



revised 11/2022



White County 4-H Scrapbooking Resource Guide



Introduction

This Book:

You will need to save this book. You will use it for each year of the project.

Record Sheet:

Complete the record sheet and turn it in with your project at judging.

Skill Card:

A skill card is to be included in your scrapbook and marked with the skills/techniques used in your project. Remember to complete the required number of skills for your grade level.

County Fair Exhibit: Exhibits will be divided into divisions based on grade in school as of January 1.

Level A Grades 3-4 Level B Grades 5-6 Level C Grades 7-9

Level D Grades 10-12

Table of Contents	
Exhibit Requirements	2-4
Plan of Action Basic Supplies	5
Layout Tips Journaling & Labeling	6
Memorabilia Tips Photography Tips	7
Score Sheet Judging Criteria	8
Skills Card	9
Resources	10

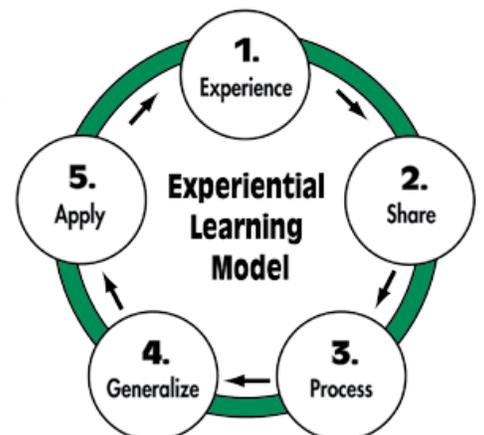
Purpose of Scrapbooking

The purpose of scrapbooking is to preserve. It is to help you remember a moment in your life in a special way. You will probably not be able to scrapbook every picture or every event in your life—but it is a great way to remember those very special times, people or places.

The Experiential Learning Model

Experiential learning distinguishes 4-H youth-development education from many formal educational methods. Youth get the most out of each experience and activity by following the experiential model's five steps.

1. Youth "learn by doing" an activity. (Experience)
2. They share their experience and reactions. (Share)
3. They discuss or reflect on what they did. (Process)
4. Youth relate skills they practiced to everyday situations. (Generalize)
5. They apply their experience to other real-world situations. (Apply)



Pfeffer, J.W. & Jones, J.E., "Reference Guide to Handbooks and Annuals"
© 1983 John Wiley & Sons, Inc.
Reprinted with permission of John Wiley & Sons, Inc.

Exhibit Requirements by Division- Traditional grade as of January 1

May be in a scrapbook or 3-ring binder of any size.

Level A (grades 3-5)

- ◇ Complete five (5) new pages for each year in the project.
- ◇ Label photos with names of people, dates, and places.
- ◇ Include at least 1 piece of memorabilia.

Level B (grades 6-8)

- ◇ Complete five (5) new pages for each year in the project.
- ◇ Complete ALL beginner requirements.
- ◇ Include extended captions to record the events in the photos.

Level C (grades 9-12)

- ◇ Complete five (5) new pages for each year in the project.
- ◇ Complete All beginner and intermediate requirements.
- ◇ Include storytelling. Storytelling completes the story of a photo with your thoughts and feelings. Storytelling is not required for every photo, so choose ones deserving of this.

Exhibit Requirements by Division- Digital

Must be at least 8" x 8" in a book-bound finish with a front and back cover with the album pages firmly attached. Digitally-designed scrapbooks may be constructed from a purchased computer software program or through an online software service. Digital scrapbooks must include photos, templates, decorations, and documentation in addition to requirements for each level below.

Level A (grades 3-5)

- ◇ Complete five (5) new pages for each year in the project.
- ◇ Label photos with names of people, dates, and places

Level B (grades 6-8)

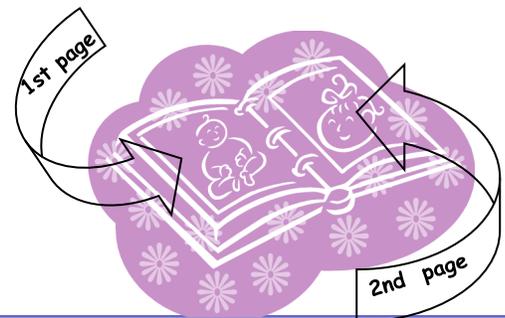
- ◇ Complete five (5) new pages for each year in the project.
- ◇ Complete ALL beginner requirements.
- ◇ Include extended captions to record the events in the photos.

Level C (grades 9-12)

- ◇ Complete five (5) new pages for each year in the project.
- ◇ All pages must be completely designed by the exhibitor in a "create-your-own" manner, rather than using a template included in the software or provided by the online service.
- ◇ Complete All beginner and intermediate requirements.
- ◇ Include storytelling. Storytelling completes the story of a photo with your thoughts and feelings. Story telling is not required for every photo, so choose ones deserving of this.

Definition of a Page

It is sometimes difficult to understand what is a page in scrapbooking. Is it a single section or it is 2 put together into a "layout". For the purposes of this project, a page is a single layout usually contained in one sleeve.



Basic Requirements for All Divisions

1. This is a project that teaches you how to preserve memories, proper scrapbooking skills, and techniques.
2. Each scrapbook album will have a front and back cover with pages firmly attached between the covers. The most common size of traditional album is a 12" x 12" which is the easiest to work with. The smallest size of traditional album that will be accepted is an 8 x 10". Each page will be covered with a plastic page protector in a traditional scrapbook. A digital scrapbook should be at least 8"x8".
3. Each scrapbook must have the required number of pages per your level completed for judging. Completed pages contain photos and/or memorabilia, documentation, decoration, etc. Incomplete or unfinished pages will not be judged or count toward the required number of pages.
4. Each scrapbook album will have a label with the 4-H member's name, club and grade. This label will also list the page numbers which the 4-H member wishes to have judged.
5. The page numbers need not be written on the actual album page— rather mark the pages that are to be judged with post-it flags and number the flags to show the new pages. The flags and page numbers should be visible when the book is closed.
6. Each scrapbook must contain the minimum number of new "scrapbook" pages per your level for judging. Previously exhibited pages will not count as part of your current year's minimum. Only the required number of pages will be judged. If pages are not marked, the pages will be judged starting at the front of the book until the number required has been met and points will be deducted from the score. Do not include any incomplete or unfinished pages. 5 pages completed on front and back fulfill a 10 page minimum requirement.
7. Photos and memorabilia must be included in each traditional scrapbook, but not necessarily on each page. Some pages may contain only photos, while others may contain only memorabilia. Examples of memorabilia: brochures, ticket stubs, programs, certificates, etc. Be sure to include a variety in your list of pages to be judged. Keep in mind that the main goal is good preservation of your memories. Memorabilia must be encased in a separate plastic sleeve if added to a page with photos. If a photo is included on a page with a lot of memorabilia, the photo should be encased in a separate plastic sleeve. Newspaper articles must be photocopied onto acid free paper. Newspaper articles can also be laminated to make them photo safe and to preserve them. Regardless of your preservation choice of your newspaper article in still needs encased in a separate plastic sleeve.
8. All items must be securely mounted and labeled. Be sure to include dates on each event or page (at least month and year) of every picture if taken at different times. Be creative, imaginative, neat, and organized. Journaling is a must; without it photos and memorabilia will become less meaningful. Journaling should be handwritten as neatly as possible. Handwriting is a part of your heritage. Example of labeling: "My Friends at the Zoo." Example of journaling: "My friend, Jessica, loved the giraffes the best." Do not use materials that contain PVC's. When purchasing materials to use in your scrapbook, choose only those labeled "photo safe."



Basic Requirements for All Divisions (continued)

9. Use chronological order (the order in which events happened) to organize your album. Keep in mind the proper placement of photos, etc. in your album. Remember your scrapbook is telling a story. Let your photos and memorabilia be the main focus. The scrapbook album must demonstrate a good sense of the entire project and what it means to preserve your memories.
10. Photo quality will NOT be a factor in judging. Try to use good photographs; however this is NOT the photography project.
11. Neatness Counts! Neatness is very important. Exhibit clean pages (i.e. no smudges, spills, limited crossing out).
12. Each single page or double page layout must include who, what, when and where. Double page layouts must use the same background paper and carry the same theme through both pages. See “Journaling Tips” on page 6 in the White County 4-H Scrapbooking Resource Guide.
13. Fancy cuts such as decorative scissors must be used only on background paper not on pictures.
14. Corner rounders may be used on photos and papers at any level.
15. When using busy background paper, remember journaling should be in a journaling box on a separate plain piece of paper and then attached to your page.
16. Be sure to use materials that are acid-free, lignin-free, or buffered including your page sleeves or covers. Remember, you want your hard work to last a lifetime.
17. Be creative—all work should be your own.
18. Be sure to complete the record sheet (located at back of this manual) and review the score sheet to make sure you have met your division requirements.



PLAN OF ACTION

1. Begin your album by selecting the photos you want to use (4-H, School, Family, Sporting event, Birthday party, Vacations, etc.).
2. Plan the direction of the album.
3. Accumulate the memorabilia to be used in the album.
4. Plan journaling (labels, captions or storytelling) for the page.
5. Plan your layout of each page. Do not attach until you are pleased with your layout.
6. Complete the required number of pages.
7. Review the criteria to make sure you have all the requirements for your 4-H project.
8. Mark the Skills/Technique card with the appropriate skills you have used in your book.
9. Complete the record sheet.
10. Turn in album for judging.
11. If available attend meetings or workshops.



 **Clover Tip** 

Photos and memorabilia should not touch. It might damage your photos!

BASIC TRADITIONAL SCRAPBOOKING SUPPLIES

Remember that quality albums use archival quality materials.

The minimum to start:

- **Scrapbook Album**
- **Adhesive**
- **Scissors—sharp**
- **Journaling Pen**
 - *black fine tip pen
 - *acid free & archival safe
- **Card stock and patterned paper (see Clover Tip). Make sure it is Photo Safe Paper**
- **Pictures**
- **Memorabilia**

Adhesive Examples:

- *tape runner
- *double stick tabs
- *photo tape or corners

Rubber Cement, school glue, and regular tape are NOT recommended.

Scissor Examples:

- *trimmer
- *decorative scissors
- *corner rounder
- *templates



 **Clover Tip** 

It is important that all of your supplies be photo safe. Look for terms such as "Photo Safe", "Archival Safe", "Acid Free", and "Lignin Free".

Helpful places to buy scrapbooking materials include: Craft Stores, Discount Stores, Scrapbook Stores, and On-line Companies.

Some stores offer classes or workshops where you can use supplies and materials that they offer for free or a minimal fee.

Have a plan of what you need before you go shopping.

Layout Tips

Start with the memorabilia, photo or photos that you want to use. Think about what colors would work best. Use that as the focus to help you determine what paper to use.

Experiment with how you would like to place the items.

What type of journaling do you want to do? What and how much embellishments should you add? Try several different things before attaching everything permanently.



Clover Tip



Don't write directly on your photo or the background paper. Do your journaling on a separate piece of paper. If you make a mistake it will not ruin your entire layout.

Journaling Tips

Journaling must be your personal handwriting. You may not like your handwriting but it is important that it is included. This is a part of your personal history and heritage. To help you get started in your journaling consider telling the who, what, where, why and when of each picture.

- What do you want to remember about the event?
- Tell your feelings when the picture was taken.
- Use captions of what people were saying at the time.
- Perhaps use song lyrics to music that was playing at the time or popular when the picture was taken.
- You can also include a famous quote or poem. Remember to cite (give credit to) the author.



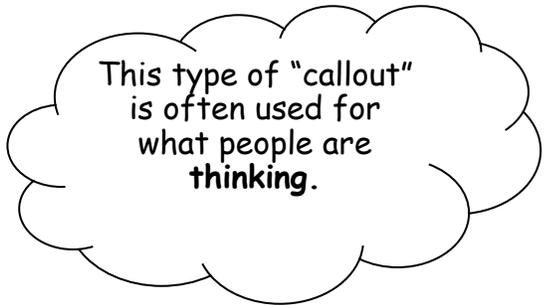
- "Once upon a time...."
- "Top 10 list"
- Favorite holiday memories.
- Ask a family member what they remember about the picture.

Labeling Tips

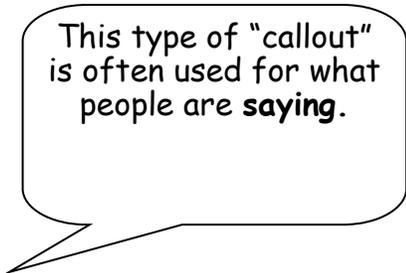
Be sure to include the full names of the people in the photos. You may remember their names now, but 5, 10, 15 years from now you may not. If you have several pictures of the same people on a page, you do not need to label who they are in each picture.

Also label your memorabilia. You may remember now what that award ribbon was for, but later you may not remember.

Labeling can also be used as "callouts". They are used to let us know what was going on in the picture. Callouts can be made on the computer or purchased as stickers. You can also draw your own!



This type of "callout" is often used for what people are **thinking**.



This type of "callout" is often used for what people are **saying**.

Memorabilia Tips

What is memorabilia?

It is something that is important to you. It is something that you associate with an event (like a ticket stub) or a person (a lock of hair). It is a personal souvenir. It may include a ribbon, awards program or a playing card as a reminder of euchre games at an event.

What if it isn't "acid safe" or I don't know if it is?

You can place the item in a separate sleeve or envelope that is archive safe. Newspaper articles need to be photo copied or laminated first before placing in a sleeve or envelope.

Use photo corners to help hold memorabilia in place.



When using brads, buttons or thicker memorabilia, you need to consider how those larger or thicker items can affect other items (including photos) in your book.

Photography Tips

As stated before, this is not a photography project. Your pictures may not be perfect. However, you should try to pick the best ones for your album since it is something that you will keep for a very long time and perhaps give to one of your children someday.

You can also cut or "crop" your pictures to improve them. You may want to have your picture enlarged (made bigger) then cut out the part you want to use.

You may want to "mat" or frame your photo. It is the same principle as framing a picture you would hang on the wall. By placing an additional layer of paper or card stock around your photo it will make it stand out and look more professional.



Which stands out?



Embellishment Tips

What embellishments would work with the pictures?

There are many to choose from: stickers, cut-outs, rub-ons, stamps, and ribbon to name just a few.

Think about placement.

For example, with most stickers, once you have them in place—they will not move. Try trimming around your sticker before peeling off the paper and placing it where you think you might want it. You can also try placing a piece of wax paper over your layout and placing the sticker on it. You should be able to peel the sticker off of the wax paper and place it on your layout.



Digital Scrapbooking Tips

What is Digital Scrapbooking?

By definition, digital scrapbooking is the creation of a new 2D artwork by re-combining various graphic elements. It is a form of scrapbooking that is done using a personal computer, digital or scanned photos and computer graphics software. So why digital scrapbooking become so popular? Well, a lot of people don't like leaving photos hidden on their phones or devices. Printed scrapbooks and photo albums are simply easier to enjoy. Plus, they've become extremely easy to make with many websites and digital software options.

What software can be used?

Some examples of digital software programs that can be used include but are not limited to Shutterfly, Snapfish, MyMemories, Smilebox, and many others. Internet safety is important, always have an adult present when visiting new websites and making online purchases.

Tips for Every Skill Level

1. Choose your tool- With digital scrapbooking, you can either build your pages with a software or on a website. If you're a beginner, the easiest way to get started right away is to make scrapbooks online. It's as simple as uploading your photos and choosing your designs. Websites usually offer templates, decorative elements and text to help you easily create stunning, colorful pages. As an alternative, you can purchase and download scrapbooking software. By choosing a software, you'll have more creative control over your designs, but the process may take longer.

Digital scrapbooking tools often provide digital versions of these traditional supplies:

- Paper: Patterned and solid-colored papers for your page backgrounds
- Alphabets: Individual letter files to create words and titles
- Illustrations: Drawings with transparent backgrounds to add character to your pages
- Decorative elements: Embellishments like frames, ribbons and flowers
- Templates: Page layouts you can personalize with your own photos.
- Stamps and digital art: Details and accents for your pages (i.e. suitcases and airplanes for a travel-themed page)

2. Crop and Resize Photos— when cropping, trim the image to build your main subject as the focus. For instance, if you have a photo with two people standing among trees, crop the photo to highlight the people. While the trees are an important element of the photo, you don't want them distracting from the main characters.

When resizing, make sure your photo quality doesn't get distorted in the process. The height and width percentages should remain the same, both before and after. When in doubt, use a resizing tool instead of eyeballing it yourself.

3. Save Frequently- As you create your digital scrapbook, be sure to save your work often. You may even want to save several versions of a page you're working on, in case you want to revert to a previous version. Ultimately, you don't want to lose the work and creativity you've put in. You can even save your work over the course of days and weeks, giving you the option to work on your scrapbook in pieces.

Sample Score Cards- Traditional

Scrapbook - Traditional			
Exhibitor Name:			3/31/2022
Grade/Division/Club:			County Only
Placing: ___ Merit/Honor ___ Blue ___ Red ___ White ___ Participation			
	Very Good	Good	Needs Improvement
Meeting Exhibit Guidelines (20%)			
Pages are photo safe and in page protectors.			
Album contains 10 completed pages.			
Pages are in chronological order.			
Contents (40%)			
Journaling/Storytelling			
Memorabilia			
Photos			
Neatness and spelling			
Overall Appeal (40%)			
Creativity - interesting with variety			
Layout, color coordination, titling, etc.			
Sense of entire project preserves the 4-her's memories effectively.			
Comments:			

Sample Score Cards- Digital

Scrapbook - Digital			
Exhibitor Name:			3/31/2022
Grade/Division/Club:			County Only
Placing: ___Merit/Honor ___Blue ___Red ___White ___Participation			
	Very Good	Good	Needs Improvement
Meeting Exhibit Guidelines (20%)			
Digital Printed and Bound Book			
Pages numbered and in order.			
Contents (40%)			
Journaling/Storytelling			
Photos			
Spelling and completeness of information.			
Overall Appeal (40%)			
Creativity - interesting with variety			
Layout, color coordination, titling, etc.			
Sense of entire project preserves the 4-her's memories effectively.			
Comments:			

Scrapbooking Glossary of Terms

2-Page Spread—are 2 opposing pages with the same theme.

Acid Free—This means the harmful acids that cause disintegration of photos have been removed. To preserve your work, be sure any paper products you use in scrapbooking are acid free.

Buffered—Means that the photos are protected against pollutants from the outside (the environment, acidic brochures, greeting cards, etc.) because the paper or pages have an alkaline reserve that neutralizes the acid from the memorabilia.

Color Blocking—A form of page design where blocks of color are used to hold photos, accents, journaling, and embellishments.

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—To cut or trim a pictures in order to put the focus on the subject of the picture. This can be done in rectangular or irregular shapes such as stars, hearts, ovals, etc. This allows you to get more pictures on the page, cut out background clutter, etc. However, never crop Polaroid pictures or anything with historical value.

Embellishment—Extra elements such as stickers, die-cuts, ribbon etc. are used to accent the scrapbook page.

Emboss—To create a raised design with a stylus and a template.

Focal Point—The spot in a design where lines converge and where the eye is naturally drawn.

Heading—Refers to the headline which explains the theme of the page. Also referred to as caption or title.

Heritage Photo—A photograph that is of special significance due to its age, rarity or/and historical importance.

Journaling—From titles to captions, headlines to stories, descriptions to poems, journaling is the words you write on your page to tell your story.

Layout—These are the pages in your album that go together. A layout can be just one page, 2 facing pages, or a panoramic 4-page spread.

Lignin Free—It means that the pages, papers, and supplies will not yellow. The woody fiber that binds paper together causes deterioration of paper products. You'll only want to use scrapbooking paper products that are labeled lignin free.

Memorabilia—This includes items such as tickets, documents, certificates, souvenirs, and mementos that can be added to the page to support your theme.

Mount—To adhere a photograph, accent, or other item in place. Also refers to adhesive mounting squares commonly used to adhere photos to the page.

Page Protector—These are protective plastic sleeves which cover your scrapbook pages. They are



available in a variety of sizes and can be side-loading to cover scrapbook pages that are bound or top loading which means that the protectors themselves are usually incorporated into the binding and require that the scrapbook pages be slipped into them. Polypropylene and Mylar are two of the most highly recommended plastics for protectors.

Paper Doll—Die cut in the shape of a person. May be dressed and posed to match a layout.

Paper Piecing—The use of cut out shapes to produce a picture. Similar to appliqué, pieced paper pictures can range from very simple to complex, and can be a page decoration or constitute an entire layout.

Photo Safe—A marketing term used for products sold for use with photos and memorabilia. Photo safe is an ambiguous term and one that is not regulated, and while it is probably preferable to select products clearly marked acid free, lignin free and PVC free, the term has gained wider acceptance in the last few years and if the product is from a reputable manufacturer it is likely truly photo safe.

Punch—A tool used to “punch” decorative shapes from paper or card stock.

Punchies—The paper shape which results from using a paper punch tool—not the hole left by the punch. Punchies can be used on a scrapbook page for decorative effect, if they have been punched from acid free, lignin free paper.

PVC Free—PVC is the abbreviation for Polyvinyl Chloride. Because this element is harmful to photographs, it is removed from plastic products used for scrapbooking. When purchasing scrapbooking products look for those made of polypropylene or labeled PVC free.

Rag Board / Rag Paper—Board or paper made from material other than wood, such as cotton, which is naturally lignin free, stable and durable.

Templates—are a fast, fun, and easy way to trace or cut photos and photo mounting paper into decorative shapes or trace the shapes onto your pages. When tracing on a photo, make sure you use a photo safe pencil so it will not damage your photos and so that lead can easily be wiped off the photo.

Theme—The overall subject of a page or scrapbook.

Vellum—A lightweight translucent paper often used to bring drama to a page.

For more scrapbook glossary terms visit:

<http://www.bhg.com/> and type in “scrapbook glossary” under search.



Purdue Extension - White County
12 N 25 E
Reynolds, IN 46947
Phone: (219)984-5115



Resources

There are many different places where you can find information about scrapbooking. There are web sites, scrapbooking stores, craft stores and books just to name a few. We suggest that you continue to check out other resources for new ideas and new techniques that can be used.

County resources: Scrapbook workshops may be offered through the White County 4-H program. Check with the White County Extension Office and watch your mail for additional information.

Record Sheet Information

Be sure to include your record sheet in a plastic sleeve or cover in the back of your scrapbook.

Design Team

The materials in the White County 4-H Scrapbooking Resource Guide were leveraged from the Scrapbooking Resource Guides of several other Purdue Extension county offices, including Newton, Cass, Blackford, Wayne, Union, Fulton, Warrick, and LaPorte.



It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran.
Purdue University is an Affirmative Action institution. This material may be available in alternative formats.

Scrapbook Record Sheet

Year _____

Name _____ Grade _____

Name of Club _____ Years in 4-H _____

Project Division: (circle) **Beginner** **Intermediate** **Advanced**

4-H Member's Signature _____ Date _____

4-H Leader's Signature _____ Date _____

1. How have you helped others to learn about keeping a scrapbook?

(Give brief description of demonstrations, activities helping others, etc.)

2. Where did you receive information or instruction in this project?

(List persons who gave instruction; reference materials, etc.)

3. Tell what you have learned while you were working on this project.
