

LAYOUT LEADERSHIP TEAM

Layout Editor: The editor of the yearbook is responsible for overseeing all the aspects of the production of the yearbook. Necessary to this role are organization and leadership qualities. The Layout Editor will work closely with the Business Manager, Head Photographer and the assistants to produce a quality yearbook and lead a quality Yearbook Staff. This team is responsible for leading Staff Meetings by agenda and following up by email with meeting notes. Editors must be able to attend all yearbook meetings and events if possible and therefore must have the commitment of their parents for coming to these events. They must try to bring the group together to work as a team, looking for and acknowledging talents of many different individuals. They must have an eye for design and attention to detail. At layout, they will be responsible for the final proof of the yearbook before publication. It is extremely beneficial to this role to have access to a laptop computer that has wireless internet capability. Parents of this leader will be required to participate on the Yearbook Advisory Panel (YAP). This does not mean that you will be responsible to create the yearbook or know how to do it. The primary purpose of this requirement is so you can help your student succeed and see how their role is essential to the whole staff. A student/parent team who aspires to the role of Layout Editor must make a two year commitment and function in the role of Assistant Layout Editor prior to holding this role.

Assistant Layout Editor: See above. The Assistant will shadow the Editor in all duties to be prepared to lead the following year. Parents should note that you will not be required to participate with the Yearbook Advisory Panel this year, though it is recommended, but you will be required to participate next year (See description above). Sophomores and Juniors with one year experience who are willing to make a two year commitment are eligible for this role.

Senior Section Editor: This student will be responsible for contacting seniors to create their pages and creating a header page for this section. They will also be responsible for proofing this section of the yearbook. This includes assisting the seniors who are creating their pages as needed, making suggestions for improvements, and following up to be sure that deadlines are met. Juniors and Seniors with one year experience are eligible for this role.

Portrait Editor: This student will be responsible for layout for the Portrait pages of the yearbook, including the header pages for the different sections. This does not mean that they will create all the pages in this section. They will also be responsible for proofing this section of the yearbook. This includes assisting the staff members who are creating the pages as needed, making suggestions for improvements, and following up to be sure that deadlines are met. Any student with one year experience is eligible for this role.

Features Editor: This student will be responsible for layout for the Features Section of the yearbook, including the header pages. This does not mean that they will create all the pages in this section. They will also be responsible for proofing this section of the yearbook. This includes assisting the staff members who are creating the pages as needed, making suggestions for improvements, and following up to be sure that deadlines are met. Any student with two years experience is eligible for this role.

BUSINESS LEADERSHIP TEAM

Business Editor/Manager: This individual should also have leadership and organization qualities. The Business Editor will be responsible for handling advertising and sales for the yearbook. This will include coordinating a team of people who will contact businesses and individuals for ad sales and those who will design those ads. This student will be responsible to selling yearbooks at major SHIELD events including Kick-off and Mid-Year Meeting. They will also be responsible to send emails to the SHIELD membership and include information in the SHIELD newsletter to promote sales. This leader will also be required to assist the Layout Editor in leading Staff Meetings. This person will also need to be able to keep track of expenses and income from yearbook sales and ads. This student must have a parent who will help be responsible for handling finances for the staff and therefore the parent must participate as a member of the Yearbook Advisory Panel (YAP). This does not mean that you will be responsible to create the yearbook or know how to do it. The primary purpose of this requirement is so you can help your student succeed and see how their role is essential to the whole staff. A student/parent team who aspires to the role of Business Editor must make a two year commitment and function in the role of Assistant Business Editor prior to holding this role.

Assistant Business Editor: See above. The Assistant will shadow the Editor in all duties to be prepared to lead the following year. Parents should note that you will not be required to participate with the Yearbook Advisory Panel this year, though it is recommended, but you will be required to participate next year (See description above). Sophomores and Juniors with one year experience who are willing to make a two year commitment are eligible for this role.

Personal Ad Coordinator: This person will be responsible for soliciting personal ads for the yearbook. Their duties will include sending emails to the SHIELD membership and for the newsletter to encourage parents to place ads for their students. It will also be their responsibility to create or assist in the creation of these ads. Any student with one year experience is eligible for this role.

Senior Ad Coordinator: This leader will be responsible for soliciting senior ads for the yearbook. Their duties will include contacting parent of seniors to determine if they want to purchase ads for their seniors. It will also be their responsibility to create or assist in the creation of these ads. Any student with one year experience is eligible for this role.

Business Ad Coordinator: This leader will be responsible for soliciting business ads for the yearbook. Their duties will include contacting local businesses to sell these ads. It will also be their responsibility to create or assist in creating these ads. Any student with one year experience is eligible for this role.

Fundraising Coordinator: This leader would be responsible for brainstorming and planning other fund raising events for the yearbook. This leader would be part of the Winter Formal Committee as well. The Coordinator needs to have organization and leadership qualities and be able to work with a team of parents and students to accomplish goals. Any student with one year experience is eligible for this role.

PHOTOGRAPHY LEADERSHIP TEAM

Head Photographer: This individual should have leadership and organization qualities. The Head Photographer will be responsible for obtaining, sorting, and labeling all photos for the yearbook. They will need to work with members of their team to assign duties and then be sure that these duties are carried out. This includes the photos from all SHIELD events, Picture Day, and photos by families of other home school activities. It is beneficial to this role to have access to a laptop computer that has wireless internet capability. This leader will also assist the Layout Editor in leading Staff Meetings. Parents of this leader will be required to participate on the Yearbook Advisory Panel (YAP). This does not mean that you will be responsible to create the yearbook or know how to do it. The primary purpose of this requirement is so you can help your student succeed and see how their role is essential to the whole staff. A student/parent team who aspires to the role of Layout Editor must make a two year commitment and function in the role of Assistant Layout Editor prior to holding this role.

Assistant Head Photographer: See above. The Assistant will shadow the Head Photographer in all duties to be prepared to lead the following year. Parents should note that you will not be required to participate with the Yearbook Advisory Panel this year, though it is recommended, but you will be required to participate next year (See description above). Sophomores and Juniors with one year experience who are willing to make a two year commitment are eligible for this role.

GENERAL STAFF MEMBERS

Photography: Photographers must display photography skills. Those designated to take pictures must have driver's license or reliable transportation to attend events and photo opportunities that they volunteer for. Photographers will be given assignments to take pictures at SHIELD events. Assistants will be needed to complete paperwork for photo session including names and grades of students. Uploading, Labeling and Categorizing photos will be part of each photo assignment. This group of individuals will also be responsible for helping on Picture Days. Phone skills are important to this group since all families will need to be given a reminder call about their scheduled portrait sitting. In addition, they will be responsible for contacting families that have not signed up for pictures to encourage them to do so.

Layout: All Staff Members are required to do layout for at least one two page spread. All Staffers members are required to participate in at least one session of Yearbook Layout Week. New staff members will be paired with experienced ones. New Staff members will be required to attend layout training as well. Some work can be done at home but working from a laptop with wireless internet capability at Layout Sessions will be the most beneficial for the student. It is our hope that those who have laptops will be able to share with other students during layout sessions. After the first year, staff members will be encouraged to participate in some student leadership role.

Please note: Having access to a laptop, while not mandatory, will be helpful in performing all jobs listed.

EARNING HIGH SCHOOL CREDIT

** Special Consideration will be given to students that are earning high school credit for their participation in yearbook when we place students in leadership roles. If you are interested in receiving credit, contact your accountability organization for requirements. We have had several people earn a ½ credit over two years by logging the necessary hours. Here is an example of how hours could be earned.

Staff Meetings	10 hours
Kick-off Yearbook Promotion	2 hours
Mid-Year Meeting Sales	2 hours
Picture Day	6 hours
Event Photos	5 hours
Upload & Label	5 hours
Layout Training	2 hours
Layout Sessions (2 required)	4 hours
Layout Week (2 sessions)	6 hours
Winter Formal Fundraiser	6 hours (decorating/cleanup)
Achievement Night Distribution	2 hours
Total	50 hours (+ time at home reading and studying helps on Jostens)

As you can see in two years it would be quite possible to work 75 hours and earn a half credit.

If you do not opt to earn credit, students sometimes count time spent on yearbook toward volunteer hours.

In addition, Jostens has curriculum available for a 24 Module Yearbook Journalism course. This could be possibly count as a full credit, and possibly two if adequate opportunities for implementation are developed. This book is available from Jostens for \$15.00 but must be ordered through the Yearbook Staff.

WINTER FORMAL TEAM

Winter Formal TEAM: All Yearbook Staff members are welcome to participate in some capacity in the Winter Formal which is our primary fund-raising activity without regard to the other roles on the staff they hold. Different student work groups for that event include: Decoration, Food, and Entertainment. All Yearbook Staff Members that attend the Winter Formal are required to help clean up when it is over.

Parent Team Leaders:

- Decoration Team Leader: Leading the planning and executing of a Decorating Plan with other parent volunteers and student leaders.
- Security Team Leader: Recruit and Oversee chaperones for event. Team of ___ chaperones needed. This leader will be responsible for coordinating chaperone schedule for the evening, making them aware of guidelines, and enforcing guidelines at the event.
- Food Team Leaders:
 - Business Donations: To lead a team of students to call and pickup donations from businesses.
 - Food Service: To solicit and coordinate food donations from SHIELD membership and to purchase what is still needed. This leader will also be responsible to recruit and oversee parents to serve at the event. ___ parents needed.
- Music/Entertainment: Parent who will approve and compile a disc of approved music for the DJ to use at the formal. This parent will also brainstorm game/prize ideas for the event.

Student Teams: (Seniors/Juniors will lead each of these)

- Decorating Teams – to work with the Adult Team Leader to brainstorm and implement ideas for the decorations for the event. Decorating teams will be broken into the following areas.
 - Table Decorations
 - Room Decorations
 - Food Table Decoration
 - Photo Backdrop (coordinate with photographer)
- Food Team – to evaluate event menu with Adult Team Leader and ask for donations from businesses and parents.
- Entertainment – to work with the Adult Team Leader to brainstorm and implement ideas for games and prizes for the event.