



## **Editor for the 2009 SAHS Perennial**

Would you like to be an editor for the 2009 yearbook staff at South Anchorage High School? It will take extra time and work out of your schedule, but it is a great opportunity! In the end, you can say that you made a difference in the finished product! **(This will look great on a resume!)** Please offer to put your knowledge and work ethic into making our yearbook the best that we can make it be!

If you are interested in being one of SAHS's editors you must complete all of the following:

1. Type a resume with all of your qualifications
2. Get three letters of recommendation  
(From teachers, parents, employers, counselors, etc...),
3. Type a full page paper including why you would like to be an editor and why you are qualified to be a yearbook editor and e-mail it to me **by Friday, April 8<sup>th</sup> to Havelak\_Cynthia@asdk12.org** Be sure that you list what you would like to be an editor of.

\*Ask me for help if you need it!!!

## **LATE APPLICATIONS WILL NOT BE ACCEPTED**

Remember that numerous students will want to be section editors for some of the most exciting sections of the yearbook, and you may be asked to do a section that is not your preferred! Take this seriously to get what you want. The most dedicated and qualified students will be asked to be our editors, and will have the opportunity to go on a trip this summer for a Yearbook Seminar!

**I would like to have an editor for each of the following:**

Academics  
Athletics  
Clubs & Organizations

Faculty  
Freshmen  
Index & Table of Contents  
Juniors  
\*Seniors  
\*Senior Ads  
Sophomores  
\*Student Life  
\*Main Page Editor  
\*Proof Editor

Your responsibilities will be to oversee the production of the pages in a particular section. *You will not usually be asked to create pages within the section you are editing. You should not have time to complete pages while helping others with pages in your section.* You can be an editor for more than one section as long as the majority of the pages do not fall within the same deadline.

\*Only request these positions if you are currently an editor for the yearbook.

As an editor of any of these sections within the yearbook, your responsibilities will be as follows:

1. You must track who is working on the pages within your section.
2. Create templates for your section w/theme elements.
3. You must know when they will be taking photos, and when the page will be completed.
4. It will be your responsibility to **help** them to complete the deadlines on time!
5. You will be editing the pages and returning them to the person that did the page to make corrections.
6. You will see that page again, and make any final changes in the deadline folder yourself.
7. You will check page numbers, page envelopes, photo numbers, digital links, spelling, grammar, fonts...sign off their final page grade sheet.
8. You are responsible for completing the unfinished work in your section.
9. **YOUR DILLIGENCE WILL MAKE OR BREAK OUR PERENNIAL YEARBOOK!**