

April 12, 2019

Dear Applicant:

The 2019-2020 MHEA yearbook staff will make up a journalism class which will be taught on Tuesdays from 3:30 - 5:30 p.m. at 7596 Apple Valley Rd. Germantown, Aug. 20- May 20, with breaks for Thanksgiving and Christmas. All students who complete the class will earn a grade and one (1) high school journalism credit. There will be no partial credit given. Each student will learn basic desktop publishing and journalism. In addition students will have opportunities to attend desktop publishing workshops sponsored by Johnny Cole and Walsworth Publishing Company. Students will also receive one free yearbook and one school picture package, will have opportunities to exercise leadership, will learn and practice sales and photography techniques, and will end the year with an impressive addition to college and scholarship applications.

Each student accepted into the class, and one of his/her parents, will be required to sign a commitment agreeing to fulfill all course requirements as stated below:

1. Student will attend all regular classes. (**Only** personal illness, death of a family member, etc. will be cause for an excused absence unless cleared with the advisor ahead of time.)
2. Student will staff at least 3 of 4 fall picture dates. **Dates** will be announced as soon as possible, hopefully by the end of June. (Excused absences as above.)
3. Student will complete all homework assignments by due date.
4. Student will contribute a **minimum** of \$450 in sponsor sales, either by selling them or buying them. The final deadline for all business ads to be turned in will be September 20. This includes copy and money. **THIS IS FIRM and failure will result in an immediate lowering of grade.**
5. Student will understand there will occasionally be extra required work days and will do everything possible to attend.
6. Student will meet all deadlines.
7. Each section group is required to meet at the yearbook room one day in the summer in order to design their section.
8. Students are required to photograph 3 MHEA events: 2 sports, one activity. They can work in teams, if desired. They will have the opportunity to sign up for those events based on their interests and schedule.
9. Student will pay all fees in full. \* **See next page for need-based scholarship.**

To apply, applicant must complete the personal information form on the next page and return it along with an essay, and two (2) recommendations to MHEA Yearbook Staff, 7596 Apple Valley Rd. Germantown, TN 38138. The class will be limited to twelve students. Initial selection will be based upon professionalism of essay, strength of recommendations, beneficial past experience, and order in which application is received. Students who are chosen at this point might be asked to schedule a personal interview with the Advisor and the yearbook Editor. A non-refundable \$25 registration fee will be due at the time of acceptance to hold your place in the class. Those students not selected will be notified by letter or email by June 30 and may be placed on a waiting list. The \$100 class fee will be due the first day of class, in cash, Aug. 20.

Thank you for your interest in being part of the MHEA yearbook staff. I look forward to meeting you in person.

Sincerely,  
Karen Johnson Bateman, Yearbook Advisor