

## Dogwood Elementary School

### **Yearbook Club Executive Board Application 2019 - 2020**

The Yearbook Club is looking for creative, self-motivated, and responsible students to help create our book of memories for next year! It will be open to students in grades 4 and 5 who are interested in design, layout, writing, and photography. Because the interest in this opportunity is high and the work is demanding, we have a set of requirements for the students who will be chosen to be members of the team. The requirements are listed below:

1. You must be in grade 4 or 5
2. You must exhibit good behavior as outlined in the Dogwood Elementary student handbook
3. You must have signed parental consent
4. You must be able to meet deadlines
5. You must be available to attend a club meeting every Thursday from 7:45 – 8:30 am
6. You must be able to participate in yearbook club and keep up with your school work

*Meeting all requirements does not guarantee a position on the Yearbook Staff - there are a limited number of spaces available, so not all applications will be accepted.*

To apply, please submit this completed packet to Mrs. Mink (C31) or Ms. Sweda (C30) by Thursday, August 29, 2019.

Any applications turned in after the deadline will not be considered.

Student name: \_\_\_\_\_

Grade:           4<sup>th</sup>                      5<sup>th</sup>

Are you comfortable working with computers?	Yes	No
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Have you ever used a digital camera?	Yes	No
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Are you comfortable interviewing students and teachers?	Yes	No
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Can you maintain confidentiality about the yearbook throughout the year?	Yes	No
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Circle what you would like your primary area of focus to be on Yearbook Staff and explain why:

Photography

Organization

Writing/Research

Editing

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**Answer this section in complete sentences. Attach a separate piece of paper if necessary.**

Tell us about a time that you were a leader.

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What does being a leader mean to you?

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Why do you want to be on the Yearbook Executive Board?

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*Behavior, character, attitude, motivation, and work ethics are important attributes of Yearbook Board members. Please ask your homeroom teacher to fill out this form and turn it in to Mrs. Mink by August 30<sup>th</sup>.*

### **Teacher Recommendations:**

Teacher, please rate the student on the following to the best of your knowledge (1 = poor, 5 = excellent):

**Teacher Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Attendance:	1	2	3	4	5	not observed
Behavior:	1	2	3	4	5	not observed
Quality of work:	1	2	3	4	5	not observed
Leadership:	1	2	3	4	5	not observed
Teamwork:	1	2	3	4	5	not observed
Creativity:	1	2	3	4	5	not observed
Motivation:	1	2	3	4	5	not observed

Additional comments:

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## Parent Approval Form

I give my child \_\_\_\_\_ permission to join the Yearbook Executive Board for the 2018-19 school year. We have discussed the responsibility of handling equipment, photographing, completing assignments, and most importantly, maintaining confidentiality about the club until it is released to the other students. Other ideas important to discuss and understand include:

\*Confidentiality is crucial. Yearbook decisions are not to be shared with friends and/or other students.

\*Deadlines are important. Club members must display responsibility, timeliness, and organization so a quality yearbook can be produced for Dogwood Elementary.

\*The yearbook is about *everyone* at Dogwood, so inclusion is very important. It's important to strive to include all grades and classes, not just ourselves and our friends.

\*Yearbook club will meet on Thursdays from 7:45 – 8:30 am in Mrs. Mink's room unless otherwise announced. There may be circumstances in which only some of the club members will be required to attend. We will communicate this through Bloomz.

\*Grades still matter! Students who commit to serving on the Yearbook Executive Board are expected to keep up with all assignments for their classes.

Yearbook Board will not be an acceptable excuse for failing to complete an assignment or study for a test.

*Understanding the above and having discussed this with my child*

\_\_\_\_\_, I, \_\_\_\_\_,  
give him/her my permission and support to join the Dogwood Elementary Yearbook Executive Board! Additionally, I have reviewed the activities, expectations, and meeting information listed in the parent letter (first page of this application) and agree to allow my student to participate.

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature & Date \_\_\_\_\_

Dear Parent/Guardian,

Your student has expressed interest in participating in the Yearbook Executive Board. I would like to share with you some brief information regarding club activities, expectations, meeting times, dates, and locations.

**Activities:** Students will take part in creating the yearbook by taking photographs, interviewing students and teachers for stories, quotes and polls, and assisting in planning the overall design of the yearbook. This experience will allow for opportunities of leadership, teamwork, and creativity. Your child does not need a camera to participate. Children from grades 4 and 5 will be able to participate in Yearbook Club Executive Board.

**Expectations:** Most work will be conducted during our weekly board meetings. Rarely, a yearbook assignment/task will require work during the school day. In this case, I will coordinate these assignments with your child's teacher, which means board members will have to maintain the work and behavior standards set forth by their classroom teacher.

**Meetings:** Yearbook Board meetings will consist of lessons in leadership, group work, photography, marketing, design, event planning, editing, special guest speakers from the community, and possibly field trip to HMS and/or HHS to observe their yearbook staff in action. They will begin with the first meeting on September 5th and will continue weekly throughout the entire year. Meetings will be in Mrs. Mink's room from 7:45 – 8:30am. Club members must arrive on time as there will be much work (and fun) to do! Please notify the Yearbook Advisers, Mrs. Mink or Ms. Sweda, of any scheduled absences as soon as possible. Parents will be notified if a club meeting needs to be rescheduled. There may be times throughout the year in which only certain club members are asked to attend the meetings. This information will be communicated through Bloomz.

If your student would like to be considered to serve on the Yearbook Executive Board for the 2019-2020 school year, please be sure to review and sign the **Parent Approval Form** in this packet. All forms must be returned on or before the due date to be considered. Space is limited to 15 students.

If you have any questions or concerns, please feel free to contact us at [sabrina.mink@gmsdk12.org](mailto:sabrina.mink@gmsdk12.org) or alexis.sweda@gmsdk12.org.

Thank you,  
Sabrina Mink and Alexis Sweda  
Dogwood Yearbook Advisors 2019-2020