

**Yearbook Production Application: Please complete and submit by March 28, 2024**

**Completed applications and teacher recommendations should be emailed to [kristi\\_stewart@hboe.org](mailto:kristi_stewart@hboe.org), turned in to the "assignment" in the Yearbook Canvas Corner or printed and submitted to Darby's main office or room 240.**

Here's what you need to do to be on a publication staff:

- ☐ Read through the attached application, including the short answer questions. The questions are geared to give you an understanding of some of the requirements and to let us get to know you.
- ☐ Please consider carefully whether or not a publication will fit into your schedule and time commitments next year. You may want to ask current publication staff members about their experiences to help you in your decision.
- ☐ Complete the application form. Be thorough and specific in your short answers.
- ☐ If you have a question or a concern, see the adviser before the due date. For YEARBOOK PRODUCTION see Ms. Stewart in room 240. Email [Kristi\\_Stewart@hboe.org](mailto:Kristi_Stewart@hboe.org) with questions.
- ☐ Choose two teachers who know you well. **\*\*One must be your current English teacher.\*\*** Send each a copy of the teacher recommendation form (attached). Ask him/her to return it to Ms. Stewart (Yearbook Production)

**If you would like to be a publication staff member for the yearbook at Darby, you must complete this application.** You will be notified either way as soon as possible and your name will be submitted to the guidance office so that your schedule will reflect the appropriate course. Thanks!

I.

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

Address (street/city/zip): \_\_\_\_\_

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

School Email: \_\_\_\_\_

Grade for the next school year: Freshman, Sophomore, Junior, Senior

List all classes you plan on taking next year:

1. \_\_\_\_\_ 4. \_\_\_\_\_ 7. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_ 8. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_ 9. \_\_\_\_\_

List all activities you plan on being involved in next year (are you going to be overloaded?):

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_ 6. \_\_\_\_\_

**TEACHER EVALUATIONS:** Attached are two copies of the teacher evaluation form. Please give this to two teachers who know you well. **One must be your current English teacher (Incoming freshmen that will mean use your 8<sup>th</sup> grade teacher).**

Teacher's name: \_\_\_\_\_ School/Department: \_\_\_\_\_

Teacher's name: \_\_\_\_\_ School/Department: \_\_\_\_\_

**GETTING TO KNOW YOU!** This section lets us get to know you and also lets you think about what might go into being a part of a publication. One-two sentences each is fine.

1. Do you DRIVE A CAR? YES or NO. What reliable means of transportation will you depend upon for work done after school, evenings, and on weekends? (Not being able to get a ride is not considered an excuse for missed work sessions or photo ops.)

2. PART-TIME JOBS are not considered excuses for missing mandatory meetings such as after school work sessions and/or incomplete assignments. Do you or will you have a job during the school week next year? Are you willing to adjust your work schedule if necessary in order to make the publication a priority?

3. Part of producing a publication involves CHANGE and CONSTRUCTIVE CRITICISM, much like that given to a team by a coach. Can you handle such criticism from the advisor and student editors when it is warranted? Are you willing to revise work multiple times? Explain.

4. DEADLINES and INDIVIDUAL INITIATIVE are the most important parts of a successful publication and will be major factors in the way you function in this class. Are you able to discipline yourself to work in a non-traditional class setting by planning ahead so you can meet deadlines and initiate assignments without constantly being reminded? Explain.

5. Being on a publication staff is like joining a year-round sport. A lot of time goes into it. Can you honestly say working on a staff will be a priority in your list of commitments for next year, even though it requires extra time? Explain.

6. How well can you deal with stressful situations?

7. Describe your ATTENDANCE at school. How many days would you say you miss in a month and why do you miss those days?

8. Describe how you feel about relating and working with other students in a group setting that demands extreme cooperation and team effort. Remember that many decisions about publications are made by the group, not individuals and you may have to work closely and play nicely with people that you do not know.

9. Publication staff members MUST often make contact with other adults (strangers sometimes!) in order to get the information needed to proceed with their work. How do you relate to the adults (administrators, teachers, coaches, advisors) with whom you will have to work? Are you willing to go talk to people that you don't know?

10. Fundraising (primarily through business ad sales) is a necessary part of funding publications. Will you be willing and able to spend some time visiting businesses and following through on ad procedures?

11. Finally and very importantly, what do you put on your pizza?

**Please use the information below to request your two teacher recommendations.**

**I \_\_\_\_\_ would like you to complete a recommendation for my publication application.**

**Recommendations are due by March 28, 2024. Thank you**

**Link for teacher recommendation. One teacher MUST be your current English teacher.**

**<https://forms.gle/1Ln3VwvFjUQmsbgA7>**

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