

## **St. Dominic School Yearbook Staff Application – for 2021-22**

### **Qualifications Overview:**

The SDS Yearbook Staff is looking for dedicated, committed, creative, organized, enthusiastic, and innovative students. Staff members must be able to work with others, be reliable, meet deadlines, and put in extra work sessions outside of the regular school day. Staff members must also be dedicated to having fun and creating the best yearbook this school has ever seen!

Because we do not have class time available to work on the yearbook, our projects are driven by our student staffers themselves. We provide cameras and the opportunity for staffers to take photos on campus, and from there it is up to our staffers to put forward ideas and develop projects largely on their own. Staffers can present a concept/draft design, and from there we will work with our students to help them make their ideas into creative yearbook pages! Staffers who do not put forward any ideas will not enjoy the same experience as those who take the initiative and turn their ideas into reality.

We traditionally hold one or two meetings during lunchtime and sometimes after dismissal. But our communication is primarily by email, so please provide a reliable email address below to ensure your student is included.

The information you provide in your application will help us determine who to select, so please be thoughtful in your answers and make sure your application is complete and on time, including your teacher evaluation and your signed student/parent commitment form. Not all applicants will be accepted.

### **Application Process:**

If you believe you have the qualities described above, please complete the application process listed below. You could be on this year's SDS Yearbook Staff!

1. Applicants must fill out this form and submit it electronically to [yearbook@sdbenicia.org](mailto:yearbook@sdbenicia.org) **no later than Tuesday, August 31, 2021**. Handwritten, scanned copies (sent as attachments) or typed email messages are fine.
2. Applicants must have the attached teacher recommendation form completed and provided (by the teacher) to Mrs. Ogden no later than August 31, 2021. Please notify your chosen teacher early, to give them plenty of time!
3. Applicants must have the attached parental forms completed and included with their application. If you don't have access to a scanner, a photograph of the signed form is sufficient. If you don't have access to a printer, please email [yearbook@sdbenicia.org](mailto:yearbook@sdbenicia.org) and we will figure out a solution.
4. All applicants will receive notification regarding the status of their application by September 3, 2021.

**The Basics:**

Name: \_\_\_\_\_

Best Phone Number: \_\_\_\_\_

Best Email Address for Parents: \_\_\_\_\_

Best Email Address for Applicant  
(NOT an "sdbenicia.org" address, please): \_\_\_\_\_

What is your school email address (sdbenicia.org)? \_\_\_\_\_

Grade this Year (must be 7th or 8th): \_\_\_\_\_

Current Grade Average (approximate): \_\_\_\_\_

Do you own a digital camera? (This is not required.) \_\_\_\_\_

Do you have digital camera experience? (This is not required.) If so, please describe:

Do you have photo-editing experience? (This is not required.) If so, please describe:

List computer programs / apps with which you have done photo-editing, or photo design (such as creating collages): (This is not required.)

List photo classes taken: (This is not required.)

List experience you have creating videos: (This is not required.)

What extracurricular activities do you plan to participate in this year?

**Why do you want to be a member of the SDS Yearbook Staff?**

**What strengths do you possess that would make you an asset to our staff?**

**PLEASE NOTE:** Your involvement relies entirely on your drive to put ideas forward and take the steps necessary to turn your designs into reality by taking the necessary photos and working with parent volunteers to finalize the design. **Please describe your ideas for the 2021-22 yearbook:**

**What pages, specifically, would you like to take photos/videos for?**

**What pages, specifically, would you like to create the design for?**

Which teacher is filling out your evaluation form? (You may choose any member of the faculty who knows you well enough to assess your character and abilities, even if they aren't currently one of your teachers.)

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**Teacher Evaluation Form**

**Teacher:** Thank you for taking the time to give your valuable input so we may select the most qualified, highly motivated yearbook staff members possible. **You do not have to be a current teacher of the student you are evaluating; please answer the questions below to the best of your knowledge based on how you know the student.** The information you share on this form will be kept confidential and viewed by Mrs. Ogden **only**. After you have completed the form, please submit it to Mrs. Ogden by August 31, 2021. Thank you!

Teacher's name:

Student applicant:

Have you taught this student directly?

How long have you known this student?

**To the best of your knowledge, please rate the applicant from 1 to 10 (1 being the lowest) in each of the following areas, or write "N/A" if you have no knowledge:**

- \_\_\_\_\_ Turning in work consistently and on-time
- \_\_\_\_\_ Turning in high-quality work
- \_\_\_\_\_ Following directions
- \_\_\_\_\_ Showing responsibility for his or her actions
- \_\_\_\_\_ Maturity
- \_\_\_\_\_ Relating well with adults
- \_\_\_\_\_ Relating well with other students
- \_\_\_\_\_ Staying focused on his/her own work during class
- \_\_\_\_\_ Displaying pride in his/her own work
- \_\_\_\_\_ Accepting suggestions for improvement
- \_\_\_\_\_ Fixing mistakes
- \_\_\_\_\_ Maintaining a positive attitude
- \_\_\_\_\_ Internally motivated to perform well

\_\_\_\_\_ Creative in approaches to projects/assignments

\_\_\_\_\_ Trustworthy

Do you feel this student would be a positive addition to the yearbook staff? Why or why not?

It is important for yearbook staff members to be energetic, outgoing, motivated, creative, fair, dependable, and self-motivated. We are looking for students who will go the extra mile and make the yearbook a priority in their schedule. Insights you have into these traits – and any others you feel are important – would be a great help to us.

Thank you!

**Yearbook Student/Parent Commitment**

I, \_\_\_\_\_, am a St. Dominic School student in good academic standing. I would like to be a member of the SDS Yearbook Staff. With my signature below, I acknowledge that:

- Positions on the yearbook staff are limited and not everyone who applies will be selected.
- If selected, I understand my responsibility to take the initiative in presenting ideas and following through in creating my designs.
- I understand that failure to complete assignments by their deadline negatively impacts the yearbook and my fellow students. If I am unable to complete a deadline, I realize that it is my responsibility to communicate with the adviser as soon as possible (*before* the deadline) who will assist in reassigning my work.
- I understand and accept that I may need to put in extra hours beyond the normal school day.
- I understand that I may be required to cover school events (including off-site sporting events) and it is my responsibility to provide my own transportation with a licensed, insured driver.
- I agree to handle all yearbook equipment, including cameras, memory cards, yearbooks, computers, printers, press passes, and other supplies with care and be responsible for replacement or repair if lost or damaged while in my possession.
- I agree to attend all staff meetings. If I am unable to attend, I will contact the adviser.
- I understand that missed deadlines or mishandling of yearbook equipment may result in removal from the yearbook staff.

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Yearbook Staff Applicant's Signature

Date

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Parent's Signature

Date