

YEARBOOK STAFF APPLICATION

<School name>

<Adviser name>

Directions: Fill in all information requested below. If you need additional space, attach a separate sheet of loose leaf paper. You will also need at least two recommendations to complete your application. Give the attached recommendation forms to two teachers to complete. One recommendation must be from a Language Arts teacher or a Photography teacher; the other may be from any other teacher you have had in the last year.

Completed applications should be returned to: _____

All applications and recommendations must be turned in by: _____

1. List the two teachers who can give you a recommendation:

2. Applicant's Name: _____ Today's date: _____

Home address: _____

Home phone: _____ cell phone: _____

e-mail address: _____

3. Grade level next year (circle one): sophomore junior senior

4. Cumulative G.P.A. _____

Year in H.S.	L.A. Course	Teacher	Letter grade: 1st semester	Letter grade: 2nd semester
Freshman				
Sophomore				
Junior				
Senior				
Other L.A. electives?				

6. List Photography courses starting with most recent.

Year in H.S.	Photography Course	Teacher	Letter grade: 1st semester	Letter grade: 2nd semester
Freshman				
Sophomore				
Junior				
Senior				

7. If you have had no formal photography instruction, describe your experiences with cameras and taking pictures. What types of cameras have you used? What do you know about taking good photographs?

8. Have you taken any journalism courses or do you have publication experience? If so, list teacher and letter grade received, and briefly describe experience.

9. On a scale of 1 - 10 ("1" being the lowest or least, and "10" being the highest or most) rate yourself on the following:

- A. Familiarity with PC computers _____
- B. Familiarity with flash drives _____
- C. Familiarity with Adobe InDesign or Photoshop _____
- D. Familiarity with Monarch H.S. _____
- E. Familiarity with Louisville/Superior Boulder/Broomfield area _____
- F. Attention to detail _____
- G. Ability to work well with others _____
- H. Ability to communicate effectively _____
- I. Ability to meet deadlines _____
- J. Creativity and/or artistic abilities _____

(Please note that prior knowledge of computers, InDesign, or Photoshop is not required, just useful!)

10. What additional extracurricular activities will you be participating in next year? (This includes sports, clubs, jobs, etc.) List each activity and briefly explain when you are involved in these activities (for example, "Spring" for a Spring sport) and your level of involvement (for example, two hours practice every day, immediately after school).

11. You must be willing and able to adjust your schedule to complete Yearbook assignments outside of class. (This may mean adjusting your work, music, or athletic schedule.) You are also required to spend at least four hours a week (not including class time) in the yearbook room working on Yearbook assignments. Will anything hinder you from doing so?

12. Why do you wish to join the yearbook staff? What qualities and strengths do you possess that would enhance the class, and or the staff in general?

13. You may be required to help with fundraising activities for this course, which may include selling ads or dedications, asking for business donations, participating in fundraisers, etc. These activities may also be part of your overall grade. Is there anything that would prevent your participation in these activities?

14. Do you have parental support to become a staff member? If so, please let your parents know that this course does require additional hours outside of class. This may include weekends and school holidays. Please ask a parent to sign below. Also, if either of your parents is able to support the class with time or donations of food, please indicate below.

Parent's name

Signature

Thank you for applying to be on the Yearbook staff. Accepted applicants will be notified before Spring Break. Return completed applications to:_____.
All applications and recommendations must be received by:_____.

RECOMMENDATION FORM FOR YEARBOOK

<School name>

<Adviser name>

Please return completed recommendation forms to <adviser> mailbox by: _____

Student's name: _____ Date: _____

Teacher's name: _____

How long have you known this student? _____

In what course did you have this student? _____

What grade did this student receive in your class? _____

Using the scale below, please rate the student on the following:

Trait/Skill	1 Don't Know	2 Seldom	3 Sometimes	4 Regularly	5 Always
1. The student has strong writing and/or photography skills.					
2. The student is creative with words, design and/or photography.					
3. The student is conscientious (a stickler for detail) and turns in quality work ON TIME.					
4. The student works well independently and is self-motivated.					
5. The student works cooperatively with other students and teachers.					
6. The student has a positive and enthusiastic attitude - takes constructive criticism well.					
7. The student does "A" or "B" work.					

Briefly discuss any other strengths or weaknesses of this student or add comments:

Teacher's Signature: _____ Date: _____

Please return forms to <adviser> by: _____ . Thank you!

YEARBOOK STAFF APPLICATION (short)

Name _____ Grade _____

Current GPA _____ Current English GPA _____ Language Arts teacher _____

What other school activities will you be involved in next year? _____

Other activities outside of school? _____

Will you be able to enroll in Journalism/Yearbook? _____

Will you be able to attend a yearbook workshop this summer? _____

Do you have desktop publishing experience? Yes ___ No ___ Explain _____

Indicate the three positions for which you are applying by writing "1" for your first choice, then "2" and "3."

Editor-in-chief _____ Copy Editor _____ Design Editor _____ Photo Editor _____

Production Editor _____ Student Life Section Editor _____ Academics Section Editor _____

Activities Section Editor _____ Sports Section Editor _____ Classes Section Editor _____

Index Editor _____ Photographer _____ Writer _____ Designer _____ Tech Manager _____

List three faculty members as references. If possible, one should be a sponsor/coach of an activity in which you are involved.

1. _____ 2. _____ 3. _____

In one page or less, tell us your abilities and what you would contribute to the yearbook staff. Cite examples from your past experiences. Attach to this sheet.

Return this application by _____ Sign up for an interview _____

YEARBOOK STAFF APPLICATION (long)

Name _____

Address _____

Home phone _____ Cell phone _____

1. Grade level next year (circle one) sophomore junior senior

2. Current Language Arts course(s), teacher(s) and grade(s):

	Course	Teacher	Grade
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

3. List past Language Arts courses, teachers and grades received:

	Course	Teacher	Grade
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

4. List Language Arts electives to be taken next year:

- a. _____
- b. _____
- c. _____
- d. _____

5. Current cumulative grade point average: _____

6. Name three teachers (from any department) whom you feel would give you a positive recommendation.

- a. _____
- b. _____
- c. _____

7. Have you taken Journalism I? yes no

If yes, what grade did you receive? _____

If no, are you registered for it next year? yes no

8. Have you taken a typing class? yes no
If yes, how many words per minute can you type? _____
If no, will you be taking a typing class next year? yes no

9. Briefly explain any computer experience you have. Specify classes taken, type(s) of hardware and software you have used, etc.

10. Will you have a car available for use during the school day? yes no
Comments: _____

11. What additional extracurricular activities will you be participating in next year? (This includes sports, clubs, part-time jobs, etc.) List each activity and briefly explain your level of involvement and approximately how many hours will be devoted to these activities each week.

- a. _____
- b. _____
- c. _____

12. Position Preference. Number the FOUR positions you are interested in, in order of preference. Mark only those positions for which you are capable of assuming responsibility for the entire year.

Editor-in-chief _____ Copy Editor _____ Design Editor _____ Photo Editor _____
Production Editor _____ Student Life Section Editor _____ Academics Section Editor _____
Activities Section Editor _____ Sports Section Editor _____ Classes Section Editor _____
Index Editor _____ Photographer _____ Writer _____ Designer _____ Tech Manager _____

13. Explain what publications experience you have had from junior high to the present. Be specific.

14. Explain why you wish to join the yearbook staff. Discuss the qualifications and strengths you would bring to the position for which you are applying, and to the staff in general. What plans do you have for improving the yearbook and why? Include any concerns or questions you have. Attach the essay to this sheet.

Completed applications should be returned to _____ by _____

TEACHER RECOMMENDATION FORM (short)

Teacher:

_____ is applying for an editorial/staff position on the yearbook staff and has listed you as a reference. We would appreciate your completing this form and adding any comments about the student and his/her work.

	always	most of the time	sometimes	seldom
Accepts responsibility				
Finishes work on time				
Has a positive attitude				
Takes criticism well				
Works well with others				

Other comments:

Signature: _____ Date: _____

TEACHER RECOMMENDATION FORM (long)

Teacher:

_____ has applied for an editor position on the yearbook staff and has named you as a character reference. Please take a few moments to answer the questions below and return this form to _____ by _____.

Your impressions of the student are important and will be used in making final staffing decisions for the upcoming school year. Applicants will not see this recommendation form.

Please rank the student from 1 (weak) to 5 (strong) in the following areas:

1. Works cooperatively with students and teacher	1	2	3	4	5
2. Completes work on time	1	2	3	4	5
3. Manages in-class time wisely	1	2	3	4	5
4. Self-motivated	1	2	3	4	5
5. Ability to work independently	1	2	3	4	5
6. Writing ability	1	2	3	4	5
7. Positive and enthusiastic attitude	1	2	3	4	5
8. Active participation in class discussion	1	2	3	4	5
9. Attention to detail	1	2	3	4	5
10. Leadership qualities	1	2	3	4	5
11. Classroom behavior	1	2	3	4	5
12. Critical thinking and questioning skills	1	2	3	4	5
13. Ability to accept constructive criticism	1	2	3	4	5

Other comments:

Signature: _____ Date: _____