



Hubbard Woods PTO Classroom Photographer Job Report

Photography Guidelines:

1. Coordinate with your classroom teacher when you can come into the classroom to take pictures.
2. Use a teacher-issued iPad or digital camera to take photos. Coordinate with your classroom teacher on what works best for them.
3. Try to get 1-2 pictures of each child in the classroom, per visit to keep it equitable. Don't take 500 pictures - we just need a few per event!
4. Upload pictures to the teacher's classroom folder. Please edit/delete pictures (remove bad or blurry pics, etc) BEFORE adding to the folder. This step should be done immediately after the pictures are taken, before leaving the school.

Visit your Child's Class to Photograph the Following:

1. Seasonal playground photos - these are the best since it's outside and can often gather 2-5 kids together.
2. Classroom parties - such as Halloween, Holiday time, Valentine's Day, and Pajama Day.
3. Special classroom events - examples include field trips, if you are the chaperone, or the kindergarten Monarch Migration.

Sign up for School Sponsored Events:

1. Look out for an email from the Yearbook Chairs to sign up for school events - examples include the Ghost Walk, Winter Showcase, and Mayfest.
2. Coordinate with your classroom teacher on what device to use for photos (classroom digital camera or teacher iPad). Upload pictures to the specific event shared drive (more on this to come - new procedure).

Create your Classroom Yearbook Page:

1. Look out for monthly emails from the HW yearbook chairs for updates on this process in late winter.
2. Begin the process of creating your classroom yearbook page using specific yearbook software.
3. Create photo collage with at least three pictures of each child. You will be given a composite of your classroom students to assist in identifying children in pictures.
4. Attend committee-sponsored get-togethers to work on your pages with other classroom photographers in early spring (optional).