

# STAFF EXPECTATIONS

what the yearbook staff can do to make life easier

- 1. Be responsible** - carry out the duties assigned to you as a staff member. Advisers get frustrated when they have to do menial tasks for their students.
- 2. Conduct yourself properly** - get to class on time and begin working on yearbook assignments without being told. Don't force the adviser to be a disciplinarian or mediator or jailer.
- 3. Quit complaining** - not every job on yearbook is fun, so accept that fact and don't whine and complain.
- 4. Volunteer** - there is always something that needs to be done, even if it is not your assigned duty. Help others, you may need help one day too.
- 5. Do your job without being told** - you know what you should be doing. Use your own initiative and motivation.
- 6. Put things away** - pick up after yourself and make sure to put all the priceless photos and expensive equipment in a safe place.
- 7. Don't procrastinate** - there is always something to do, and you never know what crisis will occur, so don't wait until the last minute to start working on your work. Don't put off until tomorrow what you can do today.
- 8. Don't take advantage of being on staff** - you don't have a blanket pass to roam the halls, use the phones, or stand in the hall talking to your friends. Don't abuse your privilege or you will lose it.
- 9. Make decisions on your own** - not every story, caption, or headline has to have the adviser's immediate approval. Be patient and make decisions on your own before standing in line to talk to the adviser. Talk to the section editor, or editor-in-chief. Many times, they know the answer, too.
- 10. Do it right** - if it's worth doing, it's worth doing right. Take pride in your work and realize the immense responsibility you have and how your school is counting on you.