**Staff Application**

***The View* Yearbook2021-2022**

**IMPORTANT: Applications are DUE by Tuesday, January 26 and should be turned in to Mr. Lenerz, Yearbook Adviser, either at MLC 3 or sent to his school email. Finalist decisions will be posted at Portable 3 at 1:45 pm on Wednesday, January 27. Finalists will then sign up for a brief, in-person\remote interview that will occur January 28-30.**

NOTE #1: Approval of the adviser is required for enrollment in all of the following: Journalism I, II, III and IV (either yearbook or newspaper).

NOTE #2: Applicants who apply for yearbook may also apply for broadcast or newspaper in case they don’t get into yearbook.

NOTE #3: Yearbook is 5th period. Please make sure that doesn’t conflict with any music electives you plan to take.

If you are not accepted to the yearbook staff, would you like to be considered for the Newspaper or Broadcast (circle): Yes, Newspaper / Yes, Broadcast / No

**ATTACHMENTS**

You must include all of the following with your application when you submit it. **Unfinished or late** applications will not be accepted. Your teacher recommendations must be submitted by the TEACHER to Mr. Lenerz’ box by the due date. This is your responsibility.

**Packet Contents:**

1. This completed application.

2. Completed short essays (either written in below or typed on separate paper).

3. Three teacher recommendations.

4. A copy of your semester report card.

**Personal Info**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade in 2020-21 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent’s Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What leadership positions have you held and in what capacity? (class officer, clubs, sports, etc.)

What activities do you participate in? (clubs, sports, hobbies)

In which of these will you participate next year?

How much free time will you have for the yearbook next year? At what times would you usually be free?

Do you have computer experience? Please list all programs that you feel confident with, including any Microsoft Office (Word, Excel, Powerpoint), graphic design (InDesign), or photo editing (Photoshop, etc.) software. *The View* uses mainly Adobe products.

Do you have outside photography or writing experience? Do you have experience in art or graphic design? Explain.

Please write a 4- or 5-sentence explanation of why you would be of value to the staff.

Do you feel comfortable communicating with people that you do not know (students, teachers, businesses)?

Have you been in Middle School Journalism or Journalism Club? How has this impacted your decision in choosing to apply for *The View* staff?

Do you have any ideas/suggestions for improving the quality of our yearbooks?

Which of these topics most interest you? (check all that apply)

\_\_\_\_\_\_ Writing

\_\_\_\_\_\_ Photography

\_\_\_\_\_\_ Layout

\_\_\_\_\_\_ Business Management/Ad Sales

\_\_\_\_\_\_ Social Media Managing

\_\_\_\_\_\_ Computer Graphic Design

\_\_\_\_\_\_ Copy Editing

\_\_\_\_\_\_ Book Sales Management

Any additional information that you think will be useful to your application:

**SHORT ESSAYS (Please answer with a paragraph for each on typed pages. Pay close attention to the quality of your writing):**

1. What are you passionate about?

2. Why do you want to be a member of the yearbook staff?

3. *The View* is a student-run publication. How do you respond to the leadership of other students? If you were asked to fill a leadership role on the yearbook staff, what would be your own leadership style?

4. There may be some instances where a staffer is not doing his or her work and is on your team, meaning your grade would be affected if the work was not complete. How would you handle the situation?

5. What would being a part of *The View* mean to you?

**Teacher Recommendation Form**

**For The View Staff Application**

Teacher Recommendation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Recently, this student has applied to be on the staff, a position of responsibility, and the qualities listed below are essential to the staff.

 Please rate how this student has demonstrated the following traits in your class:

5 being **excellent** (this student excels in this area)

4 being **above** **average** (this student does well in this area)

3 being **average** (this student demonstrates adequate performance in this area )

2 being **below average (**this student struggles in this area)

1 being **poor** (this student does not meet any of the characteristics of this area )

 Excellent Above Average Below Poor

 Avg. Avg.

RESPONSIBILITY 5 4 3 2 1 N/A

ABILITY TO MEET DEADLINES 5 4 3 2 1 N/A

CREATIVITY 5 4 3 2 1 N/A

ORGANIZATION 5 4 3 2 1 N/A

ABILITY TO COMMUNICATE 5 4 3 2 1 N/A

PEER RELATIONS 5 4 3 2 1 N/A

OVERALL GRADE 5 4 3 2 1 N/A

INITIATIVE 5 4 3 2 1 N/A

USE OF CLASS TIME 5 4 3 2 1 N/A

LEADERSHIP 5 4 3 2 1 N/A

ABILITY TO ACCEPT CRITICISM 5 4 3 2 1 N/A

HONESTY 5 4 3 2 1 N/A

Do you recommend this student for Yearbook? Why or why not?

Is there something beyond normal academic skills that makes this student particularly well-suited (or ill-suited) for Yearbook?

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* PLEASE RETURN TO Chris Lenerz’ BOX BY Friday, January 22**

* **RECOMMENDATION FORMS WILL REMAIN CONFIDENTIAL**

**Teacher Recommendation Form**

**For The View Staff Application**

Teacher Recommendation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Recently, this student has applied to be on the staff, a position of responsibility, and the qualities listed below are essential to the staff.

 Please rate how this student has demonstrated the following traits in your class:

5 being **excellent** (this student excels in this area)

4 being **above** **average** (this student does well in this area)

3 being **average** (this student demonstrates adequate performance in this area )

2 being **below average (**this student struggles in this area)

1 being **poor** (this student does not meet any of the characteristics of this area )

 Excellent Above Average Below Poor

 Avg. Avg.

RESPONSIBILITY 5 4 3 2 1 N/A

ABILITY TO MEET DEADLINES 5 4 3 2 1 N/A

CREATIVITY 5 4 3 2 1 N/A

ORGANIZATION 5 4 3 2 1 N/A

ABILITY TO COMMUNICATE 5 4 3 2 1 N/A

PEER RELATIONS 5 4 3 2 1 N/A

OVERALL GRADE 5 4 3 2 1 N/A

INITIATIVE 5 4 3 2 1 N/A

USE OF CLASS TIME 5 4 3 2 1 N/A

LEADERSHIP 5 4 3 2 1 N/A

ABILITY TO ACCEPT CRITICISM 5 4 3 2 1 N/A

HONESTY 5 4 3 2 1 N/A

Do you recommend this student for Yearbook? Why or why not?

Is there something beyond normal academic skills that makes this student particularly well-suited (or ill-suited) for Yearbook?

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* PLEASE RETURN TO Chris Lenerz’ BOX BY Friday, January 22**

* **RECOMMENDATION FORMS WILL REMAIN CONFIDENTIAL**