

Instructions for Heidi's Elf on the Shelf Project

Created by Heidi Butkus

Materials:

- Construction paper in red, white, black, and yellow.
- Masters for the collar and head from Heidi (attached)
- 1 Empty toilet paper tube roll per child
- 1 Cotton ball per child
- 1 small piece of a file folder per child for the head
- Black medium tip marker, Glue, Scotch tape



Preparation: Cut paper to the following dimensions:

- Body: Red 6" x 4" 1 per child (Recommended: measure your toilet paper tube to make sure it really is four inches long before cutting your paper! Mine was four and one SIXTEENTH of an inch long...)
- Collar: White 6" x 1.5", or use Heidi's master; 1 per child
- Legs AND Arms: Red 6" x .75" (3/4"); 4 per child
- Shoes: Black 1" x 1"; 2 per child
- Belt: Black .5" x 6"; 1 per child
- Buckle: Yellow .5" x .5"; 1 per child
- Mittens: White 1" x 1"; 2 per child
- Hat: Red 2" x 2.5", or use Heidi's master; 1 per child
- Head: Piece of File Folder 2" x 2"; 1 per child
- Ears: Formed out of the scraps of the file folder square after cutting off the corners. (See picture).

Instructions:

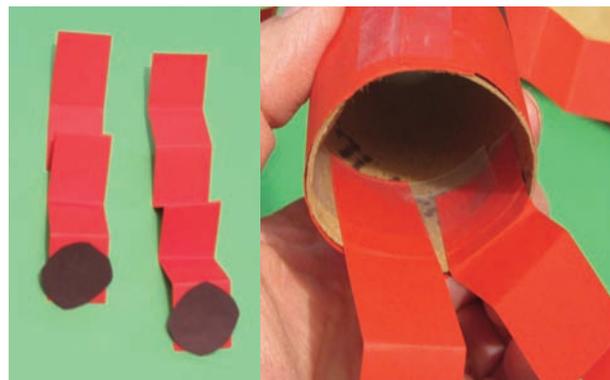
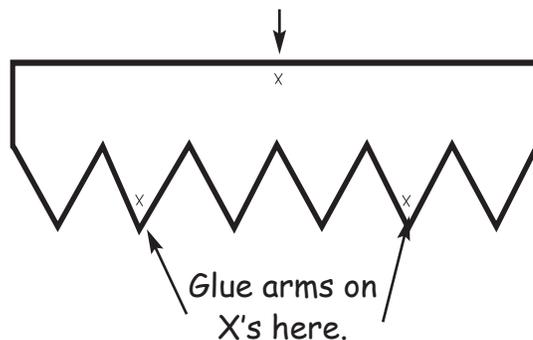
- Note: Most of the body is put together flat, before gluing the red paper down

onto the toilet paper tube.

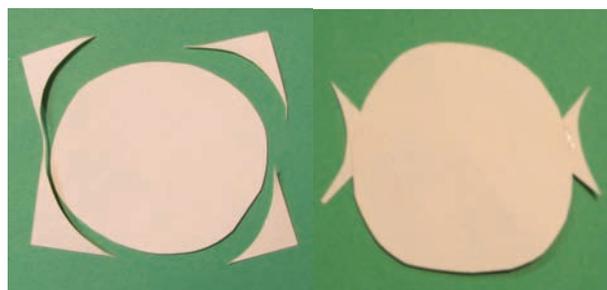
1. Lay the red paper for the body flat on the table. Have children put their names on the back. Duplicate the white collar and cut it out. Glue it to the top edge of the body.
2. Accordion fold the papers for the legs and the arms. Cut off the corners of the squares for the mittens and the feet and glue them onto the ends of the accordion folded legs and arms papers. Glue the arms onto the small X's on the bottom edges of the collar. I folded the hands over in half so that they would show white on both sides. (Do NOT glue the legs to the body! It seems to work better to scotch tape the legs to the inside of the tube and fold them so that they stick out at the bottom. This helps the tube stand up.)
3. Glue the black paper for the belt down the middle of the body. Then glue the yellow square for the buckle in the center of it.
4. Cut the corners off of the file folder square for the head, but **SAVE THOSE CORNERS!** Then glue two of the corners on the head to form the ears as shown in the picture.
5. Glue the head onto the X near the top of the collar. **Don't draw the face yet!** Wait until the hat is glued on, or some



Glue head on X here.



Do not glue legs onto the back of the elf body. Tape them inside the tube and it will stand up better!



Round off the corners of the square piece of file folder for the head. Then use the scraps to form the ears.

children will place the eyes too high on the forehead and they will be covered by the hat.

6. Duplicate the hat using the pattern, or just cut a triangle out of the 2" x 2.5" rectangle.

Then glue the hat onto the head. NOW draw the face! I used a medium point black marker to make sure that the facial features would stand out.

7. Add a small piece from a cotton ball to the bottom of the hat for some trim and to the very top! (Don't glue very much on, or the hat will sag.)

8. For kinder and first grade students, I recommend that an adult or an older child glue the elf's body onto the toilet tube to make sure that it goes on straight. I put some tape onto the back to hold it there while it dried, too. I would also have the adult tape the elf's leg's onto the inside of the tube.

Have fun, and happy holidays!

Heidi



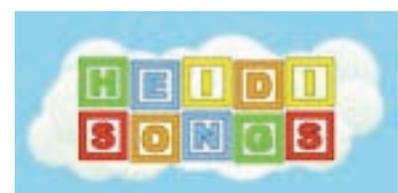
This is what the elf looks like with green legs instead!



This is a view of the ears from the back.

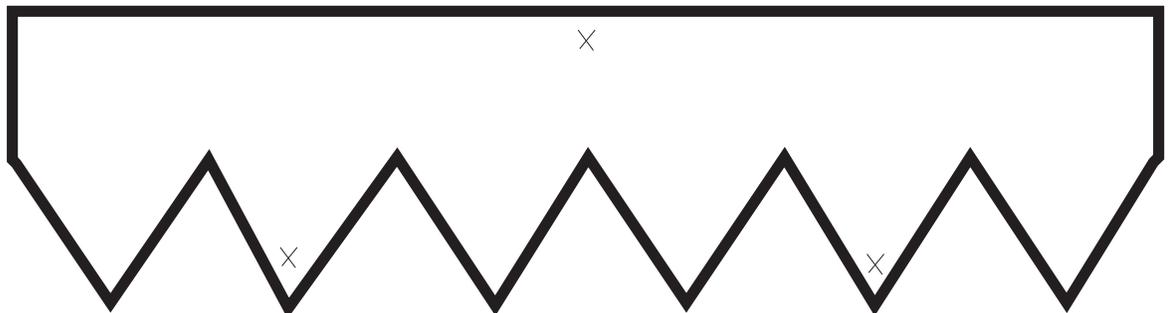
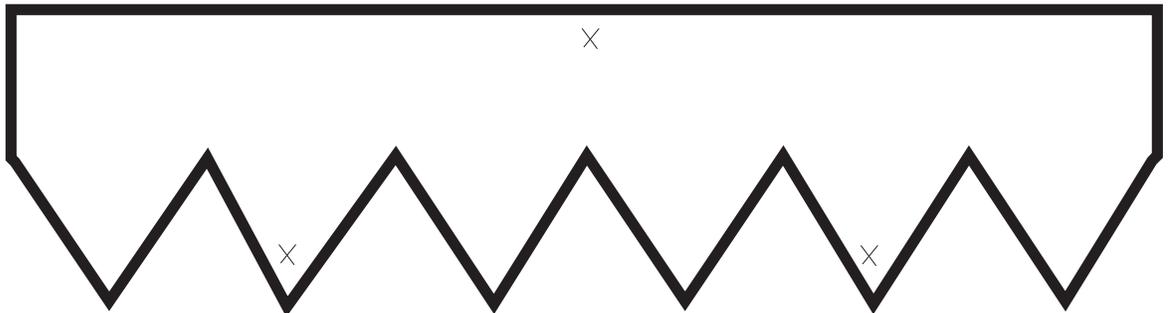
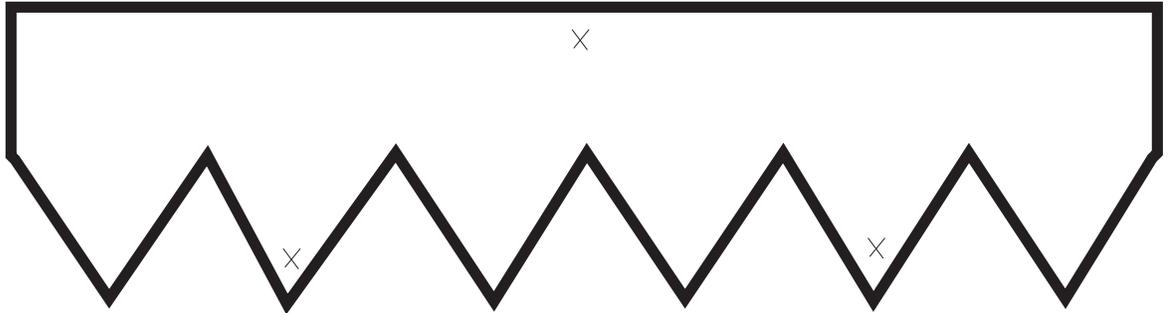


Have the kids glue the hat on FIRST to make sure that they place the eyes low enough so that the hat doesn't cover them up. Then add some cotton!



Collar for Heidi's Elf on the Shelf Project

Place the arms on the X's near the bottom, and the head on the X at the top. © 2013 Heidi Butkus www.heidisongs.com



Hat for Heidi's Elf on the Shelf Project

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