

CavsConnect Staff Application 2017-2018

If you are interested in joining CavsConnect please fill out the following form. Once completed turn in to Ms. Suarez in the Student Activities room or scan and email it to gables CavsConnect@gmail.com

GENERAL INFORMATION:

Name: _____ Phone Number: _____

Email Address: _____ 2017-2018 grade level: _____

Why do you want to be part of the CavsConnect staff?

PERSONAL ASSESSMENT:

Please answer the following questions by placing a score using a scale of 1 through 10 in the space provided. Ten is the “most” and 1 is the “least”.

1. How comfortable are you approaching and talking to students you don't know? _____
2. How well do you work independently? _____
3. How much do you procrastinate? _____
4. How well do you take suggestions, recommendations and constructive criticism? _____
5. How strongly are you committed to being in this class and being a part of the staff? _____
6. How much of a team player are you? _____
7. How familiar are you with a digital cameras? _____
8. How are your writing skills? _____
9. How are your leadership skills? _____

What do you consider your biggest strengths?

What do you consider your biggest weaknesses?

YOUR STAFF INTERESTS:

As a member of the CavsConnect staff, you will take on the role of a staff writer. Please read the brief description below of what this job entails.

Staff Writer: Writes story, captions, and headlines; holds interviews; takes/collects pictures according to article.

In addition to being a staff member, which, if any, of the following positions would you be interested in (please circle)?

Editor in Chief: Run production week, lead classroom discussion, oversee the production of the staff, send out cycle sheet, input grades, update poll of the week, create monthly lesson plan, run monthly editor meetings, keep track of deadlines and enter competitions, keep track of who comes in/out of class, manage classroom environment, take attendance

Photography / Videography Team: Covers sports and / or school events, uploads event galleries in a timely manner, manages photo of the day, assists the staff writers with their featured photo, updates video gallery, create weekly info graphics, update CavsConnect Instagram account weekly

Business/Managing Editor: Updates CavsConnect Facebook and Twitter with upcoming events, released articles, and reminders; collects class fees, in charge of cleaning and patty sales schedules, updates news/cap briefs, collects staff paperwork, organizes fieldtrips, keep track of membership length

Section Editor: Run the brainstorming session for their section, responsible for keeping in contact with staff writers, edit articles by deadline, grade staff writers, write articles bi-weekly : *Please circle the section you are interested in -*

News Opinion Reviews Features Lifestyle Sports En Espanol

If not a returning staff writer, please attach a writing sample

NOTE: CavsConnect is a student run publication. It is an expectation that when you apply to be part of the staff, you are 100% committed and will complete all responsibilities. If you choose to fail to meet deadlines or fulfill your responsibilities, your grade, and the quality of the site (due to frequent update), are negatively impacted by your decision. Please keep in mind that it is possible to be placed on probation.

MANDATORY SUMMER TRAINING: On August 14-17, CavsConnect will be hosting a mandatory training for all staff members to participate in. Failure to participate with no prior notice will result in removal from the staff.

Parent Name: _____

Student Signature _____

Parent Signature: _____