YEARBOOK STAFF APPLICATION
Benton Middle School 2013-2014

Name ________________________________________________ Current Grade Level (Circle one) 6 7
Address_________________________________________ Telephone Number___________________________
Email__________________________________________

Please read all directions carefully and complete all sections of the application thoroughly. In addition to this application form, I require:

- Typed Essay (Minimum of one page explaining why you want to be on the yearbook staff and what qualities you have that would make you a GREAT and FUN addition to our team.)-DO NOT PUT YOUR NAME ON IT
- Three Teacher Letters of Recommendation (one MUST be from an English teacher)
- Interview on Thursday, May 9, 2013 you will have a short interview with three people to discuss what qualities you have that will contribute to a great yearbook and to show them a little bit of your personality.
- Sample yearbook spread (two pages) the purpose is to show your creativity and skills that you will bring to the yearbook staff. You must stay after school on Thursday, May 9, 2013 to do this.

As a yearbook staff member, you will:

A. Work as a team to complete all sections of the yearbook.
B. Write fun articles/captions and take photos for the yearbook; meet with advisers, administrators, students, and/or coaches to get background information or interviews.
C. Work with community leaders and parents to sell business ads in the community and advertise sales of 8th grade congratulatory ads.
D. Meet deadlines and be responsible for completing your pages; designing layouts, proofing, editing, etc.
E. Come to class on time and be prepared to work; because it is a class, it takes precedence over extracurricular activities!

1. Writing Ability/English Skills/Grades
   Current English Teacher _______________________ Current English Average _________

2. Computer Knowledge
   - Do you have internet access at your house?
   - Have you ever designed or managed a web page/site?
   - Have you ever taken art, desktop publishing, or a web page design class? If yes, tell which one.
   - On a scale of 1-10 indicate your proficiency with the following programs/abilities, with 1 being no experience and 10 being excellent.

BE HONEST HERE-IT WILL NOT AFFECT YOUR SELECTION UNLESS I FIND OUT YOU WERE DISHONEST

- Typing/keyboarding
  1 2 3 4 5 6 7 8 9 10

- Adobe InDesign
  1 2 3 4 5 6 7 8 9 10

- Adobe Photoshop
  1 2 3 4 5 6 7 8 9 10

- Other photo editing software
  (List type)_________
  1 2 3 4 5 6 7 8 9 10

3. Photography Experience
   - Do you have a digital camera that you are able to use every day?
   - If yes, what kind is it (make/model), and how many megapixels does it have?
   - Have you ever created scrapbooks?
• Have you ever taken a photography class?
• Do you take a lot of pictures of your friends and family?

4. Schedule and activities:

<table>
<thead>
<tr>
<th>List ALL extracurricular activities in which you plan to participate.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
<tr>
<td>3.</td>
</tr>
</tbody>
</table>

5. With 1 being the least appealing and 5 being the most appealing, rank your interest/abilities in the following jobs:

- Talking to friends 1 2 3 4 5  
- Creating Layouts 1 2 3 4 5  
- Photo Editing 1 2 3 4 5  
- Photography 1 2 3 4 5  
- Attending School Events 1 2 3 4 5  
- Selling ads to businesses 1 2 3 4 5  
- Supervising/teaching others 1 2 3 4 5  
- Interviewing people 1 2 3 4 5  
- Designing artwork/drawing 1 2 3 4 5  
- Proofreading 1 2 3 4 5  

6. Sample Yearbook Page

The yearbook staff will take photographs and give a theme for your page. Your interpretation of this page will be graded a scale of 1-10 and will go into the final tallying for determination of the yearbook staff.

**HINT:** Take a peek at last year’s yearbook and other yearbooks to get ideas for layouts!

HAVE FUN!! 😊

7. Yearbook essay

This is your chance to brag on yourself, minimum of one page explaining why you want to be on yearbook staff and what qualities you have that would make you a GREAT and FUN addition to our team. MUST BE TYPED!!! Your essay will graded a scale of 1-10 and will go into the final tallying for determination of the yearbook staff.

DO NOT PUT YOUR NAME ON YOUR ESSAY!!

8. Teacher Recommendations (required of ALL applicants):

List three teachers that you would like to fill out a recommendation form on you for the yearbook staff. One **MUST** be an English teacher and the other one can be any teacher that you have at this school.

Teacher 1 _________________________
Teacher 2 _________________________
Teacher 3 _________________________
9. Please read the following and have you and your parents each line. Plus you must both sign the application as well:

| 1) I understand that the BMS yearbook is confidential and CANNOT be discussed with any other person (students, parents, teachers, etc.) | Parent initial: ________  
| | Student initial: ________  
| 2) I understand that I will be required to sell a certain number of business ads and if these are not sold by the deadline, it will result in a bad grade. | Parent initial: ________  
| | Student initial: ________  
| 3) I understand that I must work well with my group members to complete all required pages and that they must be completed by set deadlines. If these deadlines are not met it will result in a bad grade. | Parent initial: ________  
| | Student initial: ________  
| 4) I understand that I am responsible for taking pictures at school events and these will be the pictures that used on the pages. | Parent initial: ________  
| | Student initial: ________  
| 5) I understand that I must have good attendance to stay on the Yearbook Staff. Attendance is required because all yearbook work has to be completed in class. An excessive amount of unexcused and excused absences can result in my removal from staff. | Parent initial: ________  
| | Student initial: ________  
| 6) I understand that if it is necessary, the yearbook staff may have to stay after school to work on projects or possibly meet on Saturdays. | Parent initial: ________  
| | Student initial: ________  
| 7) I understand that if any of the previous expectations are broken, it will result in my dismissal from the Yearbook Staff. | Parent initial: ________  
| | Student initial: ________  
| 8) As part of the 2013-2014 BMS Yearbook Staff, Mr. Matthews will need to communicate with students and I give him permission to text my student with information that is important to yearbook. | Parent initial: ________  
| | Student initial: ________  

Parent signature  

Student signature