

Volunteer Position:	Yearbook Gr. 7 Pages Coordinator	Previous Volunteer in Position:	Leone, O'keefe, Staude
Reports to:	Yearbook Coordinator	Volunteer requirement: Grade 7 Parent	
Report frequency:	when needed		

Purpose of the Role:

(point form)

- to organize collection and preparation of Yearbook elements for special gr. 7 pages

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

Responsibilities/Expectation of this position:

- working with Teachers, Parents and Students of grade 7 you will need to:
 - collect all grade 7 student 'blurbs'
 - (you may have students email their blurbs or fill out a PDF on the computer and send it back via email. you must ensure the blurb does not exceed the maximum character count)
 - collect and scan all grade 7 baby pictures
 - (300 dpi grey scale, portrait orientation, no larger than 4 inches on the long side)
 - save photos as "baby__lastname.tiff"
 - (you could ask parents to scan in their photos and email them to you)
 - find out if there are any new grade 7s that have arrived at the school late in the year and ask Yearbook Coordinator to check that the student Photo Release has been signed
 - collect photos of special grade 7 events and fieldtrips for a grade 7 collage
 - organise someone to take DECENT portrait style photos appropriate for the pages IF the school photographer is not taking the most recent grade 7 photo