



NORTH CENTRAL STUDENT MEDIA

PERMISSION PACKET

Complete this application and return it to Mr. Gayda in K634.

YOUR INFORMATION

Name _____ 2015-16 Grade _____

Email _____

Cell phone _____ Birthdate (M/D/Y) _____

Social media you use _____

Counselor _____ Shirt Size S M L XL XXL XXXL

PLEASE READ BEFORE SIGNING

I understand that being on a media staff is a major undertaking. Besides being active in class, it is possible that I will need to work afterschool and on weekends to complete deadlines a few times a year. I will need to follow the guidelines set forth on the media syllabus. I will be responsible for selling a set amount of advertising to help fund student media, not to exceed \$300 a semester. I understand my grade will be based on the points I earn and effort I put forth in class, but because each staff member has different responsibilities, the use of Skyward may not best explain what my grade is, rather, an explanation would be better gained by discussing the matter with the adviser. I will conduct myself, at all times, as a leader, understanding I represent myself, my staff and my school at all times.

Parent Signature (acknowledging above student guidelines)

Parent Contact Number

Student Signature (acknowledging above guidelines)

CHECKLIST

Answer each of the following questions.

I intend to be on staff: _____ all year _____ first semester only _____ second semester only

I have experience with the following computer programs:

_____ InDesign _____ Photoshop _____ Illustrator _____ Other (please list)

I have taken Beginning Journalism or Beginning Photography and received at least a B. yes no

I can attend a summer journalism workshop. *Most students will attend a workshop at BSU either July 12-15 and/or July 16-19.*

yes no

I have a cumulative GPA of at least a 2.0. yes no

I understand that meeting deadlines is of the utmost importance and I will meet my deadlines. understand don't understand

I plan on being a photographer. *If yes, you must provide your own digital camera and have for use daily.*

yes no

I plan on playing a fall sport.

yes no

I plan on playing a winter sport.

yes no

I plan on playing a spring sport.

yes no

I understand that as a member of a staff I need to be fair, accurate and unbiased in my work. I will keep my notes and carry myself in a professional manner. I will avoid activities that might call my character into question and jeopardize the reputation of publications.

yes no

POSITION

Listed below and on the following pages are available jobs and job descriptions for the 2015-16 student media. Note that most jobs involve work for multiple mediums. It is recommended you are able to take two periods if the position you are requesting has "editor" in the title. Rank your top 4-5 choices numerically on the lines provided, with "1" for the position you want the most and "2" for your second choice and so on.

_____ **THE NORTHERN LIGHTS NEWSPAPER EDITOR-IN-CHIEF** The newspaper editor-in-chief is ultimately responsible for all print publications produced by student media staff members. This person will need to be in both periods of print & online media. The editor-in-chief is responsible for setting and meeting deadlines. This staff member needs to be an effective communicator between multiple class periods. Frequent before school, after school and weekend work time and meetings are possible. The editor-in-chief needs to be a great leader and role model for his or her staff. ***It is expected that an editor-in-chief can attend multiple sessions of a summer workshop.***

_____ **NCHS LIVE! WEBSITE EDITOR-IN-CHIEF** The website editor-in-chief is ultimately responsible for all online material produced by student media staff members. This person will need to be in both periods of print & online media. The editor-in-chief is responsible for setting and meeting deadlines. This staff member needs to be an effective communicator between multiple class periods. Frequent before school, after school and weekend work time and meetings are possible. The editor-in-chief needs to be a great leader and role model for his or her staff. ***It is expected that an editor-in-chief can attend multiple sessions of a summer workshop.***

_____ **SOCIAL MEDIA EDITOR-IN-CHIEF** The social media editor-in-chief will work closely with editors to make sure social media is updated daily in a meaningful way. This editor is responsible for maintaining all social media accounts. This person will need to be in both periods of print & online media. This staff member needs to be an effective communicator between multiple class periods. ***It is expected that an editor-in-chief can attend multiple sessions of a summer workshop.***

_____ **THE NORTHERNER YEARBOOK EDITOR-IN-CHIEF** The yearbook editor-in-chief is ultimately responsible for the entire yearbook. This person will need to be in both periods of yearbook. The editor-in-chief is responsible for setting and meeting deadlines. This staff member needs to be an effective communicator between multiple class periods. Frequent before school, after school and weekend work time and meetings are possible. The editor-in-chief needs to be a great leader and role model for his or her staff. ***It is expected that an editor-in-chief can attend multiple sessions of a summer workshop.***

_____ **PRINT & ONLINE MEDIA SUPPORTING EDITOR** At times, associate, assistant or managing editors are assigned to assist the editor-in-chief with his or her duties. These editors should be available to be in both periods of print & online media. These staff member needs to be effective communicators between multiple class periods. Frequent before school, after school and weekend work time and meetings are possible. This duties for this position can vary throughout the year.

_____ **YEARBOOK SUPPORTING EDITOR** At times, associate, assistant or managing editors are assigned to assist the editor-in-chief with his or her duties. These editors should be available to be in both periods of yearbook. These staff member needs to be effective communicators between multiple class periods. Frequent before school, after school and weekend work time and meetings are possible. This duties for this position can vary throughout the year.

_____ **PHOTO EDITOR** The photo editor will work closely with all editors and photographers to ensure all events are covered as needed. The photo editor should be prepared to cover numerous events a week. Knowledge of cameras and Photoshop are essential for this position. This person will need to be in any two periods of class, though one yearbook and one print & online media is preferred. This staff member needs to be an effective communicator between multiple class periods.

_____ **COPY EDITOR** The copy editor will read all stories before they are placed on the website, in The Northern Lights or the yearbook. This staff member should have a superb knowledge of AP Style. The copy editor will work closely with all editors and staff members of all staffs to ensure the highest quality of writing appear in all products. This person will need to be in any two periods of class, though one yearbook and one print & online media is preferred. This editor needs to be an effective communicator between multiple class periods.

_____ **BUSINESS DIRECTOR** The business director will help organize ad sales, design ads, oversee yearbook grad ads and implement plans to raise money for student media. This person will need to be in any two periods of class, though one yearbook and one print & online media is preferred. This editor needs to be an effective communicator between multiple class periods.

_____ **BROADCAST MEDIA DIRECTOR** The broadcast media director will work with the editors to create daily, engaging content for the website. Daily news updates and other regularly-scheduled content will be the responsibility of this position, as well as commercials that can be submitted to the daily announcements. This staff member needs to be an effective communicator between multiple class periods.

_____ **BROADCAST TALENT** Broadcast talent should be students comfortable appearing in front of a camera. Talent will host shows, provide updates and complete tasks as needed for our web and social media content. These students should be in print & online media.

_____ **DESIGNER** Designers will help design the yearbook and all other print publications. Designers should be familiar with InDesign. Knowledge of Illustrator and Photoshop is a plus.

_____ **ARTIST/CARTOONIST** Artists and cartoonists are needed to supply art, as needed, to any of our media. All types of backgrounds are welcome. Students interested in providing editorial cartoons or comics are encouraged to apply for this position.

_____ **BROADCAST MEDIA STAFF** Broadcast media staff members will be responsible for providing new, engaging video content for the website daily. These staff members should be effective communicators capable of covering news in a mature, responsible way that engages viewers on a regular basis.

_____ **NEWS EDITOR** The news editor will work closely with the web editor in order to make sure news is frequently updated on the website. This individual will also oversee the "In the News" section of The Northern Lights. The news editor will update social media of breaking news as needed and ensure staff members attend biweekly school board meetings. This editor needs to be an effective communicator between multiple class periods.

_____ **NEWS STAFF** A news staff member will work for the news editor in covering breaking events for the website and newspaper. These staff members will attend biweekly school board meetings and other school events considered newsworthy.

_____ **FEATURE EDITOR** The feature editor will organize content for the website and The Northern Lights, including all long-form features. This editor will be responsible for coming up with engaging story ideas for the feature staff to report. This individual will also oversee the "People" section of The Northern Lights and assist with yearbook profiles. This editor needs to be an effective communicator between multiple class periods.

_____ **FEATURE STAFF** Feature staff members will work with the feature editor in covering engaging, human interest stories for the website, newspaper and yearbook. These staff members will be expected to cover a variety of events in and out of school as needed.

_____ **SPORTS EDITOR** The sports editor will work closely with the web editor in order to make sure sports coverage is updated, accurate and engaging. This editor will also oversee the sports section of The Northern Lights. The sports editor will update social media of sports news as needed and ensure the sports staff attend all home athletic contests and important away events, too. This editor will maintain a records list of each team for the yearbook, including junior varsity and freshman seasons. Additionally, the sports editor may work with WJEL with sports broadcasting and/or assistance of their program. This editor needs to be an effective communicator between multiple class periods.

_____ **SPORTS STAFF** Sports staff members will cover all home athletic contests and important away events. These students will also write sports features covering athletes participating in sports at school and outside of school. Additionally, sports staff may work with WJEL with sports broadcasting and/or assistance of their program.

_____ **OPINION EDITOR** The opinion editor will work closely with the web editor to make sure blogs, be they print or video, are updated frequently. This editor will be responsible for the opinion section of The Northern Lights. The opinion editor will

also assist the editor-in-chief with the editorial. This editor needs to be an effective communicator between multiple class periods.

_____ **OPINION STAFF** Opinion staff members will contribute weekly blogs for the website and columns for print as needed. These staff members will conduct polls and surveys as needed for all media.

_____ **PHOTOGRAPHER** Photographers need to have a camera at school each day and be prepared to shoot numerous events a week. Photographers will work for all media. This position requires flexibility, ability to write captions and knowledge of Photoshop.

_____ **WEB STAFF** A web staff member should be interested in web design or coding or any of the other areas that make working on a website unique. This staff member should be in print & online media.

_____ **STAFF WRITER** Staff writers are interested in writing for a variety of areas for student media. These staff members will work with all section editors as needed.

_____ **OTHER** please explain: _____

FINAL COMMENTS

What makes you an excellent choice to be a part of the 2015-2016 student media program?

Is there anything else you would like to share about yourself?

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