WJHS

Round-up Yearbook 2020 - 2021



Applicant Packet

Applicant Name: _____

Woodland Round-Up Yearbook Staff Selection Process

All information is confidential. Scores and evaluations are processed by the yearbook adviser and not discussed with any other staff member, parent or community member.

Each applicant will be assigned a confidential letter code for the scoring process.

Application packet scores, are determined by the following factors:

-Student GPA
-Average of teacher recommendations
-Essay score
-All components of packet submitted neatly, completely and by the deadline

The above items total a cumulative 100 points. Applicants with the highest scores, those closest to 100, will be selected in numerical score order, as staff members

Results will be posted on the WJHS webpage and on the front door at 4pm on Friday, March 20th.

***The adviser reserves all rights to review and determine final staff member selections.

Timeline 2020 - 2021

Applications available in front office:

Wednesday, Feb 12th – Thursday, March 5th for current 7th graders

Completed application packets due to The FRONT OFFICE no later than:

- Thursday, March 5th @ 3:30pm (the earlier you can turn in a COMPLETED application packet, the better!)
- Application packets include 3 teacher recommendations, essays and confidentiality contract

Announcement of staff selection:

posted on WJHS webpage 4pm Friday, March 20th
http://woodland.fayar.net/pages/Woodland_Junior_High_School

WJHS Round-up Yearbook
2020 - 2021 Staff Info Packet
GENERAL INFO...

Applications for the **2020 - 2021 Round-Up Yearbook staff** will be available beginning Feb 12th in the front office to 7th grade students. Instructions are included with the packet and should be followed carefully. Incomplete or late application packets will not be considered. Please contact Mr. Young (andrew.young@fayar.net) if you have any questions. Good Luck! ☺



We also take time to enjoy fun outside of class, team-building activities such as the 'Secret Snowflake Supper' and 'Dining for Deadlines' celebrations... We also have the privilege of taking **local field trips...** which will include a yearbook staff training workshop, and possible visits to television stations, newspaper offices, FHS high school yearbook and newspaper classes.

Who should apply?

- Those who are creative
- Those interested in photography
- Those considering Journalism classes at FHS or college (TV, yearbook, literary magazine, newspaper)
- Those wanting to contribute to a unique project that will last a lifetime
- Those wanting to share in a unique and exclusive experience
- Those wanting to expand their design, writing and creative skills
- Those willing to make an important commitment
- Those who make positive choices in and out of school
- Those wanting to build their resume and college applications
- Those who are in band, GT, cheer, dance, art, GT, quiz bowl, FOF, Stu Co, Pre-AP classes, drama, health, oral comm, sports, etc etc!

Staff Expectations:

1. Work as a team to complete all sections of the yearbook. Students must have a willingness and desire to learn Photoshop, On-Line Design and InDesign software as well as photography. Mastery of skills is **GRADED.**

2. **Meet deadlines (grade requirement)** and be responsible for completing your pages; designing layouts, proofing, editing, etc.

3. Come to class on time and prepared to work. You also must be **flexible, patient,** and willing to work **productively** and **positively** with other staff members, even if it is someone you do not know. You will need to be an excellent written and verbal communicator, a **self-starter** and a **team player.**

4. **Deadline for the yearbook is March 19, 2020. This is the Friday before spring break. You will be expected to attend school that day to participate in completion of the book. This is a grade. Additionally, there are three Saturday workdays prior to the deadline, which are also mandatory. These are: Dec 5 2019, Feb 20 and Mar 6, 2021. These dates are also grades. Lunch will be provided by YB. There is also 1 mandatory worknight each qtr, dates TBD, with as much advance notice as possible.**

5. Each month, each staffer will be required to sign up for outside-of-class events: a minimum of 3 ea. month during the months of Sept, Oct, Jan and Feb and a minimum of 2 ea. month August, Dec, March (including but not limited to pep rallies, games, concerts, community events, club meetings, award ceremonies, fundraisers, etc). **These are GRADES – NOT optional.**

6. **Be creative and HAVE FUN!!!!!!**

Applicant Name:_____

Tell me about yourself...

1) If a teacher had to describe you in three words, what would they be?

1. _____
2. _____
3. _____

2) Besides yearbook, what other elective classes do you plan on taking next year?

1. _____ 2. _____
3. _____ 4. _____

3) What clubs do you plan on participating in next year?

1. _____ 2. _____
3. _____ 4. _____

4) What sports (both in and outside of school) do you plan on participating in next year and when/how often do they practice? (If you don't know, just guess/give an estimate)

1. _____ 2. _____
3. _____ 4. _____

5) List any other activities outside of school in which you will participate next year (scouting, church activities, job, etc).

1. _____ 2. _____
3. _____ 4. _____

6) We are looking for people with all different skills and talents to make up our team; you don't need to be the best at everything. Rate yourself on a scale from 1-10, 10 being "I'm the best!" in each of the following categories:

_____ Effort	_____ Determination	_____ Writing Skills	_____ Friendly (w/ both grades)
_____ Photoshop	_____ Responsibility	_____ Participation	_____ Computers/Tech
_____ Creativity	_____ Being Organized	_____ Following directions	_____ Working independently
_____ Leadership	_____ Photography Skills	_____ Meeting strict deadlines	_____ Being a team player

7) Who else would you like to work with on a yearbook staff?

_____

_____

8) Please feel free to list or discuss any additional info you feel might be valuable (not a required section of the application).

_____

_____

2020-2021 Woodland Junior High Yearbook Agreement

Please sign your name at the end of this contract only if you agree to all provisions.
DO NOT sign it if you do not understand and agree to all statements. Thank you for your cooperation!

The yearbook staff is truly unlike any other class on campus and we create one of the best yearbooks in the country. Because we have the awesome responsibility of preserving the memories of junior high school for every student who attends our school, we must have additional class policies. In order for a student to participate on the staff, he or she must complete (and abide by) this contract (along with parent/guardian agreement) and return it to the adviser. Failure to complete the contract will result in the student not being eligible for the yearbook program.

By signing this application, the student and the parent or guardian agree to dedicate that extra time to the publication's project.

- *If chosen, I agree to serve as a productive member of the WJHS Round-Up Yearbook Staff throughout the 2020 – 2021 academic year.*
- *I will carry out assignments given to me to the best of my abilities and have a positive, cooperative attitude.*
- *I will seek help when I need it. I will work diligently in the completion of page and photo assignments.*
- *I will strive to be a flexible team member and will take the initiative to help wherever I am needed.*
- *I acknowledge that missing deadlines, staff meetings, or assignments without prior approval from a faculty sponsor and/or WJHS disciplinary issues are serious infractions and may lead to my course grade being lowered and/or not being eligible to participate as a YB staff member. I understand the required participation in after school photo events, Saturday workdays, worknights, the summer workshop and so on.*

***Please note that there will be a MANDATORY yearbook workshop/team building event, August 5-7 for all staff members. The workshop will be held at WJHS, for three days,** exact days and times to be determined. **If you are selected as a staff member, you will be required to attend each day.** You will have 5 months advance planning notice. At this workshop we will begin training new staff in advanced photography techniques, how to use design software and to layout pages. In addition, we will participate in enjoyable team building activities, **and most importantly, get to know each other and begin brainstorming ideas for the 2020 – 2021 yearbook theme…**

***If you are selected as a 2020 - 2021 Round-Up Yearbook staff member, you will also be REQUIRED to sell tickets for *and* work at our Annual Pancake Breakfast,** a joint fundraiser with Stu Co., to be held at (Powerhouse) in Fayetteville, **this spring, May 2, 2019 from 6:30am to noon.**

****Please note that student grades will be verified during the application process.** By signing this application the student is stating that he/she is aware of the evaluation process that includes the questionnaire, a writing sample, student grades and 3 teacher recs. All info will be kept confidential.

We understand all of the above/attached points and agree to abide by these and all classroom/yearbook staff and school rules at all times. I understand that yearbook is an in-school class for which I am earning an elective credit, as well as an after-school extra-curricular activity, and ***agree to fulfill all related obligations and conduct myself as a school leader and role model.***

Signed by STUDENT: _____ **Date:** _____

Signed by PARENT/GUARDIAN: _____ **Date:** _____

1. We understand that yearbook is not just a class, it is also an extracurricular activity. As such, **we accept that every student in the class will be expected to stay after-school and on weekends to complete assignments in time for deadlines. We accept that it is the responsibility of the students to make sure that all assignments are completed and that if a student cannot stay after school hours because of another commitment, that student will not be excused from his or her yearbook responsibilities.** *(Students will be given the maximum amount of available time in class to complete the assignments, but students not attending worknights, Saturday workdays or min # of monthly events will not receive an 'A' grade).*

2. We understand that there are many reasons for missing a deadline, but there are not any excuses. We understand that failing to complete deadlines will result in the school's yearbook being shipped late and the school being assessed heavy financial penalties. **We therefore agree to meet every deadline. If we fail to meet a deadline for any reason, we will accept the consequences without complaint.** *(Late spreads will not earn an "A" grade).*

3. We understand that yearbook is a learning atmosphere as any other class is, and will be conducted as such. Students will be expected to ***respect*** their teacher, guest speakers, editors, and peers. Inappropriate language, comments, attitudes, disrespectful or condescending tones, etc., will not be tolerated and students will be dealt with as they would be in any other class. If this behavior is not corrected, the student may be removed from the staff.

4. We understand that yearbook information, theme and photographic content, are confidential. If a student divulges confidential info to other students, it is grounds for immediate dismissal from the staff.

5. We understand that serving on the Yearbook staff is a responsibility and a privilege. Yearbook staff members are trusted implicitly by WJHS faculty, afforded privileges and are looked to as role models by other students. Therefore, exemplary behavior and conduct is critical. We understand that if a yearbook member is subject to any type of disciplinary action throughout the course of the school year (ISS, etc.) that the sponsor has full rights to review the situation and can dismiss the staff member.

6. We understand that each staff member will be responsible for paying for 2 staff YB t-shirts and/or a hoodie (staff choice), required to be worn at all school photo events (appx cost $75 – payment due by Aug '20 workshop).

7. We understand that yearbook is a non-profit, self-sustaining entity and ***student fundraising is required.*** Students will be required to sell an allotment of tickets to, and attend and work the annual spring pancake fundraiser. Students will also be required to ATTEMPT to sell at least one ad.

We understand all of the above/attached points and agree to abide by these and all classroom/yearbook staff and school rules at all times. I understand that yearbook is an in-school class for which I am earning an elective credit, as well as an after-school extra-curricular activity, and ***agree to fulfill all related obligations and conduct myself as a school leader and role model.***

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TEACHER EVALUATION

Completed **recommendations are confidential** and only used by the yearbook sponsor for scoring purposes.

Student Name:_____

Teacher Name *(optional, but appreciated)*:_____

Please feel free to include any additional comments on the back of this form…

TEACHERS - All info on this form is CONFIDENTIAL.
Please return to Andrew Young's mailbox when complete.
***Please *do not* return to student.

It is very important for me to get your feedback on their classroom performance and demeanor while in your room.
Your time is very much appreciated - *AY*

Overall, I DO MIGHT DO NOT recommend this student for the 2020 – 2021 WJHS Round-Up Yearbook Staff.

According to the scales below, please provide feedback on the following items:

4 – Excellent, Always, Yes **3 – Often, Good, Mostly** **2 – No, Occasionally, Fair** **1 – Poor, Definitely NOT, Never**

_____ **An overall pleasant demeanor/positive attitude (IMPORTANT)**

_____ **Stays on task without constant monitoring (IMPORTANT)**

_____ **Solves/attempts to solve problems on own before coming to teacher/does not whine (NO "learned helplessness") (IMPORTANT)**

_____ **Makes good choices and demonstrates strength of character (IMPORTANT)**

_____ **Kind to other students/accepting of all (IMPORTANT)**

_____ **Trustworthy/Honest**

_____ **Is able to accept constructive criticism and correction when necessary**

_____ Works well with others/team player

_____ Capable of "multi-tasking"

_____ Submits neat, TIMELY, complete assignments

_____ Takes pride in work/performance

_____ Communicates well with adults

_____ Could be considered a role model/leader

_____ Demonstrates flexibility

_____ Strong written expression

_____ Works well alone/self-sufficient

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