

Yearbook Staff Contract

I, _____, hereby accept the [Your School] editorial or leadership position offered to me for the 2010-2011 school year.

I have read the attached belief statements and agree with them. I will use these beliefs to guide my decisions in the coming year.

I hereby give my word that I will maintain at all times a positive attitude about all yearbook activities and assignments, and that I will do my best to recruit a strong, motivated, energetic yearbook staff to work with my fellow yearbook leaders and me in the coming school year.

I will attend weekly lunchtime meetings to discuss theme ideas, leadership concerns, teambuilding activities, development of teaching tools, and other staff management activities beginning [date]. If I have other obligations on Tuesday lunchtimes, I will make an honest attempt to share my time evenly between the two responsibilities.

I will begin a single-subject notebook in which I will keep all ideas I find regarding design and story angles that could help with the yearbook theme and coverage concepts.

I understand I should be on the lookout all the time for possible themes and concepts.

I will continue to uphold my current staff duties and meet all assigned spread deadlines to the best of my ability.

I will go online to <https://www.poynter.org/shop/self-directed-course/cleaning-your-copy/> and register (it's free) to take the "Clean your Copy" course within the next two weeks. I understand that I will not be able to pass the test without doing all the online work first.

I will ask for instruction on how to use the programs we use to make sure I am fully capable to design and edit photos in these programs.

If my position includes responsibilities for copy editing or writing (EIC, ME, D2D, People/Groups/Index), I will take home an AP Stylebook and begin to read through it, using page markers to note places that contain materials pertinent to the copy contained in the yearbook. I will also begin to make a concerted effort to tidy up copy when we do "On the Big Board" editing to fine tune my copy-editing skills.

Signed: _____

Date: _____