

## Qualifications for Lykos Yearbook Staff

### Section 1:

- A. A student shall not be a candidate for yearbook staff/editor who has been suspended from school during the term before his/her application or he/she does not have a good citizenship record during the year of his/her application unless decided otherwise by the yearbook Adviser and the Assistant Principal.
- B. A student shall not be candidate for yearbook staff/editor if he/she has more than one truancy during the term prior before his/her application.
- C. A student shall not be a candidate for yearbook staff/editor unless he/she has at least a G.P.A. of 2.5 with no F grades.
- D. A student shall not be a candidate for yearbook staff/editor unless he/she has good attendance record as determined by the school administration.

## Registration for Lykos Yearbook Staff -Woodcreek High School-

Name: \_\_\_\_\_ Class of: \_\_\_\_\_

Phone number (required – Student Cell Number preferred) \_\_\_\_\_

Choices: Check all areas you are or maybe would be interested in...

**Designer:** \_\_\_\_\_ has the duty of designing pages and the “look” of the yearbook. Works with type, photos, and layout to make unique interesting pages to tell the story of the year and theme.

**Writer:** \_\_\_\_\_ works to create interesting stories within the book, capture unique quotes, and cover/report on the year’s events and the students of Woodcreek.

**Photographer:** \_\_\_\_\_ works to cover events and capture unique moments in our history. Photographs sports, organizations, students, and classes at Woodcreek to use in the book.

**Marketing:** \_\_\_\_\_ creates public relation events, posters, and social media posts. Works to sell the book, senior dedications, and get content provided to the book.

***-This is to help plan staffing coverage based on interest areas, but it is not binding-***

I understand that to be a staff member or editor, I must maintain a record of good scholarship, attendance, and citizenship. I also have read all attached articles concerning the qualities and responsibilities of a staff member/editor. If chosen, I will fulfill all duties and responsibilities of my position on the Lykos staff.

(Signed) \_\_\_\_\_

The following items must be completed to become eligible for office:

1. Petition for staff/editor on Lykos Yearbook (attached)
2. Lykos Yearbook Commitment page (attached)
3. Lykos Yearbook Teacher Recommendation Form (attached)

Administration Input:

Assistant Principal: \_\_\_\_\_

(Signature)

Discipline Issues?

Teacher Input:

Period	Class	Grade	Teacher Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Note: Your teachers will be contacted for a character reference. This reference may affect eligibility.

## Woodcreek High School Lykos Yearbook Staff -Teacher Recommendation Form-

**Confidential**

**Applicant: Fill out this portion of the form and give it to an academic teacher from this year.**

Name: \_\_\_\_\_ School: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Course: \_\_\_\_\_

First Trimester/Semester Grade: \_\_\_\_\_ Second Trimester/ Current Grade: \_\_\_\_\_

Dear Teacher,

This student wants to be involved with the Lykos Yearbook program at Woodcreek High School next year. Please take a few moments to evaluate this student based on the following characteristics and check the appropriate boxes. Your candid responses will be appreciated. I feel that it is important to get a variety of perspectives on the whole student, so please make any additional comments that you feel necessary.

***These will be kept confidential. Please return this form or email your recommendation to Kate***

**Weidkamp at Woodcreek H.S. no later than \_\_\_\_\_ March 5th, 2021 \_\_\_\_\_.**

**If you have additional comments or questions, please feel free to email me at [kweidkamp@rjuhsd.us](mailto:kweidkamp@rjuhsd.us) you can also email me your recommendation.**

Thank you,  
Kate Weidkamp  
Yearbook Adviser  
Woodcreek High School

	Always	Almost Always	Often	Seldom
Student shows academic effort.				
Student is responsible and dependable.				
Student is honest and trustworthy.				
Student completes tasks in a timely fashion and follows through on assignments.				
Student behaves well in class.				
Student has a positive attitude towards peers.				
Student is self-motivated.				
Student is creative and innovative.				
Student seems to handle pressure well.				
Student works well in groups.				
Student finishes assignments.				
Student does not procrastinate.				
Student possesses strong leadership/teamwork skills.				

What do you believe is the best quality this student has to offer to the Lykos program and the building of this school's yearbook?

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Do you have any reservations about recommending this student? Please explain.

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Potential Lykos Staff Personal Response Page

*Read the following questions for staff/editors and respond.*

1. What made you decide to apply to be a part of Lykos yearbook? \_\_\_\_\_

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2. What do you believe are your best qualifications to be a valued member of the Lykos yearbook staff? \_\_\_\_\_

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3. Do you know anyone on staff currently or who has been on staff? If so, who? \_\_\_\_\_

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4. What do you see the biggest challenge potentially being in yearbook? \_\_\_\_\_

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# Lykos Staff Commitment Page

-Woodcreek High School-

Name: \_\_\_\_\_ Class of: \_\_\_\_\_

**Read the following qualifications for staff/editors very carefully and indicate that you meet them by initialing each one.**

- A. \_\_\_\_\_ I have no grades lower than a “D” in any class, and I have at least a 2.5 GPA.
- B. \_\_\_\_\_ I will maintain a GPA of at least 2.5 with no grade lower than a “D”, and no more than on “D” during the grading period.
- C. \_\_\_\_\_ I have not been suspended from school.
- D. \_\_\_\_\_ I have a good citizenship record, and will maintain this good record if selected for my entire term on the Lykos Yearbook Staff.
- E. \_\_\_\_\_ I have and will maintain a good attendance record.
- F. \_\_\_\_\_ I will attend all Lykos Staff trainings and club meetings.
- G. \_\_\_\_\_ I will follow the rules and regulations set by the school, this program, and the Yearbook adviser.
- H. \_\_\_\_\_ I will share in all duties of Lykos Yearbook Program, which includes but is not limited to: attending activities, being involved, knowing what is going on, and providing guidance to those who need it. I will speak positively about Lykos Yearbook Program and clarify misinformation that may circulate regarding Yearbook Program.
- I. \_\_\_\_\_ I will be a positive influence ON campus.
- J. \_\_\_\_\_ I will enroll in the yearbook class during my term(s) on staff.
- K. \_\_\_\_\_ I will commit myself to being involved with on campus activities and events in order to better cover the year for Woodcreek yearbook.
- L. \_\_\_\_\_ I will be an example to others on social media. I will NEVER bully or “subtweet” others in any way. I will use social media as a marketing tool every week.

*\*Candidates with truancies, suspensions, senior conduct violations, F grades or behavior referrals will be disqualified.*

***I have read and understood the above statements and requirements. I have met all criteria and will continue to meet the above qualifications and criteria.***

\_\_\_\_\_ I understand that failure to comply with any of the above may result in being removed from being an editor/staff and/or the yearbook program.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Lykos Staff Weighted Selection Rubric – SAMPLE

Student Name: Do not complete Grade: XXX

Position Seeking: For previewing only

### GPA

3.0 – 4+(No F Grades)	10
3.5 – 2.9 (No F Grades)	5
Below 2.5 or Fs	0

### Status

Returning Staff	5
Former Leadership	5
Art/Writing/Photo Exp.	5

### Attendance

Good	10
Average	5
Poor	0

### Teacher Recommendation

All "Always"	10
1-3 not as "Always"	5
More than 4 not as "Always"	0

### Discipline

None	10
Minor	5
Major	0

### Over Commitment?

Involved with clubs/sports; not leading	10
Leading in 1 club/sport or not involved	5
Leading in 2 or more clubs/sports	0

Total Score: \_\_\_\_\_

Comments:

**-All rubrics are CONFIDENTIAL and only utilized by the Yearbook Adviser-**

Additional Rubric explanations:

Discipline: Minor would be 2 or less minor issues (tardies, dress code)

Attendance (per term): Good would be 3 or less days missed, average 4-6, 7+ poor

Written Interview Preview: Look for content (goals, determination, educational focus)

Interview: Listen for determination, academic drive, and commitment. Extra effort is expected on the interview pre-questions.

**\*\*This page is for informational purposes only. Please do not submit this page with your application\*\***