
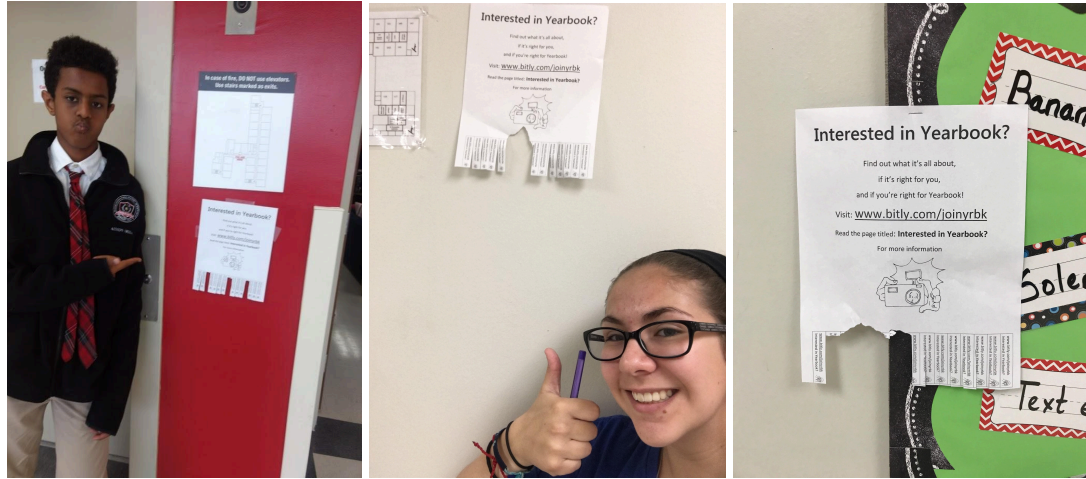


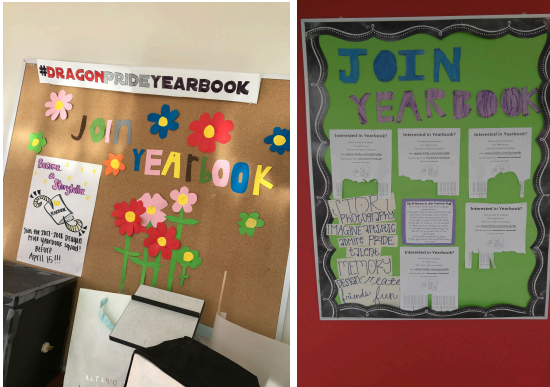


**NEW STAFF RECRUITMENT PLAN**

**Completed tasks**

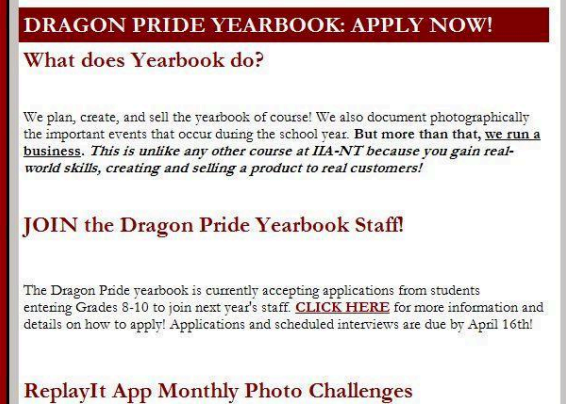
**DIRECTIONS:** Email photographic proof of completion **BEFORE OR BY due date** to Mr. K. at [Kiran.Fernandes@imageschools.org](mailto:Kiran.Fernandes@imageschools.org) - Please only send JPEG (NO HEIC) pictures of the completed task, not partially or in progress tasks.

| Campaign                                 | Staff Assignments   | Completion Date   | Notes/Details/Design Specifications   |
|--|---|---|---|
| Intro to Recruiting                      | Business editor   | 3/18  |   |
| <b>Posters: (Promo images)</b>           | (8)<br><b>Zia</b><br>Sophie<br>Kartikeya<br>Janelle<br>Amay<br>Kush | 3/23  | <p>-bringer cards with links to info page <a href="http://www.bitly.com/joinyrbk">www.bitly.com/joinyrbk</a></p> <p>-attention-getting graphics and design</p> <p>-the logo</p> <p>-The phrase "JOIN The 2022 DRAGON PRIDE YEARBOOK Staff"</p> <p>-Apply by April 15th!</p>  <p>Please send pictures of posters hanging on the wall, not being painted or lying on the floor.</p>  |
| <b>Tear Strip Flyers</b>                 | (5)<br><b>Abby</b><br>Alnsley                                       | 3/25  | <p>around the school in places where potential yerds might see them.</p> <p>- <b>Be Sure to cut the strips before posting!</b></p>   |
| Social Media<br><b>Instagram/FB Post</b> | <b>Business Manager</b>   | Every <b>A</b> Day<br>between beginning<br>of recruiting (3/22)&<br>ending 4/13 | <p>Send <a href="#">graphics</a> &amp; desired text to <a href="mailto:Karen.kimball@imageschools.org">Karen.kimball@imageschools.org</a> to publish on social media outlets</p> <p>-in your email indicate the specific date/time when it should be released</p> <p>-All posts should contain the deadline April 15 and more information link: <a href="http://www.bitly.com/joinyrbk">www.bitly.com/joinyrbk</a></p> <p>Hi Ms. Kimball,<br/>Dragon Pride is currently accepting applications for the 2022 yearbook staff, and we would like your help to publicize it on social media. Here is the content for release on M/DD</p> <p>Thank you for your help!<br/>Sincerely,<br/>Your Name &amp; Dragon Pride Yearbook</p> |

|   |   |                   |  |
|---|---|-------------------|--|
|   |   |                   | <p>First Post: Share <a href="#">Video</a></p> <div data-bbox="1863 184 2243 569" data-label="Image"> </div> <p>Yearbook application deadline: April 15</p> <p>Could we make a short video for parents about whether to encourage their child to join yearbook?</p>  |
| <p>Staff <a href="#">Recommendation Letters</a></p> | <p>(5) - <b>Arvin</b><br/> <u>Gavin</u><br/> <u>Prisha</u><br/> <u>Daniel</u><br/> <u>Olivia</u><br/> <u>Emily</u><br/> <u>Kush</u></p> | <p><b>4/1</b></p> | <ol style="list-style-type: none"> <li>1. Get Mr. K. to update information in template</li> <li>2. Add Student Name</li> <li>3. Print</li> <li>4. Get Mr. K. Signature</li> <li>5. &amp; Deliver</li> <li>6. (2021 - IF online student, send in email)</li> </ol> <div data-bbox="1249 974 1590 1436" data-label="Image"> </div>   |
| <p>Bulletin Boards:</p>                             | <p>(5) <b>Kezia</b><br/> <u>Eric</u><br/> <u>Kailey</u></p>   | <p>3/26</p>       | <p>Design &amp; Create a bulletin Board upstairs with information on joining the yearbook</p> <p>Include</p> <ul style="list-style-type: none"> <li>-tear strips with links to info page <a href="http://www.bitly.com/joinyrbk">www.bitly.com/joinyrbk</a></li> <li>-attention-getting graphics and design</li> <li>- the logo</li> <li>-The phrase "JOIN DRAGON PRIDE YEARBOOK"</li> <li>-Deadline to Apply</li> </ul> |

|  |                         |                            |   |
|--|-------------------------|----------------------------|---|
|  |                         |                            |    |
| <b>Managebac Message Posting:</b>        | <b>KF</b>               | <b>3/22</b><br>3/29<br>4/5 | <p>Apply to JOIN the Dragon Pride Yearbook Staff!<br/> The Dragon Pride yearbook is now accepting applications from students currently in grades 7-9 to join next year's staff. Visit <a href="http://www.bitly.com/joinyrbk">www.bitly.com/joinyrbk</a> for more information and details on how to apply!</p> <p>Applications are due by April <b>15th!</b><br/> &lt;embedded video: <a href="https://youtu.be/LKxavBWY1sq">https://youtu.be/LKxavBWY1sq</a>&gt;</p> <p><i>Embedded graphic - join the yearbook</i></p>    |
| <b>Marquee:</b>                          | <b>Business Manager</b> | 3/23                       | <p>Join the 2022 #DragonPrideYearbook Staff. Apply Today!</p>    |
| <b>Teacher Email for Recommendations</b> | <b>KF</b>               | 3/20                       | <p>Email: Current 7th/8th/9th grade teachers for recommendations:</p> <p><i>Greetings!</i><br/> We are about to begin the application process for <i>selecting 2022 Dragon Pride Yearbook staff members</i>. I wanted to reach out to you for suggestions of students who <u>WILL BE in grades 8-10 next year</u> who would be well suited to employment on staff. What makes someone well suited? Here are a few of the qualities that make a successful yearbooker:</p> <p><b>Dependable:</b> they get the job done and don't make excuses<br/> <b>Problem Solving:</b> when they don't understand, they actively seek out the solution (inquirers) utilizing resources well.<br/> <b>Trustworthy:</b> You're comfortable sending this student across campus (principled)<br/> <b>Maturity/self-starters:</b> We welcome introverts and extroverts alike, but we need reliable team players</p> |

|   |                  |                  |   |
|---|------------------|------------------|---|
|   |                  |                  | <p><b>Creative:</b> skilled at crafting a polished look and styling to the projects they create.<br/> <b>Communicators:</b> able to approach and speak to people confidently, both peers and adults.<br/> <b>Organized:</b> good at following multistep procedures with consistency as well as managing materials.<br/> <b>Caring:</b> They care about doing the best quality work they can and have family support of their academics</p> <p>We'll be interviewing students for full yearbook staff positions (8,9,10<sup>th</sup>) in the next few weeks.</p> <p>Please mention yearbook application to any students you feel would be well suited, and <a href="#">click on this document</a>, select the sheet for your grade level at bottom, then <b>highlight your nominations in green</b>, so we can follow up and personally invite them to apply.</p> <p>If you see a nomination indicated on the list and feel strongly that you have important information that should be considered in that regard, please see me in room 218 or catch me in the hallway 😊.</p> <p>FYI:<br/> Consultants will support the staff by taking pictures, gathering information, tagging pictures, and just generally helping out. It's a way to be involved without the full responsibility and commitment of being on staff. It also can be a good training experience for the yearbook.<br/> This is the information that all applicants will be provided to review before applying: <a href="http://www.bitly.com/joinyrbk">www.bitly.com/joinyrbk</a></p> <p>Thanks!</p> |
| <p><b>Overhead Announcements:</b></p>                         | <p><b>KF</b></p> | <p>3/22-4/12</p> | <p>Love taking pictures, designing graphics layouts, meeting new people, and telling their stories? The Dragon Pride yearbook is currently accepting applications for next year's staff. Dedicated, self-motivated, principled, enthusiastic, and creative student leaders from next year's grades 8-10 are encouraged to apply! If accepted, you will be working in a live business; you'll be able to learn and practice photography, journalism, marketing, advertising, graphic design, and writing. Grab a tear strip from one of the flyers around school and visit the webpage for more information on how to apply! Applications are due April 15.</p> <p>"Next year, make the yearbook your book! If you are going to be in grades 8-10 and interested in photography, graphic design, or journalism, then yearbook is the place for you. Rip a slip from one of the flyers for more information on what yearbook is all about."</p>   |
| <p>TV Load flash drive with only recruitment promo images</p> | <p><b>KF</b></p> | <p>3/24</p>      |   |

|   |   |                             |   |
|---|---|-----------------------------|---|
| <b>Newsletter : KF</b>                                    |   |                             | <p>JOIN the 202X Dragon Pride Yearbook Staff!<br/> The Dragon Pride yearbook is currently accepting applications from students in grades 7-9 to join next year's staff. Visit <a href="http://www.bitly.com/joinyrbk">www.bitly.com/joinyrbk</a> for more information and details on how to apply! Applications and scheduled interviews are due by April 15th!</p>  |
| <b>Take down all Recruiting</b>                           | <b>Business Manager</b>   | <b>04/16</b>                |   |
| <b>After recruitment:<br/>Assemble staff Welcome bags</b> | Zia<br>Kezia<br>Kailey<br>Gavin<br>Eric<br>Sophie<br>Abby<br>Prisha | 5/05                        | <b>Cards, candy, confetti, post it tabs, idea notebook, water bottle with advice, YERDs, Printed Staff Manual, <a href="#">New Staff Photo Challenge</a>:</b><br>Take a picture and email it to me for completion (5)   |
| <b>Acceptance/Delivery:</b>                               | <b>(YB Staff signs up)</b>  |                             | Take a selfie with the recipient and email me for completion.<br>2021 - Mr. k. Will deliver bags to homes of online students  |
| <b>Welcome Overhead Announcement:</b>                     | <b>KF</b>   | <b>Same day as delivery</b> | [With Enthusiasm- smiling as spoken]<br><br><i>The Dragon Pride Yearbook staff is excited and proud to announce the newest staff members for the 2023 team!</i><br><br><i>Congratulations and welcome aboard!</i>   |
| <b>Staff Assignment List</b>                              | <b>Business Manager</b>   | <b>3/20</b>                 | Create a list of all assignments sorted by staff member.<br>Like this:<br><br>1. Serena Rajani:<br>3/20 - Assignment list<br>4/16 - Takedown recruiting materials<br>3/26 - Marquee<br><br>I want to be able to copy & paste this into managebac so people know what they're responsible for regarding evidence.  |

[Teacher Recommendation List:](#) (emails were sent to in person and online students just in case)

7th

**Green - Sent by Kush**

Polina Bakman  
Nupur Bansal  
Sarina Bhanot  
Maahi Bhavsar  
Vedika Chamaria  
Alice Chi  
Juan Cortes  
Hayden Deviney  
Leah Duncan  
Julia Evans  
Nathan Ghose  
Riley Owens  
Hanah Park  
Sachien Ravi  
Merry Reddy  
Joshua Sarwate  
Saijanani Sathivell  
Camila Silva  
Tanvi Soni  
Siddhartha Talluri

**Sent by Arvin**

Amna Hameed  
Xing Hou  
Fernanda Leduc  
Elizabeth Li  
Andrew Liu  
Jaabili Malampati  
Aiden Muhammad  
Priyal Narang  
Diya Nishil Kumar

**Blue - Sent by Emily**

James Tristano  
Isabella Van Ham  
Misha Varma  
Dylan Warfield  
Carsten Wu  
Katelynn Zhou

***IN PERSON PEOPLE:***

[Gavin Daugherty](#)  
[Locklan Kershaw](#)  
[Vineez Sevilla](#)  
[Grace Torres](#)  
[Leah Duncan](#)  
[Julia evans](#)  
[Amna hameed](#)  
[Elizabeth li](#)  
[Aiden muhammad](#)  
[Joshua sarwate](#)  
[Camila silva](#)  
[Dylan warfield](#)

8th

**Sent by Daniel**

Alesha Farah Kadiri  
Nandini Potturi  
Peyton Taylor  
Samantha White  
Janelle Zhou

***IN PERSON PEOPLE:***

[Mckenzie Powell](#)  
[Matthew Wooton](#)

9th

**Harrison Mugo (sent by Kush)**

***IN PERSON PEOPLE:***

[Beckett Kershaw](#) (will probably continue in film)

