

Dear Yearbook Candidate,

Please review the attached yearbook application. It is due on Monday, May 9th. Please print it out and fill in every question as completely as possible. Page 5 should be detached and given to a teacher who can recommend you. An English, Art or Yearbook teacher is preferred.

You can hand it to me directly (room 514), put it into my mailbox or, if you're not a West Ranch student, give it to your current English/Art/Yearbook teacher who will forward it to me.

Students will be notified by May 20th if they have been added to *The Pride* staff. Priority will be given to staff members who can take Digital Photography 1A during the summer school session (please speak with your counselor about how to enroll). This course will be taught on Zoom during the month of July and will not require students to own a digital camera.

Please reach out with any questions!

Sincerely,
Ms. Kornfeld
tkornfeld@hartdistrict.org

**West Ranch High School
Yearbook Application 2022-2023**

The Pride, West Ranch’s yearbook, has an established tradition of creativity and stability. Each year, the staff’s goal is to define and record the school year in a poignant and provoking photographic historical record that creates lasting memories of student life, sports, academics, clubs, our school community, and most importantly, the people who breathe life into our school.

Members of the yearbook staff are entrusted to plan the yearbook from cover to cover. Under student leadership, we decide all content, interview, photograph, write, design, and represent West Ranch High School which is a role that we take very seriously. We sell senior tributes—an incredibly important and massive task. We conduct surveys and assemble senior photos and quotes. In short, we do it all. It’s a lot of work, a lot of fun, and it’s an incredible real-world publishing experience. It’s a fast-paced, deadline-oriented team of hard workers. Truth and trust are key elements of our mission for the yearbook.

By applying for a position on *The Pride* yearbook staff, you are accepting a trusted role in recording our school’s history, becoming a member of a team and a co-curricular activity that will require after school hours, time during the summer or other breaks, and even possible Saturday workdays, for each deadline.

Complete the following information and return it to Ms. Kornfeld (room 514) by May 9.

Please print clearly IN INK:

I. Personal Information

Name _____ Current Grade Level _____

Email address (that you check regularly)

Home Phone

Cell Phone

Absences: Circle how many days have you been absent from school this year so far: 0 1 2 3 4 5 (if more than 3, please explain on a separate sheet). Excessive absences may result in removal from the yearbook class at the next grading period.

Current Grade Point Average: _____ If you do not have a 3.5 GPA or higher, please provide a brief explanation:

Please list the extracurricular activities you intend to participate in next year. List any other activities outside of school in which you will participate next year. (scouting, church, job, vocational, etc.)

II. Journalism Skills

Yes	No	
		Are you willing to work as needed after school, on weekends, or during holidays, to fulfill your responsibility in meeting deadlines?
		Do you feel comfortable writing and having your work edited?
		Do you know how to use a computer?
		Do you own a computer/laptop at home with Internet access? (not required but helpful)
		Do you own a digital camera? (not required but helpful)
		Do you know how to upload digital photos?
		Do you have experience with electronic publishing (Photoshop, PageMaker, etc)?
		Do you have your own transportation? (not required but helpful)
		Can you attend deadline nights on weekends or after school (with notice)?
		Do you feel comfortable contacting and interviewing students and faculty?
		Do you work well with others?
		If you will be an underclassman next year, are you interested in being on the staff for more than one year?

III. Personal Statement/Photography/Layouts

Please explain why you think you would be an asset to the yearbook staff. Include your experiences, personality, special skills, etc. Be sure to share why you WANT to be a staff member. **As well, please attach 2-3 examples of your photography or layouts you've done.**

IV. Teacher Recommendation

Supply one teacher with the teacher evaluation form. The teacher should complete the form in privacy and upon completion, place it in a sealed envelope and return it directly to Ms. Kornfeld (mailbox is fine). Please list below the teacher you have asked to complete the recommendation for you. It should be either an English, Art or Yearbook teacher.

1. Teacher's name _____ Subject _____

V. Parent/Student Contract

Please review the student contract attachment and sign it.

The Pride **Student/Parent Contract**

Being a student member and a parent of a member of the yearbook staff requires a commitment. In order to avoid unnecessary conflicts concerning expectations and responsibilities, please read the contract below.

In order to pass this yearbook class, please understand that the staff member agrees to the following:

- Be on time to yearbook class every day. No unexcused tardies.
- Be constant in attendance. No unexcused absences. Excess absences may result in removal from the class.
- Refrain from action which will result in suspension in any class.
- Maintain a C average in each class he/she is enrolled in.
- Participate in ALL yearbook sponsored activities (yearbook sales, after hours workshops, photographing events, etc.)
- Complete, to the adviser's specification, all assignments.
- Behave in an adult manner during class and any yearbook activity.
- Refrain from misuse of staff privileges.
- Complete all assigned pages ON TIME. Working on page includes the layout, obtaining pictures, writing the headline, copy, and caption, going to events covered on the pages and conducting any interviews necessary to gather information for COMPLETING THE DEADLINE.
- Work with a professional attitude. Strive to be fair, accurate, and to use good judgment in covering the school year.
- Work as a team player.

Failure to do any of the above items, or failure to meet any deadline (which would cause problems with the delivery of the yearbook) will result in failure of the course and removal from the yearbook class at the next grading period.

Please understand that this class is for a grade. Grading will be based on page content, tests, daily grades, participation grades, and periodic performance evaluations.

By signing this form, you signify that you have read the above contract and agree to support the program as detailed. We also understand that our student journalist may be asked to participate in after-hours workshops.

Student Signature

Date

Parent Signature

Date

Yearbook Application 2022-2023
Teacher Recommendation Form

_____ has applied for next year's yearbook staff. I would appreciate your help in screening this applicant to ensure a quality product next year. Please rate this applicant using the scale below:

Rating Scale:

- 5 -- Excellent (always displays this characteristic)
- 4 -- Very Good (almost always displays this characteristic)
- 3 -- Good (frequently displays this characteristic)
- 2 -- Fair (sometimes displays this characteristic)
- 1 -- Poor (seldom/never displays this characteristic)

_____ Dependable (responsible; completes assignments on time)

(Also consider attendance here)

- _____ Cooperative (completes assignments cheerfully)
- _____ Sociable (works well with others; demonstrates helpfulness)
- _____ Creative (has fresh ideas; can think conceptually)
- _____ Organized (assignments neat and correct; can prioritize)
- _____ Respectful (to peers and faculty)

Please use this space to write a brief recommendation with additional comments concerning this student. This evaluation will remain private.

 Signature/Date

Thank you for your time. Your participation in this evaluation is sincerely appreciated. Please return to Ms. Kornfeld DIRECTLY. Do not give it back to the student.