

# *The Galleon*

## *Newspaper Staff Application*

Spanish River Community High School  
5100 Jog Rd. Boca Raton, FL 33496  
galleonnews@gmail.com

**\*\*Please complete and return this application to Room 8111 (Mrs. Delaney) by Feb. 17 at  
3pm\*\***

**\*\*\* You will be contacted via email if you are selected for an interview\*\*\***

**\*\*\*\* Interviews will begin February 22nd\*\*\*\***

**Galleon Staff Application**

Spanish River Community High School  
5100 Jog Rd Boca Raton, FL 33496

galleonnews@gmail.com  
suzanne.delaney@palmbeachschools.org

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Please read the following.

**Description of Duties and Responsibilities in Journalism**

Journalism class is a course in life skills and business operation. Students are required to demonstrate mastery of skills through the successful completion of six issues of *The Galleon*. Proactive and dynamic individuals are essential for the creative production of *The Galleon*. The course is conducted in a workshop format; students must be self-directive and dependable.

Because of increasing production costs, ALL students will be required to sell advertisement space in the newspaper to local merchants. We will also be working on a deadline schedule. These deadlines do not coincide with any other school schedule. Many times students may be required to stay after school or work during weekends and holidays to meet these deadlines. Grades are based on student performance inside and outside the classroom. Students are always expected to conduct themselves as professionals, especially when acting as representatives of Spanish River Community High School and this class--wherever they go.

Students will receive elective credit for successfully completing the course.

Please complete the following NEATLY.

Name: \_\_\_\_\_ (first, middle initial, last)

**Current GPA (attach copy of most current report card):** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

*I have read and understood the requirements of the Journalism course.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Position Descriptions

- **Editor-in-Chief:** Individuals are responsible for managing all elements of the high school newspaper or website. Drafting layouts and planning ahead for the entire academic year, as well as constructing the ad pages. **He/she should feel comfortable using the appropriate technology and training other staff members to use the required technology. Journalistic style should be “second nature.”** Strong leadership skills are a must, not to mention a positive outlook and motivating attitude.
- **Associate Editor:** In addition to designing a section of the newspaper, he/she works with other associate editors and provides support for the editor-in-chief. They follow-up with reporters to see that interviews are being conducted and stories written. Associate editors are responsible for the timely production of the newspaper. The board may contribute to the editorial section. They should be skillful managers, editors, and leaders.
- **Page Editors:** Individuals are responsible for brainstorming, story assignments, editing, headline and cutline writing, as well as proofreading and contributing stories for each issue. Page editors should know the basics of newspaper design and how to use Indesign and Photoshop on Apple computers. They must also know how to scan and download pictures.
- **Staff Reporter:** Individuals are responsible for brainstorming and writing assigned stories. He/she must be able to write for a variety of sections. In addition, staff writers should be motivated to learn other aspects of newspaper production.
- **Art/Photography Editors:** Individuals are responsible for creating requested art for each issue. He/she must be able to manage a system for requesting art. In addition, he/she should have a positive and flexible attitude. Must know how to scan images and save on the shared network. Should be able to write stories for the newspaper if needed.
- **Web Editor:** He/she must be able to multi-task and address issues concerning all aspects of maintaining our website [www.galleonnewsonline.com](http://www.galleonnewsonline.com). In addition, he/she must be fluent in html, Indesign and Photoshop, MAC OS X, and file sharing. Should be able to write copy for the newspaper if needed.

### Newspaper Positions

*If you are interested in an Editor in Chief/Associate Editor's position, you must also choose a page-editing position.*

	First Choice	Second Choice
Editor-in-Chief	_____	_____
Associate Editor	_____	_____
Entertainment Editor	_____	_____
Face-off Editor	_____	_____
Features Editor	_____	_____
Feature Focus Editor	_____	_____
News Editor	_____	_____
Sports Editor	_____	_____
Staff Reporter	_____	_____
Photographer	_____	_____
Artist/Illustrator	_____	_____
Web Editor	_____	_____

### Short Answers

Please answer each item in 200 to 300 words. Provide **typed** responses on a separate sheet of paper, and label each response with the letter of the question it answers.

- A. Why have you chosen to seek a position on *The Galleon*? What has attracted you to the field of journalism? How will being a part of this staff help you to achieve your future goals?
- B. What do you feel that you will bring to *The Galleon* next year if selected? Why have you chosen the staffing position(s) that you have indicated above? What unique talents, abilities, passions or perspectives will you bring to those positions in particular? If applying for an editor position, what would you like to incorporate into the section and how do you plan to accomplish that goal?
- C. What was your favorite *Galleon* article and why? **(New applicants only)**
- D. **(Only answer if applying for the position of Editor-in-Chief)** How do you plan to handle the responsibility of the position in addition to your personal commitments? Please explain, in detail, your other commitments. In addition, how do you believe the staff at Spanish River views you? Would anyone have concerns regarding your integrity and/or trustworthiness with such an important position?

**Application Checklists by Staff Position – please check that you have everything completed before submitting this application packet!**

Editor-in-chief:

- Application
- Short Answers
- Front page redesign**
- Issue four design example**
- Newspaper critique (Download and print an old issue from Galleonnewsonline.com)
- 2 teacher recommendations and parent form

Associate Editor:

- Application
- Short Answers
- 2-page redesign of the primary section for which you are applying (returning editors only)**
- 2 teacher recommendations and parent form

Page Editor:

- Application
- Short Answers
- 2-page redesign of the primary section for which you are applying (returning editors only)**
- 1 page redesign (current reporters applying for a section editor position)**
- 2 teacher recommendations and parent form

Reporter:

- Application
- Short Answers
- 350-word features article, featuring you**
- 2 teacher recommendations (preferably 1 from your journalism teacher and 1 from your English teacher)
- parent letter

Art Editor:

- Application
- Short Answers
- Art portfolio (some art should be relevant to Spanish River)
- 2 teacher recommendations and parent form

Photographer:

- Application
- Short Answers
- Photo portfolio (some photographs should be relevant to Spanish River)
- 2 teacher recommendations and parent form

Web Editor:

- Application
- Short Answers
- Redesign of our homepage, located at [www.galleonnewsonline.com](http://www.galleonnewsonline.com)
- 2 teacher recommendations and parent form

Dear Parent,

Your child has applied to be a member of *The Galleon* staff at Spanish River Community High School. You should be aware of the commitment and the requirements for this class before the school year begins.

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Please discuss the requirements with your student. Help your student understand the responsibility and amount of work he/she must take on.

Please sign below indicating you have read and understand the above requirements.

Student's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact the adviser, Suzanne Delaney, with any questions at  
[suzanne.delaney@palmbeachschools.org](mailto:suzanne.delaney@palmbeachschools.org)

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**\*\*APPLICANTS, PLEASE GIVE A RECOMMENDATION FORM TO TWO TEACHERS, ONE MUST BE YOUR ENGLISH TEACHER\*\***

**\*\* TEACHERS PLEASE RETURN THE COMPLETED FORM TO MY BOX (MRS. SUE DELANEY) BY FEB.15 – EMAIL RECOMMENDATIONS WILL ALSO BE ACCEPTED – SUZANNE.DELANEY@PALMBEACHSCHOOLS.ORG\*\***

Dear Teacher:

\_\_\_\_\_ is applying to be a member of *The Galleon* staff.  
(Student name)

IN ORDER TO ENSURE THE LEGITIMACY OF YOUR RECOMMENDATIONS, PLEASE KEEP YOUR WRITINGS CONFIDENTIAL. PLACE THIS COMPLETED EVALUATION IN MS. SANDERS' MAILBOX; DO NOT GIVE IT TO THE APPLICANT.

Thank you for your participation in this process.

**Course description:**

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1. Based on the course description above, WHY do you believe the applicant would be a good addition to *The Galleon*?
2. How does this person work with other people?
3. How does this person handle assignments or other deadlines?
4. Please list ANY other necessary information about this applicant and student's current grade.
5. How does this person participate in class discussions?

On a scale of 1-5 (1 being lowest and 5 highest), how well would this student adapt to the unique responsibilities of the class? Circle one.

1                      2                      3                      4                      5

Name of individual completing this form: \_\_\_\_\_

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