

THE BEAR STAFF CONTRACT

2013-2014 KI-BE H.S. YEARBOOK

Important - Please Read

To create the best working relationship, it is important that THE BEAR staff members agree on the following expectations:

- I will make **THE BEAR** one of my highest priorities in the **2013-2014** school year.
- I am willing to work after school and occasionally on weekends if that is what it takes to meet deadlines. (Note: weekend work at school is only done when students do not meet their deadlines).
- I realize that I may be asked to accept a leadership role which will involve additional responsibility and an increased commitment.
- I am willing to work hard at learning all aspects of good yearbook production. Even if I am not a great writer or interviewer, I will put in a genuine effort to try and to learn without complaining.
- I understand that I may need to leave campus on staff-related assignments, and I pledge to behave responsibly, reflecting the best of myself, the staff and the school.
- I understand the importance of safeguarding the publication's equipment and supplies, and I pledge to treat them with respect. Should I neglect, abuse, or lose the materials/equipment, I will repair or replace them.
- I understand that I will be asked to help with the financial commitment of the publication including selling advertising, promoting yearbook sales, and fund-raisers.
- I am comfortable working in an organization where other students maybe be supervising me and evaluating and commenting on my work.
- I understand the importance of my being at school every day. For whatever reason, when absent, I will notify the adviser or editor to report my absence so alternate plans can be made to meet deadlines.
- I understand that failure to fulfill my duties and obligations as outlined here and in any job description I receive may result in a failing grade and/or removal from the class.

**I understand that by signing this contract I am making a commitment to the staff and students to put forth my best effort. I understand that I may be required to put in time outside of class and that the adviser and editor must be able to request that extra time to meet deadlines. By signing this contract, I agree to commit to the yearbook production.*

(Student signature)

(Date)

(Parent signature)

(Date)

Parents: Please read over the above information with your student. If you agree, please sign. If you or your student does not feel that the above obligations can be met, it would be in the best interest of your student to withdraw from the class. Also, the students will have the opportunity to attend several workshops for yearbook. A permission slip and medical information form can be found on the back of this form. Please sign and return. Thank you.