

LETTER TO FUTURE STAFFERS

Write a one-page letter to a future staff member. These letters will be shared with next year's staff on the first day of school, so this is your opportunity to leave your mark. Include the date at the top and a signature line at the bottom. Sign your name when you are finished. Address the following:

Responsibilities

- What is the most important part of yearbook production?
- What does it take to be a great staff member?
- What tips do you have for meeting deadlines?

Motivation

- How can you contribute to keeping up staff morale?
- How do you motivate your peers?
- What staff traditions or rituals would you like to see carried forward? Why?

Goals for the future

- What was this year's staff's greatest accomplishment?
- How can next year's staff build on that accomplishment?
- What goals would you suggest for next year's staff?

One thing you know now

- Address any obstacles or concerns a future editor or staffer might face.

Assignment topics addressed (60 points at 15 points each)

- _____ Responsibilities
- _____ Motivation
- _____ Goals for the future
- _____ One thing you know now

Tips for success (20 points)

- _____ Specific and appropriate

Grammar, punctuation and style (20 points)

- _____ Free of spelling errors
- _____ Free of grammatical errors
- _____ Consistent point of view
- _____ Consistent tense
- _____ **TOTAL**

Comments:

DRAFT YOUR LETTER

RESPONSIBILITIES

MOTIVATION

GOALS FOR THE FUTURE

ONE THING YOU KNOW NOW

ADDITIONAL ADVICE
