

Yearbook Class 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:

- **This completed application packet, 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)
- **A group interview session**
 - Students should **sign up** for a short, group interview session time **outside of the yearbook room** (room w404)
 - The group interview session consists of a group interview and a group icebreaker-style activity (it's going to be fun!)
 - A note about interviews: Don't let shyness or nervousness hold you back; we're all very nice and there will even be treats. This is just so we can get to know you a little bit better! You don't need to dress up or do anything special, just show up on time and bring your completed application with you.
 - **Interview signup times** (*you must sign up on the sign up list outside of the yearbook room*):
After you sign up, circle which session you signed up for below so you don't forget! Only sign up for ONE session

Wednesday, <u>April 30th</u> - 3:00 - 4:15pm	Wednesday <u>May 7th</u> - 3:00 - 4:15pm
Thursday, <u>May 1st</u> - 2:30 - 3:45 pm	Thursday, <u>May 8th</u> - 2:30 - 3:45 pm

Bring this completed packet with you to your group interview, it must be turned in at the time of your scheduled interview.*

*Any incomplete applications or any received without an interview 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.

Yearbook is unlike ANY other class. As a yearbook student, your responsibilities will include:

- Making yearbook a **priority** next year
- Work as a team to complete all sections of the yearbook
- Work outside of class time, before/after school
- Attending an overnight summer workshop (on July 22-23, 2014) at Ball State University
- Attending field trips and workshops during school
- **Meet all deadlines** and be responsible for completing your pages: designing layouts, proofing, editing, etc.
- Take on leadership roles and responsibilities in class
- **Work independently, be self-directed and take initiative**
- 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."
- Sell yearbook ads to local businesses and parents over the summer and during the school year.
- 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

All About You:

1) Please list anything that you've done in and out of school that you think shows you are an interested, motivated student who is willing to take on a challenge. You can also include information about any additional experience you have in the areas of photography, artistic design or writing. Such as classes, camps, awards, honors, leadership positions, volunteer experience etc., which you have been involved with or received that we should know about.

We are looking for students who participate in a variety of activities and come from different backgrounds.

2) Besides yearbook, what other elective classes do you plan on taking next year?

1. _____ 3. _____
2. _____ 4. _____

3) What clubs do you plan on participating in next year?

1. _____ 3. _____
2. _____ 4. _____

4) What sports (both in and outside of school) do you plan on participating in next year and when/how often do they practice? (If you don't know, just guess/give an estimate)

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

5) List any other activities outside of school in which you will participate next year (scouting, church activities, job, etc.)

1. _____ 3. _____
2. _____ 4. _____

6) We are looking for people with all different skills and talents to make up our team, you don't need to be the best at everything. Rate yourself on a scale from 1-10, 10 being "I'm the best!" in each of the following categories:

_____ Effort	_____ Determination	_____ Writing skills	_____ Friendly (with both 7 th /8 th graders)
_____ Photoshop	_____ Responsibility	_____ Participation	_____ Computers/Technology use
_____ Creativity	_____ Being Organized	_____ Following directions	_____ Working Independently
_____ Leadership	_____ Photography skills	_____ Meeting strict deadlines	_____ Being a team player

7) Do you have computer access at home? _____yes _____no Internet? _____yes _____no

Writing Samples:

For questions 8 - 11, please type your answers on a separate sheet of paper and staple them to the back of this form

8) Describe yourself in two sentences.

9) Are you able to work well with others? Please explain.

10) What are the reasons that you are applying for Yearbook? In at least one paragraph, describe why you want to join our staff and the strengths and skills you possess that would contribute to our goal of an outstanding yearbook.

11) **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 using your opinion)
- 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:

11a. First, choose a section to focus on -

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

11b. Second, narrow down the subject for your article (for example, if you pick Sports, you could talk about basketball or soccer)

11c. 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.)

Teacher Recommendations:

12) 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

12a. 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: _____

12b. 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: *This student would like to be considered for the Digital Design class (yearbook) for the 2014-2015 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 2014-2015 Digital Design class.

Teacher Signature 1: _____ Date: _____

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 Yearbook staff 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 elective class with this yearlong course. The application process is highly competitive, and there will be a very large number of applicants for a limited number of available spots. Not everyone who applies will be accepted. As part of the application process, students will participate in a group interview session that includes talking with a current yearbook staff member (the current staff member does not have a say in who is selected) and a group icebreaker-style activity. The group interview sessions will be filmed for reference purposes only, to help match names to faces, and the film will be deleted when the selection process is completed.

It is our hope that your child has already spoken with you about this opportunity and its concomitant responsibilities. Please look over the application with your student to ensure that you both understand the requirements and time commitment involved. As one of the top eight middle school yearbook programs in the country, we have very high standards of achievement in this class. As the yearbook staff manual states: **If selected for the class, students should understand a large part of their grade is based on their ability to work independently, to take initiative, to attend after-school work sessions and to meet all deadlines. Failure to meet these guidelines may result in their schedule being changed during the school year and being reassigned from yearbook to another class. Students should realize that high quality middle school publications require a time, effort and quality commitment that differs from that of a regular class. Also, students know that excellent attendance and promptness are required of staff members, as yearbook work cannot be "made up" after absences as may be permitted in other, "regular" classes.**

Working on an award-winning publication requires extra time/effort. While not mandatory, attending the Walsworth Summer Yearbook Workshop at Ball State University on July 22-23 (\$140, all inclusive, at one's own expense) is a strongly recommended activity toward this end. Due to publishing deadlines, we will be starting on the actual yearbook at the workshop. Please realize that this is not a unique requirement, but one similar to that of many athletic teams, Band, and co-curricular activities. If at all possible, I expect students to participate in the summer of 2014 as described, and hope that you have discussed this as a family, support it, and will provide the financial backing.

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. Without your signature, the application will be incomplete and your child will not be able to be considered for this class. If you have any questions, please do not hesitate to email or call, and also check out westfieldmiddleschoolyearbook.weebly.com for more information.

Thank you for your time and consideration in this important process. Our goal is to make 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

Parent/Guardian Certification

I am aware that my child is seeking a position in the Yearbook (Digital Design) class. We have discussed the time commitment involved in this yearlong course and understand that it will require some before and 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 Yearbook (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 _____