

Roosevelt Middle School Yearbook Club Staff Contract

Yearbook Staff Rules and Responsibilities

Below is an agreement between the staffer (student) and the advisors (volunteer parents). Yearbook requires time and dedication and consistency. This is a binding agreement that the staffer and parent sign outlining the expectations of the staffer for the school year. This year the Yearbook will be done at a club level and be held on Wednesdays after school and may at times require extra hours outside of regular club hours to meet deadlines.

Because I am part of the Roosevelt Middle School Yearbook Staff, I understand and agree to the following:

- I understand and accept that I need to attend the regularly scheduled meetings (Wednesdays after school) and at times may need to put in additional hours or attend events in order to meet deadlines. If I am unable to attend, I will contact the advisors. If I do not attend meetings regularly, I will no longer be considered a staff member.
- I will be responsible for doing all of the duties as related to successful completion of the yearbook such as attending after school activities, taking photographs, writing articles, creating layouts, interviewing people, and any other task necessary for creating and publishing the yearbook on time.
- I will complete any additional tasks that the advisors or other yearbook staff members assign to me, without complaining. I will always do these tasks to the best of my abilities.
- I will put 100% effort into my assignments, and I understand that failure to do so could result in my termination from the Yearbook Staff.
- I will take good care of any equipment I use. I will sign out a digital camera from the advisors when I need to use one. If the digital camera or any other piece of equipment (such as a school computer) should be damaged beyond repair or use when it has been signed out to me, then I will be responsible for the damaged item(s).
- I agree to keep the workroom clean and leave it as I found it.
- Whenever I am conducting official Yearbook business, I will behave myself with the utmost integrity and treat people with kindness and respect; failure to do so could result in my termination from the Yearbook Staff.
- I understand that I am an integral part of a team responsible for fair, unbiased, and accurate reporting of the events of Roosevelt Middle School for the 2016-2017 school year. I am accountable to the other members and the overall school for creating a yearbook that represents the ENTIRE school—all students & grade levels.
- We produce an exclusive publication; therefore I agree not to divulge anything going into the yearbook including, but not limited to, copy, photos, captions, cover, or theme.
- I understand that manipulation of another staff member's work is completely prohibited. I may not alter the layout, photos or articles of another staff member without their consent or the consent of the advisors.

If I fail to abide by these rules, the advisors can revoke my privilege of being on the Yearbook Staff. If I feel that I am unable to successfully comply with the terms of this contract, I can resign from the Yearbook Staff at any time through a written letter/email of resignation.

I, _____, a student at Roosevelt and a member of the 2016-2017 Yearbook staff, pledge to commit my time and effort to completing any and all assigned tasks. I agree to fully participate in all Yearbook Staff activities to make this the best yearbook possible.

With my signature below I acknowledge that I understand the outlined responsibilities and expectations:

Student's signature

Date

Parent's signature

Date