

NHS NEW YEARBOOK STAFF APPLICATION

The Element 2017-18

DUE: Tuesday, March 28 to Room 1223

Name _____ Current Grade Level 8 9 10 11

Address _____ Telephone Number _____

Email _____ TA _____

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:

- Typed Cover Letter (minimum of 2 paragraphs explaining why you want to be on the yearbook staff and what qualities you have that would make you a GREAT and FUN addition to our team.) You are applying for a job, so make this a professional letter that reflects your work ethic, creativity, responsibility, and ability to communicate effectively.
- Letter of recommendation from your current English or History teacher (staffer) OR photography teacher (photo) OR graphic design teacher (graphics)
- If you are applying to be a Yearbook staffer: Write a journalistic story of 150-200 words telling about any on-campus event that has happened recently. Be sure to integrate at least 2 quotes from people you interview. Show your creative ability as a writer to engage and interest your reader.
- If you are applying to be a photographer: Please submit 15 *original* photojournalistic photos (on USB). 5 of these must be action shots of sports, 2 need to be headshots, and the remaining 8 should capture other aspects of campus life ranging from clubs to organizations to academics to student life. Feel free to provide a link to a portfolio, if you have one. **Do not submit posed pictures (except for headshots, obviously).**
- If you are applying to be a graphic designer: Please submit an example of your skills in an *original* layout and/or graphic design in the form of: **1)** a cover sample for the theme "Roots." You may interpret it in any way you would like; please include a short description of your reasoning for the design and the color scheme and/or fonts you used. **2)** A magazine spread in which you tell us about yourself using text, fonts, headlines, and other graphic elements. The quality of your writing will be considered, but will not be the determining factor.

As a yearbook staff member, you will:

- A. Work as a team to complete all sections of the yearbook.
- B. Write fun articles/captions and take photos for the yearbook; meet with advisers, administrators, students, and/or coaches to get background information or interviews.
- C. Meet deadlines and be responsible for completing your pages; designing layouts, proofing, editing, etc.
- D. Come to class on time and prepared to work.

1. Which yearbook position interests you?

- Staffer** (design pages, write stories and/or captions, decide on pictures, meet deadlines)
- Staff Photographer** *Experience with photography is necessary.* (take quality pictures outside of class time, assist Photo Editor in organizing and editing pictures, work with team members in designing pages that will be used in the book, use digital cameras, and meet deadlines.)

- **Graphic Designer** *Experience with graphics or layout design (Photoshop or InDesign) is necessary.* (design layouts, assist in creating graphics, contribute to overall design scheme of book, offer insight and creative perspective to assist with creating dividers and/or cover).

2. Computer Knowledge

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

Adobe Photoshop

1 2 3 4 5 6 7 8 9 10

Adobe InDesign

1 2 3 4 5 6 7 8 9 10

Adobe Illustrator

1 2 3 4 5 6 7 8 9 10

Digital Photography

1 2 3 4 5 6 7 8 9 10

Other

(List type) _____

1 2 3 4 5 6 7 8 9 10

3. Schedule and activities for 2017-2018

List your proposed academic schedule (or classes you need) for the next school year		List ALL extracurricular activities in which you <u>plan</u> to participate.
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.

4. For Photographers:

- Do you have a digital camera that you are able to use every day?
- **If yes**, what kind is it (make/model), and how many megapixels does it have? What lenses do you have?
- Have you ever taken a photography class?

5. For Staffers: Writing Ability/English Skills/Grades

Current English Teacher and Name of Class _____ Current English Grade _____

- List the English teachers you have had and the grades received in their classes:

9th _____ 10th _____ 11th _____ X

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

INTERVIEWS WILL TAKE PLACE APRIL 10 – 21. Please be on the lookout for an email regarding your interview time! Thank you for your interest in Yearbook!

Yearbook 2017-18
Teacher Recommendation Form

Dear NHS Teacher,

Your help in recommending the following student as a member of NHS' Yearbook staff is greatly appreciated. Yerds should exemplify honorable conduct, school spirit, organization, responsibility, and possess qualities that would allow them document all aspects of student life at Northwood High School. As you complete this recommendation, please keep in mind that a Yearbook member has many complex responsibilities, rigorous and frequent extra-curricular time commitments to NHS students. Please keep this recommendation **CONFIDENTIAL**, and be assured that no information contained within this form will be shared with the student. This form should be returned to my mailbox no later than **Tuesday, March 28, at 3:30 p.m.**

Thank you,
Jeanna McCann, Yearbook Adviser

Student Name: _____

Faculty Member or Administrator Name: _____

In what capacity have you know this student? _____

Would you recommend this student to be part of the Yearbook staff? **yes / no** Please explain. _____

On a scale of 1 (poor), 3 (fair), 5 (excellent), please rate how well the student demonstrated qualities in the following areas:

Writing ability:	1	2	3	4	5
Initiative in completing tasks:	1	2	3	4	5
Organization skills:	1	2	3	4	5
Leadership qualities:	1	2	3	4	5
General rapport with other students:	1	2	3	4	5
Ability to work in a group/team:	1	2	3	4	5
Mutual Respect:	1	2	3	4	5
Compassion:	1	2	3	4	5
Trustworthiness/Integrity:	1	2	3	4	5
Adherence to NHS Codes of Conduct:	1	2	3	4	5

Additional comments: _____

This form should be returned to Jeanna McCann's mailbox no later than **Tuesday, March 28.**