

How to Make a Cherish The Child Calender

ALWAYS SAVE MANY MANY MANY TIMES WHILE WORKING!

1. Open up the robotics server Documents: Cherish the Child Calender: CTC Blank Calender
2. Type in the month at the top of the calender.
3. Go to file: SAVE AS (NOT SAVE) and save it as the title of the month followed by “calender”
4. Find a calender of the month you are doing online. Add in the correct number days in.
5. Add in as many events as you can find online that are less than \$5 for children younger than 10. Include Title (italisize title), Place, time, cost and the ages it is for. Make this Arial font.
 1. Check the Lancaster Regional Library Site (<http://www.colapublib.org/libs/lancaster/>)
 2. Check the Palmdale City Library Site (<http://www.cityofpalmdale.org/library/youth.html>)
 3. Call the local Michaels or visit and see what their “The Knack” ativities are for the month (they often don’t have them scheduled in time, in that case just forget about it.)
 4. See if The Home Depot or Lowes has any activities for kids.
 5. Don’t forget to add any events we are putting on (Robot Read Alouds!)
6. Visit: <http://www.holidaysforeveryday.com/> and <http://www.holidays.net/dailys.htm> and find fun holidays to add onto some empty days. Make this comic sans font.
7. Add fun pictures that go with the daily holidays.
8. Visit one of the same websites, or google it, and find what the month is dedicated to. Pick the most child-like theme.
9. In one or two of the empty spaces on the calender without a date, perferably at the beginning rather than the end, say what the month is dedicated to, and add a general sentence about what fun activities you will be adding on the back (you can do this after you actually decide what is going on the back :)). Add a colored box if you are taking up two boxes and don’t want the line in the middle. This makes it more colorful as well. To add a box click on the “rectangle tool” on the right side of the toolbar at the left and drag it over the boxes you want to cover. Change the color at the bottom of the toolbar. To add the text, drag a text box over the colored box.
10. In the robotics server open up Documents: Cherish the Child Calender: Logos, and add those logos onto blank spaces or dates. The “Cherish the Child” logo needs to go on the very first blank date, under Sunday. If Sunday is the first, add the logo to the very last blank space at the bottom under Saturday.
11. Come up with some quick, fun, ativities or facts, that correspond with the months themes and add them to the rest of the blank spaces. Make this a differnt font than the other two.
12. Make the top font different and fun. Add a picture to either side of the month. Make them relevant to the month and the theme.
13. On the back, find 3 activities that relate to the theme of the month, or the general month. Crafts, games, facts, tips, songs, poems, anything is fine. Each activity goes in one column. Make the sections in different fonts and colors. Make sure you title everything. Add lots of pictures. If you can fit two things in one column then thats FINE! Just make sure all three columns are filled. <http://www.enchantedlearning.com/crafts/> has great crafts and pictures.
14. Save the calender.
15. Go to File: Export: make sure the file is a .pdf and click save.
16. Get someone to log into the team email. Compose a new email and add the calender (PDF version) as an attachment. Type the name of the month followed by CTC in the subject line and in the body. Send it to lea.butterfield@avhospital.org

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