

YEARBOOK

be a part of it

Dear Yearbook Candidate,

Thank you for your interest in becoming a member of next year's yearbook staff. Yearbook offers you the chance to participate in capturing and preserving the school's history and your memories. Our yearbook staff works together to **photograph, write, design** and submit pages to a printing plant. We have a great time learning about journalism and producing a yearbook that everyone in the school can enjoy.

To be a member of the yearbook staff, you must first apply and be accepted. Attached is an application and portfolio information you must fill out and return to me by March 2nd no later than 3:30 p.m. You can find me in room 206. Do not slide your application under my door, I might not get it. Return your application directly to me.

In addition, provide the teacher evaluation form to at least four (4) of your instructors. **One of them must be your English teacher.** Please fill out the information on the top of the form (Student Name, Grade level, Teacher, Subject) before handing it to the teacher. Your teacher will return the form to me or my mailbox. Do **not** collect them from your teachers. It is your job to follow up and see that all teacher evaluation forms have been submitted by March 2nd.

The yearbook staff will be announced after all applications have been reviewed. I look forward to receiving your yearbook application and portfolio and appreciate your interest in our yearbook program.

Sincerely,

Mrs. Denos
Yearbook Adviser

Checklist:

- Application and portfolio completed and returned to Mrs. Denos (Due March 2nd)
- Teacher recommendation forms to four CURRENT ACADEMIC teachers—English teacher required (they will return them to Mrs. Denos)
- Grade print out from last term.

YEARBOOK

Application Information

Student Name: _____ Current Grade Level: _____ DUE: March 2nd

In order to be considered to be a member of the yearbook staff the following items submitted to by March 2nd, 2017 – no exceptions.

1. Completed yearbook application
2. Signed Parent & Student Permission Form
3. Completed Teacher Recommendations
4. Student Portfolio

*All recommendations must be from a current academic teacher– it is your responsibility to give these to the teachers and tell them that they need to have them returned to Mrs. Denos by Friday, March 2nd, 2017.

***If any of these items are incomplete your application will not be considered. Because we can only have 20 students on the yearbook staff, it is very important that you get all these items completed as quickly as possible.**

COURSE DESCRIPTION:

Students in the Yearbook/Newspaper class are the leaders and decision-makers of the yearbook and newspaper staff of HighMark Charter School. The students will create the school yearbook and quarterly school newspaper. We will focus on photography, presentation, layout, editing, production, deadlines and learning the necessary software to complete these tasks.

COURSE GOALS:

To create a quality yearbook and quarterly newspaper for HighMark Charter School that reflects a pictorial history of the campus for the present school year.

To work as a team to develop a theme and create a yearbook that reflects that theme.

COURSE OBJECTIVES:

Students will meet all required deadlines.

Students will learn the basics of yearbook, newspaper, layout, design, copy writing, photography, and Life-Touch Online.

Students will conduct interviews as needed for their pages and have interviewees sign off on their quotes.

Students will take pictures or be responsible for securing a photographer for their pages.

Students will attend events as needed to learn about or record their assigned pages.

Students will ensure that all grade levels and activities receive quality/quantity representation.

In yearbook failure to complete and meet deadlines does not just effect one person but it effects the whole staff so any failure to complete assignments and deadlines will result in removal from the yearbook class.

Student Name (print name) _____

Student signature _____

Parent/Guardian signature _____

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Application Information

1) Please tell me what are of yearbook you are most interested and why. What area of yearbook are you most interested in? Rank the following (1-3) with 1 as your top choice.

____ DESIGN ____ PHOTOGRAPHY ____ WRITING ____ PHOTO EDITING

2) Do you have any computer experience? YES NO
If yes, list and describe the programs with which you have experience.

3) Do you have a computer at home to use for yearbook assignments (you will need the internet)?
YES NO

5) Are you interested in photography? YES NO
If yes, what is your experience in photography? (List any experience, classes taken, etc.)

6) How often do you turn your work in on time?
ALWAYS USUALLY SOMETIMES NEVER

7) Are you available to work in the yearbook room during lunch and after school as needed? YES NO
If no, what conflicts do you have? _____

8) List all the extra curricular activities (school and non-school related) in which you are or will be involved.

9) Can you stay after school for assignments and/or attend games frequently? YES NO

10) How do you feel about deadlines? Rate yourself on the following scale:

confident I can meet them 1 2 3 4 5 *don't do well with them*

11) How well do you handle criticism? (A lot of times pages need to be reworked before they are ready to submit.) Rate yourself on the following scale:

I can take it and am happy to make changes 1 2 3 4 5 *can't handle it*

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Portfolio Information—Due March 2nd

Being in the yearbook takes a lot of creativity. I want to see if you have what it takes to be on the yearbook staff. You will be creating a portfolio consisting of different areas of yearbook. This will help me place you in groups, and in specific jobs that are available.

*Please put the portfolio in any type of binder that is **smaller than 1/2 "***

- 1) Put your application (previous page) as the first page in your portfolio.
- 2) Second page—In your portfolio please answer the following questions in complete sentences. State the question first—and then answer the question next.
 - What are your three best characteristics / traits
 - Do you work best alone or in a small group? Explain.
 - Tell me one fact or example that shows your leadership qualities.
 - What do you think working on the yearbook entails?
 - Why do you want to be on the yearbook staff?
 - Why do you think that you should be selected for the yearbook staff? Answer in detail.
- 3) Third page—Part of yearbook is also Designing a page and writing about the pictures.
 - 1) Create a Yearbook Style one page design of you. I want to have pictures that you have taken— it can be of your life, your hobbies, or your family or any other pictures you want to display. Make sure that the page has:
 - **Headline**—What is the main purpose of this page?
 - **Copy**—A story about you. What are your interests, hobbies, what classes are you good at? Etc. Please make sure that you are the one that wrote it.
 - **A main picture.** Choose the best picture that you have ever taken.
 - **4+ smaller pictures** that you have taken that you really like.
 - **Captions**—Write 2-3 sentences about each particular picture. Who is in the picture, what are they doing, where are they, when was this taken.
 - **Arrange this page** so that it looks appealing—that it has a good balance between writing and pictures and that it is also easy to tell which caption goes with which picture.

YEARBOOK

English Teacher Evaluation Form for yearbook staff applicant—DUE March 2nd

Student Name: _____ **Current Grade level:** _____ **DUE:** Friday, March 2nd

Teacher: _____ **Subject:** _____

- 1) The above student's grade in my class: A B C D F
- 2) The number of absences this year/term: 0 1 2 3 4 5 or more
- 3) Number of tardies this year/term: 0 1 2 3 4 5 or more
- 4) The student is on time with homework:
ALWAYS USUALLY SOMETIMES NEVER
- 5) The student completes assignments:
ALWAYS USUALLY SOMETIMES NEVER
- 6) The student's writing ability is
SUPERIOR GOOD AVERAGE POOR
- 7) The student's attitude is best described as:
SUPERIOR GOOD AVERAGE POOR
- 8) I would:
HIGHLY recommend this student MODERATELY recommend this student NOT recommend

9) Comments:

Signature of evaluating teacher _____

Please return this form to Mrs. Denos or put it in her box by March 3rd. Do NOT return to the student. Thank you!

YEARBOOK

Teacher Evaluation Form for yearbook staff applicant—DUE MARCH 2nd

Student Name: _____ Current Grade level: _____ DUE: Friday, March 2nd

Teacher: _____ Subject: _____

- 1) The above student's grade in my class: A B C D F
- 2) The number of absences this year/term: 0 1 2 3 4 5 or more
- 3) Number of tardies this year/term: 0 1 2 3 4 5 or more
- 4) The student is on time with homework:
ALWAYS USUALLY SOMETIMES NEVER
- 5) The student completes assignments:
ALWAYS USUALLY SOMETIMES NEVER
- 6) The student's work is
SUPERIOR GOOD AVERAGE POOR
- 7) The student's attitude is best described as:
SUPERIOR GOOD AVERAGE POOR
- 8) I would:
HIGHLY recommend this student MODERATELY recommend this student NOT recommend

9) **Comments:**

Signature of evaluating teacher _____

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