

Yearbook Staff Application

So you want to be on the 2020-2021 yearbook staff? Here's what you need to do: Read through all sections of the attached application. Please consider carefully whether or not you are genuinely interested in Yearbook, as well as whether or not Yearbook (YB) will fit into your schedule, both in and out of school. You may want to ask current YB staff members about their experiences to help you in your decision.

If you're still interested after having read through the packet, fill out the attached application, complete with short answer questions, portfolio, and teacher recommendations.

If you have a question or a concern, please contact me (Miss Gunter) before the due date, which is May 18, 2020! You can email me at amber.gunter@badger.k12.ar.us

The Bare Necessities

Being a YB staff member is a MAJOR commitment. You are working collectively with your peers to author a timeless document. When considering whether or not you will be a successful staff member, think about the following things:

- How many students do you know? You don't have to be everyone's best friend/a social butterfly, but knowing who people are is tremendously beneficial, as identifying and tagging people in photographs is one of the most important responsibilities of a staff member.
- Are you okay with talking to people you may not know? Staff members are responsible for documenting the year for ALL of the students at Beebe Junior High. That means that you will have to take pictures of, write stories about, and do interviews of people with whom you might not be familiar. **YOU ARE NOT DOCUMENTING THE YEAR FOR YOURSELVES AND YOUR BEST FRIENDS.** Yearbook staffing is uncomfortable at times, and you need to consider whether or not you are cut out for that aspect of the job. Not only will you have to work in close contact with students whom you may not know, you will have to work with teachers, with the principals, and even with *gasp* other students whom you really can't stand (and you will have to treat them with kindness).
- To elaborate on the previous point, maybe the thought of interviewing other people is intimidating to you. Such is the case for most staff members when they first begin. Here's my question: Are you willing to move past that? Are you willing to do what it takes to become comfortable performing all aspects of your job as a staff member?
- You've probably seen my staff members out and about, taking pictures at ball games, school events, or even in your classes. It looks like a lot of fun, and it is, but here's what you need to know: **TAKING PICTURES IS ONLY ABOUT 20% OF THE JOB. If you are only wanting in for the purpose of taking pictures, I do not want or need you on my staff.** I want people with photography skills, yes, but I'm looking for so much more than that alone.

- Concerning the matter of photography, having your own camera is a plus (but not necessarily a requirement), as the school will not provide you with one.
- Are you responsible? Be brutally honest with yourself. Here's the deal: I am an advisor, not a babysitter. **If you cannot be trusted to do your work as assigned to you without lollygagging, whining, or trying to pass it off to your peers, please stop here and don't waste your time with the application process.** Creating the yearbook is a process that takes several months. This class is unlike any other on our campus, and a high degree of personal responsibility is something I require of all staff members. If you prove yourself to be irresponsible, you will find yourself promptly removed from my staff. I need hard workers who take pride in what they do!
- On the subject of responsibility, let's consider your other classes. Do you usually get your work done in a satisfactory manner on or before the due date? When I am notified that my staff members are on the ICU list for missing assignments, those students are benched from all yearbook work until they have satisfactorily completed what they owe their other teachers. I need staff members who can come in and be ready to work on yearbook business, rather than assignments from other classes.
- Do you enjoy writing? Though it may not seem like it at first, this is one of the biggest considerations to mull over before you continue in the application process. We are creating a yearbook, not a scrapbook. We are not simply putting together a collection of photos; we are telling a story - the story of the year. Naturally, telling a story involves using words, written words. Do you *like* writing? Do you ever journal or make up stories in your free time? Do you write songs or poems or even letters to your friends? Having good written expression is **crucial** for staff members. I have worked with three different yearbook staffs, and with all of them I've found that writing stories and captions is what staff members struggle with the most (usually because they come into yearbook thinking that it's all about photos). Don't be misled. **YOU WILL HAVE TO WRITE. A LOT.**
- Generally speaking, are you good with grammar, spelling, and punctuation?
- Are you willing to stay after school in order to attend ball games, choir concerts, band performances, Quiz Bowl meets, etc.? **If you're going to be a staff member, you have to have a semi-flexible schedule.** The majority of the time, we do not get pictures from coaches or club sponsors; **we have to take them ourselves.** That means that we must be present for school events, and that means sacrificing a lot of afternoons, evenings, and even some weekends. If you are not willing/able to do this, you should not apply for Yearbook.
- For those of you who have read this far and are still interested, I want to say this: Yearbook is a TON of work. That much is true. However, being a staff member is also a huge honor (and it's why I'm so picky about who is selected). If you are chosen, you will have a key role in putting together a publication that will be cherished by hundreds of students and kept for generations! Think about that. Someday, sixty-some-odd years from now, my current staff members will be sitting around the living room with their grandchildren, flipping through the 2019-2020 yearbook and explaining what TikTok is and why we had to cancel school for a quarter of the year, and, even more, they will be pointing out which pictures they took and sharing the stories that they wrote - the same pictures and stories that will

still be being enjoyed by other individuals and their families. Does that sound like something you would like to have a part of? If so, continue on to find more information about the application process.

Recommendations

Choose two teachers who know you well. ****One must be your current English teacher.**** Give each a copy of the teacher recommendation sheet (attached). Ask him/her to email the completed form to me. Double check with your evaluating teachers to make sure that they have turned in the evaluation on time. It is *your* responsibility, not theirs.

Turn in everything (application & portfolio) to me by either dropping off your papers at the junior high on one of the scheduled drop-off days for AMI work or by emailing me (see the first page for my email address).

If you make the cut, you will be notified as soon as possible and your name will be submitted to the counseling office so that your schedule will reflect the appropriate course. Only those applications that are COMPLETED and turned in ON TIME will be considered.

Application

Please complete this application on your own, without the aid of a parent (unless you need to ask a question). I want to see your penmanship and read your writing.

I. BASIC INFORMATION

Name: _____

Grade for the 2019-2020 school year: _____

Phone number: _____

Do you receive calls? _____ Texts? _____

List all classes you plan on taking next year:

1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____ 7. _____ 8. _____

List all activities you plan on being involved in next year (Are you going to be overloaded?):

1. _____
3. _____
5. _____
2. _____
4. _____
6. _____

II. PORTFOLIO

Applying for any publication position requires submitting a portfolio that includes samples of your own work. For your yearbook portfolio, you must include ONE sample of your work with this application by creating a sample yearbook page (cut and paste, design on a computer, etc. - think scrapbooking). Your sample page must include the following:

- at least five photographs taken by you
- a well written caption describing what is going on in each photo
- a 1-2 paragraph story with a headline that relates to the pictures

I will be looking at your writing skills as well as how you design the page (looking for creativity, neatness, and attention to detail). You may want to look at last year's book for ideas and suggestions. You may also want to photocopy these materials, as they may not be returned. Remember, a portfolio should showcase your best work!

III. SHORT ANSWERS

Answer the following in short, but specific responses. Answer all questions in complete sentences, and be sure to use correct spelling, grammar, and punctuation. Please hand write answers on a separate sheet of notebook paper. If you are filling out the form online, please type each answer directly underneath the question.

1. Will you have reliable means of transportation if you need to get work done after school, in the evenings, or on weekends? (Not being able to get a ride is not considered an excuse for missed work sessions or photo ops.)

2. Much as I'd like to, the publication staffs cannot rely on other people to get pictures for us. Most staff members take their own photographs. What photography skills do you have? Do you have a camera that is available to you for everyday use?

3. Part of producing a publication involves CHANGE and CONSTRUCTIVE CRITICISM, much like that given to a team by a coach. Can you handle such criticism from the advisor and student editors when it is warranted? Are you willing to revise work multiple times? Explain.

4. DEADLINES and INDIVIDUAL INITIATIVE are the most important parts of a successful publication and will be major factors in the way you function in this class. Are you able to discipline yourself to work in a nontraditional class setting by planning ahead so you can meet deadlines and initiate assignments without constantly being reminded? Explain.

5. Being on Yearbook Staff is like joining a year-round sport. A lot of time goes into it. Can you honestly say working on a staff will be a priority in your list of commitments for next year, even though it requires extra time? Explain.

6. How well can you deal with stressful, high-intensity situations?

7. Describe your ATTENDANCE at school. How many days would you say you miss in a month and why do you miss those days?

8. Describe how you feel about working with other students in a group setting that demands extreme cooperation and team effort. Remember that many decisions about publications are made by the group, not individuals and you may have to work closely and play nicely with people that you do not know.

9. Yearbook Staff members MUST frequently contact other adults (strangers sometimes!) in order to get the information needed to proceed with their work. How do you relate to the adults (administrators, teachers, coaches, advisors) with whom you will have to work? Are you willing to go talk to people that you don't know?

10. Fundraising (primarily through business ad sales) is a necessary part of funding publications. Will you be willing and able to spend some time promoting fundraisers at the school?

IV. TEACHER EVALUATIONS

Attached are two copies of the teacher evaluation form. Fill out the top line and please give them to two teachers who know you well. One must be your current English teacher.

Teacher's name: _____ Department: _____
Teacher's name: _____ Department: _____

Dear Teacher,

As a requirement for application to Yearbook Staff, students are asked to secure two evaluations from teachers familiar with their attitudes and abilities. The information you provide on this sheet is confidential. PLEASE DO NOT share this information with the student. Please complete this form and return it to Miss Gunter (Room 001) as decisions need to be made in connection with registration for classes. Any additional comments you wish to make are greatly appreciated. Please remember that I count on you to give a brutally honest evaluation of the student. Thank you for your time!

STUDENT NAME: _____

TEACHER NAME: _____

SIGNATURE: _____

HOW DO YOU KNOW THIS STUDENT?

Scoring is based on a scale of 1-5. A score of "1" means "never" and a score of "5" means "always."

1. Has this student completed all assignments in your class ON TIME? 1 2 3 4 5
2. Do you feel this student works to her/his potential? 1 2 3 4 5
3. Does this student relate well with her/his peers? 1 2 3 4 5
4. Does this student relate well with her/his teachers? 1 2 3 4 5
5. Does this student work well independently without being constantly prompted? 1 2 3 4 5
6. Does this student respect authority and display ethical behavior in your class? 1 2 3 4 5
7. Would you feel comfortable trusting this student with computer/photo equipment? 1 2 3 4 5
8. Does this student accept constructive criticism and implement your suggestions to improve her/his work? 1 2 3 4 5
9. Does this student accept constructive criticism and implement suggestions from other students? 1 2 3 4 5
10. Does this student keep papers and class materials well organized? 1 2 3 4 5
11. Do you feel this student would be a positive addition to a publication staff? 1 2 3 4 5

Other comments:

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