

YEARBOOK STAFF APPLICATION - DUE APRIL 3RD, 2020

Cavaleon 2020-2021

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

Telephone Number _____ Email _____

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. The full application will include the following in addition to the attached papers:

- 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 and FUN addition to our team.)
- 2 Teacher Letters of Recommendation (one MUST be from an English teacher)*
- Sample Feature Story and 3 Photos, (300-500 words relative to the provided topic, following proper format of a feature story)*

* These will be explained in detail later in the application.

As a yearbook staff member, you will:

- A. Work as a team to complete all sections of the yearbook.
- B. Write fun articles/captions and take photos for the yearbook; meet with advisers, administrators, students, and/or coaches to get background information or interviews.
- C. Work with community leaders and parents to sell business ads in the community and advertise sales of senior congratulatory ads.
- D. Meet deadlines and be responsible for completing your pages; designing layouts, proofing, editing, etc.
- E. Come to class on time and prepared to work. Because it is a class, you will receive a grade for yearbook.
- F. Participate in in-county, in-state and national competitions and conventions.

1. What yearbook position (s) are you interested in?

- Writer** (take quality pictures, use digital cameras, write stories and/or captions, decide on pics, meet deadlines)
- Photographer** (take quality pictures, use digital cameras, attend sporting events/ school dances/ events, meet deadlines)

2. Writing Ability/English Skills/Grades

Current English Teacher and Name of Class _____ Teacher Initials _____

Current English grade _____ Overall 1st semester grade (for this year): _____

3. 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.
- Do you have experience with Photoshop?
- Are you proficient in Microsoft Word, Excel, PowerPoint, and Publisher?

4. Photography Experience

- Do you have a digital camera that you are able to use every day?
- Have you ever taken a photography class?
- Do you take a lot of pictures of your friends and family?

5. Schedule and activities (Yearbook is a technology/elective credit, FYI)

List your current academic schedule and next year's tentative classes you'll be taking.	List ALL extracurricular activities in which you <u>PLAN</u> to participate in next year.
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.

6. Availability & Miscellaneous

- Are you in the IB program?
- Do you drive? Do you have a car?
- If you do not drive, will you be able to secure a ride on mandatory after-school days?
- We have mandatory intensive training sessions in the summer. Will you attend?
- 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?

7. Writing Sample (You are to use your creative abilities and writing skills to write a sample yearbook story.)

- In yearbook, we write feature stories, which are typically between 300 and 500 words, and cover specific events, games, seasons, and occasions.
- Feature stories follow the format fact, quote, fact, quote, fact, quote. Facts answer the following questions: who, what, when, where, why and how.
- Writing sample should be typed.
- You will write a sample feature story on the following prompt.

Valentine's Day is one of the busiest and most exciting days of the year, especially at large high schools. This makes it the perfect opportunity for the yearbook staff to take great, candid pictures and interview students to find funny or cute stories. The Valentines Day spread is often colorful and interesting, and it catches the eye of every reader, so it's important that the writing on the spread is interesting too. Write a feature story about Valentines Day at your school. Your facts and quotes can be made up, or you can try your hand at interviewing students. Take a look at old yearbooks or online sources for ideas and inspiration. Make sure to follow the format of a feature story, and use correct grammar and spelling. Have fun with it, and remember to make it interesting!

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). If you are a new student, you may ask a former English teacher from another school to fill out the recommendation or write a letter of explanation to describe your situation.

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. Zuniga at azuniga@dadeschools.net or place them in her mailbox. Recommendation forms must be turned in by **date it is due**, so remind your teachers of the deadline. 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: _____

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 MS Word. 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 *Cavaleon* 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 **April 3, 2020**.)

Teacher's Signature & Date _____

Thanks! Ms. Ana Zuniga, Yearbook Adviser

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