

Yearbook Staff Application

Name _____ Current Grade Level (Circle one) 8 9 10 11

School Email: _____

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)

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 congratulatory ads.
- 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!

1. Writing Ability/English Skills/Grades

Current Grades (list amount on last report card): A's _____ B's _____ C's _____

How many absences have you had this year? _____ Last year? Less than 10 days More than 10 days

Did you fail any classes last semester? Yes or No If yes, which one(s)? _____

Did you fail any classes last year? Yes or No If yes, which one(s)? _____

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

2. Computer Knowledge

- Do you have internet access at your house?
- Have you ever taken art, graphic design, or advanced graphic design? If yes, tell which one(s).
- On a scale of 1-10 indicate your proficiency with the following programs/abilities, with 1 being no experience and 10 being excellent.

◆ Adobe InDesign

1 2 3 4 5 6 7 8 9 10

◆ Adobe Photoshop

1 2 3 4 5 6 7 8 9 10

◆ Other photo editing software

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

3. Photography Experience

- Do you have a digital camera that you are able to use every day?
- **If yes**, what kind is it (make/model), and how many megapixels does it have?
- Have you ever taken a photography class?

4. Activities

List ALL extracurricular activities in which you <u>plan</u> to participate next school year.
1.
2.
3.
4.
5.
6.
7.

5. Availability & Miscellaneous

- Do you have a car?
- Are you willing to make the yearbook one of your priorities next year?
- Are you willing to work after school and occasionally on weekends to meet yearbook deadlines?
- 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?

6. 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 |

7. Photography/Sample Writing (THE FUN STUFF!)

Please attach 3 photographs with extended captions that you have taken along with this application. At least 1 photograph must be a student life picture. The remaining 2 are your choice. Examples of other possible images include sports/sidelines and school spirit, sports/athletes in action, or academics/community service.

❑ Tips on taking great pictures

- Yearbooks capture stories and memories. Take storytelling photos. Use photocomposition techniques such as rule of thirds, leading lines, a wide variety of angles, etc. in your photos. If you're not sure what these techniques are, don't worry. Just submit what you think are your best photos.

❑ How to Write Great Extended Captions in 4 steps:

- **The Lead-In.** To capture the reader's attention and signal to which photograph the caption relates. **It can be one or two words or a short phrase.** This lead-in serves as a mini-headline for the caption.
- **Sentence One.** Written in **present tense**, the first sentence completely identifies (who, what, when, where) and describes the content, focusing on interesting, little-known details that go beyond the obvious. It answers the reader's questions concerning the action of the photo. Use specific names, visual nouns and strong action verbs. Avoid starting a caption with the name of an individual or the group.
- **Sentence Two.** Written in **past tense**, it presents behind-the-scenes facts. This part of the caption often focuses on the why and how. It supplies readers with answers to their questions and should tell about something that cannot be seen in the photo. A direct quote should be in the last sentence of the caption. Please note: In sports captions, add the outcome of the game and the significance of the play pictured.

8. Teacher Recommendations (required of ALL applicants):

We 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 we are 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.

Teachers may turn in recommendation forms directly to Mrs. Cooper or Ms. Engelking, place them in their mailbox, or submit them to you in a sealed envelope with the rest of your application. If you choose to submit it with your application, you must give the recommending teacher an envelope with your name on it and have him/her sign across the seal. Recommendation forms must be turned in by **MARCH 5, 2018**, so remind your teachers of the deadline (and give it to them in writing).

APPLICATION DEADLINE IS MARCH 5, 2018.

Turning in applications early is recommended.

Give one form to an English teacher, and give the other to the teacher who can best assess your relevant skills.

Yearbook Staff Member Recommendation Form

Student's name: _____ Teacher's name: _____

School: _____ When did you have the applicant as a student? _____

In which class: _____

What is your impression of the student's work ethic? Is he/she hardworking? Does he/she take pride in his/her work? Is he/she dependable and mature? Can he/she meet deadlines?

What is your impression of the student's ability to learn? Is he/she a quick learner? Does he/she follow directions easily? Can he/she solve problems independently?

From what you have observed, how does this student interact with others? (team player, withdrawn, outgoing, etc.)

The yearbook is produced digitally, which requires that all students on staff have a good working knowledge of basic computer programs, such as MS Word. Please describe this student's computer literacy as you have observed it (during projects, assignments, research, etc.).

It is vitally important that staffers be competent copy editors and writers, regardless of the section that they are in. Please describe this applicant's strengths and weaknesses in grammar and writing.

On a scale of 1-10, how would you rate this student's overall suitability for the yearbook staff?

1 2 3 4 5 6 7 8 9 10

Please use the space below to comment on any unique or otherwise noteworthy attributes of the student in question. (Be sure to sign and place the recommendation in my mailbox/school mail on or before **MARCH 5, 2018**) Thanks!

Lori Cooper and Sara Engelking

Teacher's Signature & Date _____

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Teacher's Signature & Date _____