

KHS Publication Staff Contract

I, _____, understand the following in regard to my *Hoofprints* or *Courier* staff member responsibilities:

- That the classroom rules must be followed and failure to follow them could result in a lower grade and/or being dropped from the class
- That it is my responsibility to meet and complete all deadlines that I am given. I will make every effort to spend the time required, even extra time, to produce the quality of work required. This will be the major determination of my grade.
- I understand that I will be asked to help with advertisement sales, book or subscription sales and fundraisers and that I must do my part in order to make the yearbook or magazine financially successful.
- I understand that it will be my responsibility to help with yearbook and/or magazine distribution.
- Ms. Palmer is available almost any time to answer questions and/or discuss concerns with my work or with the class.
- That the *Hoofprints* and *Courier* staff are a team and a family dedicated to producing the best book/magazine possible and I am willing to do my part for the team and the book or magazine.

Signed: _____ Date: _____

Parent Signature: _____ Date: _____

Adviser Signature: _____ Date: _____

Class Schedule:	Teacher/Room
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____

Please list regular obligations such as practices, club meetings or work that would affect when you could work outside class:

Home Phone: _____ Cell Phone: _____

Email: _____ Birthday: _____