

# YEARBOOK STAFF APPLICATION

## *Aspen High School – Silverqueen 2010-2011*

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

Address \_\_\_\_\_ Home Telephone Number \_\_\_\_\_

Email \_\_\_\_\_ Cell Number \_\_\_\_\_

Have you ever been on a yearbook staff before? *If so, tell where and what year* \_\_\_\_\_

**Please read all directions carefully & complete all sections thoroughly. In addition to this application form, submit:**

- Typed Cover Letter (explaining why you want to be on the yearbook staff and what qualities you have that would make you a GREAT addition to our team.)
- Sample yearbook spread, (2 pages) geared toward the section for which you are applying. Must contain photographs (taken by you) AND a brief article relating to that spread.

**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 recognition 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, it takes precedence over extracurricular activities!

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

- Team Member** (design pages, take pictures, write stories and/or captions, decide on pics, meet deadlines)
- Section Editor** (Oversee and proof all pages produced in that section, design pages, take pics, write stories and captions, decide on pics, meet deadlines)

**2. Sections – With 1 being your first choice, rank the following areas of interest as your choice for yearbook staff position: (\*If you are not familiar with ANY sports, please do not apply for this position)**

\_\_\_\_\_ Student Life (Homecoming, school events, etc)

\_\_\_\_\_ Athletics\* (Football, baseball, golf etc.)

\_\_\_\_\_ Community (Senior ads, business ads, public relations, advertising)

\_\_\_\_\_ People (Student/Faculty Mugs, Groups, Index)

\_\_\_\_\_ Clubs (covers all clubs throughout the year)

\_\_\_\_\_ Academics (Covers each department/classes)

**3. Photography Experience (yearbook has a limited number of cameras for checkout)**

- Do you have a digital camera that you are able to use every day? **YES NO**
- **If yes**, what kind is it (make/model), and how many megapixels does it have?
- Have you ever created scrapbooks? **YES NO**
- Have you ever taken a photography class? **YES NO**
- Do you take a lot of pictures of your friends and family? **YES NO**

#### 4. Schedule and activities

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

#### 5. Availability & Miscellaneous

- Will you be able to secure a ride to events that you are covering? **YES NO**
- 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? **YES NO**
- Are you willing to work after school and occasionally on weekends to meet yearbook deadlines? **YES NO**
- Are you willing to accept a leadership role involving more responsibility and commitment? **YES NO**
- Are you capable of having fun and getting work done – at the same time? **YES NO**
- Some of the duties of the staff include selling ads to businesses, talking to teachers/coaches, taking pictures of people you do not know and asking questions/interviewing. This requires being somewhat comfortable talking to people you do not know. Will you be able to perform these duties? **YES NO**

#### 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. Sample Yearbook Page/ Photography/Sample Writing (THE FUN STUFF!)

Use your creative abilities & make a sample yearbook spread!! (A “spread” is two pages that face each other.)

- First, choose a section** – Classes, clubs, sports, community. This should be the section you marked on the application.
- Second, narrow down the subject for your spread** (for example, a person applying for Sports could easily take pictures of basketball/wrestling this time of year, so doing a spread on these would be ideal).
- Third, take pictures** you will need for that page and **gather information** for your article. You should have at least **12** pictures on your spread. You must have captions to go with all pictures. (Who, What, When, Where, etc.) The following are examples of some types of pictures:
  - Candid shots of people who are unaware they are being photographed
  - Action shots, of people in motion (espec. for sports pages)
  - Posed individual portraits (for community, classes, or clubs. Sports may use this as a pic accompanying a quote OR for coaches)
  - A posed group portrait of at least 3 people, none of whom are YOU or your best friends.
- Fourth, write a 1 paragraph article relating to your spread** (ex. Classes section may write about “Homework Blues”; sports could be about the Basketball season’s highlights, etc.) Use 3<sup>rd</sup> person objective & past tense.
- Fifth, put all of your work together.** You may choose to use MS Word, MS Publisher, Adobe Photoshop, or any other digital media that will allow you to consolidate pictures and text.
- Sixth, print out both pages and attach them to your application with a paper clip.** (The size of each page should be standard 8 ½ x 11.)

HINT: Take a peek at other yearbooks to get ideas for layouts! You can also go to

<http://www.yearbookexplosion.com/pages/content/design.html> for ideas about layout design. HAVE

FUN!! ☺

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing above, I assert that everything in this application is true to the best of my knowledge and agree to commit my time (outside of class if necessary) and best efforts as a team member of the Silverqueen Staff. If selected, I will be committed to quality, honesty, and professionalism in both my work and my behavior.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By signing above, I endorse my child's desire to be a member of the Silverqueen Yearbook Staff and as such their responsibility to work in the classroom, after school, and attend to meet deadlines. I will do my best to ensure transportation when needed and that when my child is absent that they will make up any work necessary to maintain submission deadlines. I recognize that this is a position of trust and responsibility that will allow my child creative opportunities and freedom to gather required resources, while at the same time gaining valuable professional experience. Should they choose to dishonor our school or staff in any way, those freedoms will be limited and their position reconsidered.

I realize my child may or may not be chosen based on previous performances, experience, and evaluations from various teachers.