



Wolfpack Yearbook Handbook

Chiles High School

2021-2022

Yearbook Advisers

- **Paige Tekel: Room 7-122 tekelp@leonschools.net**
- **Courtney Penton: Room 9-214 pentonc@leonschools.net**

Please read the entirety of this handbook. After reading, to submit an application, complete the Microsoft Form using the link found on our webpage on the Chiles Website. If you're unable to find it, copy this link into your browser: <https://forms.office.com/r/V4j2ARq9jW>

Application and Teacher Recommendations due: May 5

Late applications will not be accepted.

As a Wolfpack yearbook staff member, you will:

- A. Work as a team to complete all sections of the yearbook.
- B. Write articles/captions and take photos for the yearbook; meet with advisers, teachers, administrators, students, and/or coaches to get background information or interviews.
- C. Work with the community to sell ads to local businesses
- D. Meet deadlines and be responsible for completing your pages; designing layouts, proofing, editing, etc.

Teacher Recommendations (required of ALL applicants):

We require **TWO** recommendations describing your strengths as a student.

- One recommendation must be completed by your current English teacher as it is vitally important that our staffers be competent writers and editors. The other recommendation may be from a teacher in any subject, but keep in mind that we are more interested in the opinions of those in literary, artistic or graphic design fields as they are more relevant to the work we do. Whomever you choose to write this recommendation should be able to address your abilities to work with others, make deadlines, and perform well on major projects.
- Teachers may complete the recommendation forms using the link found on our page on the Chiles Website. They must use their school emails. If they're unable to access it, give them this link: <https://forms.office.com/r/PGz6tabvcq>

Yearbook Student/Parent Commitment

I am (or will be) a student at Chiles High School. I am in good academic standing. I would like to be a member of the 2021-2022 Yearbook staff and with my signature below

I acknowledge that:

- I must accept the assignments given to me and complete them before or on the day of their deadlines. I understand that failure to complete my entire assignment by the deadline, including any editing or photo-retakes, will result in a lower grade. If I am unable to complete a deadline because of illness or other excused absence, I realize that it is my responsibility to communicate with the adviser who will assist in delegating work/responsibilities.
- I understand and accept that in order to meet deadlines I may need to stay after school, work during lunch, and/or come in on work nights.
- I understand that I will be required to cover events outside of regular school hours and that it is my responsibility to provide my own transportation with a licensed, insured driver.
- I agree to help other staff members finish their deadlines if I have completed mine.
- I understand that I am expected to sell business ads and sponsorships and that my grade will be affected if I fail to make business contacts.
- I will be available and willing to help sell yearbooks during scheduled sales days, some of which may be outside of regular school hours.
- I agree to handle all yearbook equipment, including cameras, yearbooks, computers, printers, and other supplies with care and understand that I am responsible for replacement or repair if lost or damaged while in my possession.
- I agree to attend all staff meetings. If I am unable to attend, I will contact the adviser.