

Yearbook Staff Application

The Caxton 2024-2025

Name _____ Current Grade Level (Circle one) 8 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, April 1

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 1st semester average (for this year): _____

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

2. Computer Knowledge

- Do you have internet access at your house? Yes No
- Have you ever designed or managed a web page/site? Yes No
- Have you ever taken art, desktop publishing, or a web page design class? Yes No
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

1 2 3 4 5 6 7 8 9 10

◆ Microsoft Word

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

- ◆ Microsoft PowerPoint
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? Yes No
If yes, what kind is it (make/model), and how many megapixels does it have?
- Have you ever created scrapbooks? Yes No
- Have you ever taken a photography class? Yes No
- Do you take a lot of pictures of your friends and family? Yes No

4. Activities

List ALL extracurricular activities in which you <u>plan</u> to participate (be on the team...).
1.
2.
3.
4.
5.
6.
7.

5. Availability & Miscellaneous

- Do you have a car? Yes No
If you do not drive, will you be able to secure a ride on mandatory after-school days? Yes No
- Are you willing to make the yearbook one of your priorities next year? Yes No
- Are you willing to work after school and occasionally on weekends to meet yearbook deadlines? Yes No
- Are you willing to accept a leadership role involving more responsibility and commitment? Yes No
- Are you capable of having fun and getting work done **at the same time**? Yes No
- Some of the duties of the staff include talking to teachers/coaches and asking questions/interviewing other students. This requires being somewhat comfortable talking to people you do not know.
Will you be able to perform these duties? Yes No

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.)

- ☐ **First, choose a section** – Classes, clubs, sports, student life, etc.
- ☐ **Second, narrow down the subject for your spread** (for example, a person interested in sports could easily take pictures of basketball/wrestling this time of year, 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 **10** 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 point of view & 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, 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. 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 Ms. Lavelly (room 506), 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. Recommendation forms must be turned in by **FRIDAY, March 1, 2024** 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: _____

School: _____ 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?

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?

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 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.

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

1 2 3 4 5 6 7 8 9 10

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

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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Teacher's Signature & Date _____

Yearbook Student/Parent Commitment

I, _____, am (or will be) a student at McQueen High School. I am in good academic standing. I would like to be a member of the 2024-2025 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 more than one missed deadline will result in removal from the class and a failing grade.

Staff member's signature date

Parent's signature date