



**RECYCLE OFTEN.  
RECYCLE RIGHT.™**

## Envelopes

Make an envelope from old calendars. Students select a picture of their choice and use an envelope template to trace out their envelope.

### Materials

- Old magazines, calendars, maps, posters, paper bags, construction paper, wrapping paper or any colorful paper (Send email to parents and/or teachers to collect any old magazines or calendars. Ask teachers to save larger pieces of scrap construction paper.)
- Envelope template
- Scissors
- Ruler
- Pencil
- Stapler
- Large paper clip
- Glue stick
- Hole punch



#### Curriculum Connection

Use envelopes to hold student thank you letters or letter writing assignments

### How To

1. Trace the envelope template (on the following page) outline onto the paper for the envelope.
2. With a ruler and a large paper clip, score and fold the dotted lines.
3. Decide if the top or bottom will be the envelope flap.
4. If the front of the envelope is dark or busy, glue on a "mailing label" made from a torn piece of light-colored paper.