

Bartram Trail High School
2026-2027 Volume 27
Yearbook Staff Application

Dear Applicant:

We appreciate your interest in becoming a member of the 2026-2027 Bartram Trail Yearbook Staff. Performing as a part of yearbook in the Journalism course is a large responsibility; so we are looking for the best students to join our staff. Please consider the following when applying: staff members plan and create the entire yearbook from cover to cover under student and advisor leadership. The creation of our book is fast-paced and deadline-driven. As a member of our staff, you may have to work after school and/or during lunches to meet deadlines as needed. You may also have to attend after school events in order to take pictures, conduct interviews or write stories. The production of the yearbook is a lot of work, but it is also a lot of fun and will provide you with real-world experience.

Potential staff members are expected to:

- Have strong writing skills
- Be highly organized
- Have good attendance
- Possess a strong work ethic
- Have a positive attitude
- Be a Plan B thinker (There is no acceptance of apathy or irresponsibility. Do you want to be responsible for a blank, white page in a \$100k+ yearbook?)

If you are interested in becoming a member of our staff, please complete the attached application. Applications must be turned into Ms. Smith (N210) or Ms. Olson (N209). Once applications are reviewed, you will be contacted by an advisor for further information.

Thank you for your interest, and we are excited to review your application. Good luck!

Sincerely,

Brooke Smith & Faith Olson
Yearbook Advisors

Name: _____

Grade for the 2025-2026 School Year _____

Why do you want to be a member of the Bartram Trail yearbook staff?

In what other extracurricular activities do you plan to participate next year?

Are you willing to make yearbook one of your top priorities?	YES	NO
Are you willing to work after school and during lunch to meet deadlines as needed?	YES	NO
Are you willing to attend after-school events and games in order to report about them and/or take photos?	YES	NO
Can you handle constructive criticism from student editors and the advisor?	YES	NO
Are you comfortable using digital cameras?	YES	NO
Are you comfortable interviewing people you may not know?	YES	NO

Please number these activities in the order that they interest you most.

___ Interviewing People

___ Writing Copies

___ Taking photos

___ Design

Why are deadlines important? _____

Please provide us with your current schedule along with full teacher names.

1st

2nd

3rd

4th

5th

6th

7th

I. CAPTION WRITING

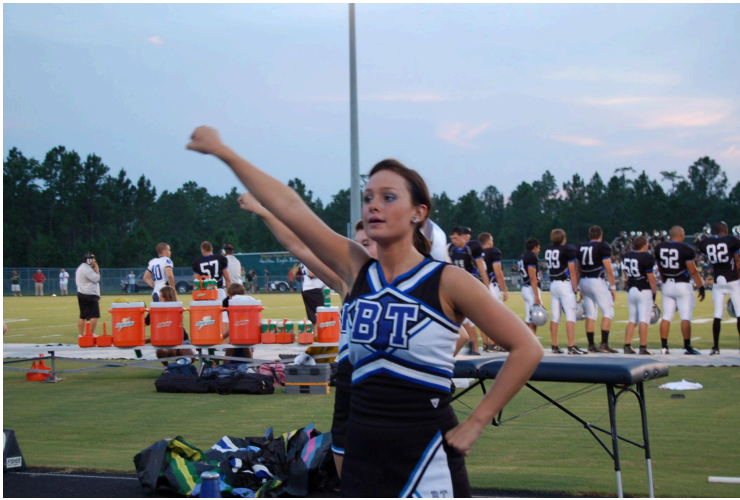
Imagine that you have been asked to write the caption for the following pictures.

The formula for caption writing is as follows:

- 1. **ACTION:** The 1st sentence describes the moment of the photo and is written in the present tense.
- 2. **BASIC INFO:** The second sentence gives basic info. About the photo and is written in past tense
- 3. **COMPLEMENTARY INFO:** The third sentence (and more) provide background or other info that might not be obvious but adds to the story of the photo.
- 4. **DIRECT QUOTE:** Include a quote from one or more people in the photo.

Feel free to type and print or hand write captions.

You may use a fake name (first and last) and artificial details about the event as long as the elements are present.



Caption:



Caption:

II. WHAT WOULD YOU DO?

Please answer the following questions about how you would deal with each situation. Write your answers in the box below each scenario.

You are in charge of the JV football spread in the book. Tonight is the last game of the season and you find out that only three of the pictures that you have are usable. What do you do?

Adjusting the spread layout is not an option.

The deadline for your student life spread is 3:00 pm this afternoon. It is noon and two of your captions still do not have names and quotes. What do you do?

You are responsible for getting in contact with a coach of a sport who is not an employee at Bartram Trail. You go to the athletic director's office to find a way to contact this coach, and nobody is there. What do you do?

ACKNOWLEDGEMENT AND SIGNATURE FORM

Performing as a member of the Bartram Trail Yearbook Staff is a privilege as well as a major commitment. Staff expectations:

- Work as a team
- Learn to use appropriate technology including but not limited to Microsoft Word, Adobe Photoshop, Canva, eDesign, and digital cameras
- Write copies, conduct interviews, and take photos as assigned
- Work after school and/or during lunch to meet deadlines as needed
- Help sell yearbooks, work picture days, misc. yearbook related activities
- Come to class prepared with all assignments everyday and meet deadlines
- Missed deadlines cost thousands of dollars.
- Keep a positive attitude and realize that this is a rewarding job, but not all days are filled with rainbows and butterflies.

I understand that working on the Bartram Trail yearbook staff is a major commitment.

If selected, I acknowledge that I will be assigned to interview people, write copies, and take photos.

I understand that I will sometimes need to work after school and/or during my lunch to meet deadlines.

I will be responsible for finishing my assigned yrbk duties; efficiently and on time determines my grade.

I will not leave work unfinished for others to have to complete.

I will use constructive criticism from the advisor and editors to create the best copies and layouts I can.

I will be evaluated on my assignments and layouts for accuracy, creativity, adherence to guidelines, and meeting deadlines.

Student Signature: _____

I understand that if my son/daughter is selected to be a member of the yearbook staff, he/she is committing to work hard everyday in class, stay after school as needed, and attend school events as assigned. I support my child in this endeavor and realize the importance of meeting deadlines.

Parent Signature: _____