

Yearbook Staff Application

Western Alamance High School 2018-2019

Name _____ Current Grade Level (Circle one) 9 10 11

Have you ever been on a yearbook staff before? *If so, tell where and what position you held* _____

Please read all directions carefully and complete all sections of the application thoroughly. In addition to this application form, I require:

- Signed Student/Parent Commitment Form
- Typed Cover Letter (minimum of 3 paragraphs explaining why you want to be on the yearbook staff and what qualities you have that would make you a great addition to our team.)
- 2 Teacher Letters of Recommendation (one MUST be from an English teacher)

These will be explained further at the end of the application.

(Required for Potential Officers) Bonus/Optional for Non-Officer Applicants

Sample yearbook spread, (2 pages) your choice of topics.

Must contain at least 8 photographs (taken by you) AND a brief article relating to that spread

DEADLINE: Monday, March 5th, 2018

As a yearbook staff member, you will:

- Work as a team to complete all sections of the yearbook.
- Write articles/captions and take photos for the yearbook; meet with advisers, administrators, students, and/or coaches to get background information or interviews.
- Work with community leaders and parents to sell business ads in the community and advertise sales of senior honorariums.
- Meet deadlines and be responsible for completing your pages; designing layouts, proofing, editing, etc.
- Come to class on time and prepared to work. Because it is a class, it takes precedence over extracurricular activities!

Part I.

You must be able to answer yes to all of the following questions in order to be considered for yearbook staff.

- Will you attend extracurricular events no less than 3 times a month and take pictures? _____
- Do you have your own transportation and/or would you be allowed to leave campus during the school day to sell business ads? _____
- Will you make an honest effort towards selling business ads? _____
- Are you willing to troubleshoot and problem solve on an independent basis? _____
- Are you willing to work on any type of page (sports, dividers, clubs, portraits, ads, etc.)? _____
- Do you realize that if you do not attend the required amount of extracurricular monthly events and/or complete assigned tasks on time, you will receive a failing grade for each missed requirement/task? _____
- Will you work outside of the normal school hours in order to meet deadlines if necessary? _____
- Do you work well with others? _____
- If you do not drive, will you be able to secure a ride on mandatory after-school days? _____
- We may have mandatory intensive training sessions in the spring and summer. Will you attend? _____
- Are you willing to make the yearbook one of your priorities next year? _____
- Are you willing to accept a leadership role involving more responsibility and commitment? _____
- Are you capable of having fun and getting work done – at the same time? _____
- Some of the duties of the staff include selling ads to businesses, talking to teachers/coaches, and asking questions/interviewing. This requires being somewhat comfortable talking to people you do not know. Will you be able to perform these duties? _____

Part II. Writing Ability/English Skills/Grades

Current English Teacher and Name of Class _____ Current English Average _____

Overall 1st semester average (for this year): _____

Current 2nd semester average (for this year): _____

- List the English teachers you have had and the grades received in their classes:
 9th _____ 10th _____ 11th _____
- Have you ever won any recognition for your writing ability? _____ Yes _____ No
 If you check yes, please explain: _____

Part III. Computer Knowledge

- Do you have internet access at your house? _____
- Have you ever designed or managed a web page/site? _____
- Have you ever taken art, desktop publishing, or a web page design class? If yes, tell which one.

- On a scale of 1-10 indicate your proficiency with the following programs/abilities, with 1 being no experience and 10 being excellent.

◆ Typing/keyboarding
 1 2 3 4 5 6 7 8 9 10

◆ Microsoft Publisher
 1 2 3 4 5 6 7 8 9 10

◆ Microsoft Word
 1 2 3 4 5 6 7 8 9 10

◆ Adobe Photoshop
 1 2 3 4 5 6 7 8 9 10

◆ Microsoft Excel
 1 2 3 4 5 6 7 8 9 10

◆ **Other photo editing software**

◆ Microsoft PowerPoint
 1 2 3 4 5 6 7 8 9 10

(List type) _____
 1 2 3 4 5 6 7 8 9 10

Part IV. Photography Experience

- Do you have a digital camera and/or Smartphone that you are able to use every day?
- Have you ever created scrapbooks?
- Have you ever taken a photography class?
- Do you take a lot of pictures of your friends, family, and events?

Part V. Activities

List ALL extracurricular activities in which you <u>plan</u> to participate.	
Fall	Spring
1.	
2.	
3.	

4.
5.
6.
7.

Part VI. With 1 being the least appealing and 5 being the most appealing, rank your interest/abilities in the following jobs:

- | | | | |
|-------------------------------|-----------|---------------------------|-----------|
| • Talking to friends | 1 2 3 4 5 | Creating Layouts | 1 2 3 4 5 |
| • Photo Editing | 1 2 3 4 5 | Photography | 1 2 3 4 5 |
| • Attending School Events | 1 2 3 4 5 | Selling ads to businesses | 1 2 3 4 5 |
| • Supervising/teaching others | 1 2 3 4 5 | Interviewing people | 1 2 3 4 5 |
| • Designing artwork/drawing | 1 2 3 4 5 | Proofreading | 1 2 3 4 5 |

Part VII. Teacher Recommendations (required of ALL applicants):

I require TWO recommendations describing your strengths as a student.

At least one must be completed by an English teacher, as it is vitally important that our staffers be competent copy editors regardless of whether or not they are writing the copy (copy =text).The other recommendation may be from a teacher in any subject, but keep in mind that I am more interested in the opinions of those in literary, artistic or graphic design fields as they are more relevant to the work we do. Whomever you choose to write this recommendation should be able to address your abilities to work with others, make deadlines, and perform well on major projects.

Recommendation forms must submitted on or before **March 5th, 2018**, so remind your teachers of the deadline (and give it to them in writing!).

Yearbook Student/Parent Commitment

I, _____, am (or will be) a student at Western Alamance High School. I am in good academic standing. I would like to be a member of the 2017-2018 Yearbook staff and with my signature below

I acknowledge that:

- I must accept the assignments given to me and complete them before or on the day of their deadlines. I understand that failure to complete my entire assignment by the deadline, including any editing or photo-retakes, will result in a lower grade. If I am unable to complete a deadline because of illness or other excused absence, I realize that it is my responsibility to communicate with the adviser who will assist in delegating work/responsibilities.
- I understand and accept that in order to meet my deadlines or a staff deadline I may need to stay after school and/or come in on weekends.
- I agree to help other staff members finish their deadlines if I have completed mine.
- I agree to sell a minimum number of business ads and sponsorships (determined by the budget) and that my grade will be affected if I fail to make business contacts.
- I will be available and willing to help sell yearbooks during scheduled sales days (this may include after school and evenings).
- I agree to handle all yearbook equipment, including cameras, yearbooks, computers, printers, and other supplies with care and be responsible for replacement or repair if lost or damaged while in my possession.
- I agree to attend all staff meetings. If I am unable to attend, I will contact the adviser.
- I understand that missing deadlines may result in removal from the class and a failing grade.

Potential Staff Member's Signature

Date

Parent's Signature

Date

Turning in applications early is recommended.

If you want to be considered for an officer position, you must continue to the next page and complete the requirements.

Required for Officer Candidates - Sample Yearbook Page/ Photography/Sample Writing (THE FUN STUFF!)

You are to use your creative abilities and make a sample yearbook spread!! (A "spread" is two pages that face each other.) What position most interests you?

Editor-In-Chief, Co-Editor, Business Manager, Business Co-Manager

- First, choose a section** – Classes, clubs, sports, student life, academics, advertising
- Second, narrow down the subject for your spread** (for example, a person interested in sports could easily take pictures of basketball/soccer, so doing a basketball or soccer spread would be ideal).
- Third, take pictures** you will need for that page and **gather information** for your article. You must have at least **8** pictures on your spread. You must have captions to go with all pictures. (Who, What, When, Where, etc.) The following are examples of some types of pictures:
 - Candid shots of people who are unaware they are being photographed
 - Action shots of people in motion (especially for sports pages)
 - Posed individual portraits (for community, classes, or clubs. Sports may use this as a pic accompanying a quote OR for coaches)
 - A posed group portrait of at least 3 people, none of whom are YOU or your best friends.
- Fourth, write a 1 paragraph article relating to your spread** (ex. Classes section may write about "Homework Blues"; sports could be about the 12-13 Basketball season's highlights, etc.) Use 3rd person objective & past tense.
- Fifth, put all of your work together.** You may choose to use MS Word, MS Publisher, Adobe Photoshop, or any other digital media that will allow you to consolidate pictures and text.
- Sixth, upload your pages to Google Classroom** (The size of each page should be standard 8 ½ x11.)

HINT: Take a peek at last year's yearbook and other yearbooks to get ideas for layouts! You may also check out some of the samples I have listed on Google Classroom.