

APPLICATION FOR AN EDITOR POSITION ON “THE BUZZ” DUE DATE 5.14.18

APPLICATIONS SHOULD BE TURNED INTO THE FRONT OFFICE

Please use the back of this sheet if you need more room to answer.

NOTE: NO APPLICATIONS WILL BE EXCEPTED AFTER THE DUE DATE.

1. Why do you want to be an editor/associate editor, and what are your top three choices for specific jobs (i.e.. editor in chief, features, sports, news)?

2. Why do you think you would make a good editor next year, and why have you been a good editor this past year (if applicable)?

3. What changes would you make on the paper?

4. How would you ensure that articles are handed in on time?

5. What have been your strengths and weaknesses on the Buzz in the past?

6. What other extra-curricular activities do you expect to be involved in next year?

Please fill in the following information:

Name: _____

Grade: _____

Your Email: _____

Your Parent's Email: _____

Your Home Phone: _____

Your Cell Phone: _____

Your Parent's Cell Phone: _____

EDITOR AGREEMENT: Please read this carefully. This will be enforced. It is expected that you will complete your work completely and not burden others with your responsibilities. I, _____, agree that if invited to become an editor of the Buzz, my position will be contingent on my consistent completion of the following: 1) My attendance and respectful behavior at all editor and full staff meetings (unless prior arrangements are made well in advance). All cell phones will be collected at meetings. 2) My clear written and spoken assignments to staff. 3) My timely follow-up, in person or via phone, with staff regarding the status of their articles. 4) My timely reminders to staff that articles are due. 5) My ability to edit articles and ask staff for corrections BEFORE the article must be in the template. 6) My ability to put my articles into the template ON or BEFORE the due date. Including the full completion of my pages or pages. Headlines, captions, pictures, folios and page markers. If I miss a deadline, I will be on probation for the following issue; if I miss two deadlines in a row or turn in low-quality work (which includes miscommunicated information to staff) on two concurrent issues, I will likely be asked to leave the staff of the Buzz. If I have questions or problems with deadlines, communication, story ideas or placement, or if I am unsure as to whether a reporter is properly completing an assignment, it is MY JOB to raise the issue with both the reporter and/or the advisors as soon as possible, long before the deadline.

STUDENT SIGNATURE

PARENT SIGNATURE