



The CVHS YEARBOOK Staff Application for 2022-2023

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 give it to Mrs. Harrington directly in room F-2.

Name _____ E-mail _____

Address _____

Home Phone _____ Cell Phone _____

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

- | | |
|------------------------------------|------------------------|
| _____ WRITER | _____ COPY EDITOR |
| _____ PHOTOGRAPHER | _____ BUSINESS MANAGER |
| _____ PAGE EDITOR (graphic design) | _____ EDITOR in CHIEF |

QUESTIONS: Type or neatly write your answers to the following questions in complete sentences on a separate piece of paper. Your writing style, grammar, and content of your answers will all be considered while processing your application, but we are looking for **POTENTIAL**, not ability. This means that your written work isn't expected to be perfect now – we will teach you how to improve, if needed! Answer each question in 250 words or less.

1. Why do you want to be on the Yearbook staff? (be specific)
2. What are some things that may affect your ability to make Yearbook a priority (for example, taking several AP classes, sports, clubs, etc. Note that other priorities will **NOT** preclude you from becoming a member of Yearbook.)
3. What characteristics do you have that would help you make the yearbook successful?
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

SIGNATURE: *I understand that the student completing this application makes a commitment to the Yearbook 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 Yearbook 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 advisor must be able to request that extra time in order to meet deadlines. By signing this application, my child and I agree to dedicate that extra time to the yearbook.*

Applicant Signature

Parent/Guardian Signature

Yearbook Staff Responsibilities/Duties

Each Staff Member will (training will be provided):

- Meet all deadlines
- Attend events to take photographs
- Interview people on and off campus
- Write in-depth, fresh, original copy using the current theme as basis for copy.
- Collaborate with other staff members on a regular basis
- Take headshots of students and faculty
- Work on the digital layout of yearbook pages using eDesign
- Collect data from students for polls, opinions, and to increase coverage of students.
- Copy edit
- Work as a team and encourage each other to do their best work!

NOTE: All members of the Yearbook 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 deadlines.

REGISTRATION: When registering for an elective, select the course you would like to take if you are not invited to join the Yearbook staff. If you are asked to join, your guidance counselor will change your elective to Yearbook.

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

APPLICANT EVALUATION



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 Yearbook 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.

	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 is a fast learner.				
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 Yearbook Staff?

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

3. Additional Comments: _____
