

## YEARBOOK STAFF

### Agenda:

- Expectations- everyone must be available to take pictures (after school too) and fundraise. You will do this on your own time, so you can schedule your photography and fundraising assignments around your schedule. You each will learn to create pages. We may assign some students to be floaters (you would help anyone who needed help), a photographer, or a writer/interviewer if we have a larger staff. We will create Assistant Editor positions as needed.
- You will apply for a position. You must write the position you wish to have and why you think you are a good candidate for the job. Staff Position Applications are due tomorrow, March 24th. You will be notified of your position after spring break UNLESS you give me your e-mail, then I can e-mail you over break. We will hold an editors meeting after positions are decided. The available positions are (see attached job descriptions):
  - Editor-in-chief
  - Copy/Index Editor
  - Layout Editor
  - Photography Editor
  - People Section Editor
  - Senior Section Editor
  - Sports Section Editor
  - Student Life Section Editor
  - Clubs & Academics Section Editor
  - Ads Section Editor
  - Fundraising Guru

### YEARBOOK HIERARCHY (Chain of Command)

Mrs. Tookey (Advisor)	Editor-in-Chief	Copy/Index Editor	Clubs & Academics Editor	Writers and Photographers
			Sports Editor	
			Student Life Editor	
			People Editor	
			Senior Section Ed.	
			Ads Editor	
			Fundraising Guru	
		Layout Editor	Clubs & Academics Editor	Writers and Photographers
			Sports Editor	
			Student Life Editor	
			People Editor	
			Senior Section Ed.	
			Ads Editor	
			Fundraising Guru	
		Photography Editor	Clubs & Academics Editor	Writers and Photographers
			Sports Editor	
			Student Life Editor	
			People Editor	
Senior Section Ed.				
Ads Editor				
Fundraising Guru				

# Job Descriptions

**Editor in Chief:** As an Editor-in-Chief you must be able to stay after school when needed and be able to work with and instruct people. The main job of the editor-in-chief is to keep the section editors on task and to help them with any problems they may encounter. You will also have many of your own jobs, and must be able to work well under pressure and with a deadline. It is best if you have writing, and/or computer and graphic skills. You may also have a Co-editor with whom you should work and compromise well. You must have previous Yearbook experience to be the Editor-in-Chief.

## JOBS OF AN EDITOR-IN-CHIEF

1. Plan the ladder for the book.
2. Design or assign someone to design a cover.
3. Work with your staff to come up with a theme and carry it throughout the book.
4. Plan the senior group portrait
5. Design all section divider pages, table of contents, title page, and the opening pages of the book. This includes laying out each page, choosing and cropping photographs for the pages.
6. You must be able to work with photographers, the publishers (Walsworth and Jake Lee), faculty and KHS staff, the KHS student body, parents, businesses, and most importantly your staff and advisor.
7. You must be prepared to take on any jobs in other sections at the last minute.
8. Proofread everything.
9. Prepare notices and announcements for meetings.
10. Confirm with advisor, prepare agendas and run staff meetings.
11. Make decisions.
12. Attend Yearbook conferences.
13. Find an editor for the next year's book, and leave them with a book of advice.
14. Have fun and let the rest of your staff have fun with you.
15. Makes proof corrections for sections.

There are many more responsibilities an editor must take on as the leader of the yearbook staff. If you have any questions/concerns you can see Mrs. Tookey in room 103.

**Copy/Index Editor:** As the Copy/Index Editor you will have to work with all sections to ensure continuity. Most of the index section will be done third quarter, although you may start earlier to make it easier for yourself. You may want a partner and must be able to stay after school on occasion.

## JOBS OF A COPY/INDEX EDITOR

1. Work with the Editor in Chief to select font styles for all the text in the book.
2. Check all copy to ensure continuity throughout the book. You will check font sizes, styles, etc.
3. Proof all copy multiple times.
4. Write copy (stories) as needed for section editors or assign writers to write copy.
5. You must index every name on every page of the book.
6. You must then make printouts and begin to proof read.
7. Make sure that all names are spelled correctly and that none of the names are repeated under a nickname or incorrect spelling.

**Layout Editor:** As the Layout Editor you will have to work with all sections to ensure continuity. You should have some experience creating layouts and should be able to work with others and spend time after school.

### JOBS OF A LAYOUT EDITOR

1. Create the layouts for the entire book. This will need to be completed during the first two months of school. Begin with pages due for the first deadline, then work your way through the book.
2. Check ALL pages to ensure continuity throughout the book.
3. Set standard spacing between pictures.
4. Take care of page numbering.
5. Help all sections as needed.
6. Make decisions on making changes to layouts where needed.

**Photography Editor:** As the Photography Editor you should have some knowledge of photography. You should have some time free and be able to stay after school for a small amount of time each week to organize/edit and attend some evening events.

### JOBS OF A PHOTOGRAPHY EDITOR

1. Use an approved filing system for photo editing.
2. Grade photo quality, determine photo categories and sort photos accurately.
3. Devise a system so that you know which photos are being used and by whom, so there are no duplicates.
4. Monitor the distribution of cameras, memory cards, batteries, etc.
5. Make sure that each photograph is downloaded promptly and that each is named and categorized.
6. Keep track of any photos donated or loaned by students and record who gave them to the yearbook staff. Return photos if requested to do so.
7. Help section editors schedule photographers, with help from Mrs. Tookey.
8. Take photos of events as needed.

**Fundraising Guru:** As the Fundraising Guru you will help the Ads Section Editor to design advertisements for the yearbook. You should be enthusiastic and creative and VERY ORGANIZED. You will be in charge of planning and running any fundraising events throughout the year. You need to be able to motivate your classmates into helping with the fundraising in order for your efforts to be successful. Fundraising is a portion of everyone's grade, but that is not always enough motivation.

**Sports Section Editor:** As Sports Section Editor, you must be able to stay after school on occasion and be able to work with people. You will have to go or assign someone to go to ALL extracurricular/sporting events.

### JOBS OF A SPORTS SECTION EDITOR

1. Meet with the coaches and athletic directors to get a list of games and players.
2. Get the team pictures from the photographers or athletic director.
3. Recruit staff photographers to take extra candid pictures of both games and practices.
4. Select the pictures that will go into the yearbook.
5. Crop the pictures, so that they fit into your layout.
6. Write captions for the pictures.
7. Work with the Layout Editor to design a layout for each activity.
8. Write paragraphs telling about each teams' season. Include District and State.
9. Include a team record in the varsity layout.
10. Label photos and write captions for all photos into your layout.
11. Prepare the sports section pages for submission ON TIME for deadlines.

**People Section Editor:** As the People Section Editor, you must be able to stay after school on occasion, and be able to work with students and teachers. You will be responsible for the underclassmen and faculty sections.

### JOBS OF THE PEOPLE SECTION EDITOR

- **Underclassmen Section:**

1. Find out when underclassmen pictures will be taken and when the make-up pictures will be taken.
2. Recruit staff photographers to take candid pictures of the underclassmen.
3. Work with the Layout Editor to design page layouts to include both formal portraits (mugs) and candid. You may be more creative by adding memories, quotes, surveys etc.
4. Match each picture with the correct name.
5. Prepare a list of all not pictured students.
6. Make sure that all of the photos are clean, clear and in the right position.
7. Label photos and write captions for all photos in your layout.
8. Include a photograph and the names of the class officers and advisors.
9. Prepare the underclassmen section pages for submission ON TIME for deadlines.

- **Faculty Section:**

1. Get faculty pictures from the photographer; be sure to check if there is a make-up date.
2. Prepare a list of faculty members and staff who are not pictured.
3. Make sure that the members of the faculty are aware of the picture date.
4. Recruit staff photographers to take candid pictures of the faculty.
5. Work with the Layout Editor to design a layout to include both formal portraits and candid of the faculty. You may be more creative by adding memories, quotes, stories about teachers who have made a big impact, surveys etc.
6. Arrange and label pictures with the correct names.
7. Make sure that all of the photos are clean, clear and in the correct position.
8. Include photographs and names of other staff members, such as: guidance personnel, secretaries, nurses, teacher aides, cafeteria supervisor, staff and the custodians. The school could not function without these people.
9. Be sure to have a picture and a message from the principal and the superintendent of schools.
10. Prepare the faculty section pages for submission ON TIME for deadlines.

**Student Life Section Editor:** As Student Life Section Editor you must be able to stay after school on occasion, you should have a partner, many creative ideas, and enthusiasm. You should both work well with people and at least one of you should have the ability to write well.

### JOBS OF A STUDENT LIFE SECTION EDITOR

1. Come up with several interesting ideas to use in your section, for example fashion and jobs. Look at old yearbooks for ideas.
2. Recruit staff photographers to take pictures of hallway life, students at sporting events, Homecoming, etc. The more pictures you have the better your section will be.
3. Work with the Layout Editor to design layouts to include various ideas and activities.
4. You may want to include stories about the year and what students have experienced both in and outside of KHS.
5. Crop and label the photos.
6. Select pictures and write creative and descriptive captions.
7. Place photos and write-ups in your layout.
8. Keep the layout consistent throughout your section.
9. Identify all of the people in each photo.
10. Prepare the pages for submission ON TIME for deadlines.

**Senior Section Editor:** As the Senior Section Editor, you must be able to stay after school on occasion, and be able to work with people. You will be responsible for the three senior sections. It works well if you are a senior yourself. You will have to prepare all pages for submission ON TIME for deadlines.

## JOBS OF THE SENIOR SECTION

- **Formal Senior Section:**

1. Obtain an accurate updated list of seniors from the counselor's office.
2. Find out when seniors can get their composite pictures taken.
3. Set up make-up dates if necessary or give a deadline for students to turn in make-up pictures.
4. Work with the Layout Editor to design the formal senior section.
5. Make sure that all seniors know the date, time and place for the senior class photograph.
6. Prepare the senior section pages for submission ON TIME for deadlines.
7. Create a list of students who are not pictured.

- **Informal Senior Section:** This section may be combined with the Formal Section if you want.

1. Take a count of the number of students in the senior class; using that you must design a layout to hold the estimated number of captions you will receive. Example- 100 students are in the senior class and you expect to receive 84 captions. If you were to put 7 captions on a page you would need 12 pages, etc.
2. You must make a list of caption rules and guidelines and follow them.
3. You may want to include candid, stories, the class history, quotes, etc. in this section.
4. You must then distribute this information to the seniors, giving them a deadline that will allow them and you to finish.
5. You must start up a collection of captions and photographs.
6. It is good to have a separate filing system for the captions and pictures. Make sure that the photos are labeled.
7. For those captions you receive a hard copy of, you must load them into the computer trying to keep them in alphabetical order. You can add the captions on disk after.
8. Have people e-mail all captions to the advisor, who will save them in a file for you to organize.
9. You must make sure that what is on the page is what the seniors wrote.

- **Senior Bests Section:**

1. Devise new senior best categories and discard those you don't like.
2. Make arrangements with the main office to set up a date for voting.
3. Send out voting notices to all seniors.
4. Create and send out voting forms to all seniors.
5. Give everyone the opportunity to vote, but only let them vote once.
6. Collect forms, sort them, count the votes and keep the results confidential.
7. Notify the winners at the determined time.
8. Plan a date to take the photographs.
9. Plan how the pictures will be taken and bring props.
10. Make sure that the winners can come to have their photographs taken at the assigned time, if not, set up a photo time for them.
11. Dismiss the winners from their classes during the photo session, along with anyone you will need to help you.
12. Work with the Layout Editor to design the page(s).
13. Layout and crop the pictures for the yearbook.

**Clubs Section Editor:** As a Clubs Section Editor you must have good people skills and be able to stay after school on occasion. Unless there is a lot of interest in this position, the Clubs section will be combined with the Academics section.

### JOBS OF THE CLUBS SECTION EDITOR

1. Get a list of all the clubs, their advisors, and when they meet.
2. Make plans to take pictures.
3. Work with the clubs to write copy and get pictures!
4. Work with the Layout Editor to design layouts to include not only the formal pictures but also candid, quotes, and captions.
5. Move the clubs around within your layout and section to make it more interesting.
6. When the photographs are being taken write down the names of everyone in the pictures.
7. Recruit staff photographers to take pictures of the clubs at their meetings, on field trips, etc.
8. Identify all of the people in each photo.
9. Crop and label all photos. Place the photos in your layout.
10. Prepare the pages for submission ON TIME for deadlines.

**Academics Section Editor:** As an Academics Section Editor you must be able to stay after school on occasion. Unless there is a lot of interest in this position, the Academics section will be combined with the Clubs section.

### JOBS OF THE ACADEMICS SECTION EDITOR

1. Get a list of all the classes and when they meet.
2. Make plans to take pictures.
3. Work with the teachers or students to write copy and get pictures!
4. Work with the Layout Editor to design layouts to include not only the formal pictures but also candid, quotes, and captions.
5. Move the classes around within your layout and section to make it more interesting.
6. When the photographs are being taken write down the names of everyone in the pictures.
7. Recruit staff photographers to take pictures of the classes during class time, on field trips, etc.
8. Identify all of the people in each photo.
9. Crop and label the photos. Place the photos in your layout.
10. Prepare the pages for submission ON TIME for deadlines.

**Ads Section Editor:** As the Ads Section Editor, you must have good people skills and be able to stay after school on occasion. You should have a partner, many creative ideas, and enthusiasm. You should both work well with people and at least one of you should have the ability to write well.

### JOBS OF AN ADS SECTION EDITOR

1. Obtain enough ads to raise funds for the yearbook.
2. Encourage seniors' parents to purchase senior ads.
3. Create or obtain a parent ad flyer or brochure.
4. Mail the flyer or brochure to parents or distribute them at registration.
5. Visit businesses to sell advertising space. Track all advertising sales.
6. Design layouts for both the Personal and Business Ads.
7. Be sure that all of the checks (*make copies*), and cash, are turned in to Mrs. Tookey and that you get all of the ads.
8. Scan art or business cards as needed.
9. Make sure that the original parent or business message corresponds with that in the book.
10. Return photos to parents or businesses.
11. Maintain accurate records.
12. Write thank you notes to businesses and parents.
13. Prepare the personal and business ad pages for submission ON TIME for deadline(s).