

Yearbook Staff Application

Excelsus 2018-2019

Name _____ Incoming Grade Level (Circle one) 9 10 11 12

Email _____ Phone Number: _____

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
- Written Paragraph (Copy) & Editing Check

DEADLINE: APRIL 2

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 in the community and advertise sales of senior 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!

I'm applying to be an Editor. Editors must be an incoming Sophomore, Junior or Senior **AND** a current member of the Yearbook Staff

1. Writing Ability/English Skills/Grades

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

2. Computer Knowledge

- Do you have Internet access at your house?
___ Yes ___ No
- How comfortable are you with Word Software such as Microsoft Word or Apple Pages? Explain
___ Yes ___ No
- Have you ever taken art, desktop publishing, or a web page design class? If yes, tell which one.
___ Yes ___ No

3. Photography Experience

- Do you have an interest in photography?
___ Yes ___ No
- Do you have photo-editing experience?
___ Yes ___ No

4. Activities

Explain how these activities will not impact your ability to fulfill your yearbook duties

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

5. Availability & Miscellaneous

Do you have a car? ___Yes ___No

- If you do not drive, will you be able to secure a ride to and from games/events after-school days?
___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
- Photo Editing 1 2 3 4 5 Photography 1 2 3 4 5
- Attending School Events 1 2 3 4 5 Supervising/teaching others 1 2 3 4
- Interviewing people 1 2 3 4 5 Proofreading 1 2 3 4 5

7. Copy

- Below are two examples of paragraphs that introduce a page. Paragraphs provide details about the copy (the information and interviews) on the page and should be specific to our school, and the page topic. It should not be generic or general information that could be said about any school. It should also not have opinions or assumptions about the game, players, etc. i.e. water polo players are hard workers and dedicated (how do you know that to be true unless it is a quote from a player?)
- Read the two sample paragraphs below. Below each paragraph explain why you think that particular paragraph is good or bad and whether it should be submitted in the yearbook.
 - Lacrosse page: Lacrosse is a game in which a ball is caught and thrown with a stick. The team is competitive and requires a lot of endurance in order to be able to play at the top of their game, each and every time. They work as a team and in groups of six, they communicate and motivate each other, to shoot the ball in the opponents goal and to keep going.

- Child Development Page: One of the many electives US offer, Child Development allows students to experience the life of a teacher. Not many schools offer this course, but our Cents enjoy the opportunity to go to elementary schools such as Curie, Doyle and Spreckles to teach and bond with little ones. They are required to create lesson plans one day of each weeks, such as art projects or readings that enhance cognitive development. They use these plans to teach children from preschool to second grade.

- Imagine you have been assigned the Girls Golf page. Write a paragraph (5 or more sentences) for that page. A paragraph can consist of interviews from participants on the team (including coaches), information about how well the team did, team bonding activities, fundraising events they used, etc. You can make the information up as needed. **IT SHOULD NOT BE A GENERIC EXPLANATION ABOUT THE SPORT.**

8. Editing Check

Edit the following paragraph. Make corrections as you see them to ensure that the paragraph on the page is well written. Then rewrite the paragraph with your corrections, deletions, edits, etc.

Theatre can be described as more than just achance to take the stage The UC theater class is seen as a sanctuary a escape for many. Here you can fill someon elses shoes and trie out new roles & pathes for yourself. Theater can seem deceptively easy, but in reality these young thespians spend countless hours running lines, marking where to walk and making sure that they all work cohesively to make the show as perfect as possible. As I became a parth of theater class in middle school I decided to immense in it once more in theater, because being a shy person myself i look forward to being open with others.” Said sophmore Julia brown.

8. Cover Letter

Maximum of three paragraphs. This letter should be addressed to Mrs. Elizabeth Frohoff and discuss your reasons and desires to join the yearbook staff. Why do you want to be on the yearbook staff? What qualities do you have that would make you a great addition to our team? *If you are applying to be an Editor:* Your cover letter should address reasons why you are qualified to be an Editor. How will you improve the Yearbook? How well do you work with others?

Turning in applications early is recommended.

Yearbook Student/Parent Commitment

I, _____, am (or will be) a student at University City High School. I am in good academic standing. I would like to be a member of the 2016-2017 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 understand that I will be required to cover outside of school events “games” and it is my responsibility to provide my own transportation with a licensed, insured driver.
- I agree to help other staff members finish their deadlines if I have completed mine.
- 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