

WHAT TO INCLUDE

STANDARD THINGS TO INCLUDE

PAGE 1

Commonly referred to as the **TITLE** page, it typically lists school name/address/phone, photo of school or something related to your theme

SCHOOL ADMINISTRATORS

Include a photo and title; often times administrators will also write a message to students

SPECIAL AWARDS

Acknowledgment of any special awards to school, teachers, staff or students

FACULTY AND STAFF PORTRAITS

Include all school personnel, including teachers, assistants/aides, office staff, cafeteria, custodians and bus drivers

STUDENT PORTRAITS

Be sure to include students who may have missed Picture Day

SPECIAL CLASSES

Photos of classes such as music, art, PE, technology/media, etc.

OFFICIAL SCHOOL EVENTS

Photos of all official school events, such as Book Fair, Field Day, Fall Festival, Spirit Day, Grandparents Day, Father-Daughter Dance, Mother-Son Night Out, 100th Day of School, Spelling Bee, author visits, music programs, school plays, special grade level field trips, etc.

OFFICIAL STUDENT GROUPS/CLUBS/TEAMS

Group photos and candid photos of official students groups/clubs/teams recognized by the school, such as Drama Club, Safety Patrol, Book Club, Odyssey of the Mind, Service Club, Robotics Club, Recycle Club, Mathpalooza, basketball team, etc.

GRADUATING CLASS

Special coverage of the graduating class (e.g., 5th graders moving on to middle school), such as large photo of everyone in the grade, favorite memories, class trip, etc.

OPTIONAL ITEMS TO INCLUDE

- ◆ Table of contents listing on page 1 helps readers find topics easily
- ◆ Class group photos
- ◆ After-school activities
- ◆ School volunteers
- ◆ Parent ads (purchased by parents recognizing their student; often for graduating class only)
- ◆ Business ads (purchased by businesses)
- ◆ Quotes from students and faculty/staff
- ◆ Fill in the blank features, such as “My favorite memory,” “The best part about school is...”
- ◆ Autograph page(s) (left mostly blank so students can sign yearbooks)
- ◆ Index (list all student names and any page numbers they are pictured on)

INCLUDING CLUBS

Some elementary schools have clubs for students to participate in after school which might also be covered in the yearbook.

GROUP CLUB PHOTOS

If you plan to include clubs in the yearbook you'll want to start by:

- ▶ Obtaining a list of clubs and sponsors from the school office
- ▶ Contacting the sponsor to learn the day/time for meetings/competitions, list of members and officers
- ▶ Contact the school photographer to schedule group photos OR set up a time to have group photos taken by a parent

CLUBS IN ACTION

Including club group photos is a traditional way of recognizing club members. At the beginning of the year, or season, ask club leaders to take a few photos during meetings, activities or competitions that show the kids in action to share with the yearbook.

QUOTES

Create and reproduce a simple half-sheet questionnaire. Provide each club sponsor with enough forms for each member and ask them to return the completed questionnaires to you. Below are some sample questions you might want to include.

SAMPLE QUESTIONS

- ▶ Explain why you chose to join this club.
- ▶ What has your favorite activity been this year. Why?
- ▶ What will you remember most about being part of the ____ club?

INCLUDING EVENTS

While a majority of the school day is spent in class and pictures may be relatively easy to come by, school events tend to be the most memorable highlights of the year and may require enlisting others to help capture those moments. Below are some tips to consider.

PHOTOGRAPHS

Students love seeing pictures of themselves in the yearbook and if you truly want your book to capture the events that make the year special, you'll want a lot of photos to choose from. Because it may be impossible to take all of the photos yourself, consider enlisting the help of other parents and/or students whom you know will be at school events.

QUOTES

Short on space or hard pressed to find photos for a certain school event? Consider asking several students who were in attendance questions about their experience and including their answers on your pages.

OOPS, I MISSED IT.

It happens. You're running late, unable to attend or just didn't hear about a special event in time to plan for anyone to take photos. Don't fret. Utilize the school newsletter, social media or send notes home with students asking parents if they have any images of a certain event that they would be willing to share. Using photo gathering systems, like Herff Jones' eShare makes it simple and easy for the school community to share images with you.

ESHARE

eShare allows everyone on campus and members of the community to submit digital images for possible inclusion in the yearbook. Images and caption information are uploaded to a secure website for your school. This is an easy way to collect great images for the yearbook and create excitement about the yearbook in both the school and the community.

INCLUDING SPECIALS

Just like time spent in homeroom, special classes are an important and exciting part of an elementary schooler's day. Below are some simple ways to feature specials in the yearbook.

ACTION SHOTS

Consider including action shots of these classes in the yearbook. To do so, contact each specials teacher to see if they mind someone dropping by to take a few photos for the yearbook. (The office secretary should be able to provide you with a schedule of special classes so you can ensure that each special is represented for each grade level.)

If you're unable to visit the school during daytime hours, ask one or more parent volunteers if they're able to stop by to take a few photos.

This process doesn't have to be done in one day. In fact, you may want to ask the specials teachers if there is a particular class period or time of year when their classes are doing an especially interesting activity or project.

POLL STUDENTS

Kids love specials. They also love to tell you which one they enjoy most and which they are especially good at — so why not give them the opportunity to voice their interests in the yearbook?

Create and reproduce a simple half-sheet questionnaire. Distribute them to classrooms or send them home in parent folders — making sure you include a “due back by” date. Ask teachers to receive the completed sheets and deliver to the office in your name.

SAMPLE QUESTIONS

- ▶ Which is your favorite special class? Explain why.
- ▶ What was your favorite project/activity in _____ ? (fill in the name of a special class)