something in the background or on the side of a photo that give more details or is of historical importance then the picture is best left in it's original shape and size.

Don't crop Polaroid photos. The chemical in the paper will leak and damage you photos. If you have the equipment make a copy of the picture and crop that or take the picture to a local photo developer and have a copy made.

If cropping is totally going to destroy the context the picture was taken in, it is best to leave it intact.

Matting is adding a backing to or a frame on top of a photo. This can help to add emphasis to the photo on the page. Again the colour and shape of the matting needs to enhance the photo.

Important words

Help members define the following words and look for members using this vocabulary in their discussions. A few strategies you can use include;

- Teach synonyms by providing a synonym members know.
- Also, teach antonyms. Not all words have antonyms, but thinking about opposites requires the members to evaluate the critical attributes of the words in question.
- Provide non-examples. Similar to using antonyms, providing non-examples requires students to evaluate a word's attributes. Invite members to explain why it is not an example

Cropping	To cut off or conceal unwanted parts of an image or photograph.
Matting	The act of placing a border of stiff material around a picture to act as a simple frame or as a decorative edge.

Resources/Handouts/References

- www.creativememories.com
- www.archiversonline.com
- <http://www.hgtv.com/topics/scrapbooking/index.html>

DISCOVER

Thinking ahead

- What will you have your members bring to the meeting? Remind the members to bring pictures and all of their supplies so they can work on pages for their scrapbook.

Preparing for Success

- Ask members how they feel about the pages they completed last time. Is their scrapbook starting to tell a story?

Activating Strategies

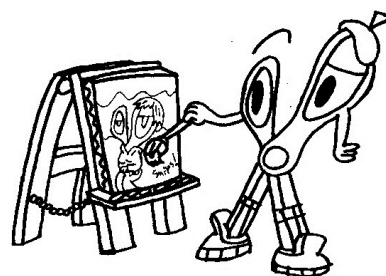
- How would they like to use cropping and matting on their pages? Some of the information they learned in Explore Crafts on shape and space can be used in this section of scrapbooking.

Cropping and Matting

Time Required: 15–20 minutes

Instructions

Have the members take pictures (from a magazine) and crop it or mat it in several ways. Be sure they mount these on a separate page for their books.



Do it!

Get Scrapbooking!

Time Required: 45–90 minutes

Equipment and supplies:

- 15-20 photos (that the members have brought with them), scrapbook, cutting supplies, adhesives, pens, pencils, ruler.

Instructions

1. Have the members start by sorting through the photos they have brought for this skill builder.
2. Have the members decide how they are going to add, crop or mat the pictures for their scrapbook.
3. What style of cropping looks best? Do they need to mat any of the pictures to make them stand out?
4. Continue working on the pages and try to finish at least 2-4 pages for this skill builder. If they are using an album with 7"x7" or 8"x8" pages, they should try to complete 4 pages. If they are using an album with larger pages (10"x10" or 12"x12") then completing 2 pages would be fine.

Dig it!

Think about the builder and the activities the members have completed. Review the skills checklist. Have members gained all of these skills?

- Are the members able to decide what pictures should be cropped and which look okay without cropping?
- Talk about the following questions/prompt from the Member Manual:
 - Discuss with your group what technique you used in cropping some of your photos.
 - Do you have a favourite cropping or matting technique?



DISCOVER

What's next?

In the next builder members will learn about telling a story in words and pictures or journaling as it is called in the scrapbooking world.

Leader's Notes



In the Member Manual

Skill Builder 4: Cropping and Matting Photos

DISCOVER

Not every picture that you take is worthy of being scrapbooked and you also may not want all of the photo included. Cropping a photo means trimming it. This can be a bit scary the first time but look carefully at the photo and decide what is best to keep or trim to have a great picture.

Snips Says...



SKILLS CHECKLIST

- Crop photos
- Mat cropped and uncropped photos



Important words

Watch for these important words throughout this builder: **Cropping, matting**

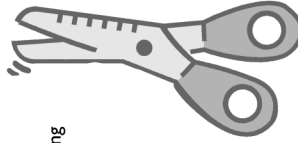


Dream it!

Creative cropping of a picture can improve it's composition by eliminating distracting backgrounds and spotlighting the subject. It can create space for journaling and embellishments on the page.

Before you start to crop a picture you need to ask:

- What is the main subject of the photo?
- Would the subject of the photo look best if the photo were shaped or unshaped?
- Does the photo have items in the background with historical or sentimental value?
- Do you have a backup copy or negative of the photo in case something goes wrong while cropping?



Creative matting of a picture will complement and accent the photo. It will help focus attention on the photos and add visual interest and balance to a layout. Not every photo needs to be matted. The photos are what is important so try not to take away from them or change the intent or meaning of the picture.



More Scrapbooking!

Check these websites for additional scrapbooking ideas. These online stores have a variety of products, scrapbooking information and tips, tutorials, and creative layout ideas, and imaginative theme ideas.
www.creativememories.com and www.archiversonline.com

Cropping & Matting Practice

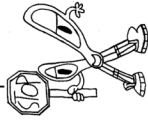
- Pick a photo, crop it, and make some mats for it and mount it below or on a piece of paper to attach to your manual. If you don't want to use one of your own pictures, pick one from a magazine and practice using different styles of mats with it. Be sure to include it in your book.

DISCOVER



Snip's Fun Facts

Don't crop Polaroid photos. The chemical in the paper will leak and damage your photos. Have a copy made if you need to crop the picture.



Do it!

Get Scrapbooking!

- Continue working on pages for your album. Try some cropping and matting of photos. Please complete at least 2-4 pages for this builder.

Snip's Fun Facts

Canola (the yellow flowered plants in farmers' fields) and flax (the blue flowered plants in farmers' fields) can be used in canola printers ink and paper products from flax can be found in Manitoba.



Dig it!

- Think about the builder and the activities you have completed. Review the skills checklist. Have you gained all of these skills?
- Discuss with your group what technique you used in cropping some of your photos.
- Do you have a favourite cropping or matting technique?

What's next?

In the next skill builder we will learn about storytelling or journaling.



Skill Builder 5: Telling a Story in Pictures & Words

SKILLS CHECKLIST

- Decide on your writing style, first, second or third person
- Decide on the theme to write about
- Practice writing

Dream It!

Background for Leaders

Personal stories about things that have happened in communities or to someone you know are interesting and can be spell binding. By journaling or writing in your scrapbook you can make them spell binding and fun to read. In this skill builder the members will learn about the importance of telling something about the pictures.

In many homes there are likely boxes of pictures and no one knows who is in them, why they were taken or when they were taken. Taking time to jot down on the back of the photo (with a photo safe pencil) a few details can help when it is time to add the pictures to a scrapbook.

Journaling on your scrapbook page adds to the pictures and tells you what they can't. It adds to the excitement and the emotions that are felt on the page. You know what happened in the pictures but someone else sitting down looking at the book would need someone to describe what was happening in each picture - by writing on the pages you can show your scrapbook to someone and they can read and look at the pictures at their own speed.

The theme or title that we talked about in the first builder becomes even more important when you think about the story you are writing.

If there are others in the picture it can be fun to include their reaction to what happened.

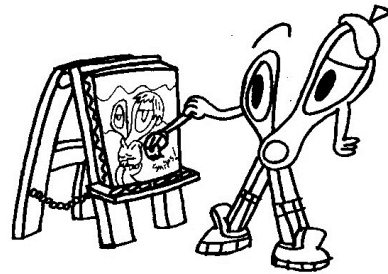
Using handwriting or printing adds the personal touch to your book and story. As the members grow their style of writing will grow and change and that is part of the charm of the book. Computer generated text boxes can also be created - just be sure the paper is acid free.

Have the members write a rough draft to check for grammar and spelling before they add it to the pages of their book.

Important words

Help members define the following words and listen for them using these words in their discussions. To increase the members' understanding try providing a synonym members know or provide examples. The more personalized the examples the better.

Journaling	Somebody's written record of personal experiences.
Story Telling	A factual or fictional account of an event or series of events.





DISCOVER

Thinking ahead

- What will you have your members bring to the meeting? Remind the members to bring pictures and all of their supplies so they can work on pages for their scrapbook.

Preparing for Success

- Ask members how they feel about the pages they completed last time.

Activating Strategies

- What story do they want to tell with their pictures? Do they know the answers to the who, what, when, why and where questions?

Story Time

Time Required: 15–20 minutes

Instructions

Have the members pick a favourite photo and write 4-5 sentences or points about it. They can mount the photo in their book if the space is large enough or use an extra piece of paper. The story can be in sentences or in point form.

Do it!

Get Scrapbooking!

Time Required: 45–90 minutes

Equipment and supplies:

- 15-20 photos (that the members have brought with them), scrapbook, cutting supplies, adhesives, pens, pencils, ruler.

Instructions

1. Have the members start by sorting through the photos they have brought for this skill builder.
2. Have the members decide what story they are going to tell with their pictures. They should try and answer at least the 5 W's who, what, why, where and when about most of the photos they have used.
3. Have the members write out the information in draft on scrap paper and have them review it for spelling mistakes and grammar. They will need to decide how they are going to write the story - in first, second or third person form.
First person uses *I and me*
Second person uses *you*
Third person uses *he, she, and they.*
4. Continue working on the pages and try to finish at least 2-4 pages for this skill builder. If they are using an album with 7"x7" or 8"x8" pages, they should try to complete 4 pages. If they are using an album with larger pages (10"x10" or 12"x12") then completing 2 pages would be fine.

Dig It!

Think about the builder and the activities the members have completed. Review the skills checklist. Have the members gained all of these skills?

- Do the members have enough information to write about the pictures?
- Be sure to have them write a rough draft before they actually write in their books.
- Talk about the following questions/prompt from the Member Manual:
 - Have you checked your journaling or story for:
 - Correct spelling
 - Appropriate size for photos
 - Neat legible writing or printing
 - No smudges or smears
 - Use of appropriate pens and markers



What's next?

In the next builder members will learn about embellishing their scrapbook pages. Do they need to add anything else to bring the page to life?

Leader's Notes



In the Member Manual

Skill Builder 5: Telling a Story in Pictures and Words

DISCOVER

Snips Says...

A completed scrapbook page without journaling can be attractive but, to someone who doesn't know the story behind the photos, it can be meaningless. Journaling can answer the who, what, when, why and where questions in point form or in complete paragraphs. The minimum on a page should be a date and the names of the subjects and the location.



SKILLS CHECKLIST

- Decide on your writing style
- Decide on the theme to write about
- Practice writing



Important words

Watch for these important words throughout this builder:
Journaling, Story telling



Dream it!

Journaling or story telling completes your pages. It may feel like the hardest part of the whole album. It is the most important part - you can capture the moment in time with the camera but the journaling tells of the excitement and the emotions of the time. You know what has happened but if others are looking at your album they can read about the pictures and what was happening at the time and how you felt about it. Sometimes it can make a person feel like they are right there in the pictures.



You need to decide if you are going to write in the first (I and me), second (you) or third (he, she, they) person. As well you should think about the 5 W's who, what, why, where and when as you write the story. You can remember exactly who is in the picture and when it was taken right now but in 20 years time you may have forgotten some of the details if they aren't recorded.

Who? What? Where? When? & Why?

If your pictures have a theme then your journaling should also have a theme. This helps you to focus. The pictures, title, the colours and the story help with that focus as well.

Reactions and other reactions to what your story is about add interest and can help bring your scrapbook to life as you or others read it.



Remember to write out a draft before doing the final copy in your book. Mistakes in coloured ink are hard to correct. Hand writing or printing brings the personal touch to your pages. Computer generated text boxes can also be created - just be sure the paper is acid free.


Story Time

- Pick a favourite photo of yours and write a short story of 4-6 sentences or points about it. Use the spot below for your photo and story.

DISCOVER

PICTURE

STORY



CANADA

4-H Manitoba

Do it!

Get Scrapbooking!

- Continue scrapbooking and journaling all of the pages that you have done so far. Please complete at least 2-4 pages for this builder.

Dig it!

- Think about the builder and the activities you have completed. Review the skills checklist. Have you gained all of these skills?
- Have you checked your journaling or story for:
 - Correct spelling
 - Appropriate size for photos
 - Neat legible writing or printing
 - No smudges or smears
 - Use of appropriate pens and markers



What's next?



In the next skill builder adding embellishments to your pages will be covered.

Skill Builder 6: Adding Embellishments

SKILLS CHECKLIST

- Learn to use embellishments effectively



Dream It!

Background for Leaders

Stores that carry scrapbooking supplies have popped up across the country and with the stores come a really wide range of supplies. And that is no different when you look at the huge number and styles of embellishments that are available to decorate the pages. The use of embellishments such as stickers, die cuts, ribbon, fibres, buttons, tags, charms and other things can enhance the look of the page. But as we have been mentioning all through the skill builders too much on a page can take away from the main focus of the page - the photos.

Some guidelines for the members:

- Limit the number of embellishments - keep in mind what they learned in design, balance, colour and layout. What accents the page?
- Try and stick to one kind of embellishment - using, say 5, different kinds of embellishments on one page could be very overpowering.
- Limit the number of themes as well - at the beginning the members picked a theme for their book—have them keep this theme in mind when they are picking embellishments.
- Using an uneven number of items on a page is pleasing to the eye. Triangle shapes are also pleasing to the eye. Have the members experiment with this on their pages.

The idea is to get balance on each page using:

- Photos
- Titles
- Colour
- Cropping and matting
- Journaling
- **Embellishments**

The goal at the end of the year is to have a scrapbook that the members are proud of. When someone opens the cover, the invitation should be there to keep looking through the book because of all of the elements the members have combined on each page.

Important words

- Help members define the following words and look for members using this vocabulary in their discussions.

Embellishments	Ornaments or decorations to increase the beauty of something.
Colour	The property of objects that depends on the light that they reflect and is perceived as red, blue, green, etc.
Texture	The feel and appearance of a surface, especially how rough or smooth it is.
Balance	a state in which various parts form a satisfying and harmonious whole and nothing is out of proportion or unduly emphasized at the expense of the rest
Space	To set things some distance apart or arrange them with gaps between depending on the room to fit or accommodate things.

DISCOVER

Thinking ahead

- What will your members do to showcase their scrapbooking project?

Preparing for Success

- Ask members how they feel about the pages they completed last time.

Activating Strategies

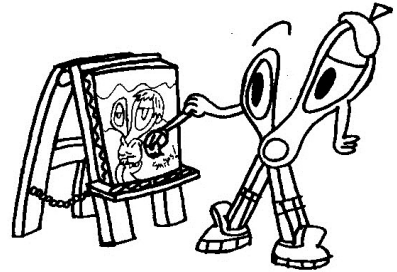
- Can you add anything else to the pages you have completed that will help to tell the story? Are there embellishments or decorations that can add to the page?

Embellishment Ideas

Time Required: 15–20 minutes

Background Information

- There are many commercially available embellishments that can be added to pages. There are also many things that don't need to be purchased. Some examples could be the ticket stub from the music concert you attended, ribbon from a special outfit, a couple of coins from a different country you visited, a piece of school work you are proud of, a prize ribbon from an activity.



Instructions

1. Have members brainstorm and list some embellishment ideas.
2. If members get stuck you could suggest:
 - A plane ticket from a trip they took
 - Receipts from items purchased
 - Amusement park tickets
 - Autographs of famous people or friends
 - Old jewellery
 - Flowers
 - Leaves
 - Pictures cut out from old magazines
 - Newspaper clippings
3. Did the members identify other embellishments they might have to add to their pages? Do they have any of the talked about items that will add to their pages? Get members to keep an eye out around home for possible embellishment for future albums!

Do it!

Get Scrapbooking!

Time Required: 45–90 minutes

Equipment and supplies:

- 15-20 photos (that the members have brought with them), scrapbook, cutting supplies, adhesives, pens, pencils, ruler.

Instructions

1. Have the members start by sorting through the photos and embellishments they have brought for this skill builder.
2. Have the member review their scrapbook and decide if they need to add anything to some of the pages they have already worked on.
3. Continue working on the pages and try to finish at least 2-4 pages for this skill builder. If they are using an album with 7"x7" or 8"x8" pages, they should try to complete 4 pages. If they are using an album with larger pages (10"x10" or 12"x12") then completing 2 pages would be fine.
4. We have reached the end of the skill builders and hopefully the member has completed at least 10-20 pages for their scrapbooking album.



Dig It!

Think about the builder and the activities the members have completed. Review the skills checklist. Have the members gained all of these skills?

- Were the members able to suggest other ideas for embellishments?
- Have they completed their pages?
- **The Finishing Touch Test** - Get members to complete the following questions about their scrapbooking album. (From the Member Manual)
 1. Is your album complete and ready to use? Yes • No
 2. Have you used interesting layouts, paper and embellishments? • Yes • No
 3. Have you effectively used a theme? • Yes • No
 4. Have you used a variety of pages? • Yes • No
 5. Have you cropped, matted and mounted the photos neatly? • Yes • No
 6. Is your journaling neat and easy to read? • Yes • No
 7. If there was any thing that you would change in your work on your scrapbooking pages, what would it be and why? _____
- Make sure members go back to builder 1 and complete the "Scrapbooking Project Costs" chart. Have members fill in what their projects. Ask them to explain these costs to a friend or family member.

What's next?

The members will work on their showcase challenge and portfolio page.

Leader's Notes



In the Member Manual

Skill Builder 6: Adding Embellishments

DISCOVER

Snips Says...

Look at your scrapbook pages. Is there something you can add that will make the page look really special or stand out from the rest? On your tour to the store, did you find lots of things that you could add to your pages?



SKILLS CHECKLIST

- Use embellishments effectively
- Explain the cost of your project

Important words

Watch for these important words throughout this builder: **Embellishments, colour, texture, balance, space**



Dream it!

In this final skill builder on adding embellishments, we will be looking at how to add things like stickers, die cuts, fibers, buttons, tags, charms and other memorabilia to your scrapbook pages.



When you went on your field trip to a scrapbooking store you would have found many different products and ways to embellish or add interest to your pages.

It is always important to remember that the focal point of a scrapbook is the pictures and journaling. Anything else added to the page is a way to enhance it. Don't overdo embellishments as this may distract attention away from the pictures.

Keep these points in mind when you are working on a page or series of pages:

- Limit the number of embellishments on each layout
- Stick to one kind of embellishment
- Limit the number of embellishment themes on each layout

Just as we need to think about colour, texture, line, shape and space when we are making a craft article you need to think about these elements when we are working on a scrapbook page. The size of embellishments needs to be taken into consideration as well. Too large will detract from the page and too small will make them hard to see and seem out of place.

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



More Scrapbooking!

The Home and Garden television channel website has some creative scrapbooking ideas and instructions. Check out <http://www.hgtv.com/topics/scrapbooking/index.html>

Embellishment Ideas

- There are many commercially available embellishments that can be added to pages – but think of some things that don't need to be purchased that you could add. Some examples could be the ticket stub from the music concert you attended, ribbon from a special outfit, a couple of coins from a different country you visited, a piece of school work you are proud of, a prize ribbon from an activity. List some of your ideas in the space below.
- Different or unusual embellishments | might use:



Do it!

Get Scrapbooking!

- Continue scrapbooking. Add embellishments to your pages and look at the ones you have done in the past skill builders - can you add embellishments to them? Complete at least 2-4 pages for this builder. Since this is the last builder, your album should be close to complete.

Dig it!

- Think about the builder and the activities you have completed. Review the skills checklist. Have you gained all of these skills?

- **The Finishing Touch Test** - Scrapbooking Album

1. Is your album complete and ready to use? Yes No
2. Have you used interesting layouts, paper and embellishments? Yes No
3. Have you effectively used a theme? Yes No
4. Have you used a variety of pages? Yes No
5. Have you cropped, matted and mounted the photos neatly? Yes No
6. Is your journaling neat and easy to read? Yes No
7. If there was any thing that you would change in your work on your scrapbooking pages, what would it be and why? _____



- Go back to builder 1 (page 5) and complete the "Scrapbooking Project Costs" chart. What did your project cost? \$ _____ Could you explain these costs to a friend or family member?

What's next?

Now that you have finished all the builders in this project it is time to think about and plan for the Showcase Challenge. Make sure all your Discovering Scrapbooking Project Skills Chart is complete on your Portfolio Page. There is also space for you to write down some thoughts and reflections on the project (what you liked and didn't like, etc.).

Showcase Challenge

Have members use their Member Manual to help them in organizing what they have learned to use in this activity. The form of the showcase can vary according to the wishes of the leaders and member's ability. Information could be presented in many forms, some of which are: posters, pamphlets, written reports, speeches, computer presentations, displays, etc. Suggestions are listed on the Showcase Challenge page at the back of the Member Manual. The best results are almost always obtained when members are allowed to present their information in the style of their choice.

Additional Suggestions (not in the Member Manual):

- Create a 4-H club scrapbook.
- Create a photo-story of a 4-H event you attended, and share it with others.
- Teach others about some of your new scrapbooking skills.
- Share some of your scrapbooking creations and explain what they mean.

Showcase Challenge

Bringing it all together!

Now that you have finished this project, it is time to think about how you will share your experiences and knowledge with others. You may put your new skills to work by helping at a community event or at your club Achievement or teaching others about your topic. The goal of the Showcase Challenge is to help highlight your new skills and help **you** understand how you can use them. It can be an opportunity to receive feedback from others on your project. So go back through your manual and find some highlights of your learning (what you are proud of) and think about how you will "showcase" it.



DISCOVER

Dream It!

Here are some Showcase Challenge Suggestions:

- Demonstrate something you made or learned about
- Make a poster or display
- Make a pamphlet
- Make a computer presentation (e.g. PowerPoint)
- Give a speech
- Write a report
- Use your new skills to help with the Club Achievement plans
- Or come up with your own idea. It is up to you and your leader!

In the Member Manual

	My Showcase Challenge Plan	
My showcase idea: _____		

What materials and resources do I need? _____		

Who do I need to help me? _____		

When do I need to have things done by? _____		

In the Member Manual



Do It!

Insert or attach your finished product or a photo of you sharing your skills in your Showcase Challenge.



Dig It!

Now that you have showcased your project skills:

- How did your Showcase Challenge go?
- What would you do differently next time?
- How will you use your new skills in the future? (*in different situations?*)



Portfolio Page

Once members have completed all the builders they will have a lot of information recorded in their manuals. These are products of their learning. As a final project activity, members and leaders will pull together all this learning in completing the Portfolio Page in the Member Manual. There is a skills chart that lists the skills members are expected to complete by the end of the project. Members and leaders must indicate how they know the member was successful at a particular skill. Leaders will find evidence if they think about what they have observed members doing, what discussions they have had with members, and what members have produced. If leaders think that members need to go back and improve on any skill, this chart helps them clarify what needs to be done.



My 4-H Portfolio Page

Manitoba



Name: _____ Date: _____ Year in 4-H: _____
 Club: _____ Hours Spent on 4-H: _____ (Project and Other 4-H Activities)



In the Member Manual

Discover Scrapbooking Project Skills Chart To be completed by the leader and the member based on observations and conversations throughout the project.		
Skill Builder	Members will be able to... Each Skill Builder had a Skills Checklist which identified the skill you will learn.	We know this because... Identify activities completed and record observations and information from discussions about activities.
1	<ul style="list-style-type: none"> Identify tools used in scrapbooking Explore how to use them safely Decide what type of scrapbook to use Keep track of the cost for your project Find a storage container for your equipment and supplies 	
2	<ul style="list-style-type: none"> Identify photos to use for your project Create a title Create balance and a focal point 	
3	<ul style="list-style-type: none"> Understand colour schemes Identify tints and tones of colours 	
4	<ul style="list-style-type: none"> Crop photos Mat cropped and uncropped photos 	
5	<ul style="list-style-type: none"> Decide on your writing style Decide on the theme to write about Practice writing 	
6	<ul style="list-style-type: none"> Use embellishments effectively Explain the cost of your project 	
Showcase Challenge	<ul style="list-style-type: none"> Explain success in using the skills listed above 	
Additional Comments/Activities:		

Leader Point of Praise! I am most impressed by... I acknowledge that the member has completed the 4-H project requirements. Leader's Signature: _____	
---	--

In the Member Manual

Above and Beyond!

In addition to project skills, 4-H also increases skills in meeting management, communications, leadership, community involvement through participation in club, area, or provincial 4-H events or activities. List below any activities you participated in this year in 4-H.

(Some examples include Executive Positions Held, Workshops, Communication, Community Service, Rally, Bonspiels, Conferences, Judging, Camps, Trips, Awards, Representation to Area or Provincial Councils, etc)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Feel Free to add additional pages that include awards, certificates, news clippings, photos or other items that describe your 4-H involvement.

Member Point of Pride!

What I learned...

What I need to improve on...

What I want others to notice...

Member's Signature: _____



Point of Praise! Another's perspective on your achievements in 4-H.

(community professionals, MAFRI staff, 4-H club head leaders, 4-H Ambassadors, friends of 4-H)

I am most impressed by...

I believe that you have learned...

In the future I encourage you to...

Signature: _____





CANADA
4-H Manitoba

4-H Achievement

4-H Achievement is... a 4-H club celebration when members have completed their projects. Achievements are planned by the club to give recognition to members and leaders for their accomplishments in their 4-H projects and club activities.

A 4-H Achievement can take many different formats: from choosing a theme, to member project displays, to members using their new skills for the event (entertainment, food, decorating, photographer, etc.), to members presenting their project to the whole group, the options are endless and open to the creativity of the members and leaders in each club!

Clubs may also plan their Achievement to promote 4-H to the community or to recognize sponsors and others who have helped the club.

Members and leaders - be sure to check your project books for the project completion requirements, so you will be ready for your club's Achievement celebration!



If you have any questions, comments or suggestions for this or other 4-H projects contact:

Manitoba 4-H Council
Phone: 204-726-6136
Fax: 204-728-9040
Email: learns@4h.mb.ca
www.4h.mb.ca

This manual is for educational use only and is not intended as professional advice

CANADA
4-H Manitoba

For more information about 4-H and the many 4-H opportunities available please visit

www.4h.mb.ca



CANADA
4-H Manitoba

DISCOVER

What is 4-H?

4-H is an international youth organization involving more than 7 million members in 80 countries around the world.

In Canada, 4-H began in 1913 in Roland, Manitoba as a community-based organization dedicated to growth and development of rural youth. Today's 4-H program reaches both farm and non-farm youth across Canada. The motto of "Learn to Do by Doing" is embodied in the program, as 4-H focuses on skill development as well as personal development of life skills such as communications, leadership and citizenship.



CANADA
4-H Manitoba

4-H Motto

"Learn To Do by Doing"

4-H Pledge

I pledge,
My HEAD to clearer thinking,
My HEART to greater loyalty,
My HANDS to greater service,
My HEALTH to better living,
For my club, my community, my country, and my world.

All project materials are available in
alternate format upon request.

4-H Manitoba project material is developed by
Manitoba Agriculture