

Name: _____ Grade: _____ Due Date: **April 1st**
Email: _____ Cellphone #: _____

The Palm Echo Yearbook 2024-2025

Application for NEW Staff ONLY

Greetings potential NEW member. Just as a reminder, your work throughout the school year, this application, and your interview will dictate your place on staff next year. Keep in mind as well that just because you are on staff this year doesn't guarantee you will return next year. Make sure to put forth maximum effort with this application and as we finish the book. Please type this application.

** I am applying for the position of: _____

I) Alternate Positions

There is always a chance that you will **NOT** get the position you want. Should that be the case, please include two alternate positions you would be comfortable with if you do not attain your first choice. Remember, no position is ever guaranteed or even a position on staff.

1. _____

2. _____

I. Position Choice

Below you can find the different positions available for which you may apply.

- Staffers: Contribute to the book's written content in the form of stories, captions, and sidebars. Staffers conduct interviews with a wide variety of students and faculty throughout the year.
- Photographers: Work with other photographers to attend and take pictures of school events.
- Editors:
 - *Sports Editor* - In charge of designing the sports section.
 - *Academics Editor* - In charge of designing the Academics section. (History, Science, English, etc.).
 - *Ads Editor* - In charge of coordinating the advertisements section.
 - *Real Life Editor* - In charge of designing the real-life section (summer break, weekends, etc.).
 - *Clubs Editor* - In charge of coordinating the Clubs section.
 - *Events Editor* - In charge of designing the events section. (Homecoming week, etc.)

II. Assignment

See below to complete the assignment for your **top** position listed above. **You can complete the assignment using software you have available, but your final product must be submitted as a PDF.**

If you're applying to become an editor:

- Design a mock spread on any topic. Note that your spread must include EVERYTHING: story, captions, sidebar, photographs, etc. Keep in mind you must do everything yourself without the assistance of any photographer or staff writer.

Spreads should:

- Contain REAL content (INCLUDING captions, stories, and photos taken by the applicant).
- Come up with new ideas that could benefit next year's book, such as different ways to cover more students. These ideas may be incorporated in your mock spread, but they need also to be explained in paragraph format.

If you're applying to become a staffer:

- Write a story for a school event.
- Write 3 captions and include 3 pictures to go along with each caption.

III. Questions to Answer for **NEW Staff ONLY**-These must be typed and included in your portfolio packet.

1. Do you have any experience with being on yearbook from prior school years? If so, what position did you have on staff & what were your duties?
2. Do you have any issues staying after school or with transportation? How do you get home in the afternoon?
3. ANSWER THIS QUESTION ONLY IF YOU'RE APPLYING FOR PHOTOGRAPHY: What method of transportation do you have for after school and in the evening for events? Will there be issues for transportation?
4. What do you believe are your strengths? Weaknesses? How are you working or plan to work to overcome that weakness?
5. Do you have any experience with design software (Photoshop, InDesign, etc.)? If so, please specify.
6. What extracurricular course/clubs/sports do you plan to be a part of for the 2024-2025 school year? How might these impede you from fulfilling your duties as a yearbook staff member?
7. Please submit a copy (you can do a screen shot) of your 1st, 2nd, and 3rd quarter grades.

***Please note that if you are participating in HIP, you are NOT ALLOWED to choose 4th period as the class to go do presentations elsewhere.

IV. Instructions to Submit Your Application:

The file format for all submissions must be in PDF format. Please email your Letter of Acknowledgement (due before the application deadline), your Application Packet and Letter of Intent (by the application deadline), to the following email:

ThePalmEchoApplication@gmail.com

You will be contacted via text or email to set up your interview time.

*For any incoming 9th grader, your interview will be conducted via Zoom (virtual pass will be provided)

**For current MPSH students, your interview will be conducted in person in room 1124. (pass will be provided)

***Failure to attend your designated date/time interview will result in immediate disqualification for staff application.

If you have any questions regarding the application, please email the adviser at:
a.huffman.thepalmecho@gmail.com

V) Final Thoughts

Over the course of this program, there has been disappointment due to false promises and members unable to fulfill their responsibilities. Please consider this application seriously knowing that these positions are not for students hoping to pad their college resume or get a recommendation letter. If you find your dedication wavering, back out now. If you are committed, stay, and show your full potential.

As a student on staff, you are held to a higher ethical and moral standard. Violating the Honor Code or Student Code of Conduct will result in possible loss of position and departure from staff.

All positions are up for grabs. No one has an advantage on anyone. Only those that show true passion and dedication to the publication will be kept on staff.

Best of luck to all!

Mrs. Arlene Huffman
The Palm Echo Adviser

VI. Statement of Intent to Participate

Please include this Statement of Intent to Participate in a separate PDF document with the email containing your application. This Statement of Intent to Participate is separate from the Letter of Acknowledgement, which is due before your application as a separate document.

Statement of Intent to Participate

Please write your name and sign below. Your parent/guardian signature is also required.

I _____ intend to participate on the yearbook staff, if selected. As a member of the staff, I will fully participate in my functions through my attendance at class meetings, my competence, and my ability to be a leader. I also understand and will agree to participate in any fundraising activities and oversee sections during deadlines. I understand that failure to do my part on staff and be an effective staff member, as well as any lack of participation, may result in my removal from the yearbook staff.

Any leadership decision on positions or direction of the publication not made in my favor will result in my continued participation in staff. However, if I choose to quit, I have read the above consequences and fully understand them.

NEW Staff Member

Signed: _____ Date: _____

Parent/Guardian

Signed: _____ Date: _____

Telephone #: _____ Email: _____