

Yearbook Staff Application

Icon 2022-2023

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

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:

- 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)

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

DEADLINE: Friday, April 15, 2022

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 GPA _____ How many absences did you have last year? _____

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

- 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 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.

◆ Adobe Photoshop

1 2 3 4 5 6 7 8 9 10

◆ File management (saving, uploading, downloading etc.)

1 2 3 4 5 6 7 8 9 10

Internet

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?
- Are you comfortable using a digital camera?
- Have you ever taken a photography class?

4. Activities

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

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?
- 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. 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. Candela (room T202), place them in her mailbox, or submit them to you in a sealed envelope with your name written on top. Recommendation forms and applications must be turned in by **Friday, April 15, 2022** 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.

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 the internet, data processing programs. 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 *Icon* 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, April 15th**. Thanks! Stacey Candela

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.

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?

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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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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 *Icon* 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, April 15th**. Thanks! Stacey Candela)

Teacher's Signature & Date _____

Yearbook Student/Parent Commitment

I, _____, am (or will be) a student at Rancho Cotate High School. I am in good academic standing. I would like to be a member of the 2022-2023 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 extra-curricular school events occasionally, 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 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