

Skyline High School

Yearbook Application 2015-2016

Commitment to Excellence

Wingspread, Skyline's full-color yearbook, has established a tradition of excellence in scholastic publications. 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 Skyline High School, a role that we take very seriously. We schedule and conduct underclass picture days, club picture day, and distribute the pictures. We also sell and design advertising. We conduct surveys, assemble all senior photos and senior superlatives. In short, we do it all. It's a lot of work, a lot of fun, and it is an incredible real-world publishing experience and a great way to put yourself ahead of the norm on college applications. It's a fast paced, deadline oriented team of hard workers. Truth and trust are key elements of our mission for the yearbook.

We are currently accepting applications for new staff members, with priority given to returning and new upperclassmen that have proven photography, writing and computer skills, excellent attendance, and high personal values and ethics. By applying for a position on the Skyline 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, including Saturday workdays, for each deadline. Because our yearbook is produced 100 percent digitally, it is highly recommended that you have use of a 5 megapixel (or higher) digital camera. This is not a requirement, but your job will be much easier if you have use of your own camera, cable and memory card. The yearbook is currently produced in Mrs. Rusk's room (Room 220) on computers using internet software.

To join the Yearbook staff, you must have a B or better average in your English classes, complete an application, and submit two recommendation letters. Deadline to apply for initial yearbook consideration is April 27th.

Yearbook Staff Positions

Leadership Positions

(Co) Editor-in-Chief: Reserved for juniors and seniors. Ultimately, it is this position that is responsible for all final decisions affecting the yearbook. Editor(s) in Chief are expected to attend all yearbook meetings, plan the ladder, schedule all spreads, edit and approve all spreads, and assist the adviser with all matters pertaining to the yearbook, from training staff to meeting deadlines.

Copy Editor(s): Each yearbook class will have a copy editor who is responsible for editing all spreads, making sure that all copy is written according to yearbook style and specifications as decided by the leadership team. The copy editors will compile a style sheet at the beginning of the year and make sure that all staff is trained in proper style requirements. The copy editors will be expected to attend all deadline sessions and mark corrections clearly on all spreads and final proofs.

Photography Editor(s): Each yearbook class will have a photography editor who is responsible for overseeing all photography that appears in the yearbook. These editors will check photos to ensure that they are digitally linked in correct image style and filed in the correct section and spread folders. These editors will also assist the index editor(s) to make sure that a fair representation of the student body is included in the yearbook. These editors will also train and assist with scanning images and transferring images from cameras to computers.

Design Editor(s): Once the theme has been decided, the design editors will be responsible for finalizing all templates, checking spacing and font use, and together with the Technology Managers, making sure that all templates have been loaded in Taylor folders. On deadlines, the design manager will assist with editing to ensure that templates and style have been strictly adhered to.

Section Editors: Section editors are responsible for the content of their section of the yearbook from planning to completion and ensuring that all aspects of their section are covered in a fair and consistent way. Section editors will finalize all spread assignments, review all spread reports and planning, offer assistance and suggestions for improvement. Must attend after school deadline sessions for your section. Section editor positions include: Student Life, Sports, Academics, Clubs/Organizations, Index, Advertising and People. The People Section editor will have 5 assistants who oversee each of the subsections: Seniors, Juniors, Sophomores, Freshmen and Faculty.

Staff Positions

Camera Manager(s): Each class will have a camera manager who will oversee the checkout systems for cameras, memory cards and cables. Each class day, the camera managers will check to make sure every camera and piece of equipment is accounted for, in good working order, and will report any inconsistencies or problems to the managing editor and/or adviser.

Technology Manager(s): One member of each class will be designated as the technology manager who will be responsible for loading templates, ensuring the computers are being used appropriately and in good working order. The technology manager will “unlock” spreads and assist with trouble shooting any inconsistencies, and report to the managing editor and/or adviser.

All Staffers: All staff members will be assigned spreads, sell advertising, take pictures, conduct interviews, write captions, assist with picture days and distribution of pictures and the yearbook.

Skyline High School Yearbook Application

Complete the following information and return it to Angelee Rusk (Rm 220) or LaVonne Stewart in the counseling office. Completed applications received by April 25th will receive priority consideration. Later applicants will be considered on a first-come, first-served basis, and will be notified of their "waiting list" status

Please print clearly IN INK:

Name _____ Grade _____

Position desired: (circle one)

1. YEARBOOK STAFF

2. LEADERSHIP (for returning staff members only)

Position Preferred: _____

Home Address

City, State, Zip

Email address

Home Phone _____ Final grade in last completed English class: _____

Circle how many days have you been absent from school this semester so far: 0 1 2 3 4 5
(if more than 2, please explain.)

I. Please circle the appropriate answer to the following questions:

Yes No Are you willing to make the yearbook one of your priorities next year?

Yes No Are you willing to work after school an occasionally on weekends to meet deadlines?

Yes No Would you be willing to accept a leadership role involving additional responsibility and commitment?

Yes No Do you enjoy interviewing and writing?

Yes No Are you comfortable working with computers?

Yes No Would you be willing to learn to work with the yearbook computer program?

Yes No Can you properly use a digital and/or DSLR camera?

Yes No Would you be willing to learn to take better photographs and attend extracurricular activities to take photos?

Yes No Are you willing to sell business and personal ads for the yearbook?

Yes No Do you work well in a "team" like atmosphere?

II. **Personal Preferences:**

With 1 being the most appealing, number the following jobs as you would find them most interesting:

____ Writing

____ Computers

____ Photography

____ Organizing

____ Layout & Design

____ Business

With 1 being your first choice, number the following sections of the yearbook as your preference for assignment:

____ Student Life

____ Individuals

____ Clubs

____ Sports

____ Academics

____ Advertising

III. **Personal Statement:** In a typed, personal statement, tell us about yourself. Be sure to answer the following questions in your personal statement:

1. Why do you want to be a member of the yearbook staff?
2. What experience do you have?
3. What do you hope to learn in this class?
4. Describe a personal strength that you feel would make you an asset to the staff.
5. What other activities do you plan to participate in next year?
6. What was your favorite part of last year's yearbook?
7. What would you like to see included in the yearbook that doesn't usually appear in the book?
8. Returning staff: Identify leadership position(s) for which you would like to be considered and why you feel you would be the best fit.

IV. **Photography:** Submit ONE photo that you have taken that you consider to be a sample of your personal best. Write a caption that explains the photo and the approximate date the photo was taken.

V. **Two Teacher Recommendations:** Please list the names of the two teachers or other school administrator you have asked to complete a recommendation for you.

1. Teacher's Name _____ Subject _____
2. Teacher's Name _____ Subject _____

VI. **Signature:** By signing below, you agree to fulfill the Commitment to Excellence on the yearbook staff should you be chosen, and to represent the Skyline High School yearbook, Hillcrest, in an honest and timely manner to the best of your ability and understanding.

Student Signature

Date

VII. **Parent Endorsement:** By signing below, I endorse my child's desire to be a member of the Skyline High School yearbook staff, and I am aware of the Commitment to Excellence requirements.

Parent Signature

Date

Skyline High School Yearbook Teacher Recommendation

Name of Applicant _____ Grade Level _____

Teacher's Name _____ Subject _____

Using the following scale, how would you rate this student's ability in the following areas?

5-Superior 4-Good 3-Average 2-Poor 1-Not a good candidate

_____ Attendance (3 or fewer absences and/or tardies)

_____ Timeliness (in turning in work, meeting deadlines, returning forms)

_____ Written communication skills

_____ Responsibility

_____ Self-Discipline

_____ Judgment

_____ School spirit/enthusiasm

_____ People skills

Comments:

Teacher/Administrator's Signature

Date

Teachers, please place this form in Angelee Rusk's mailbox or deliver to LaVonne Stewart in the counseling office.

Skyline High School Yearbook Teacher Recommendation

Name of Applicant _____ Grade Level _____

Teacher's Name _____ Subject _____

Using the following scale, how would you rate this student's ability in the following areas?

5-Superior 4-Good 3-Average 2-Poor 1-Not a good candidate

_____ Attendance (3 or fewer absences and/or tardies)

_____ Timeliness (in turning in work, meeting deadlines, returning forms)

_____ Written communication skills

_____ Responsibility

_____ Self-Discipline

_____ Judgment

_____ School spirit/enthusiasm

_____ People skills

Comments:

Teacher/Administrator's Signature

Date

Teachers, please place this form in Angelee Rusk's mailbox or deliver to LaVonne Stewart in the counseling office.