

Volunteer Position:	Yearbook Division Representative	Previous Volunteer in Position:	Jackie Leone
Reports to:	Yearbook Coordinator	Volunteer requirement: Class Parent	
Report frequency:	monthly at meetings or when needed		

<i>Purpose of the Role:</i>	(point form)
<ul style="list-style-type: none"> - to collect and prepare yearbook elements for Divisional Page layouts - deliver yearbooks at year end 	

<i>Background notes of position (brief history of the position/role):</i>	

<i>Responsibilities/Expectation of this position:</i>	
<ul style="list-style-type: none"> • Scan Class photo 300 dpi greyscale and save as a .tiff file • complete word document listing class members as they appear in the class photo, identify Teachers Aids that appear in the photo, list any missing students • prepare pre-cut paper (letter cut into quarters) and instructions for Teacher for student doodles • scan all doodles at 300 dpi greyscale and save as .tiff file (ensure no student doodle is missing), save the originals until the Yearbook Layout is complete... just in case! • send reminders to parents of class to take photos during special occasions (field trips, parties, projects). Yearbook cameras are available at the office to take photos for yearbook • collect at least 10 photos that represent the school year for that division (photos can come from other parents, the yearbook cameras, the teacher) • you can coordinate volunteers within your division to help with the tasks or do them yourself! 	