



Dear Seniors and Parents/Guardians,

This packet contains information about what materials families and students need to submit to help the Yearbook Club create Rising Tide's 2023-2024 Yearbook.

Materials for Seniors to Submit

- Senior Picture
- Senior Bio
- Baby Picture

Materials for Parents and Guardians to Submit

- Parent Page Templates
- Parent Page Order Form
- Pictures for page scanned and emailed to yearbook

(Please note that the Parent Pages are optional and do cost an additional fee.)

Submission Instructions

Students should upload their senior picture, baby picture, and bio to the "Yearbook 2023-2024" Google Classroom by **December 22, 2023**, at the latest. Please see Page 2 of this packet for additional information.

Parents and guardians who are interested in purchasing a Parent Page should send photos and personal messages to yearbook@risingtide.org by no later than **January 30, 2024**. Additional directions for Parent Pages have been included beginning on Page 3 of this packet.

All deadlines for senior information will be December 22, 2023. This is a hard deadline, as the Yearbook Staff needs to be able to edit prior to submission. We encourage students and families to submit materials prior to the deadline.

If you have any specific questions, please contact Ms. Martz by email at hmartz@risingtide.org or by phone at 508-747-2620, ext. 377. For more general inquiries, please email yearbook@risingtide.org. We hope that this yearbook captures the high school experiences of the Class of 2024, and we thank you in advance for your assistance and cooperation!

Senior Pictures & Bios

No high school yearbook is complete without senior pictures! For many families with graduating seniors, senior pictures can be the most important aspect of their entire yearbook. The deadline for senior pictures is ***December 22, 2023***. If the Yearbook Staff does not receive a picture by this date, they will use the photo taken on Picture Day. However, if this photo is unavailable for use, they will use the Rising Tide logo.

The guidelines for the picture formatting are as follows:

- Scanned or digital
- Resolution of 300 dpi or larger
- Maximum file size of 25 MB
- JPG file

If the photo does not format properly with our program, we will need to ask for an alternate choice.

BIOS

Senior Bios are an opportunity for your child to add a senior quote, awards received, activities and clubs they participated in, and a thank you to those who have supported them. A template for the senior bio is uploaded on Google Classroom for students to fill out. The maximum character count is 530 characters or 85 words.

Baby Pictures

It is always fun and entertaining to compare how much your senior has grown from a baby to a young adult. Baby pictures will be included in the senior pages next to their senior photo. Please ensure that the photographs are appropriate (i.e: no unclothed baby photos). **We ask that you send in a digital baby picture as opposed to a physical photo as this eases the process and prevents lost pictures.** Baby photos will be turned in via the Yearbook Google Classroom.

PARENT PAGES

Parent Pages allow parents to dedicate a page in the Yearbook where parents can share a special message to their senior. Parents can share achievements their child has made, fondest memories of them, and/or any supportive words that they would like their child to see. Along with the personal message, parents are able to include photos that they feel would make their senior's page complete. When submitting, **please send scanned or digital copies of each picture labeled with a number, as well as specific instructions** as to the placement of the pictures. You may purchase a full page or half pages. Examples of finished Parent Pages are included below. Pricing and purchasing options for Parent Pages are also included below.

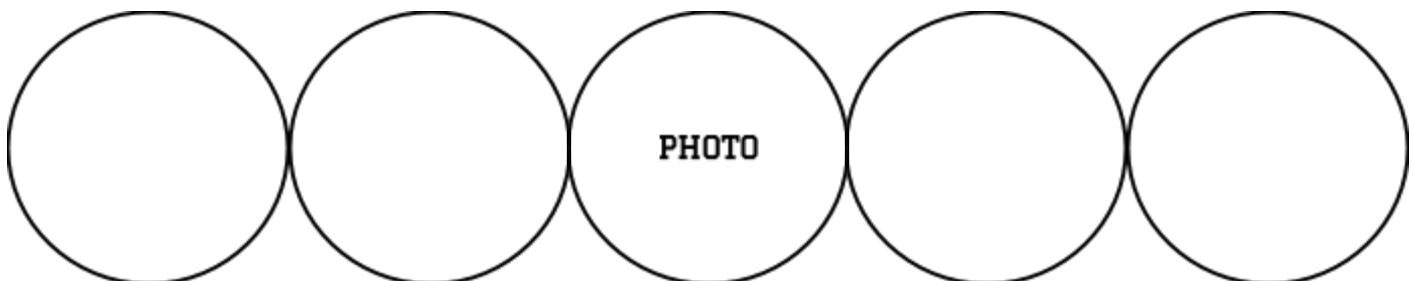
Please note that we are trying to be completely digital, for safety purposes and for ease of editing. If any questions arise about ordering, purchasing, or submissions, please contact yearbook@risingtide.org.

PARENT PAGE TEMPLATE #1 (FULL PAGE)

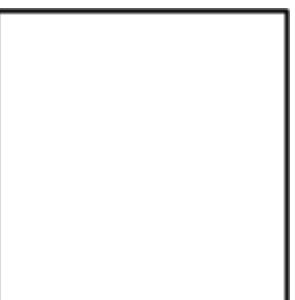
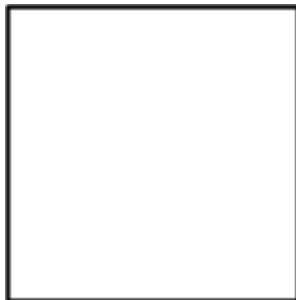
FIRST NAME, LAST NAME



PERSONALIZED MESSAGE



PARENT PAGE TEMPLATE #2 (FULL PAGE)



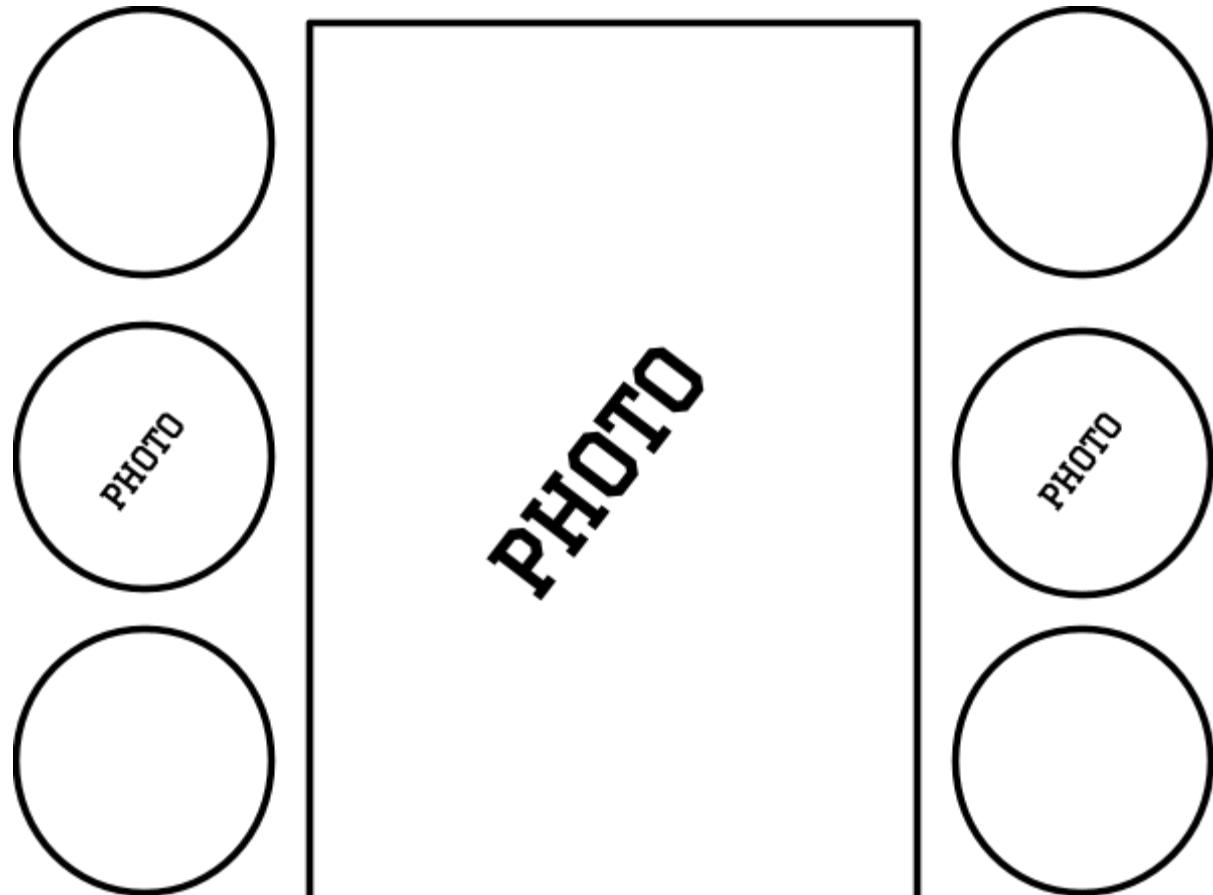
FIRST NAME, LAST NAME

PERSONALIZED MESSAGE



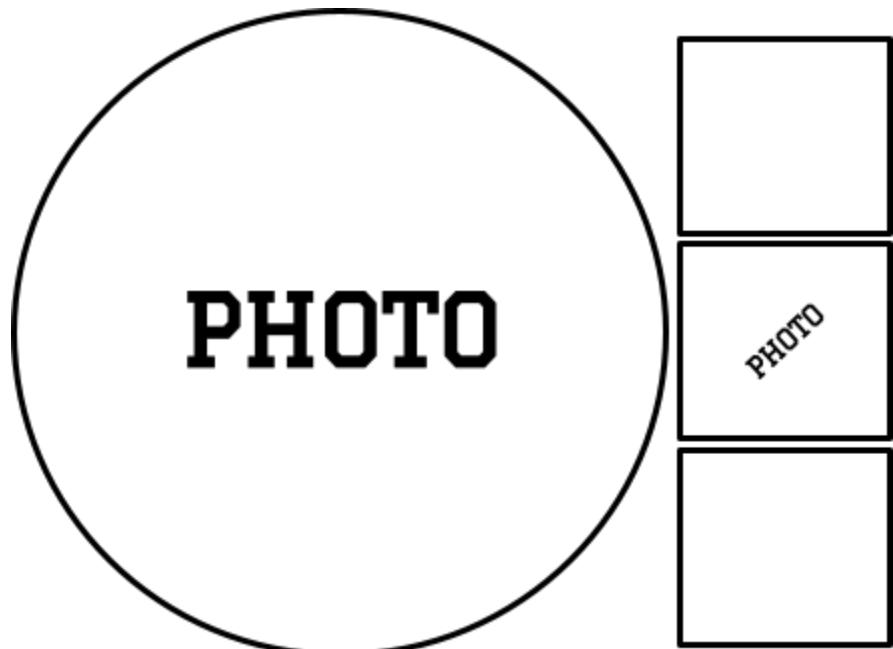
PARENT PAGE TEMPLATE #3 (FULL PAGE)

FIRST NAME, LAST NAME



PARENT PAGE TEMPLATE #4 (FULL OR HALF PAGE)

FIRST NAME, LAST NAME



PERSONALIZED MESSAGE BELOW

Handwriting practice lines consisting of ten sets of horizontal lines. Each set includes a solid top line, a dashed midline, and a solid bottom line.

PARENT PAGE TEMPLATE #5 (HALF PAGE)

FIRST NAME, LAST NAME

Photo

Photo

Photo

PERSONALIZED MESSAGE BELOW

PURCHASING OPTIONS

All order forms must be submitted to the school by January 30, 2024 in order for a Parent Page to be put in the yearbook. No late applications will be accepted.

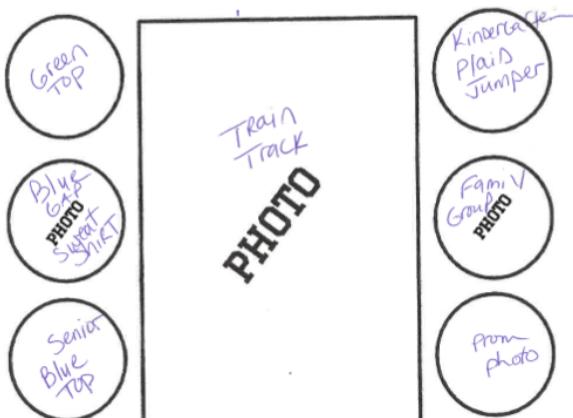
Full page: \$50.00

Half page: \$30.00

Please send your photos to the Yearbook Staff at yearbook@risingtide.org.
Please be sure to put your child's name in the subject line. Indicate your intended template and specify where you would like each picture to be placed in the order form. If the Yearbook staff is not given specifications, they will place the photos where necessary. Examples are provided below. Either method is acceptable.

TEMPLATE #3

FIRST NAME LAST NAME



Template 3: Explaining what the photos look like and where they want it placed. The personalized message was included in an email, along with the photos.

Email Example:

Includes

1. Student's name
2. Template chosen
3. Personalized message
4. Where the photos should be placed

Student Name - Parent Page Information ➤ Inbox ×



Staff, Yearbook <yearbook@risingtide.org>

to me ▾

Hi Yearbook Staff!

We purchased TEMPLATE 3 for our child John Smith.

We would like our personalized message to say:

"SAMPLE TEXT SUBMISSION"

For the photos, we would like "JOHNNY 1" to be in the center of the page.
"Johnny 2" should be on the top left

Johnny 3 in the middle left

Johnny 4 on the bottom left

Johnny 5 on the top right

Johnny 6 in the middle right

Johnny 7 on the bottom right

Parent Page Order Form

Submit this order form to the school along with your payment (form can be sent in with payment or in email with pictures. NO PHYSICAL PICTURES, ONLY SCANS)

1. Student's Name: _____

2. Template Chosen: _____

3. Full or Half Page: _____

4. Payment type: _____

Please fill out the photo order on the template of your choice in order to ensure photos will be placed in the way you envision. Below is an example of how to fill out the template to submit. When emailing pictures please label them with the same titles you use when planning out. For example in the below example photo 1 would be labeled as money.jpg

