Tucker Tiger Yearbook Staff Application

Due June 26th, 2020 - Email entire completed document to Ms. McSwain
tracy_mcswain@dekalbschoolsga.org

Name ________________________________  Current Grade Level (Circle one)  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 as much of the application as you can. Answering “no” to any of these questions will NOT keep you from being chosen for staff. Also, the applicability of a lot of this information is dependent upon the structure of school next year. As soon as decisions are made, I will let you know.

- Signed Student/Parent Commitment Form (last page of this document)
- 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.)
- 2 Teacher Emails of Recommendation (included at the end of this document)
- 3 Sample Photographs with extended captions (one MUST be a student life photograph). If you do not know what a student life photograph is, please do some research. You will be required to do a great deal of information gathering independently, so start now!

DEADLINE: Friday, June 26, 2020

As a yearbook staff member, you will:
A. Work as a team to complete all sections of the yearbook.
B. Write copy/captions and take photos for the yearbook; meet with advisers, administrators, students, and/or coaches to get background information or interviews.
C. Work with community leaders and parents to sell business ads in the community and advertise sales of senior tributes.
D. Meet deadlines and be responsible for completing your pages; designing layouts, proofing, editing, etc.
E. 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

Current GPA ______________________  How many absences did you have last year? ____________________________

Current English Teacher and Name of Class ____________________  Current English Average _______

- Have you ever won any recognition for your writing ability? ____Yes      ____No

2. Computer Knowledge
- Do you have internet access at your home?
- Have you ever taken art, desktop publishing, or a web page design class?
- Are you willing to spend time learning new online platforms?

3. Photography Experience
- Do you have a phone camera?
- What are the megapixels on your phone camera?
• Do you have a digital camera—Canon, Nikon, etc?
• Have you ever taken a photography class?

4. Activities

<table>
<thead>
<tr>
<th>List ALL extracurricular activities in which you plan to participate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please complete this section as though we will be attending school next year as normal.</td>
</tr>
</tbody>
</table>

5.

5. Availability & Miscellaneous-The applicability of some of the following questions is dependent upon the structure of school next year. Answer these as though we will return to school as normal.

• Do you have a car?
• 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?
• Are you willing to make the yearbook one of your priorities next year?
• Are you willing to work after school and occasionally on weekends to meet yearbook deadlines?
• Are you willing to accept a leadership role involving more responsibility and commitment?
• Are you capable of having fun and getting work done – at the same time?
• 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?

6. Rank your interest/abilities in the following jobs, with 1 being the least appealing and 5 being the most appealing:

• 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!)

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 taking 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 email recommendation to Ms. McSwain. <tracy_mcswain@dekalbschoolsga.org> 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.**

The next two pages of the application are the teacher recommendation forms. Please email a form to all of your teachers in case some are not checking email over the summer.

The final form is the contract between THS yearbook, you and your parents. The two short lines at the end of each phrase are for your initials and those of your parent/guardian.
Email this form to all of your teachers in case some are not checking email over the summer.

**Yearbook Staff Member Recommendation Form**

*Please email to tracy_mcswain@dekalbschoolsga.org. Student application deadline is June 26th.*

Student’s name: ____________________________  Teacher’s name: ____________________________

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?

1 2 3 4 5 6 7 8 9 10 
Comment: _________________________________________________________________________________

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?

1 2 3 4 5 6 7 8 9 10 
Comment: _________________________________________________________________________________

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

1 2 3 4 5 6 7 8 9 10 
Comment: _________________________________________________________________________________

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. Please describe this student’s computer literacy as you have observed it (during projects, assignments, research, etc.).

1 2 3 4 5 6 7 8 9 10 
Comment: _________________________________________________________________________________

It is vitally important that our staffers be competent copy editors and writers, regardless of the section that they are in. Please rate this student’s overall writing ability.

1 2 3 4 5 6 7 8 9 10 
Comment: _________________________________________________________________________________

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

1 2 3 4 5 6 7 8 9 10 
Comment: _________________________________________________________________________________

Please use the space below to comment on any unique or otherwise noteworthy attributes of the student in question. email on or before **Friday, May 4, 2018.** Thanks!

__________________________________________________________________________________________

__________________________________________________________________________________________

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.

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Comment: ________________________________________________________

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Comment: ________________________________________________________

Please use the space below to comment on any unique or otherwise noteworthy attributes of the student in question. Please email on or before **Friday, June 26, 2020.** Thanks!

________________________________________________________________________

________________________________________________________________________

Teacher’s Signature & Date__________________________________________________
**Yearbook Student/Parent Commitment**

**Some of the elements of this commitment are contingent upon the structure of school next year.**

I, ________________________________, am a student at Tucker High School. I am in good academic standing. I would like to be a member of the 2020-2021 Yearbook staff and with mine and my parent’s or guardian’s signatures and initials at the end of each clause, 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. ______  ______
- I will be interviewed at a time provided by the sponsor and attended by the sponsor and the editorial staff. ______  ______.

__________________________________________________________________________

Staff Member's Signature  
(date)

__________________________________________________________________________

Parent's or Guardian’s Signature  
(date)