

# Salemarion Staff Application

## Salem Community High School

Name \_\_\_\_\_

Current Grade Level (Circle one) 8 9 10 11

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Have you ever been on a yearbook staff before? *If so, tell where and what position you held* \_\_\_\_\_

Please read **all directions** carefully and complete all sections of the application thoroughly. In addition to this application form, I require:

- Signed Student/Parent Commitment Form
- Typed Cover Letter (minimum of 3 paragraphs explaining why you want to be on the yearbook staff and what qualities you have that would make you a great addition to our team.)  
If you have been Mrs Randolph's student in the past or the current year, you can skip the COVER Letter portion and the sample 3 photos.

These will be explained further at the end of the application.

- 2 Teacher Letters of Recommendation (one MUST be from an English teacher)
- 3 Sample Photographs with extended captions (one MUST be a student life photograph)

**DEADLINE: Exactly 2 weeks from the day you picked up an application form**

### As a yearbook staff member, you will:

- Work as a team to complete all sections of the yearbook.
- Write articles/captions and take photos for the yearbook; meet with advisers, administrators, students, and/or coaches to get background information or interviews.
- Work with community leaders and parents to sell business ads in the community and advertise sales of senior congratulatory ads.
- 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!

## 1. Writing Ability/English Skills/Grades

How many absences did you have this year? \_\_\_\_\_ Current English Teacher and Name of Class \_\_\_\_\_

- Have you ever won any recognition for your writing ability? \_\_\_\_\_ Yes \_\_\_\_\_ No

## 2. Computer Knowledge

- Do you have internet access at your house? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Have you ever taken art, desktop publishing, or a web page design class? If yes, tell which one. \_\_\_\_\_ Yes \_\_\_\_\_ No

- On a scale of 1-10 indicate your proficiency with the following programs/abilities, with 1 being no experience and 10 being excellent.

◆ Adobe InDesign

1 2 3 4 5 6 7 8 9 10

◆ Adobe Photoshop

1 2 3 4 5 6 7 8 9 10

◆ Other photo editing software

(List type) \_\_\_\_\_

1 2 3 4 5 6 7 8 9 10

### 3. Photography Experience

- Do you have a digital camera that you are able to use every day?  Yes  No
- **If yes**, what kind is it (make/model), and how many megapixels does it have?
- Have you ever taken a photography class?  Yes  No

### 4. Activities

List ALL extracurricular activities in which you <u>plan</u> to participate.
1.
2.
3.
4.
5.
6.
7.

### 5. Availability & Miscellaneous

- Do you have a car?  Yes  No
- If you do not drive, will you be able to secure a ride on mandatory after-school days?
- We have mandatory intensive training sessions in the spring and summer. Will you attend?  Yes  No
- Are you willing to make the yearbook one of your priorities next year?  Yes  No
- Are you willing to work after school and occasionally on weekends to meet deadlines?  Yes  No
- Are you willing to accept a leadership role involving more responsibility and commitment?  Yes  No
- Are you capable of having fun and getting work done – at the same time?  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?  Yes  No

### 6. With 1 being the least appealing and 5 being the most appealing, rank your interest/abilities in the following jobs:

- |                               |           |                           |           |
|-------------------------------|-----------|---------------------------|-----------|
| • Talking to friends          | 1 2 3 4 5 | Creating Layouts          | 1 2 3 4 5 |
| • Photo Editing               | 1 2 3 4 5 | Photography               | 1 2 3 4 5 |
| • Attending School Events     | 1 2 3 4 5 | Selling ads to businesses | 1 2 3 4 5 |
| • Supervising/teaching others | 1 2 3 4 5 | Interviewing people       | 1 2 3 4 5 |
| • Designing artwork/drawing   | 1 2 3 4 5 | Proofreading              | 1 2 3 4 5 |

## 7. Photography/Sample Writing (THE FUN STUFF!)

**If you have been in any of Mrs. Randolph's classes this year or in the past, you can skip this part.**

*Please attach 3 photographs with extended captions that you have taken along with this application. At least 1 photograph must be a student life picture. The remaining 2 are your choice. Examples of other possible images include sports/sidelines and school spirit, sports/athletes in action, or academics/community service.*

### Tips on how to take great pictures

- Yearbooks capture stories and memories. Take storytelling photos. Use photocomposition techniques such as rule of thirds, leading lines, a wide variety of angles, etc. in your photos. If you're not sure what these techniques are, don't worry. Just submit what you think are your best photos.

### How to Write Great Extended Captions in 4 steps:

- **The Lead-In.** To capture the reader's attention and signal to which photograph the caption relates. **It can be one or two words or a short phrase.** This lead-in serves as a mini-headline for the caption.
- **Sentence One.** Written in **present tense**, the first sentence completely identifies (who, what, when, where) and describes the content, focusing on interesting, little-known details that go beyond the obvious. It answers the reader's questions concerning the action of the photo. Use specific names, visual nouns and strong action verbs. Avoid starting a caption with the name of an individual or the group.
- **Sentence Two.** Written in **past tense**, it presents behind-the-scenes facts. This part of the caption often focuses on the why and how. It supplies readers with answers to their questions and should tell about something that cannot be seen in the photo. A direct quote should be in the last sentence of the caption. Please note: In sports captions, add the outcome of the game and the significance of the play pictured.

## 8. Teacher Recommendations (required of ALL applicants):

We require TWO recommendations describing your strengths as a student.

- **At least one must be completed by an English teacher**, as it is vitally important that our staffers be competent copy editors regardless of whether or not they are writing the copy (copy = text).
- The other recommendation may be from a teacher in any subject, but keep in mind that we are more interested in the opinions of those in literary, artistic or graphic design fields as they are more relevant to the work we do. 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 may turn in recommendation forms directly to **Mrs. Randolph (room 104)**, or place them in her mailbox at the main office. Recommendation forms must be turned in at the teacher's earliest convenience, so please remind your teachers! Be sure to ask reliable teachers, because it is imperative that you have both recommendations in order to be considered.

**Turning in applications early is recommended. Your submission deadline is exactly 2 weeks from when you picked up your application packet.**

Give one form to an English teacher, and give the other to the teacher who can best assess your relevant skills.

## Yearbook Staff Member Recommendation Form

Student's name: \_\_\_\_\_ Teacher's name: \_\_\_\_\_

School: \_\_\_\_\_ When did you have the applicant as a student? \_\_\_\_\_

In which class: \_\_\_\_\_

What is your impression of the student's work ethic? Is she/he hardworking? Does she/he take pride in his/her work? Is he/she dependable and mature? Can he/she meet deadlines?

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What is your impression of the student's ability to learn? Is she/he a quick learner? Does she/he follow directions easily? Can she/he solve problems independently?

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From what you have observed, how does this student interact with others? (team player, withdrawn, outgoing, etc.)

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The yearbook is produced digitally, which requires that all students on staff have a good working knowledge of basic computer programs, such as MS Word, Google Docs. Please describe this student's computer literacy as you have observed it (during projects, assignments, research, etc.).

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It is vitally important that our staffers be competent copy editors and writers, regardless of the section that they are in. Please describe this applicant's strengths and weaknesses in grammar and writing.

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On a scale of 1-10, how would you rate this student's overall suitability for the *Salemarion* staff?

1 2 3 4 5 6 7 8 9 10

Please use the space below to comment on any unique or otherwise noteworthy attributes of the student in question. (Be sure to sign and place the recommendation in my mailbox at the main office at your earliest convenience. Thanks!)

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Teacher's Signature & Date \_\_\_\_\_

Give one form to an English teacher, and give the other to the teacher who can best assess your relevant skills.

## Yearbook Staff Member Recommendation Form

Student's name: \_\_\_\_\_ Teacher's name: \_\_\_\_\_

School: \_\_\_\_\_ When did you have the applicant as a student? \_\_\_\_\_

In which class: \_\_\_\_\_

What is your impression of the student's work ethic? Is she/he hardworking? Does she/he take pride in his/her work? Is he/she dependable and mature? Can he/she meet deadlines?

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What is your impression of the student's ability to learn? Is she/he a quick learner? Does she/he follow directions easily? Can she/he solve problems independently?

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From what you have observed, how does this student interact with others? (team player, withdrawn, outgoing, etc.)

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It is vitally important that our staffers be competent copy editors and writers, regardless of the section that they are in. Please describe this applicant's strengths and weaknesses in grammar and writing.

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On a scale of 1-10, how would you rate this student's overall suitability for the Salemarion staff?

1 2 3 4 5 6 7 8 9 10

Please use the space below to comment on any unique or otherwise noteworthy attributes of the student in question. (Be sure to sign and place the recommendation in my mailbox in the main office **at your earliest convenience.**)

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Teacher's Signature & Date \_\_\_\_\_

## Yearbook Student/Parent Commitment

I, \_\_\_\_\_, am (or will be) a student at **Salem Community High School**. I am in good academic standing. I would like to be a member of the school year \_\_\_\_\_ Yearbook staff and with my signature below I acknowledge that:

- I must accept the assignments given to me and complete them before or on the day of their deadlines. I understand that failure to complete my entire assignment by the deadline, including any editing or photo-retakes, will result in a lower grade. If I am unable to complete a deadline because of illness or other excused absence, I realize that it is my responsibility to communicate with the adviser who will assist in delegating work/responsibilities.
- I understand and accept that in order to meet my deadlines or a staff deadline I may need to stay after school and/or come in on weekends.
- I understand that I will be required to cover a minimum of 2 outside of school events each month and it is my responsibility to provide my own transportation with a licensed, insured driver.
- I agree to help other staff members finish their deadlines if I have completed mine.
- I agree to sell a minimum number of business ads and sponsorships (determined by the budget) and that my grade will be affected if I fail to make business contacts.
- I will be available and willing to help sell yearbooks during scheduled sales days (this may include after school and evenings).
- I agree to handle all yearbook equipment, including cameras, yearbooks, computers, printers, and other supplies with care and be responsible for replacement or repair if lost or damaged while in my possession.
- I agree to attend all staff meetings. If I am unable to attend, I will contact the adviser.
- I understand that more than one missed deadline will result in removal from the class and a failing grade.

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Student's Signature

Date

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Parent's Signature

Date