

Name: _____ Grade: _____ Date: _____

Please fill out this Letter of Acknowledgement (pages 1 & 2 of this document) and submit it separately from your application by the deadline below. The Letter of Acknowledgement should be submitted prior to turning in your application packet for *The Palm Echo* yearbook staff 2024-2025. This Letter of Acknowledgement is separate from The Statement of Intent to Participate, which is found at the end of the application packet and should be turned in at the same time as your application.

Letter of Acknowledgement Deadline: March 21st, 2024

Letter of Acknowledgement

Dear parent(s)/guardian(s) of: _____

As we begin to plan to finalize the 2023-2024 yearbook, the entire staff is gearing up for the annual interview process to apply for yearbook that takes place during springtime. Just like it is done every year, every current staff member and potential new member must complete the application packet and participate in an interview.

Interviews for 2024-2025 yearbook positions follow these guidelines:

- Those applying for a leadership position (EIC, Design Editor & Managing Editor positions) will be interviewed by the current leadership team & the adviser(s).
- Those applying for a secondary leadership position (Copy Editor, Photo Editor & Business Manager) will be interviewed by the current leadership team & adviser.
- Those applying for staff positions will be interviewed by the NEW leadership team & adviser.

The interview time period will be as follows:

- New Leadership application packets will be available March 18th & are due April 1st, 2024.
- On April 1st the current leadership team & adviser will review all application packets for new leadership (EIC, Design Editor, Copy Editor, Photo Editor, Business Manager & Managing Editor positions)
- Interviews for new leadership will be on April 3rd & 5th during class time. Current leadership & adviser will schedule dates & times for applicants.
- NEW leadership announcements will take place on April 9th. Applicants will be called individually to inform them if the position applied for was attained or not. This announcement will come from the old leadership team & adviser.
- ALL remaining staff applications (current & new applicants) will be due no later than April 1st.
- NEW Leadership: will review all remaining staff applications on April 9th and 12th
- Interviews for staff will begin on April 16th, 18th, and 22nd.
- FINAL decision of staff positions will be discussed with new leadership & adviser on April 24th
- REVEAL DAY will be on April 26th.

While keeping with the high quality of work and diligence that *The Palm Echo* demonstrates, it is imperative to understand that the process that takes place during interviews is taken very seriously. While every current staff member and new applicant are encouraged to apply, it is important to know that not every student will get his or her first position of choice, or even be placed within his or her top 3 positions of choice. Throughout the entire school year, the leadership staff and adviser have diligently been observing every staff member's strengths & weaknesses, which assists in the placement of staff for the following school year. It is our desire to make sure that we accept only those students who have demonstrated a high quality of work, perseverance, good grades & attendance, positive character, and willingness to learn, amongst many other traits.

As the adviser for *The Palm Echo*, I understand that all parents want what is best for their children, but the students must also learn that in life they will not always get what they want (such as the top position or any position on staff, in this situation). I will always encourage all students to work to their highest potential and apply, but it is greatly appreciated when parents back up the final decisions made by leadership and the adviser.

If you have any questions or concerns, please feel free to contact me via email at:
a.huffman.thepalmecho@gmail.com

Cordially,
Mrs. Arlene Huffman
The Palm Echo, Adviser

****I ACKNOWLEDGE RECEIPT & HAVE FULL UNDERSTANDING OF EVERYTHING STATED HEREIN THIS LETTER OF ACKNOWLEDGEMENT. BY SIGNING BELOW, I AGREE TO THE TERMS AND CONDITIONS FOR YEARBOOK STAFF PLACEMENT OF MY CHILD FOR THE 2024-2025 SCHOOL YEAR****

Print parent name _____

Signature of parent _____

Date _____

Print student name _____

Signature of student _____

Date _____