

# organizing your classroom and staff

## 1. BINDERS

Put together a binder with dividers so the entire staff can find important information easily. Sections of the binder should include:

- Phone numbers and addresses for your yearbook representatives, the plant, staff members, etc.
- Deadlines: list the deadlines on a sheet of paper so they are easy to see
- Calendar: mark all deadlines and events
- Budget information
- To-do's (for when staffers say they have nothing to do)
- Plant correspondence

## 2. LADDER

Color-code each deadline on your ladder so that the entire staff can keep track of when pages are due. Color-coding also helps the students see when events must be covered to meet the deadlines.

## 3. COPY ENVELOPES

Fill-out a copy envelope for every spread of the book. Place the envelopes in a box in numerical order. Now students can complete layouts, take photos, write copy and captions and keep everything in the envelopes as they work on the pages. The envelopes never leave the classroom. This enables you to check the progress of the book and to see if students are meeting deadlines. (This is also useful in grading—try assigning points for each item on the spread and assign a grade value based on the total number of points earned for each grading period).

## 4. PHOTOS

Determine where all digital photos will be stored on the network or computer(s) with individual folders for each section and sub-folders for each topic or event to make images easy to find. It's also helpful to separate the "best of" images from the many others usually taken.

## 5. SUPPLIES

Place all supplies on shelves or in cabinets. Make it easy to find all the supplies and forms. Also, mailing boxes, copy shipment forms and mailing labels should be together ready to use.

## 6. MAIL CUBBIES

Make individual mail cubbies for everyone on the staff. This gives you, other staff members, and people on

campus a place to "mail" information to specific staff members. The cubbies can be made from shoe boxes or even large envelopes tacked to the wall.

## 7. EDITOR'S DESK

If you can give the editor a place to work, he/she will work. Remember "they" are putting the book together. Assign jobs for everyone on staff. Make a detailed chart of all the positions. The editors are the only people who report to you...delegate. Have the students do it!

## 8. PROOFS

Xerox all your proofs when they come in and make corrections on the copies. Then clearly make the corrections on the digital proof files you are returning. Print two copies of your corrected pages (reader's spreads at 71% are fine). Return one copy with your proofs and place the other in a binder in numerical order.

## 9. STAFF

Make "staff badges" (or press passes) with students' names and photos. This badge may get students into "special" places or just let people know they are on the yearbook staff. T-shirts are another way to make your staff feel special. This helps you, too, because people know who to give information and photos to, or who to ask about yearbook sales. It's fun to design the shirts to go with your cover or theme.

## 10. GIVE EVERYONE A JOB

Put those staff members to work! Assign a student to each of the following tasks:

- Tracking, organizing and promoting book sales
- Shooting photos of before-school and first-week events
- Maintaining computers: rebuild the desktop when needed; back up yearbook files once a week; create a template and put it on computers.
- Tracking ad sales, acting as liaison with parents and businesses, making sure all pieces of ads are received in time, etc.
- Keeping the room organized and clean
- Acting as staff social coordinator—plan staff "get to know each other" and out of class activities, birthday and holiday celebrations, etc.

tip 2 This content originally appeared on page 3 of the Yearbooks CA summer workshop Advisers' Editors' Handbook.