

Digital Design (Yearbook) Application

To be completed by STUDENT

Name: _____ Team: Voyagers Explorers Navigators

Parent Name: _____ Parent Phone: _____

Parent e-mail: _____

Please read all of the directions carefully and be sure to do all parts of this application.

Required Application Materials:

- A completed application form, which includes:
 - Writing sample from applicant
 - Signed parent consent form
 - Two teacher's signatures confirming they will complete evaluations (completed electronically by the teacher after application is turned in)

All application materials must be returned to Ms. Staub in rooms E101 or W404 OR turned in to the front office by MAY 8th .**

**Any incomplete applications or any received after May 8th at 3 PM will not be considered.*

All students who apply will receive a letter in May notifying them whether or not they have been selected for next year's staff.

As a Digital Design (yearbook) student, your responsibilities will include:

- Making Digital Design a **priority** next year
- Work as a team to complete all sections of the yearbook
- Work outside of class time, before/after school
- Attend a summer workshop before school starts
- Attending field trips and workshops during school
- Meet deadlines and be responsible for completing your pages: designing layouts, proofing, editing, etc.
- Come to class on time and prepared to work.
- Write fun articles, captions, and take photos for the yearbook
- Talking to students, teachers, and other people you may not know to get background information and conduct interviews
- Never use the phrase "It's good enough."
- Sign a contract agreeing to grading, behavior, and liability rules.
- Sell yearbooks during Open House in August, parent night, and other before/after school events.
- Learn a lot, work hard and have fun!

After reading the above responsibilities, are you willing to meet these requirements? _____ yes _____ no

If you answered no, you should probably stop here

Skills & Talents You may type your answers and staple them to the back of this form or write your answer below.

1) Are you able to work well with others? Explain.

8) Sample Yearbook Article – be sure to follow all of the directions carefully!

Make sure to follow these guidelines when writing your story:

- 3rd person (ex: he, she, they – **don't use:** I, you, we)
- Objective viewpoint (not opinionated)
- Everything you write, especially names, can be made up.
- Please include at least one quote (pretend you interviewed someone involved.)
- This **MUST be typed and have a title/headline** and stapled or paper clipped to your application
- Follow all of the steps below:

1. First, choose a section to focus on –

- **People** (teams, teachers etc...)
- **Academics** (Art, Comp Apps, Choir, etc...)
- **Student Life** (out of school activities)
- **Sports** (football, baseball, etc...) fashion, etc...)
- **Clubs** (SOS, Outdoor club, etc...)

2. Second, narrow down the subject for your article (for example, if you pick Sports, you could talk about basketball or soccer)

3. Then, write a short, one paragraph article/story relating to a topic that you might write about in the yearbook.

Everything you write, including names, should be made up. Make sure to include at least one quote (pretend you interviewed someone involved.)

(ex: Academics section may write about "Homework Blues" or "Singing your Heart Out"; sports could be the '11-'12 Basketball season's highlights, etc.)

Teacher Recommendations:

9) You need two teacher recommendations The forms will be sent to them electronically to save trees

You must get their signature to confirm that they will fill out a recommendation form for you

1. **Write the names of the teachers you plan on receiving recommendations from in the spaces below.** The teachers should be Westfield Middle School teachers, who are able to address your writing skills, creativity and effort, ability to work with others, make deadlines, and perform well on major projects.

Teacher Name 1: _____

Teacher Name 2: _____

2. **Have the teachers read and sign below to confirm that they will fill out a recommendation form for you.** Don't forget to explain to them what the recommendation is for.

Teachers,

Please read below:

This student would like to be considered for the Digital Design class (yearbook) for the 2013-2014 academic year. He/she has selected you as one of their evaluation teachers. Teacher recommendations are one of the main factors in the selection of students. Ms. Staub will be sending the forms to you electronically once applications have been turned in.

I agree to complete a recommendation form (once it is sent to me electronically) for this student as part of their application for the 2012-2013 Digital Design class.

Teacher Signature 1: _____ Date: _____

I agree to complete a recommendation form (once it is sent to me electronically) for this student as part of their application for the 2012-2013 Digital Design class.

Teacher Signature 2: _____ Date: _____

Parent/Guardian Consent Form

****Your Parent/Guardian Must Read, Date and Sign****

Dear Parent/Guardian,

Your child has started the application process to join the Digital Design Class (yearbook) at Westfield Middle School. Students have the opportunity to acquire technology, writing, interviewing, art (graphic design) and other media production skills. Our yearbook competes for state and national awards. With this incredible, unique opportunity comes great responsibility and high expectations.

Your child will replace one 8th grade elective class with this yearlong course. There are a limited number of spots available in the course; not everyone who applies will be accepted.

It is our hope that your child has already spoken with you about this opportunity and its concomitant responsibilities, including the time commitment involved. Please look over the application with your student to ensure that you both understand the requirements and commitment involved. As one of the top eight middle school yearbook programs in the country, and as the Digital Design guide states, "High professional standards are expected, work time outside of class (some after school time and at special events) is mandatory, and the ability to meet deadlines is a must."

This form is a required portion of your child's application packet for the course. If you support your child's decision to apply for this course, please sign and date below. If you have any questions, please do not hesitate to email or call.

Thank you for your time and consideration in this important process that helps make Digital Design (yearbook) a high quality experience for the students involved, as well as for the entire staff and student body at Westfield Middle School.

Sincerely,

Allison Staub

Studio Art 7
8th Grade Digital Design
Yearbook Adviser
Westfield Middle School
stauba@wvs.k12.in.us
867-6679

Parent/Guardian Certification

I am aware that my child is seeking a position in the Digital Design class. We have discussed the time commitment involved in this yearlong course and understand that it will require some after-school work at special events. I support my child's decision to apply for this position.

Parent/ Guardian signature

Date

Student Certification

I understand that Digital Design is a yearlong course that will take the place of one of my electives slots. I understand that professional standards are expected and that work outside of class time is mandatory. The information I have included on this form is accurate and true to the best of my knowledge.

Student Signature

Date

**Turn this completed application
in to Ms. Staub (in rooms W404 or E101) OR to the front office
by MAY 8TH (no later than 3 PM)**