

# CAVSCONNECT STAFF APPLICATION

## 2018-2019

Please attach your picture here!

If you are interested in joining the CavsConnect staff for the 2018-2019 school year, please read and fill out the application thoroughly. Once completed scan and email your application to [gablescavsconnect@gmail.com](mailto:gablescavsconnect@gmail.com) with **your first name, last name, and position applying for as the subject line** or turn in to Mrs. Suarez in the activities room by **Wednesday, February 21.**

Prior to completing this application, please know that as a staff member you must be able to:

1. Take the CavsConnect class
2. Meet Deadlines (No Exceptions)
3. Spend time outside of class to complete assignments.
4. Take responsibility seriously
5. Participate in organized fundraising activities
6. Attend production week (**August 13-16 from 9am until 12pm** )

### General Information:

Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

2018-2019 Grade Level: \_\_\_\_\_ Position Applying for: \_\_\_\_\_

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

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### Your Staff Interests:

As a member of the CavsConnect staff, you will take on the role of a staff writer. Please read the following description of what this position entails:

#### ~Staff Writer:

- Come to class on time and prepared ☺
- Write articles, captions, headlines, and take photos.
- Hold interviews to gather background information with those involved in an article.
- Meet deadlines and be responsible in checking edits that are made to your article. Fix edits in a timely manner.

-Responsible for communicating with your editor/photographers if assistance is needed.

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

**~Editor-in-Chief:** *Duties of a staff writer (see above)-articles are written bi-weekly, run production week, lead classroom discussion, oversee the production of the staff, send out cycle sheet, create monthly lesson plans, run monthly editor meetings, keep track of deadlines and enter competitions, monitor who comes in and out of the classroom, take attendance, manage classroom environment, input editor grades, schedule articles to be published.*

**~Photography/Videography Team:** *Covers sports and/or school events, upload event galleries in a timely manner, manages all social media outlets, assists the staff writers with photos they may need for their articles, updates video gallery, organize and oversee all CavsConnect photo competitions, creates a weekly info graphic.*

**~Business Manager:** *Collects classroom fees, coordinates and sends out a monthly cleaning schedule, oversees all fundraising/advertising activities, send classroom reminders, updates news/cap briefs, collects all staff paperwork, organizes field trips, keeps track of publication membership in various journalism outlets, organizes all staff holiday/bonding activities with the help of editors*

**~Section Editor:** *Duties of a staff writer (see above)-articles are written bi-weekly, run the brainstorming session for their section, responsible for keeping in contact with staff writers, edits articles by deadline, grade staff writers.*

News   Student Life   Features   Opinion   Sports   Reviews   Espanol

**~Copy Editor:** *Writes article once a month, checks all staff articles for grammatical errors and sends completed articles to editor-in-chief to be reviewed and published.*

### **Personal Assessment/Miscellaneous:**

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 class and a part of the staff? \_\_\_\_\_
6. How much of a team player are you? \_\_\_\_\_
7. How familiar are you with a digital camera? \_\_\_\_\_
8. How are your writing skills? \_\_\_\_\_
9. How are your leadership skills? \_\_\_\_\_

Please answer the following questions by circling yes or no.

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|--|-----|----|
| 1. Do you have access to a computer with internet at home?           | Yes | No |
| 2. Are you proficient in Photoshop or InDesign?                      | Yes | No |
| 3. Will you be able to attend school events if assigned the article? | Yes | No |
| 4. Are you willing to make CavsConnect a priority if chosen?         | Yes | No |

What do you consider your biggest strengths? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What do you consider your biggest weaknesses? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Schedule:** Academy: \_\_\_\_\_

Current Schedule & Teacher:	Tentative 2018-2019 Schedule (if known):
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**Extra-Curricular Activities:**

Please list any extracurricular activity you plan to participate in for the following school year and any position held if applicable. (NHS, Activities, FBLA, Soccer, Football, Job etc.)


**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 Workshop:** On **August 13-16 from 9am until 12pm** 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.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature \_\_\_\_\_

~If you are applying for a staff writer position for the first time, please attach a writing sample to your application (essay written for a class, prose, or news/feature story similar to those found on CavsConnect). If you are applying for a photographer position for the first time please attach a minimum of five photos that you feel best represent your photography abilities.

~If you are a **returning staff writer**, please provide the title of your best article written.

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~ If you are a **returning photographer**, please email CavsConnect with your top three photos taken throughout this school year.