

# Yearbook Staff Application 2021-2022

**Yearbook Staff Positions and Job Descriptions:** All class members are considered “staffers”. If you would like to be considered for an additional leadership positions, please check the preferred titles. Training will be provided for each position.

Staffer: \_\_\_\_\_

1. Works alone or with a team to complete assigned page spreads.
2. Completes photo requests and captions as needed for page spreads. Checks spelling on stories and names.
3. Inputs writing and photos into computer using an online program.
4. Works on implementing the yearbook sales plan including selling ads, yearbooks, and book distribution.

Editor-in-Chief (s): Genevieve Nguyen

1. Develops the vision for the yearbook.
2. Keeps a “ladder” of content for each yearbook page.
3. Conducts class meetings and assigns specific pages and deadlines to staff members. Makes decisions on colors, fonts, and other details related to the book plan.
4. Oversees proofs and corrections.
5. Acts like a cheerleader to motivate and problem solve. Tracks progress.
6. Reports to the Adviser/Teacher.

Art Director/Design Editor: \_\_\_\_\_

1. Plans visual execution of concept/theme through fonts, layouts, and graphics. Creates visual unifiers throughout each section throughout the book.
2. Works with Editor in chief and Photo Editor to see that all parts of the plan are and track and working together. Works with staffers to modify layouts to meet the spread needs.

Photo Editor: \_\_\_\_\_

1. Supervises all the photography for the book
2. Edits and uploads all the photos to the online photo library (in a timely manner) Assigns photo shoots to staffers.
3. Keeps an active inventory of all the camera equipment. Trains staffers on the use of the camera equipment.
4. Keep a schedule of what photos are needed and assigns photographers to cover all events.

Section Editors: Senior Section/Student Body/Index: \_\_\_\_\_ (multiple positions)

1. Works with Editor in Chief to plan material covered in sections, assign deadlines to pages. Develop a checklist of what is needed for each section to collect the coverage.
2. Supervise section team.
3. Works with editor in chief and design editor to plan and assign stories/coverage for the section. Checks spelling on stories and student names.

Copy Editor: \_\_\_\_\_

1. Supervises all written work.
2. Creates a schedule with mini-deadlines.
3. Proofreads text on finished pages before submission.
4. Supervises staffers to keep them on time for deadlines including collecting rough drafts and final work. Works closely with the editor in chief and adviser on quality control of the writing.

Business Editor: \_\_\_\_\_

1. Oversees all financial aspects of the book.
2. Plans sales campaigns and marketing publicity for the yearbook . Record keeping.
3. Manages yearbook distribution.
4. Works closely with the yearbook adviser/teacher.

Fun & Social Media Editor: \_\_\_\_\_

1. Plans parties for achievement celebrations. Promotes yearbook on social media.
2. Initiates student incentives including T-shirt design, special recognition, etc.
3. Must be spirited!

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Name: \_\_\_\_\_ Email \_\_\_\_\_ GPA \_\_\_\_\_ Graduation year \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ Your Phone #\_(print neatly) \_\_\_\_\_

## Yearbook 2018-2019 Requirements:

- \* Application and Interview
- \* School spirit/attends school activities
- \*Excellent Work Ethic
- \*Faithful & Available &Teachable

Thank you for your interest in joining the yearbook staff. Creating memories for your classmates at HEART is fun but it also involves a great amount of responsibility. To make sure the team is right for you, all students must fill out an application. **Is Yearbook Class Right For You Checklist?**

- \_\_\_\_\_ I attend school events\_I don't procrastinate, I turn in assignments on time
- \_\_\_\_\_ I like to take pictures\_I attend school events like dances, school plays, etc.
- \_\_\_\_\_ I like to work with others\_I notice English/spelling errors
- \_\_\_\_\_ I am a good speller\_I know how to use a digital camera
- \_\_\_\_\_ I am creative\_I like computer work
- \_\_\_\_\_ I am responsible\_I don't mind talking to people I don't know
- \_\_\_\_\_ I love to write\_I own a digital camera
- \_\_\_\_\_ I am organized\_I am not absent often
- \_\_\_\_\_ I don't mind selling things\_I am a hard worker
- \_\_\_\_\_ I am willing to \_\_\_\_\_
- \_\_\_\_\_ If I decide to seek a leadership role, I am willing to attend meetings once a quarter
- \_\_\_\_\_ I am willing to do at least 1 hour of yearbook work outside of class each week during the school year.

1. Are you interested in a leadership position? If so, which one? (see attached handout) \_\_\_\_\_
2. Will you have a job next year? (circle one) Yes No
3. If so, who will be your employer? \_\_\_\_\_ How many hours per week? \_\_\_\_\_
4. Do you have any computer experience? (circle one) Yes No
5. If yes, list and describe the programs with which you have experience: \_\_\_\_\_
6. Are you interested in photography? (circle one) Yes No
7. If yes, what is your experience in photography? (List any photography classes that you have taken) \_\_\_\_\_
8. Who is your current English teacher? \_\_\_\_\_ What is your current English grade? \_\_\_\_\_
9. List all the extracurricular activities (school and non-school related) in which you are involved? \_\_\_\_\_
10. Which period are you to do work yearbook items? Please circle. 1 2 3 4 Lunch
11. Are you free to do monthly lunch meetings at HEART? Yes No
12. Are you free to attend after school meetings from 3-5:30 every so often? Yes No

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**\*ALL APPLICANTS:** On the back of this paper, write one paragraph explaining why you would like to be on the yearbook staff. Also, please put down the class periods you are free including lunch. Being a member of the yearbook staff is an important commitment because the product you are producing and selling means a lot to the HEART community. There are strict deadlines that often require time outside of class.

I can meet all of these requirements. (Student signature) \_\_\_\_\_ Date \_\_\_\_\_  
I approve my student's involvement in the yearbook class. (Parent signature) \_\_\_\_\_

We will receive your application and then place you in the different positions. Hurry because places get filled quickly!

**Your application needs to be turned into Mrs. Shimada at [lizshimada@gmail.com](mailto:lizshimada@gmail.com) and copy Mrs. Allen [heartacademysj@gmail.com](mailto:heartacademysj@gmail.com) on October 25, 2018 (be prompt!)**