

# Student/Guardian/Adviser Agreement

## Staff Member

- \_\_\_ Staffer: I understand that yearbook is a complete one-year commitment. I recognize that my full participation for the entire planning and production process is critical to the success of the staff and the publication itself.
- \_\_\_ Staffer: I understand that the reporting and writing for the yearbook should reflect my best efforts at accuracy and integrity. Should I falsify information in any way, including changing or fabricating quotes, I understand I will face disciplinary action and possible removal from staff.
- \_\_\_ Staffer: I understand that I may be asked to leave campus on staff-related assignments and pledge to behave responsibly in a manner reflecting the best of myself, the staff and our school.
- \_\_\_ Staffer: I understand that should I be asked to drive off-campus I am to drive responsibly, realizing the consequences of inappropriate behavior.
- \_\_\_ Staffer: I have been made fully aware that I will likely be asked to devote outside time in order to complete assigned tasks for deadlines. I commit myself to making those times available when necessary.
- \_\_\_ Staffer: I understand the importance of the yearbook equipment and supplies and pledge to treat them with respect. Should I neglect and/or abuse the materials, I will repair or replace them.
- \_\_\_ Staffer: I understand the importance of being in class. For whatever reason, when absent, I will notify the editors and adviser by call, text or email to report my absence so alternate plans can be made to meet deadlines.
- \_\_\_ Staffer: I understand that I may be asked to help with the financial commitment of the publications, including advertising and yearbook sales and other fund-raisers.

## Parent

- \_\_\_ Parent: I grant my permission for my child to leave campus on journalism-related errands relieving the school district, school and yearbook adviser of all responsibility.
- \_\_\_ Parent: I grant my permission for my child to drive off-campus on journalism-related errands relieving the school district, school and yearbook adviser of all responsibility.
- \_\_\_ Parent: I understand that my child will need to devote time outside of class to the completion of assigned tasks and that his/her efforts to do so will be graded since meeting deadlines is an essential skill for this course.
- \_\_\_ Parent: I understand that my child will be working with specialized equipment and supplies and will be held responsible for any damage and/or waste due to negligence.
- \_\_\_ Parent: I understand that if my child is going to be absent from class, he/she needs to notify the editors and adviser by call, text or e-mail prior to his/ or class period since so much of the work we do is collaborative and time-sensitive.
- \_\_\_ Parent: I understand that my child will be responsible for assisting with financial aspects of the publication, including book and advertising sales and that it will be a part of the evaluation criteria.

\_\_\_\_\_  
Staffer Signature

\_\_\_\_\_  
Parent/Guardian Signature

