

# yearbook staff

## teacher recommendation

STUDENT NAME: \_\_\_\_\_ CURRENT GRADE LEVEL: \_\_\_\_\_

Dear \_\_\_\_\_:

You have been selected as a reference for the above student. Please answer all questions and rate this student in the areas below on a scale of 1 (strongly disagree) to 5 (strongly agree). These will be kept confidential. Thanks for your help!

How do you know the student? \_\_\_\_\_

Student's strengths: \_\_\_\_\_

Student's challenges: \_\_\_\_\_

### THE BASICS:

	STRONGLY DISAGREE			STRONGLY AGREE	
	1	2	3	4	5
<b>INDEPENDENCE</b>					
<i>Is self-motivated, sets high standards, takes initiative, does not need constant direction</i>					
<b>MATURITY</b>					
<i>Is responsible, is able to handle high-stress situations, can balance fun and hard work, is trustworthy even without direct supervision</i>					
<b>COLLABORATION</b>					
<i>Is cooperative, has a pleasant attitude, works well with peers, is respectful of authority</i>					
<b>PERSONALITY</b>					
<i>Shows school spirit, is outgoing</i>					
<b>WRITING</b>					
<i>Consistently uses correct grammar and/or spelling</i>					
<b>ATTITUDE</b>					
<i>Takes direction well, is willing to be enthusiastic about new things</i>					
<b>CREATIVITY</b>					
<i>Consistently thinks "outside the box," is able to take ideas and make them happen</i>					
<b>ATTENDANCE</b>					
<i>Is punctual and consistently in class, actively contributes when present</i>					

**YOU PICK:** (circle the 3 that you think most describe the student)

organized, friendly, problem solver, independent, rule follower, cooperative, good writer, rational, competent, questioning, trustworthy, understanding, interactive, sensitive, dependable, competitive, systematic, other: \_\_\_\_\_

### OVERALL:

Check the statement that best describes your attitude towards this student:

- ☐ I have strong reservations about recommending this student
- ☐ I feel that this student may be difficult to work with in class, but has potential.
- ☐ I believe this student would be a good fit for the yearbook class.
- ☐ Sign this student up now!

(Optional) If desired, please write a short recommendation about things not covered in this evaluation, either on the back or attached.

# yearbook staff

## APPLICATION

NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CURRENT GRADE: \_\_\_\_\_

### IT'S ALL ABOUT YOU ...

- |                  |  |
|------------------|--|
| Yes   Maybe   No | Are you willing to make the yearbook one of your priorities?   |
| Yes   Maybe   No | Are you willing to work as needed after school, on weekends or during vacation days to fulfill your responsibility in meeting deadlines? |
| Yes   Maybe   No | Do you have your driver's license and a vehicle available for your use?  |
| Yes   Maybe   No | Can you attend a summer yearbook workshop?   |
| Yes   Maybe   No | Would you be willing to accept a leadership role and assume a position involving additional responsibility and commitment?               |
| Yes   Maybe   No | Do you feel comfortable meeting new people and interviewing them?  |
| Yes   Maybe   No | Do you feel comfortable writing and having your work edited?   |
| Yes   Maybe   No | Do you feel comfortable with electronic publishing and/or learning these skills?   |
| Yes   Maybe   No | Do you feel comfortable taking pictures?   |
| Yes   Maybe   No | Do you have access to a digital camera?  |
| Yes   Maybe   No | Will you contribute to the financial success of the yearbook by selling books and ads?   |

### ON THEIR RECOMMENDATION

List three teacher references we can contact to learn more about you, your participation in class and interaction with peers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### HAVE YOU GOT THE TIME?

In what other activities will you be involved?  
What is your schedule for next year?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

### PUT PEN TO PAPER (Please complete on a separate sheet of paper & attach)



...And your creative genius to work! To give you an idea of what it takes to be a staff member and to give us an idea of the contributions you will be able to make, please complete this idea/ writing sample.

Using this photo as a basic story concept, create a word list that the photo inspires, write a basic description of what you see in the photo and compile a list of questions you would need to ask to give your readers important information not obvious in the photo. Use another sheet of paper if you need more space.

### ON OUR HONOR

By completing this application, my parents/guardians and I understand that I am making a commitment to the yearbook staff and will be responsible for learning academic skills as well as applying them to the production of the yearbook. I understand that this is a unique learning opportunity and that assignments will be related to yearbook production and marketing. Evaluation of all students will be made not only on the mastery of skills, but also on their hands-on application. I also know that time outside of class must be devoted to accomplish the tasks and that the adviser must be able to request that extra time in order to meet deadlines. By signing this application, we all agree to that extra time commitment.

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_