

CLUB PHOTO DAY INSTRUCTIONS

ALL FACULTY EMAIL:

On [date you've coordinated with photo company and the front office], we will be shooting club photographs in the auditorium. Every student who belongs to a club will pick up passes from club sponsors. These passes will have the scheduled appointment time on them. Students must show their classroom teachers the pass to get out of class. If students do not have a pass they cannot leave class. The yearbook staff will not have extra passes. Passes can only be distributed to the student by club sponsors. This ensures they are involved in the club. Please help us by following our system so we do not have students included in club photographs in which they do not belong.

Photographs are taken at the exact time on the pass. Students will be gone from your class no longer than 15 minutes. The yearbook staff will collect passes at the time the photo is taken. Prior to [date], the schedule will be sent out through email to keep you informed.

In advance, thank you for your support.

ALL CLUB SPONSORS:

PLEASE email [adviser name] the following information:

CLUB NAME:

NUMBER OF MEMBERS:

(we will send this number plus a few extra passes)

PREFERRED TIME FRAME FOR SESSION:

The passes will be in your mailboxes one week prior to club photographs.

REMINDERS INCLUDED IN THE SANDWICH BAGS WITH PASSES:

Your requested number of passes is included.

Distribute ONE per club member.

Have students print their names on the pass, then signed by you.

Remind students the passes get them out of class. If they lose the pass, only you, the sponsor, can issue another one.

Our policy for photo day: NO PASS / NO PHOTO / NO EXCEPTIONS