



DVHS Triumph Yearbook • Staff Application

Yearbook Advisor: Jeff Silverman • 925.479.6555 • jsilverman@dvhigh.net

Are you interested in becoming a member of the Dougherty Valley Triumph Yearbook staff? Are you a team player who is dedicated, talented, and responsible? Do you love to write, edit, take great photographs, or use your design and layout skills on the computer? Now is the time to submit your application for the limited number of open staff positions for 2013-2014.

It is easy to apply.

- Read over the descriptions of the staff positions and rank those you are interested in
 - Legibly fill out the attached application and return it to Mr. Silverman in room 4212 before spring break if possible or upon your return to school the first week of April.
 - When you drop off your application, sign up for an interview.
 - The staff list will be posted outside the 4000 building at 3 p.m. on Friday April 5. Incoming freshmen will receive email confirmation of their acceptance.
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Name: _____

Grade in Fall 2013: _____

Phone number you can be reached at after school / cell phone: _____

Email address you check frequently: _____

Please number the staff function(s) you are interested in starting at 1 for the function in which you are most interested.

COPY STAFF FUNCTIONS

All copy staff members will be expected to:

- 👉 Work with the editors to make sure deadlines are met
- 👉 Be proactive in taking on new tasks or helping others when your work is completed or you are not on deadline
- 👉 Write copy (stories/articles), captions, headlines, and interview teachers and students
- 👉 Collaborate with editors and design and photography staff.

Student Life Staff

- 😊 Covers all school activities besides sports or academics (trends, siblings, friends, jobs, summer break, dances, etc.)
- 😊 Covers all feature stories.

Sports Staff

- 😊 Covers all sports at Dougherty Valley.
- 😊 Must be willing to spend time after school going to home and/or away games and interviewing players and coaches.

Academics / Mugs Staff

- 😊 Covers all academic classes / departments at Dougherty Valley.
- 😊 Covers all clubs at Dougherty Valley.
- 😊 Covers student, staff, and class portraits.

Copy Editing

- 😊 Editing copy, captions, and headlines, and fact checking as necessary.
- 😊 Monitoring for adherence to copy, caption, and headline guidelines and styles to ensure consistency within the book.

DESIGN and PHOTOGRAPHY STAFF FUNCTIONS

All design and photography staff members will be expected to:

- 👉 Work with the editors to make sure deadlines are met
- 👉 Be proactive in taking on new tasks or helping others when your work is completed or you are not on deadline
- 👉 Collaborate with editors and copy staff.
- 👉 Manage, organize, and archive digital assets including photos, Photoshop, and image files.

Design and Layout Staff

- 😊 Designs pages, themes, layouts, etc. for the book.
- 😊 Designs and creates graphics and section dividers.
- 😊 Knowledge and experience using Adobe InDesign and/or Photoshop is a plus.
- 😊 Help establish thematic and visual guidelines for the book, and monitor to ensure consistency throughout the book.

Photographic Staff

- 😊 Schedule and assign photo assignments.
- 😊 Manage digital photo files so originals are archived and copies are used for editing and/or placing onto pages.
- 😊 Coordinate and review submission of photos from Prolmage, Leadership, parents and community members.
- 😊 Collaborate with editors and copy staff on selection of which photos to use in the yearbook.
- 😊 Work with design and layout staff to edit or add special effects to copies of photos as necessary.
- 😊 Must be willing to spend time after school going to events.

Applicants must answer the following questions.

❶ Why do you want to be on the yearbook staff? Describe your qualifications.

❷ If you have yearbook or publication experience, please list the number of years and what your jobs and responsibilities were.

❸ If you have experience with digital photography, or the software applications Adobe InDesign and/or Photoshop, please describe your experience and your level of ability.

❹ What would you like to see for next year's yearbook (themes, concepts, etc.)?

❺ In your own words, define teamwork. How do you plan to be a team player as a member of the yearbook staff?

❻ What activities are you involved in (sports, clubs, leadership, jobs, etc.)?

☺ *Thank you for your interest in the Dougherty Valley yearbook staff!*

Self Assessment. Please give yourself an honest rating using the following scale: 5 = outstanding; 1 = needs work; NA = not applicable. Add a comment if helpful.

Citizenship

1. Attendance, punctuality	1	2	3	4	5	NA	_____
2. Preparedness	1	2	3	4	5	NA	_____
3. Participation	1	2	3	4	5	NA	_____
4. Timely Completion of Assignments	1	2	3	4	5	NA	_____
5. Behavior, compliance with rules	1	2	3	4	5	NA	_____

Character

1. Integrity, honesty	1	2	3	4	5	NA	_____
2. Courtesy, respect	1	2	3	4	5	NA	_____
3. Responsibility	1	2	3	4	5	NA	_____

Leadership

1. Initiative, resourcefulness	1	2	3	4	5	NA	_____
2. Reliability, dependability	1	2	3	4	5	NA	_____
3. Academic achievement	1	2	3	4	5	NA	_____
4. Exemplary attitude	1	2	3	4	5	NA	_____
5. Positive influence on peers	1	2	3	4	5	NA	_____
6. Ability to work with others	1	2	3	4	5	NA	_____

Yearbook / Creativity / Publication Skills (you do not need to be proficient in all of these categories)

1. Willingness to learn new skills	1	2	3	4	5	NA	_____
2. Organization	1	2	3	4	5	NA	_____
3. Photography	1	2	3	4	5	NA	_____
4. Computer skills	1	2	3	4	5	NA	_____
5. Design skills / creativity	1	2	3	4	5	NA	_____
6. Interviewing students and teachers	1	2	3	4	5	NA	_____
7. Writing / journalism skills	1	2	3	4	5	NA	_____
8. Grammar / editing skills	1	2	3	4	5	NA	_____
9. Other: _____	1	2	3	4	5	NA	_____

Signature: _____

Date: _____