



As a member of the yearbook staff I agree to the following:

1. I will use my class time wisely. Unless my yearbook instructor has given me permission, I will use class time to complete my yearbook assignments.
2. I understand that I am responsible for taking pictures for yearbook and for having a camera with me each day.
3. I must accept the assignments given to me and complete them before or on the day of their deadlines. I understand that failure to complete my entire assignment by the deadline, including any editing or photo-retakes, will result in a lower grade. If I am unable to meet a deadline because of illness or other excused absence, I will delegate my work to another staff member.
4. I understand and accept that in order to meet deadlines I may need to work at school, as well as outside of school hours. I may have to help other staff members take pictures, gather information, and layout spreads in order to meet deadlines.
5. I agree to help other staff members finish their deadlines if I have completed mine.
6. I agree that if any yearbook equipment is damaged while in my care, including cameras, camera equipment, computers, and other items, it is my responsibility to replace or pay for the repair of these items.
7. I agree that the primary focus of my work on the yearbook staff will be to create a book that is done with excellence and serves as a meaningful and true representation of each student in the school community.
8. I agree never to show information about the yearbook to anyone outside of the yearbook staff. I will hide yearbook-related information when using my computer.
9. I understand that the theme is a secret and that it is my responsibility to keep the theme and all other elements of the yearbook a secret until the yearbook dedication in May. I accept that even if I transfer out of this class, I still must abide by this rule.

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Signature of Staff Member

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Date

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Signature of Section Editor's Parent or Guardian

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Date