

Seminole High School Salmagundi Yearbook Staff Application 2017-2018

**Completed Staff Application and Teacher Recommendation Forms
are due on March 9, 2017 by 2:30 P.M. to Ms. Sarmiento at Seminole High School HA-222**

Students from schools other than Seminole HS can submit their applications electronically (scan and e-mail) to the e-mail below, or mail it through USPS (see address below). SCPS students may have their teacher/guidance counselor send it on their behalf through school courier. Completed applications may also be dropped off at the Seminole High School front office during office hours 7 a.m. - 2:30 p.m.

**Be sure to label envelopes to the attention of Ms. Sarmiento/Yearbook
Late/Incomplete applications will not be accepted. This is your first deadline.**

Application Instructions:

Please complete the application in its entirety. Late or incomplete applications will NOT be accepted.

Use this checklist to make sure your application is complete.

- I answered all of the information requested in this application.
- I gave my teacher recommendation forms to my teachers.
- I have attached a copy of my most recent report card.
- My parent/guardian and I have read, understood and signed the Staff Contract.
- I included a sample of my writing. See requirements below.
- I included additional samples of my work (photography, layout/design, drawings/paintings, etc). (optional, but encouraged)
- Completed and signed application, report card, and work samples are placed in ONE large envelope.
- Envelope is labeled **ATTN: Ms. Sarmiento/Yearbook**
- Make sure you included yours and your parent's/guardian's email addresses, and be sure to check it regularly!
Your next instructions will be emailed to you!

Requirements:

- 2.0 or higher grade point average.
- Excellent attendance.
- Must have transportation available after school (either a car or someone who can pick you up).
- Ability to stay after school to complete assignments during deadline season (September through March).
- Sell advertising during the spring, summer and the first months of school, and otherwise help raise funds necessary for the production of the yearbook. You will be graded on this.
- Participate in designated training days during summer.
- Maintain good grades and attendance in all classes.
- Complete all deadlines on time.
- Study and learn the staff manual.

Work samples:

The yearbook is published at the end of the school year and reflects the events that directly affected the school community throughout the school year. *You must submit a writing sample.* Your work samples should be *journalistic* and follow the guidelines below. If you are unsure about what something means, look it up. Yearbook requires a bit of detective work!

Writing:

Choose a topic or event that you feel affects students. It could be something that took place during your school year. Write a 250-300 word article about it. Write in past tense and in third person.

Choose one or more of the following (optional):

Photography:

Take candid photos of people at an event they are participating in. Do not use photos where people are posed and smiling at the camera. We are looking for *candid* photos that tell a story, and should show people's faces as much as possible (not the back of their heads).

Layout/Design:

If you have publications experience, you can submit a layout (or more) that YOU designed for that publication. You can also create your own using magazines as inspiration. You don't have to use a computer for this. You may draw out your layouts on paper, and use magazine cut-outs for pictures.

Drawings/Paintings:

Show us your ability to be creative and think outside the box. You may take photos of your work and submit those instead of the originals, but please be sure to explain the size of the work and media used.

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Personal Information:

Name: _____ SCPS Student ID: _____

Street address: _____ City & Zip Code: _____

Home phone#: _____ Mobile #: _____ Alt. #: _____

Your e-mail: _____

Your parent's/guardian's email: _____

Date of Birth: _____ Shirt size: XS S M L XL XXL

Your parents'/guardians' names: _____

Grade you will be in next year: 9 10 11 12

I am INTERESTED in doing the following next year: (check all that apply)

Writer Photographer Artist/Cartoonist Layout/design Other _____

Academic Information:

What school do you currently attend? _____

What is your approximate overall GPA? (attach a copy of your most recent report card) _____

Current Daily Schedule: (Please include subject and room number or teachers' names)

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Individual Qualifications: Feel free to attach more pages if you wish to share more!

Why do you wish to be considered for a position on the yearbook staff?

How do you relate to and work with other students in a group setting that demands extreme cooperation and team effort?

Deadlines and individual initiative are the most important parts of a successful publication and will be major factors in your grade. Describe your ability to discipline yourself to work ahead and independently (so that you meet deadlines) and initiate activities without being constantly reminded.

Describe something you have done in your life that demonstrates your commitment, dedication, ability to work hard, meet deadlines and do a good job (these are qualities we look for in great staff members). Please be specific.

Do you have any prior experience with publications? Please be specific.

Extra Curricular Information:

What extra curricular activities do you plan to participate in next year (sports, clubs, church organizations, etc.)? Include any offices you plan to hold in those activities.

Do you plan to get a job during the next year? yes no

If yes, how many hours a week will you work? _____

Do you drive? yes no

What means of transportation will you depend on for work done on the publication after school, and/or for assignments that are part of your job description and must be completed?

Will you be available to stay after school and occasionally on Saturdays? yes no

Attendance:

How many days of school have you missed this school year? _____ If more than 5, please explain: _____

Summer:

Will you be available to attend work day(s) the week before school begins (mid August)? yes no

If no, why? _____

Will you be available to attend summer camp, July 24-27 (overnight in SeaWorld area)? yes no

If no, why? _____

References:

Please give the names of two faculty members who would give you a good reference, then give them the Teacher Evaluation. One of these must be an English teacher.

Staff Contract:

I hereby authorize the adviser Veronica Sarmiento to contact the faculty references listed above for further information regarding my classroom performance and personal skills. I also understand that my counselor may be contacted by the adviser for further information about my grades and attendance. Additionally, I certify that all statements made on this application by me are correct and accurate to the best of my ability.

As a candidate of the yearbook staff, I will be expected to be in class each day, to cooperate fully with the adviser, the editors, and the other staff members, and to meet all deadlines for which I am responsible, even if this means working after school, during summer, or on weekends.

I understand that:

- I will be expected to **sell advertising** and otherwise help **raise funds** necessary for the production of the publication and that **my grade will be based on this.**
- I must maintain **acceptable grades** in my other classes. I understand that my **grade in yearbook will depend mainly on completing deadlines** on time and staying after school weekly and on deadline days.
- If I do not fulfill my responsibilities as a member of the publication staff that **I will be dropped from the class, possibly resulting in loss of credit.**
- I am **required to stay after school** on assigned days and participate in all yearbook activities and **my grade will be based on this.**
- If I have a regular job or participate in any other extracurricular activities, **yearbook will have to take priority** over my job. I must be able to arrange my work/extracurricular schedule around yearbook deadlines and **not work/practice on deadline days.**

I apply for a position on the staff of the 2017-2018 Salmagundi Yearbook with the full knowledge and consent of my parent or guardian. I have read the staff contract and the job requirements included with the application and agree to abide by them.

Student's Signature

Student's Printed Name

Date

Parent's/Legal Guardian's Signature

Parent's/Guardian's Printed Name

Date

Teacher's Recommendation – Seminole High School Yearbook Staff

Students: Please complete top portion before giving this form to your teacher.

Student Name _____ School: _____

Teacher _____ Subject _____ Pd _____

Dear Teacher,

Your candor and honesty are appreciated. There are very limited spots on the yearbook staff. Teacher recommendations play a big part in determining which students will be accepted into this national award-winning journalism program. Please check the space that best describes this student.

1. Ability to meet assigned deadlines _____ Almost Always ____ Often ____ Sometimes _____ Rarely
(turns in homework, assignments, projects on time)
(Please provide the number of missing assignments out of the total number of assignments for this student in your class.
Missing _____ of _____.)
2. Stays on task when given an assignment _____ Almost Always ____ Often ____ Sometimes _____ Rarely
(doesn't waste personal or others' time)
3. Polite and kind to other students _____ Almost Always ____ Often ____ Sometimes _____ Rarely
(no foul language, rude behavior, demeaning comments)
4. Polite to teachers and other adults _____ Almost Always ____ Often ____ Sometimes _____ Rarely
(respectful to teachers and other adults, including parents)
5. Works well in group assignments _____ Almost Always ____ Often ____ Sometimes _____ Rarely
(doesn't take on entire work load, but does communicate with others to create a quality project)
6. Follows classroom and school rules _____ Almost Always ____ Often ____ Sometimes _____ Rarely
(doesn't behave as if rules apply only to others)
7. Internally motivated to perform well _____ Almost Always ____ Often ____ Sometimes _____ Rarely
(doesn't require constant attention and praise to do a good job)
8. Creative in approaches to projects/assignments _____ Almost Always ____ Often ____ Sometimes _____ Rarely
(projects look nice, neat, clean, and like they put a significant amount of effort into them)
9. Attends school and is on time to class _____ Almost Always ____ Often ____ Sometimes _____ Rarely
(fewer than 5 absences in a semester is ideal)
10. Has good grammar/syntax in written work _____ Almost Always ____ Often ____ Sometimes _____ Rarely
(essays and other work are easy to read and understand)

Please take the time to write one sentence about how this student performs in your class. Are there any concerns you have with this student being a part of yearbook and meeting the 150-200 hours of outside-of-class time he/she will be required to put in to complete the publication in a timely manner? Feel free to write on the back of this sheet or attach a separate sheet if you'd like to share a little more.

Teacher Signature _____ Date _____

Please return this form to Veronica Sarmiento no later than Thursday, March 9, 2017.

SHS Teachers: Please place this recommendation form in my mailbox, or place in a sealed envelope and send with a trusted student to HA-222.

Do not give this form back to the student you are evaluating. These recommendation forms are confidential, and the information is not to be shared with students.

Off-campus teachers may return the completed form via SCPS courier, mail to the address below, or scan and email to veronica_sarmiento@scps.k12.fl.us.

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