

STUDENT'S  
LAST INITIALS

# KENNEDY CLARION

Journalism/Newspaper  
Staff Application 2019-2020

DATE RCVD

Name: \_\_\_\_\_ GPA \_\_\_\_\_ JFK Class of \_\_\_\_\_  
Address: \_\_\_\_\_ Sacramento, CA. \_\_\_\_\_  
Mobile Phone # \_\_\_\_\_ (print neatly) Email \_\_\_\_\_

Thank you for your interest in joining the Clarion staff! We produce a print and online newspaper and associated media so students can build skills and find their voice. It is rewarding, and also involves a great amount of responsibility. To make sure this leadership role is right for you, please fill out this application.

- Clarion 2019-2020 Requirements**
- ✓ Submits this application
  - ✓ Attends school activities
  - ✓ Maintains good attendance at school
  - ✓ Earns a grade of "B" or higher in English
  - ✓ Keeps an overall GPA of 2.5 or higher

### Clarion Media Checklist

- |                                                                                                                                    |                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> I love to write                                                                                           | <input type="checkbox"/> I don't procrastinate; I focus and meet deadlines on time |
| <input type="checkbox"/> I like to take pictures                                                                                   | <input type="checkbox"/> I attend school events sports dances, school plays, etc.  |
| <input type="checkbox"/> I'm literate in news media, current events                                                                | <input type="checkbox"/> I notice grammar and spelling, and can spot errors        |
| <input type="checkbox"/> I can collaborate and share credit                                                                        | <input type="checkbox"/> I know how to use a digital camera (DSLR)                 |
| <input type="checkbox"/> I am attentive and willing to learn                                                                       | <input type="checkbox"/> I show creativity in thinking and solving problems        |
| <input type="checkbox"/> I can be adaptable, flexible & resilient                                                                  | <input type="checkbox"/> I don't mind talking to people I don't know               |
| <input type="checkbox"/> I can keep my things organized                                                                            | <input type="checkbox"/> I am NOT absent often                                     |
| <input type="checkbox"/> I am willing to learn how to sell ads                                                                     | <input type="checkbox"/> I am able to accept – and learn from – criticism          |
| <input type="checkbox"/> If seeking an editorial leadership role, I am willing to attend local journalism training sessions/events |                                                                                    |
| <input type="checkbox"/> I am willing to do at least 1 hour of media work outside of class each week during the school year.       |                                                                                    |

### Leadership position(s) you are interested in *(see attached handout)*

1st Choice  
  
  
2nd Choice

Describe skills that apply to the positions you have indicated above:

Current English  
Teacher & Grade

List all extracurricular activities (school & non-school related) in which you are involved:

**\*New Applicants: Please write, print, and staple a 2-3 paragraph statement of purpose that explains why you want to join the Clarion staff**

Being a member of the Clarion staff is an important commitment because the product you are producing and selling means a lot to the JFK community. As a member of this Clarion team, you are representing the school in print and digital published formats, and you therefore agree to follow the code of ethics established by SCUSD and Kennedy High School. In addition, there are deadlines that often require you to commit to spending time outside of the school day to complete various assignments. Finally, a **\$10-\$20 lab fee** will be required at the beginning of the school year to help offset costs of our process, product, and promotions.

I can meet all of these requirements. \_\_\_\_\_  
*Student signature*

Your application must be submitted to Mr. Gleason - Room B-12 or C-314, no later than \_\_\_\_\_.

# Clarion Newspaper Staff Positions: Job Descriptions

All class members are considered "staffers". If you would like to be considered for an additional leadership positions, please check the preferred titles. On-the-job training will be provided for each position.

## Staffer

**Includes Reporters (News, Sports, Features, Events), Columnists (Opinions, Arts & Entertainment), Photographers & Contributors (All subjects)**

- Works alone or with a team to complete assigned newspaper pages/spreads.
- Completes photo requests and captions as needed for page spreads.
- Checks and corrects spelling on stories and names of students, faculty, and other people mentioned in articles.
- Submits writing to appropriate editors and adviser/teacher electronically in a timely manner.
- Submits photos electronically to Photo Editor within 24 hours of photographing an event.
- Must allocate out-of-class time as necessary to meet predetermined deadlines.
- Implements the plan to meet the financial needs of the newspaper through selling ads and fundraising.

## Editor-in-Chief & Managing Editor

- Develops the vision for the Clarion Newspaper and Website.
- Sets a publishing schedule for the year that reflects the campus needs and budget considerations.
- Creates the plan of content for each newspaper edition.
- Conducts class meetings and assigns specific pages and deadlines to staff members.
- Contributes to decisions on design considerations for each edition.
- Oversees proofs and corrections.
- Acts like a cheerleader to motivate and problem solve.
- Tracks progress.
- Reports to the Adviser/Teacher.

## Creative Director/ Production Coordinator

- Plans visual execution of content for each edition of the paper that fits the vision of the Editorial Board.
- Creates visual unifiers throughout the newspaper spreads.
- Works with Editors and Chief Photographer to see that all parts of the plan are and track and working together.
- Works with staffers to modify layouts/template to meet the spread needs.
- Desktop publishing.
- Makes sure all content is collected in a timely manner to meet publishing deadlines.

## Photo Editor/Chief Photographer

- Supervises all the photography for the Newspaper and Website.
- Collects and edits all photographers and stores them electronically.
- Develops a file system for all photographs.
- Assigns photo shoots to staffers.
- Keeps an active inventory of all the camera equipment.
- Trains staffers on the use of the camera equipment.
- Keeps a schedule of what photos are needed and assigns photographers to cover all events.

## Copy Editor

- Supervises all written work.
- Creates a schedule with mini-deadlines.
- Proofreads text on finished pages before submission.
- Supervises staffers to keep them on time for deadlines including collecting rough drafts and final work.
- Works closely with the editors and adviser on quality control of the writing.

## Business Manager

- Oversees all financial aspects of the newspaper.
- Plans and executes ad sales and fundraising events.
- Record keeping.

## Distribution Manager

- Oversees the printing schedule and the distribution of the newspaper on campus.

## Web & Social Media Editor

- Promotes Clarion on social media.
- Maintains Clarion website and post content in-between scheduled publications.
- Must be spirited!