

Yearbook Application Checklist

- Completed application
- Parent and Student Acknowledgements Sign-Off
- Two Teacher Recommendations
 - Separate these forms from this packet and give one to your English teacher from this year & one to another teacher of your choice from this year
 - You will need to follow up with these teachers to ensure they have returned the recommendation forms to Mrs. Stites by the due date.
- Turn in all of your application materials (except for teacher recommendations) –you can deliver to room 723, or scan and email.
- Don't wait to the last minute to fill this out... and good luck!

ALL APPLICATIONS ARE DUE BY TUESDAY, FEBRUARY 1!
ALL SECTIONS NEED TO BE COMPLETE FOR CONSIDERATION!

Clovis East High School YEARBOOK STAFF APPLICATION

DUE **TUESDAY, FEBRUARY 1** to Mrs. Stites

READ: Yearbook is both a rewarding and demanding pursuit, and membership on the yearbook staff will prepare you well for both work inside and outside of the school setting. There are multiple phases of this application. Please don't get overwhelmed; it is designed to show your strengths AND weaknesses. You are not meant to get all phases of the application "right." Please be honest, thorough, and detailed! If you need more room, you may complete this application on another sheet of paper (be sure to note what questions you're answering). Do not wait until the last minute to complete this application. It will take time. ☺

Turn in all of this application (minus teacher recommendations... teachers will turn those in directly to Mrs. Stites).

If you cannot be in the class for the full school year, do *not* apply. It is also NOT a free period.

Name: _____ Current Grade Level: _____

Your personal Email: _____ Your email: _____

Parent or Guardian *SIGNATURE* (approving you to be in the class):

Parent Phone #: _____ Parent Email: _____

Have you ever received any referrals for discipline during your time in high school? If so, explain.

In which clubs, activities, sports, or community organizations are you involved? List them in order of importance to you. How have you affected these clubs? What impact have you made?

What are your future ambitions/goals? (at CEHS and outside of school)

What are your priorities, and how do you manage time conflicts and pressure/stress?

What are your personal qualities that will most benefit the staff?

Are you able to find transportation after school or on weekends for events? _____

Are you willing to devote your free time (i.e. weekend events/working on homework) to yearbook? _____

List any conflicting activities/situations/employments:

Rate what interests you most (1 being most, 4 being least):

_____ photography _____ writing _____ layout/graphics design _____ business/marketing

Rate what you find to be your talent (1 being most, 4 being least):

_____ photography _____ writing _____ layout/graphics design _____ business/marketing

What strengths or personal qualities do you believe you will contribute to the yearbook staff? Please explain. (This question is different than the one above... be specific.)

What would you like yearbook class to help you improve about yourself? What are your personal weaknesses (bad writer, procrastinator, etc.)?

How do you handle deadlines, and how do you view them? How do you make sure you meet deadlines? Are they flexible or negotiable?

How do you communicate and work with/around people?

*Teacher Recommendations: Give one recommendation form to your current English teacher and one to any other teacher you choose (from this school year). Ask each teacher to fill out the form and have him/her to return it to Mrs. Stites by **Tuesday, February 1**. Please list these 2 teachers below:*

Teacher #1: _____ **Teacher #2:** _____

Applications are due by Tuesday, February 1, to Mrs. Stites
(you can scan your application and email it, or turn in to her directly)

Don't Forget...

Give one recommendation form to your most recent English teacher and one to any other teacher you choose (from this school year). Ask each teacher to fill out the form and ask him/her to return it to Mrs. Stites.

Parent and Student Acknowledgements

Thank you for your interest in joining the 2022-2023 Clovis East yearbook staff! Please read all the information about this course carefully and initial in the appropriate places.

Parent

Student

Applications: Staff positions are limited, and the applicants with the highest application scores will be selected to make up next year's staff. Points are given for: timeliness of returning *completed* application, teacher recommendations, answers provided on application, and the yearbook components assessment & work sample. Not every student who applies to yearbook will be selected for membership.

Scheduling: Yearbook is a two-semester class, and each staffer must participate in the class both fall and spring semesters. To schedule a yearbook class, other classes will be dropped from your schedule. Please note your preferences on the application.

Deadlines: The yearbook is created and submitted one section at a time throughout the year. Meeting final deadlines and any mini-deadlines that are set in-between is important to the production of the book, and completion of work for deadlines will factor in your class grade.

After-school hours: Being on the yearbook staff is different from any other class you can take at CEHS. Aside from the regular class meetings daily, we may meet after school, on Saturdays, and during holidays in order to complete our book. You are required to put in after-school hours as part of your class grade. This usually amounts to approximately 5 hours each 9 weeks, but it also depends on deadlines and how far along your assignment is. If you are working on a page that is due and incomplete, you must stay after school to meet the deadline. Photographers may also be asked to stay after school to capture photos of sports and extracurricular events.

Equipment Responsibility: All equipment has been purchased with yearbook funds, so when handling yearbook equipment (cameras, SD cards, lab computers, scanners, etc.), staffers will be held financially responsible for any damage or loss that occurs while the equipment is signed out in their name. It is imperative that all equipment is treated with the utmost care and returned to the yearbook lab in good working condition to increase longevity. Staffers may choose to supply their own personal cameras and SD cards at their own liability.

Time commitment: Please understand that yearbook is an elective, but it will require much more time than an average elective class. This class is not for everyone... it is a great honor for those who are willing to accept the demanding challenges. But the skills you will learn and the rewards of working on the staff are great, and we have a ton of fun!

Good luck, and thanks for applying to be a part of our growing yearbook program! Parents and students, if you have any questions about the yearbook class, please email me at: EmilyStites@cusd.com or come by my room (723) to talk with me!

Yearbook Teacher Recommendation Form

_____ has applied for a position on the CEHS Yearbook staff and has named you as a reference.

Please take a few moments to fill out this form and return it to Emily Stites in her mailbox, scan via email or to room 723 by **Tuesday, February 1.**

Your impressions of the student are important and will be used in making the final staff decisions for the 2022-2023 school year.

Please be honest- the applications will not see this completed recommendation.

	Always	Most of the time	Sometimes	Never
1. Works cooperatively with students and teachers.	_____	_____	_____	_____
2. Completes work on-time.	_____	_____	_____	_____
3. Manages in-class time effectively.	_____	_____	_____	_____
4. Is self-motivated.	_____	_____	_____	_____
5. Is able to work independently.	_____	_____	_____	_____
6. Accepts responsibility.	_____	_____	_____	_____
7. Demonstrates acceptable classroom behavior.	_____	_____	_____	_____
8. Has a positive attitude.	_____	_____	_____	_____
9. Pays attention to detail.	_____	_____	_____	_____
10. Has leadership qualities.	_____	_____	_____	_____

Any additional comments:

Teacher Printed Name

Subject Taught

Signature

Date

Thank you for returning this to Mrs. Stites by Tuesday, February 1

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	Always	Most of the time	Sometimes	Never
2. Works cooperatively with students and teachers.	_____	_____	_____	_____
3. Completes work on-time.	_____	_____	_____	_____
4. Manages in-class time effectively.	_____	_____	_____	_____
5. Is self-motivated.	_____	_____	_____	_____
6. Is able to work independently.	_____	_____	_____	_____
7. Accepts responsibility.	_____	_____	_____	_____
8. Demonstrates acceptable classroom behavior.	_____	_____	_____	_____
9. Has a positive attitude.	_____	_____	_____	_____
10. Pays attention to detail.	_____	_____	_____	_____
11. Has leadership qualities.	_____	_____	_____	_____

Any additional comments:

Teacher Printed Name

Subject Taught

Signature

Date

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