

# Yearbook Staff Application

## Crown 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)
- Sample yearbook spread, (2 pages) your choice of topics.  
Must contain at least 12 photographs (taken by you) AND a brief article relating to that spread

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

**DEADLINE: Friday, March 30<sup>th</sup>, 2018**

**As a yearbook staff member, you will:**

- A. Work as a team to complete all sections of the yearbook.
- B. Write articles/captions and take photos for the yearbook; meet with advisers, administrators, students, and/or coaches to get background information or interviews.
- C. Work with community leaders and parents to sell business ads in the community and advertise sales of senior congratulatory ads.
- D. Meet deadlines and be responsible for completing your pages; designing layouts, proofing, editing, etc.
- E. 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 English Teacher and Name of Class \_\_\_\_\_ Current English Average \_\_\_\_\_

Overall 1<sup>st</sup> semester average (for this year): \_\_\_\_\_

- List the English teachers you have had and the grades received in their classes:  
 \_\_\_\_\_ 8<sup>th</sup> \_\_\_\_\_ 9<sup>th</sup> \_\_\_\_\_ 10<sup>th</sup> \_\_\_\_\_ 11<sup>th</sup> \_\_\_\_\_
- Have you ever won any recognition for your writing ability? \_\_\_\_\_ Yes \_\_\_\_\_ No

**2. 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 Excel  
1 2 3 4 5 6 7 8 9 10

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

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

◆ Microsoft Publisher  
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 created scrapbooks?
- Have you ever taken a photography class?
- Do you take a lot of pictures of your friends and family?

### 4. Activities

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

### 5. Availability & Miscellaneous

- Do you have a car?
- If you do not drive, will you be able to secure a ride on mandatory after-school days?
- We 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 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. **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. If you are unsure... **GOOGLE IT!**)

- First, choose a section** – Classes, clubs, sports, community.
- Second, narrow down the subject for your spread** (for example, a person interested in sports could easily take pictures of baseball/soccer this time of year, so doing a baseball 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 **12** 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 16-17 Basketball season’s highlights, etc.) Use 3<sup>rd</sup> 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. **\*\*MAKE SURE YOU KNOW WHAT A SPREAD LOOKS LIKE!\*\***
- Sixth, print out both pages and attach them to your application with a paper clip.** (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!***

## 8. **Interview a person:**

Interview a stranger (a student here at school that you do not know personally) about their life. This essay may be published in the yearbook as a “*15 seconds of fame*” feature. It should include anything you think is important and would make an interesting feature for the yearbook. We are not going to give you any more ideas. Creativity counts big time—so come up with some questions that are truly original. Then write (and design if you like) a half-page feature about that person. Also include your interview notes when you submit it. Please staple them to this application.

## 9. **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. Wiatt (room 304), place them in her 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 (they should not give the form directly back to you!). Recommendation forms must be turned in by **FRIDAY, MARCH 30<sup>th</sup>, 2018**, so remind your teachers of the deadline (and give it to them in writing!). Be sure to ask reliable teachers, because it is imperative that you have both recommendations in order to be considered.

**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: \_\_\_\_\_

When did you have the applicant as a student? \_\_\_\_\_

In which class: \_\_\_\_\_

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

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

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

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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.).

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It is vitally important that our 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.

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On a scale of 1-10, how would you rate this student's overall suitability for the *Crown* 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 **Friday, March 30<sup>th</sup>, 2018.**) Thanks!  
Michelle Wiatt

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Teacher's Signature & Date \_\_\_\_\_

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

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Thanks! Michelle Wiatt

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Teacher's Signature & Date \_\_\_\_\_

