

Yearbook Staff Application

Palladium 2019-20

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* _____

Your personal email (the one you check often): _____

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
- 2 Teacher Letters of Recommendation (one MUST be from an English teacher)



DEADLINE: Friday, _____ February 15, 2019 _____

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. Meet deadlines and be responsible for completing your pages; designing layouts, proofing, editing, etc.
- D. 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 in English (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?
- 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.

◆ HJedesign
1 2 3 4 5 6 7 8 9 10

◆ Google Sheets
1 2 3 4 5 6 7 8 9 10

◆ Google Docs
1 2 3 4 5 6 7 8 9 10

◆ Google Classroom
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 taken a photography class?
- Do you take a lot of pictures of your friends and family?

4. Availability & Miscellaneous

- Do you have a car? _____
- Are you willing to make the yearbook one of your priorities next year? _____
- What other activities will you be involved in? _____
- 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 yearbooks, 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? _____

ADDITIONAL INFO I MAY NEED TO KNOW:

5. 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 |

6. 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. Minoso (room 133), place them in her mailbox, or submit them to you in a sealed and signed 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, Feb. 15, 2019**, 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, especially Google Docs and Google Classroom. 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 *Palladium* 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 **Fri., Feb. 15, 2019.**) Thanks! Nikki Minoso

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?

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

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Teacher's Signature & Date _____

Yearbook Student/Parent Commitment

I, _____, am (or will be) a student at Daphne High School. I am in good academic standing. I would like to be a member of the 2019-2020 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 yearbooks (determined by the budget) and that my grade will be affected if I fail to make sales contact with my peers.
- 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 purchase my own SanDisk (for photography).
- I agree to downloading Remind on my phone and checking my messages daily.
- I understand that I will have at least one assignment weekly. Failure to turn in a *publishable* photos, captions, articles, and page designs will lead to a zero.
- I understand that if I fail to submit an assignment by the due date, I will receive a zero on that assignment.
- I understand that all captions must include information identifying who is in the photo (plus grade level), what the subjects are doing, where the action takes place, and when the action takes place.
- I understand that if I have had excessive absences, those absences may prevent me from being placed in Yearbook. It is essential that staffers attend class regularly. Mrs. Minoso will check your 2018-19 attendance record.

Staff member's signature

date

Parent's signature

date