

February, 2017

Dear Student,

Thank you for your interest in the 2018 Yearbook! Being a member of the Yearbook Staff is a year long commitment. This class requires time outside of class for meetings and advertisement sales. You will also be asked to attend a meeting before school begins. A copy of last year's Staff Contract is also available. Please be sure you are willing to commit yourself to this publication class.

Please print the below documents. The teacher recommendation needs to be filled out by your current English teacher and returned by him/her to me. The student application should also be honestly completed and returned to me. **You do not need to fill out the sample contract. ALL applications and recommendations are due Friday, March 10.**

Yearbook staff members will be posted in the guidance office by Friday, March 17. Please see me with any questions.

Thanks again for your interest in Yearbook!
Mrs. McKinney-Rewa

SEE BELOW FOR APPLICATION AND SAMPLE SAFF CONTRACT!!

YEARBOOK STAFF CONTRACT
EXAMPLE FROM LAST YEAR!!!! DO NOT FILL OUT

I, _____, am a student at East Grand Rapids High School in good academic standing. I am a member of the 2016 Yearbook staff and with my signature I acknowledge that:

Please initial:

Parent Student

1. I must accept the assignments given to me and complete them on or before the given deadline. I understand that failure to complete my entire assignment by the deadline and any editing or photo-retakes, will result in a lower grade. If I am unable to complete a deadline because of illness or other excused absence, I will delegate my work to another classmate.

Parent Student

2. I understand and accept that in order to meet my deadlines or a staff deadline I may be required to work after school and/or come in on weekends.

Parent Student

3. I agree to help other staff members finish their deadlines, if I have completed my deadline.

Parent Student

4. If I transfer out of this class, I will make sure that all assignments given to me at the beginning of the year and any current assignments are delegated to other staff members. I will inform the other staff members about all unfinished assignments and work I have delegated before I leave.

Parent Student

5. I agree to sell a minimum of \$350 business ads.

Parent Student

6. I will be available and willing to sell and distribute yearbooks during my lunch hour.

Parent Student

7. I agree to handle yearbook equipment, including cameras, yearbooks, computers, and other supplies with care and be responsible for replacement/repair if lost or damaged during my possession.

Parent Student

8. I agree to attend all staff meetings during or after school hours.

Parent Student

9. I understand that more than one missed deadline will result in my removal from the class with possible loss of credit.

Parent Student

10. I grant permission for my child to leave school grounds on yearbook-related assignments, relieving the school and advisor of all responsibility.

EXAMPLE FROM LAST YEAR!!!! DO NOT FILL OUT

Staff member's signature date

Parent's signature date

Yearbook 2017 Student Application

Student Name: _____ Grade in next fall: _____

Why do you want to be a member of the yearbook staff?

What can you contribute to the yearbook? (Graphic design experience, photography experience, etc.)

What do you believe could be difficult about being on staff?

Are you willing to commit to after school/out of school time?

Are you willing to commit time during August? YES NO

Please rank yourself on the below categories with ten being the highest. Please, place the X on the line in the appropriate location.

Responsibility:
1 _____ 5 _____ 10 (highest)

Creativity:
1 _____ 5 _____ 10 (highest)

Attention to detail:
1 _____ 5 _____ 10 (highest)

Motivation:
1 _____ 5 _____ 10 (highest)

Commitment:
1 _____ 5 _____ 10 (highest)

Academic Honesty*:
1 _____ 5 _____ 10 (highest)

*Academic honesty is of utmost importance when creating the yearbook. If you have two academic honesty violations, please attach an additional paragraph explaining your learning as a result of these choices. Please know this may impact your acceptance to our staff.

I, _____, verify all the above information is accurate.
(Signature)

Yearbook 2017
English Teacher Recommendation
(This should be returned by the teacher.)

Student Name: _____

Grade in your class: _____ Honors: _____ (y/n)

Please rank the student on the below categories with ten being the highest. Please, place the X on the line in the appropriate location.

Responsibility:

1 _____ 5 _____ 10 (highest)

Creativity:

1 _____ 5 _____ 10 (highest)

Attention to detail:

1 _____ 5 _____ 10 (highest)

Motivation:

1 _____ 5 _____ 10 (highest)

Commitment:

1 _____ 5 _____ 10 (highest)

Overall Recommendation:

1 _____ 5 _____ 10 (highest)

Comments: _____

