

## Yearbook & Slideshow Facilitators

- Two parents to direct and oversee the Student Yearbook/Slideshow Committee.

### **Student Committee (Teachers facilitate selection)**

- Two 7<sup>th</sup> Grade Students, Two 8<sup>th</sup> Grade Students selected as Directors
- Student Committee comprised of a minimum of 4 additional students plus the Directors
- Directors recruit Student Photographers who photograph all activities
- Directors are responsible for gathering photos from other students and parents
- Two students from the Student Committee create the slideshow for graduation (students selected by parent volunteer and teachers)

### **Dates and Times Needed:**

- First meeting with students in September before first Land Lab
- Meet preferably after school on a weekly or bi-weekly schedule

### **Description (with students):**

- Develop outline and assign responsibilities for the year
- Evaluate progress and help guide students at scheduled meetings
- Assign clear deadlines at each meeting to maintain progress
- Communicate with the teachers regarding progress, screening of ideas, etc.
- Oversee progress from assigning responsibilities to production of end product
- At end of year, update this form and guidance form for next year's facilitator

### **Notes:**

Read the letter from the previous year's Facilitators. Plan for success. The key is that progress must happen a little every week rather than waiting until the end. Clear deadlines can allow for the meetings to be bi-weekly instead of every week.

With both the yearbook and slideshow it is important that every student is represented and is represented appropriately, of course.

Slideshow must be no longer than 10 minutes. Song selection should be approved by the teachers.

Ask office administrator for e-mail from last year's Facilitator for guidance and copy of last year's yearbook & slideshow.