

Yearbook Staff Application

Empescope 2016-2017

Hello, I am excited that you are interested in being a part of Empescope Yearbook! Being a part of Yearbook can be very fun and also very demanding. Please complete all parts of this application and return it to Mrs. May by March 11, 2016.

If you have any questions, you can contact me in room 206 or email me at brandi.may@mcschools.org.

Thanks!

Yearbook Staff Application

Empescope 2016-2017

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

Email _____ Phone Number: _____

Who is your current 5th period teacher? _____

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. In addition to this application form, I require:

- Completed Application
- Signed Student/Parent Commitment Form
- 1 Teacher Letter of Recommendation (MUST be from an English teacher)
- Either (1) Photo with a caption or (1) writing sample



DEADLINE: Friday, March 11, 2016

As a yearbook staff member, you will:

- Work as a team to complete all sections of the yearbook.
- Write articles/captions and take photos for the yearbook; meet with advisers, administrators, students, and/or coaches to get background information or interviews.
- Work with community leaders and parents to sell business ads in the community and advertise sales of senior congratulatory ads.
- Meet deadlines and be responsible for completing your pages; designing layouts, proofing, editing, etc.
- Come to class on time and prepared to work. Because it is a class, it takes precedence over extracurricular activities!

1. Writing Ability/English Skills/Grades

Current English Grade _____ How many absences did you have last year? _____

Current English Teacher and Name of Class _____

- Have you ever won any recognition for your writing ability? _____Yes _____No

2. 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.
- Are you comfortable working on the computer?

3. Photography Experience

- Do you have a digital camera that you are able to use every day?
- **If yes**, what kind is it (make/model), and how many megapixels does it have?

- Have you ever taken a photography class?

4. Activities

List ALL extracurricular activities in which you <u>plan</u> to participate.
1.
2.
3.
4.
5.
6.
7.

5. Availability & Miscellaneous

- Do you have a car?
- If you do not drive, will you be able to secure a ride on mandatory after-school days?
- Do you have a part-time job? If so, where? _____
- If we have mandatory intensive training sessions in the spring and 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?

6. With 1 being the least appealing and 5 being the most appealing, rank your interest/abilities in the following jobs:

- | | | | |
|-------------------------------|-----------|---------------------------|-----------|
| • Talking to friends | 1 2 3 4 5 | Creating Layouts | 1 2 3 4 5 |
| • Photo Editing | 1 2 3 4 5 | Photography | 1 2 3 4 5 |
| • Attending School Events | 1 2 3 4 5 | Selling ads to businesses | 1 2 3 4 5 |
| • Supervising/teaching others | 1 2 3 4 5 | Interviewing people | 1 2 3 4 5 |
| • Designing artwork/drawing | 1 2 3 4 5 | Proofreading | 1 2 3 4 5 |

7. Photography/Sample Writing (THE FUN STUFF!)

Please attach EITHER 1 photograph with a caption that you have taken along with this application or 1 sample of your writing (any topic). Examples of possible images include sports/sidelines and school spirit, sports/athletes in action, or academics/community service. Your writing must be a minimum of (5) sentences. You can also email this to me at brandi.may@mcschools.org.

8. Teacher Recommendations (required of ALL applicants):

We require One recommendations describing your strengths as a student.

It must be completed by an English teacher, as it is vitally important that our staffers be competent copy editors.

You are free to send other recommendations 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. May (room 206), place them in her mailbox, or submit them to you in a sealed envelope with the rest of your application. If you choose to submit it with your application, you must give the recommending teacher an envelope with your name on it and have him/her sign across the seal. Recommendation forms must be turned in by **Friday, MARCH 11, 2016**, so remind your teachers of the deadline (and give it to them in writing!). Be sure to ask reliable teachers, because it is imperative that you have recommendations in order to be considered.

Turning in applications early is recommended.

Questionnaire

1. Why are you applying?

2. Explain how you are able to handle working independently.

3. What are some skills that you have that you will bring to the yearbook?

4. Explain how you are able to handle working under the pressure of a deadline.

5. Do you have any questions or anything you would like to add?

Yearbook Staff Member Recommendation Form

Student's name: _____ Teacher's name: _____

School: _____ 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 Empescope 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, **March 11, 2016.**) Thanks! Brandi May

Teacher's Signature & Date _____

