

2020-2021 Yearbook Staff Application

Please complete this application to apply for the yearbook staff. Use another sheet of paper if you need more space to complete the application and writing sample.

You must have a minimum of a weighted 3.0 GPA and have excellent attendance.

This application is due to Mrs. Coy on Friday, February 28, 2020 at 3:00 PM in room 2-211.

Section 1 – Personal Information

Name: _____ Present Grade: _____ Alpha: _____

Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____ Date: _____

1.) In what organizations/sports are you involved in? _____

3.) Do you know how to use a digital camera? _____ 4.) Do you own a digital camera, and can it bring as needed? _____

6.) Are you knowledgeable in Photoshop? Briefly explain why and your experience. _____

7.) Have you been part of a production team before (i.e. Yearbook Staff, Newspaper Staff, Video Production, ect.)? Briefly explain your experience. _____

8.) Explain your leadership qualities. _____

9.) Explain how well you complete tasks with a deadline. _____

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For Office Use Only – Leave Blank					
GPA		Answers			
Attendance		Interview			
Commitments		Assigned Tasks			

Section 2 – Commitment Statements

Please carefully read the following before signing this application. You must understand and willingly make the commitment to all the following to be considered for the yearbook staff.

Initial next to each statement in order to signify you have read that statement.

Please attach an original sample of your writing that explains why you want to be on the yearbook staff and what qualities you will bring.

- ___ 1. Our yearbook costs thousands of dollars to produce. If we miss a deadline, it can cost thousands of additional dollars. You are the person on whom this tremendous responsibility lies; you are the one who will make or break our budget by succeeding, or failing, to completing your work. For this reason, you must attend class every day, and notify your editor prior of an absence. If any yearbook staff member misses more than five days in a quarter without prior notice, they will receive a verbal warning, and may be dropped from the class if they do not attend regularly. **Missed deadlines also result in a decrease in the entire yearbook staff's grade for that quarter.**

- ___ 2. In order to financially produce the yearbook, **you must sell at least \$500 in ads for the yearbook.** This is completed by giving out packets to seniors to purchase senior ads or contacting local businesses to purchase ads. **This will count as a part of your 1st quarter grade.**

- ___ 3. If I am selected to join the yearbook staff, I will work efficiently and accurately. **I am willing to attend at least 3 after school activities in order to take photographs. This will count as a grade.**

- ___ 4. I work well in a group; I can be a team player and a team leader. I can work independently when required and will take direction from the editors above me, positively. **I also can willingly devote lunchtime and time after school in order to meet deadlines, if required.**

- ___ 5. All students are expected to willingly participate in the class. Any assignments given must be completed by the due date. Any staff member that is not completing required assignments or fulfilling their responsibility as a member of the yearbook staff will receive a verbal warning. If the behavior continues, they will be forced to drop the class and will be placed in an available elective. The same action will be taken with editors that are not fulfilling their responsibilities.

- ___ 6. **I promise that I want to be on the yearbook staff to produce a quality book, and not just to take an "easy class". Yearbook is not an easy class and requires a sense of humor while being realistic and responsible.**

- ___ 7. Yearbook staff students must leave the classroom throughout the year to complete different tasks and take pictures. When I leave the classroom, first, I will always tell my editor or Ms. Coy where I am going. Second, I will be polite to all teachers and administrators, even if stopped in the hall. Finally, I will only leave the room for yearbook related tasks and will return promptly when they are completed. **I will not abuse the privilege of leaving the classroom,** by leaving early, getting people out of class unnecessarily, or any other inappropriate task, or I will lose these privileges and/or be dropped from the yearbook staff.

- ___ 8. Teacher recommendation about your behavior, academic and attendance in their class will strongly influence the decision-making process.

I have read and initialed next to each statement. I acknowledge that in order to create a quality yearbook it takes hard work and I am held responsibly for my work, the work of the staff, and the final product, which is our yearbook. Yearbook is a team effort, and I am willing to put fourth the effort to be an effective part of the team.

Applicant Name

Parent/Guardian Name

Applicant Signature

Date

Parent/Guardian Signature

Date

Please attach an original sample of your writing that explains why you want to be on the yearbook staff and what qualities you will bring.