

PORTER RIDGE MIDDLE SCHOOL
Yearbook Staff Application

This is an afterschool club that will require meetings during the week after school from 4:00 to 5:00 and other time commitments before, during and after school and some possibly on the weekends as school activities warrant. The advisor can also make some meeting longer or have additional meeting days if necessary to meet deadlines.

FILL OUT COMPLETELY & return to Mrs. Harrell by: _____ (date)

Name: _____ Homeroom: _____

Phone: _____ Email: _____

Address: _____

Being on the yearbook staff is a huge responsibility and is stressful at times, but is also a huge reward! Your job will be to help complete, by early spring, a published book of memories that thoroughly covers the _____ school year. As a staff member, you will be expected to write copy, take spectacular photographs, work on layouts, conduct many successful interviews and grade level polls, creatively cover major school functions before, during and after school, revise writing and layouts, AND **meet all deadlines**. Participation in the club is essential and students are expected to attend ALL meetings and if they cannot be at a meeting or assigned function, they need to let Mrs. Harrell know prior to the meeting or assignment and be excused from the meeting, activity or function. You will be held accountable for behavior, participation, photography, interview, writing assignments, and meeting deadlines. YOU **MUST BE ENTHUSIASTIC** ABOUT SHOWING **EVERY** FACET OF OUR DIVERSE SCHOOL POPULATION. Students will be chosen from their applications and teacher evaluations by a panel of teachers.

Expectations: Students are representing Porter Ridge Middle School at all times while being on the staff. Grades are considered and given a score based on the overall Grade Point Average for the year. On occasion, students may miss some class and students need to always be in good standing with grades and work for this to occur. Reports of misbehavior while at any event before, during, or after school can result in dismissal from the club. Students who receive ISS/OSS will be dismissed from the yearbook club. Students can also be dismissed for repeatedly missing deadlines, not getting assigned duties completed, and three unexcused absences. Students can be dismissed for not meeting the obligations stated in the paragraph above. Students can also be dismissed for being picked up late more than three times.

1. Rate yourself from 1 (excellent) to 5 (not so good) in the following areas:

- | | | | | |
|---------------------------|----------------------------|-----------------------|--------------------|---------------|
| _____ Honesty | _____ Responsibility | _____ Designing | _____ Promptness | _____ Leading |
| _____ Respect | _____ Organization | _____ Photography | _____ Creativity | _____ Writing |
| _____ Self-Esteem | _____ Computer skills | _____ Time Management | _____ School Pride | |
| _____ Dealing with people | _____ Getting the job done | | | |

2. Staff positions available to students on the yearbook staff include Editor, Grade Level Editors, Club Editor, Academics Editor, Sports Editor, and Staff Members for each section. What position do you think you would be good in and why?

3. List three personal strengths.

* _____

* _____

* _____

List three things you wish to improve about yourself.

* _____

* _____

* _____

4. Why do you want to be on the Yearbook Staff?

5. List all computer AND digital or film photography experience you have below.

6. In what ways do you express your creativity?

7. What extra curricular activities will you be committed to this year and during what seasons?
(Clubs, sports, etc.)

8. In the space provided, write 5-7 sentences about why you should be chosen as a Staff member and what unique qualities and skills you can contribute to next year's staff. (Use the back if you run out of room.)

9. I have given the attached teacher recommendation forms to
(core teacher) _____ AND
(a related arts teacher) _____,

who are both my teachers this school year. I understand that this form is confidential and I will not see it after my teacher fills it out.

10. FOR STUDENTS:

I understand the responsibility of being a staff member and commit to being an active and vital part of this staff, even when that calls me to come early to school, stay late, or possibly have a weekend assignment. **I am willing to make the yearbook a priority this year, understanding fully that if I don't fulfill my commitment or have discipline issues, I can be dismissed.** I am also aware that my Grade Point Average is considered as part of my application and that the yearbook advisor will acquire that information from the office. Staff members must also be picked up at 5:00 on meeting days and I understand that I can be dismissed if I am not picked up on time. If there is any more information I need to share with Mrs. Harrell, I've done so on the back of this application.

Student signature

Date _____

11. FOR PARENTS: Please sign if you agree.

I understand that by completing this application, my son/ daughter, makes a commitment to the _____(school year) PRMS yearbook staff. I understand and agree to the conditions that the staff will be chosen including a score for Grade Point Average, teacher recommendations, and the application. A committee of teachers will score the applications without knowing the names of applicants. I understand and support that time outside of class must, at times, be devoted to accomplish the tasks and that the advisor must be able to request that extra time in order to meet deadlines. Your son/daughter's teachers will be asked to approve any time needed outside of class and they have the right to deny a yearbook student time outside of class if they deem it necessary s. I also understand that my son/daughter can be dismissed from the yearbook club for not completing the above obligations, for school disciplinary issues, and being picked up late after three times. Dismissal from the staff is at the complete discretion of the club advisor. Yearbook staffers may be required to stay after school or work weekends for sports or other school events to make sure they are covered for the yearbook. I agree to these extra duties and agree to provide a ride to and or from any events that is necessary. Finally, I understand that my child will be using school digital equipment to complete all journalistic publications, and that if a camera is lost or stolen while in my child's possession, I may be held responsible for replacing the missing equipment.

By signing this, I display that I've read the details in this application and support the dedication it will take for your child to be a staff member. If there is any more information I need to share with Mrs. Harrell I've done so on the back of this application.

Parent/ Guardian signature

Date _____