

VHS
Yearbook Staff Application
The Eagle 2018-2019 Deadline April 16, 2018

Name: [Click here to enter text.](#)
2018-2019 Grade: [Choose an item.](#)

Please read all directions carefully and complete all sections of the application thoroughly. In addition to this application form, you must submit:

- 2 Staff Recommendation Forms
- A sample 2-page layout you create. You've seen the pages in the yearbook, now create your own two page spread. The spread can be on anything, this is to show your creativity side. It can be done on the computer, or can be cut out of magazines. The layout must be 8 1/2 x 11 & has to be portrait orientation.

As a Yearbook staff member, you will be required to:

- Work independently to complete assignments.
- Need to be prepared to work up to 2 hours a week outside of class time.
- Work within a team structure for the good of the book and the staff.
- Do an extensive amount of interviewing and writing.
- Work with adults, community leaders, and parents to sell business ads in the community.
- Meet deadlines and be responsible for completing your pages, designing layouts, proofing, editing, etc.
- Come to class on time and prepared to work. Because it is a class, it takes precedence over extracurricular activities!
- Never use the phrase "It's good enough."
- Sign a contract agreeing to grading, behavior and liability rules (breaking, losing camera equipment, etc).

Computer Knowledge

Do you have Internet access at your house? Yes No
Have you ever designed or managed a web page/site? Yes No
Have you ever taken art, desktop publishing, digital photography, or a web page design class?
Yes No
Do you own a camera? Yes No
Do you take pictures on your phone? Yes No

On a scale of 1-5, indicate your proficiency with the following programs/abilities, with 1 being no experience and 5 being excellent.

Microsoft Publisher [Choose an item.](#)
Adobe Photoshop [Choose an item.](#)
Other photo editing software
(List type) [Click here to enter text.](#) [Choose an item.](#)

Photography Experience

Have you ever taken a photography class? Yes No

Do you take a lot of pictures of your friends, family? Yes No

Tentative activities for 2017-2018. (Being involved in other activities outside Yearbook is not a disqualifying issue, but will be taken under consideration for time purposes; we encourage students to be involved in other activities.)

List ALL extracurricular activities (including sports, clubs) in which you plan to participate.

1. [Click here to enter text.](#)
2. [Click here to enter text.](#)
3. [Click here to enter text.](#)
4. [Click here to enter text.](#)
5. [Click here to enter text.](#)
6. [Click here to enter text.](#)

Availability & Miscellaneous (please write yes or no after each question)

Do you have a car? Yes No

If you do not drive, will you be able to secure transportation for ad sales? Yes No

Are you willing to make the yearbook one of your first priorities next year? Yes No

Are you willing to work after school, on weekends to meet yearbook deadlines? Yes No

Are you capable of having fun and getting work done – at the same time? Yes No

Can you be respectful to other staff members, adults, and visitors? Yes No

Some of the duties of the staff include selling ads to businesses, talking to teachers/coaches, and asking questions/interviewing. This requires being somewhat comfortable talking to people you do not know. Will you be able to perform these duties individually? Yes No

6. Teacher Recommendations (required of ALL applicants):

We require TWO recommendations describing your strengths as a student. Whomever you choose to write this recommendation should be able to address your abilities to work with others, make deadlines, and perform well on major projects.

Teachers should turn in recommendation forms directly to Mrs. Martin, place them in her mailbox in the faculty lounge, or submit them to Mrs. Combs in a **sealed** envelope that can be turned in with the rest of your application. If you choose to submit it with your application, you must give the recommending teacher an envelope with your name on it and have him/her sign across the seal. **Recommendation forms must be turned in by April 16, 2018, so remind your teachers of the deadline (and give it to them in writing!).** It is imperative that you have both recommendations in order to be considered. Turning in applications early is recommended!

VHS Yearbook Staff Member Recommendation Form

Student's name: _____

Teacher's name: _____

When did you have the applicant as a student? (Circle one)
Current Last Semester Last Year Two years ago or longer Never
In which class:

Please rate the student on a 1-5 basis, 5 being outstanding and 1 being poor. Circle the number that best represents your impression of that category.

Is she/he hard working? 1 2 3 4 5

Does she/he take pride in his/her work? 1 2 3 4 5

Is he/she dependable and mature? 1 2 3 4 5

Can he/she meet deadlines 1 2 3 4 5

Is she/he a quick learner? 1 2 3 4 5

Does she/he follow directions easily? 1 2 3 4 5

Can she/he solve problems independently? 1 2 3 4 5

Does he/she interact with others in a positive way? 1 2 3 4 5

On a scale of 1-5, how would you rate this student's overall suitability for the Yearbook staff?
1 2 3 4 5

Additional Comments:

Teacher's Signature & Date _____

Date _____



VHS Yearbook Staff Member Recommendation Form

Student's name: _____

Teacher's name: _____

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In which class:

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Does she/he follow directions easily? 1 2 3 4 5

Can she/he solve problems independently? 1 2 3 4 5

Does he/she interact with others in a positive way? 1 2 3 4 5

On a scale of 1-5, how would you rate this student's overall suitability for the Treasure Chest staff? 1 2 3 4 5

Additional Comments:

Teacher's Signature _____

Date _____

