

## Montford Middle School 2015-2016 Yearbook Elective Application

Dear student and parents:

Thank you for your interest in the 2015-2016 Montford Yearbook Elective. Please carefully read all of the application materials and the elective brochure to determine whether you believe you are a good candidate for the class.

The Yearbook Elective at MMS is a unique class which provides instruction for students in a variety of areas including journalistic writing, photography, digital design, and marketing. Students are responsible for every element of the creation of the school's yearbook, including:

- Making the Yearbook Elective a priority next year
- Working as a team to complete all sections of the yearbook
- Behaving maturely and independently
- Working outside of class (before/after school and at home) when needed
- Being responsible for completing pages
- Meeting deadlines
- Writing articles and captions
- Taking photographs
- Interviewing students, faculty, administrators, and staff members for stories
- Developing marketing ideas for the yearbook and 8<sup>th</sup> grade ads

In order to be considered as a candidate for the Yearbook Elective, application materials to be completed include:

- Student information with signatures (below)
- Photo/caption activity and writing sample (attached)

Be sure to complete all portions of this application, and turn it in by Friday April 3, 2015. *Students whose applications are incomplete or are turned in after Friday April 3, 2015, will not be considered for the class.* If you have any questions about the 2015-2016 Yearbook Elective, please contact adviser Beth Dietzen at [dietzenb@leonschools.net](mailto:dietzenb@leonschools.net) or 922-6011.

Student's name \_\_\_\_\_ Current grade in middle school \_\_\_\_\_

Student's email \_\_\_\_\_ Student's phone \_\_\_\_\_

Language arts teacher \_\_\_\_\_

Parent name(s) \_\_\_\_\_

Home phone \_\_\_\_\_ Cell \_\_\_\_\_ Other \_\_\_\_\_

Parent email address(es) \_\_\_\_\_

Yearbook publisher Herff Jones hosts a three-day summer workshop in Gainesville during which staff members receive instruction in all aspects of yearbook production and begin working on theme development and design elements for the 2016 volume. The workshop is vital to the staff's success in working as a team. It is our hope to be able to use yearbook sales funds to defray the cost of the camp, as we have in the past.

Are you able to attend a yearbook workshop at University of Florida in Gainesville on 7/21—7/23? \_\_\_\_\_

***I have read and understand the responsibilities of the 2016 Yearbook Elective.***

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_



## CAPTION SAMPLES

### A. About captions.

1. What is a caption? A caption is a piece of writing that accompanies a photo or illustration. Yearbook captions are the most read parts of the book. Therefore, they must be well-written, interesting, and detailed.
2. Hints about writing captions.
  - Captions are written in complete sentences that are engaging and descriptive.
  - The names of individuals in the pictures should be included in captions.
  - A caption should reveal *more than* just what is in the picture. It is obvious that number 12 is holding the football. What's really going on?
  - The writing should be in third person.
  - Do not begin captions with the words "this" or "here".
  - Good captions are more than one sentence long.
  - One way to create interest in a caption is to include a quote from one of the people featured in the picture.
3. Examples. Still not sure how a caption is written? Take a look at magazines, newspapers, textbooks, and other publications that feature photographs to see how the pros write them.

### B. The assignment.

After reviewing the information above, write captions for each of the pictures below.

1. Write the captions as if the events occurred at Montford and involved MMS students.
2. Make up names, quotes, and other information as appropriate.
3. Edit and proofread your work carefully for errors in grammar, spelling, punctuation, sentence structure, and word choice.
4. You may write or type your captions on a separate piece of paper if you prefer.

Photo 1



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Photo 2



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