Whigrean Application
2020-2021

A photo of you here

Application is due on or before FRI. April 3rd at 3:16 P.M.
Turn in at EHS office OR
South View and Valley View: Turn in to the Whigrean box in your school office

Name ___________________________ Grade_______

Address__________________________

E-mail Address__________________________

Current school:  Valley View ____  South View ____  EHS ______

Cell#_______________________ Parent’s/Guardian’s Name and Cell #___________________

My interests are, in order: (choose from photog, design, writing, or business/organization)
1.______________________________________
2.______________________________________
3.______________________________________
4.______________________________________

Welcome to Whigrean!
The Whigrean staff creates Edina High School’s yearbook during a daily class period and when needed, after school. Whigrean staff members must take Whigrean as a class and must be willing to devote time after school to perform their individual duties. New staff members will be chosen from the following criteria: application (questions and assignments), interview, and teacher references. Preparations for the yearbook will begin this summer. Staff members work closely together to form a true community!

How to Apply
To apply for Whigrean, please return 1) the front page of this packet, 2) answers to the general application questions, including the creativity page, and 3) any appropriate assignments and questions for your top two choices of staff on or before Wednesday, April 3, 2020. Also, please choose a Language Arts teacher and a second adult reference relevant to yearbook (Art, Social Studies, Tech, or Business teacher OR work supervisor) and include their names and emails as possible references. It is your responsibility to let these teachers or other references know that you are applying for Whigrean and that they will likely be contacted.
Interviews

10-15 minute interviews with the 2020-2021 Editorial Board and the advisor (Ms. Ellen Guerin) will take place in Room S281 at EHS. In addition, we will ask you to arrive 15 minutes prior to the interview in order to do a brainstorming exercise that will help us evaluate you. We will interview a limited number of applicants based on application quality and completion. You will be contacted to set up an interview time. Please understand that not all applications may result in an interview. We will notify all applicants of our decisions. Please wait to be contacted regarding an interview and regarding the final decisions.

Staff Descriptions: Read these carefully before completing the application.

Writing Staff
Members will write “copy,” meaning the stories of the year. Copy includes main articles on pages, student profiles, and “mods” (other fun short pieces in a variety of forms) about EHS academics, activities, student life, and athletics. Researching details as well as being comfortable requesting and doing in-person interviews are important duties of each writer. Writers must exhibit good communication skills and possess an investigative attitude. Writers will edit and review both their own and their peers’ writing.

Photography Staff
Photographers should have demonstrated enthusiasm about seeing life through a camera lens. Staff photographers capture the range of life at EHS: sports action photos, student life photos during and after the school days, classroom activities, field trips, and the multitude of “moments” that tell vivid stories. Whigrean photographers should be ready to take photos both during the school day and outside the school day, wherever activities are happening. They photograph band, choir, and theater performances, club meetings, and athletic events before or after school. Photographers must own or have access to a digital SLR camera and know how to use it. Photo editing ability, particularly familiarity with Lightroom and/or Photoshop, is essential. If you do not currently have photo editing skills, you will be expected to take an online or in-person class before starting on yearbook. Whigrean has two class digital SLR cameras available for checkout. Photographers should always be ready to take advantage of photo opportunities. Photographers will also write captions for their photos, which requires the ability to interview subjects, and they will also need to demonstrate their aptitude for collaborating with design, writing, and business staff.

Design Staff
Using Jostens’ Yearbook Avenue, design staff members organize writing, graphics, photographs and captions into layout spreads. Design skills, creativity, spontaneity, and a “can-do” attitude are design staff strengths. Although knowledge of design, typefaces, and computers is helpful, the layout editor will help new design staff learn the basics of Jostens Yearbook Avenue website and the Jostens layout tools available. Knowledge of Photoshop and computer networking is also helpful, but not mandatory. Layout staff members must be assertive in gathering needed information, yet they must also follow the Design Editor’s guidelines carefully. You should be an organized and “in-charge” type of person who can communicate well with other staff members to make sure that your pages are done on time. Working outside of school hours, persevering in communicating with photographers and writers, and using class time well, is essential to success on design staff. You are the staff with ultimate responsibility for meeting page deadlines, and this may require you to write or photograph to “cover” for other staff at times. Please let us know if you are familiar with InDesign, as we may be switching to that software in the next couple of years.

Business Staff
Business staff needs excellent in-person, phone, and email communication skills. Business staff communicates with EHS office and counseling staff, parents, and students. Staff areas of expertise include design, marketing and sales. Staff markets the yearbook and yearbook ads, which includes working with the Jostens website and our Jostens rep, planning poster displays around the school, and creating videos. Video editing skills are helpful! Other times, business staff works on yearbook and ad sales, depositing checks into the Whigrean school account and tracking ad completion and yearbook orders. Importantly, business staff does essential work on the Group Photo pages (teams, clubs, students). This includes work with the Activities Office to get student activity rosters and group photos, helping to take group photos, and proofreading yearbook roster lists. Business staff may also proofread other completed pages. The business editor may ask for help with designing and ordering Whigrean staff apparel. Business plans and oversees yearbook distribution on “D Day,” which requires attention to detail along with multi-tasking. Staff members must be approachable and quick learners. The Business staff holds a lot of responsibility inside and outside of class. A hard working attitude is essential. Members must be willing to dedicate time after school or at home organizing and proofreading.
General Application

All applicants must respond to the following:

1. We are looking for flexible and hardworking applicants. What evidence do you have that shows how you portray these traits?
2. We are looking for respectful yet assertive applicants. How confident are you talking to adults, administration, and asking to pull students out of class? Please write a sample email to a teacher asking permission to interview a student during class.
3. What time commitments will you have next year? (Include tough classes, extracurricular activities and work demands.)
4. What do you think are your top three strengths? Give an example of each in action.
5. List staff that you would like to be on in order of preference and explain why.
6. Include a creativity page! Express yourself on an 8”x11” piece of white paper. Be sure to include a picture of yourself, and use this opportunity to show your creativity and let us get a better sense of who you are.

Staff Specifics

Please answer the following questions and complete the relevant assignments for your top two choices of staff. Please use a previous copy of Whigrean as a guide. If you need to borrow a yearbook to see examples, contact us!

Writing Staff Application:

1. We are looking for writing staff who have the qualifications described above, particularly under the “writing staff” category. Please write a paragraph telling us how your writing experience demonstrates these skills.
2. Write a 200-250-word article recounting this year’s season of any sports team, academic team, or club at your school. Include details, quotes, and exact word count. Include a creative title and subtitle for your article.
3. A “mod” is an entertaining filler in the yearbook. Write a mod about how students at your school spent their Winter Break. (It can be a top ten list, survey, compiled quotes, anything!) Show your creativity!
4. Please come to the interview prepared to do some “on-the-spot” editing.

Guidelines/examples for articles and modules:
https://docs.google.com/document/d/1V2YluHQQ0d7hq69QzPITBZQ0yKFvt-YoDJSjovRQo-o/edit?usp=sharing

Photography Staff Application:

1. Our ideal photographer possesses the characteristics described above in the “photography staff” description. Please write a paragraph that explains how your photography experience demonstrates these skills. Specifically, include how much and what types of photography AND photo editing you have done. Please tell us, also, whether you have access to a digital SLR camera that you could carry with you in school and to school events, or whether you would need to use a class camera. If you have a camera, please bring it to the interview.
2. Using a digital camera, photograph the following situations. Be creative! Turn in the printed photos (on photo paper or regular paper) with your application. DO NOT include posed photos or nature pictures.
   - An athlete playing a sport
   - An action shot (not of a sport)
   - A portrait (close up headshot)
   - A long shot of a crowd of students
   - A medium shot of several students actively learning or studying (not sitting at desks)
   - A school staff member working
   - An additional photo of your choice that shows your photography skills
3. Write a caption, using the format below, for one of your photos of students or staff in a school activity. The first sentence should be in the present tense, explaining what is happening and identifying all subjects. The second sentence should give more information about the activity and be in the past tense. The third sentence should be a quote about the activity from someone in the picture. Captions should avoid cliches!
4. Success in Whigrean depends on your ability to engage with other people by either collaborating with staff and being able to pull people out of class for photos. How confident are you in being able to do this and how engaged are you with other students?

Design Staff Application:

1. Ideal design staff have an eye for design! This means art and design experience and skill, experience with design and publishing software, and the ability to coordinate small groups (you will need to communicate effectively with photographers and writers). Design staff must also be organized and think creatively about how to make each layout
original and completed on time. Please write a paragraph that tells us to what extent you meet these criteria, along with any other criteria described above in the “design staff” section.

2. On a separate sheet of paper (11 X 17) or using a computer, design a sample layout for a yearbook spread (two pages side by side). It should display two facing pages, containing a number of photographs, a headline, captions and a “mod” (an original section of the spread where you can show your creativity - see Writing app description of a mod). The writing and photos do not need to be your own; we’re looking at your layout ability, not your writing and photography skills.

**Business Staff Application:**

1. We are looking for business staff who possess the qualifications described above in the “business staff” section. Please tell us, in writing, how you demonstrate each one of these skills/attributes.
2. Write a sample student announcement of 50 words or less that encourages students to buy a 2021 yearbook.
3. Write an email to parents of seniors that encourages them to place a “Baby Ad” in the yearbook by November 15th. Baby ads normally have a baby photo of the graduating senior, along with a message from parents or family.
4. Create a digital spreadsheet using Excel (or a Google Doc that functions similarly) of three student clubs (make up the names if necessary) where you can track which Whigrean staff member is responsible for the roster, student roster information (names), and whether/when club photos have been taken.

**References (Please ask these teachers if you may use them as a reference before writing down their names).**

Language Arts Teacher: __________________________ email: ____________________

Second Reference (Art, Design, Photography, Tech, Business, Social Studies, OR Work Supervisor)
Name: __________________________ email: ____________________
If work supervisor, phone number: __________________________

**We will ask references some or all of the following questions:**
A. How well do you know this applicant and in what context?
B. Does the applicant complete assignments on time?
C. Is the applicant consistently on task in class or at work?
D. How organized is the applicant?
E. Do you think the student would do well working as a part of a collaborative yearbook staff? Why or why not?