

Times

Capistrano Valley High School

The CVHS Times Staff Application for **INCOMING FRESHMEN** 2022-23

Please type or write neatly

COMPLETE THIS APPLICATION AND RETURN IT TO MRS. HARRINGTON on or before March 31, 2022. You can e-mail a scanned copy to cpharrington@capousd.org, drop it off at CVHS in Mrs. Harrington's mailbox in the main office, or send it through inter-district mail (go to your school's front office to do this).

Name _____ Current Grade Level _____ School _____

Address _____

Home Phone _____ Cell Phone _____ E-mail _____

Of the following list of newspaper positions, please rank the top **TWO** that most interest you (see the back of this page for a description of each position):

_____ WRITER/REPORTER

_____ PAGE EDITOR

_____ PHOTOGRAPHER

_____ COPY EDITOR

_____ ILLUSTRATOR/CARTOONIST

_____ BUSINESS MANAGER

QUESTIONS: Type or neatly write your answers to the following questions on a separate piece of paper. Your writing style, grammar, and content of your answers will all be considered while processing your application. Answer each question in 250 words or less.

1. Describe an interesting event that happened to you this year.
2. Describe your favorite teacher.
3. Why do you want to be on the Newspaper staff? (be specific)
4. What are your strengths? What are your weaknesses? (answers will help determine which position will be the best fit for you.)

EVALUATIONS:

Submit TWO evaluation forms to

1. Your current English teacher
2. A current (non-English) teacher

Inform each evaluator that the evaluation form is to be completed. Be sure to give out these forms so that evaluators have plenty of time to fill out the form and send it to me before the deadline.

SIGNATURE: *I understand that the student completing this application makes a commitment to the Newspaper staff and will be responsible for all parts of the job description for the position for which he/she has been given. Evaluation of the student will be made not only on class performance and the quality of his/her work but also on the completion of all duties and deadlines. I understand that if the student is accepted to join the CVHS Times staff he/she may lose grade points for habitual tardies and/or absences. I also know that time outside of class must be devoted to accomplish these tasks and that the adviser must be able to request that extra time in order to meet deadlines. I am aware that my student may need to attend school functions (sporting event, school dances, plays, etc.) for the purposes of reporting.*

By signing this application, my student and I agree to dedicate that extra time to the newspaper.

Applicant Signature

Parent/Guardian Signature

CVHS Times Staff Position Descriptions

Editor-in-Chief: Oversees the entire production of the newspaper and leads the rest of the staff to ensure publication dates are met. This position is only open to returning staff members.

No experience is needed for the following positions:

Business Manager: In charge of interacting with advertisers (sending emails and making calls to advertisers, cold calling businesses, visiting businesses when needed, and taking care of checks and receipts). Responsible for supporting the day-to-day needs of CVHS Times, including keeping inventory, regulating supplies, archiving, and distribution. In charge of sending out newspapers to subscribers each month.

Page Editor: In charge of using InDesign for layout (training will be provided) and working closely with Staff Writers and Copy Editors. In charge of managing Copy Editors for their page.

Staff Writer: (every member on staff will be required to write articles): Conducts interviews, researches, and writes articles for the paper. Responsible for obtaining photos, fact-checking, and copy editing.

Photo Editor: Assigns all photos and makes sure that all photos have been taken and saved. Responsible for editing photos using photo-editing software.

Staff Photographer: Responsible for taking photos when needed. This will require attending school events to take photos including Homecoming, Winter Formal, Prom, Air Guitar, etc.

Illustrator/Cartoonist: Ability to create illustrations (on an electronic device) in a timely manner. Must work closely with writers.

Copy Editor: Responsible for editing pages and fact-checking pre-distribution.

Freelance Writer/Artist: Freelancers are students who write articles and/or draw illustrations for the paper but who are not enrolled in the Newspaper class.

NOTE: All members of the CVHS Times Staff will be required to attend events after school and/or weekends throughout the school year and may need to stay after school to complete duties needed to meet distribution dates. This is not to say that if you are involved in sports that practice after school, that you cannot join – we will do our best to accommodate your extra-curricular schedule.

****REGISTRATION**** Newspaper is an elective course. Students should register for an elective and those accepted onto the Times Staff will have that elective switched with Newspaper by the guidance department.

Please contact Mrs. Harrington at cpharrington@capousd.org if you have any questions or need assistance.

APPLICANT: Fill out the top portion of this form and give it to your current English teacher.

Name of Applicant: _____ Current Grade Level _____

English Teacher's Name: _____

This student has applied to be a member of the CVHS Times Newspaper Staff next year. Please take a few moments to evaluate this student based on the following characteristics and check the appropriate boxes. Your candid responses are appreciated. Feel free to add additional comments that may be helpful.

Please return this form to the student applicant.

	Always	Often	Seldom	Never
Student shows academic effort.				
Student is responsible and dependable.				
Student is honest and trustworthy.				
Student completes tasks in a timely fashion.				
Student behaves well in class.				
Student has a positive attitude towards peers.				
Student is self-motivated.				
Student is creative and innovative.				
Student seems to handle pressure well.				
Student works well in groups.				
Student finishes assignments.				
Student does not procrastinate.				
Student takes pride in his/her work.				
Student is of high moral character.				
Student possesses strong leadership skills.				

1. What do you believe is the best quality this student has to offer to the CVHS Times?

2. Do you have any reservations about recommending this student? Please explain.

3. Additional Comments: _____

Current Teacher Recommendation

APPLICANT: Fill out the top portion of this form and give it to a current (non-English) teacher.

Name of Applicant: _____ Current Grade Level _____

Current Teacher's Name: _____

CURRENT TEACHER:

This student has applied to be a member of the CVHS Times Newspaper Staff next year. Please take a few moments to evaluate this student based on the following characteristics and check the appropriate boxes. Your candid responses are appreciated. Feel free to add additional comments that may be helpful.

Please return this form to the student applicant.

	Always	Often	Seldom	Never
Student shows academic effort.				
Student is responsible and dependable.				
Student is honest and trustworthy.				
Student completes tasks in a timely fashion.				
Student behaves well in class.				
Student has a positive attitude towards peers.				
Student is self-motivated.				
Student is creative and innovative.				
Student seems to handle pressure well.				
Student works well in groups.				
Student finishes assignments.				
Student does not procrastinate.				
Student takes pride in his/her work.				
Student is of high moral character.				
Student possesses strong leadership skills.				

1. What do you believe is the best quality this student has to offer to the CVHS Times?

2. Do you have any reservations about recommending this student? Please explain.

3. Additional Comments: _____
