

Nov. 28, 2018

Photojournalism Leadership Student  
Travis Heights Elementary  
2010 Alameda Dr.  
Austin, Texas 78704

Dear Student,

Thank you for your interest in the Photojournalism Leadership program at Travis Heights Elementary. This team's goal is to inform the community about happenings at school through the THES website. As always, professionalism and attitude will be the biggest determinant of your success.

Everyone **MUST** apply and be hired for the position. Your application:

1. Must be **your** best work. (Note: "your" work. Any submission that is deemed not, whole or part, will be disqualified.)
2. May be handwritten or typed. If handwritten, it must be in blue or black ink and without mistakes. If typed/printed, then no mistakes and it must be formatted properly, using 12-14 point font, Times or Helvetica.
3. Neat and complete. (No tattered papers, smudges, etc.)
4. May use a creative approach, but appropriate when applying for a job.
5. Due: Friday 01/11/2019, at or before noon to the office or Mr. Hawes.

There are a limited number of openings available. While every effort is made to develop a program that includes the most students, submitting an application does not guarantee a position.

If you have any questions or problems completing the application, feel free to ask. And again, thank you for your interest.



Sincerely,  
Ms. Friedman  
THES "Web Editor"

512-619-5773  
mary.friedman@icloud.com

## **Job Description: Photojournalism Leaders**

The Photojournalism program seeks 4th and 5th Travis Heights Elementary student leaders who exemplify what is great about Travis Heights. The Photojournalism Leadership Team will provide both images and text that will be published on the THES website.

Students meet with Ms. Friedman for a working lunch each week. You are applying for a position on the leadership team which could include work as a photographer or a writer.

### **Responsibilities:**

Safety first. The cameras and computers we use are not toys. The proper candidate will agree to always follow directions and safe practices.

Have a positive attitude and be a team player. The ideal candidate is flexible and focused on the big picture of contributing to get the project done well.

Attend required meetings, events, or communicate in advance that you are not available that week. (Tell me ahead of time you are not available.)

Students must demonstrate professionalism during team events and throughout the school day. The ideal candidate knows how to behave in line, at lunch, and in class.

You **MUST** deliver on your academic responsibilities. Participation requires that you put the work into your studies and excel to the satisfaction of your teachers and parents.

If you are unable to maintain any of the obligations, you may ask or be asked to resign.

### **Application:**

Interested students must apply to be part of the Photojournalism Leadership Team. The applications consists of the following items that must be submitted to Mr. Hawes or the office by noon on Friday, January 11th, to be considered. You may follow the form provided, though you should use blank or lined paper. It must be in your handwriting, in **YOUR OWN WORDS** and your best effort. If you have trouble reading, writing, or filling out the application, then please ask your teacher or parents for help. You may also contact Ms. Friedman by phone to arrange time to get help after school or during lunch. These are the items you **must** return.

1. Application Letter
2. Parent permission, signed
3. Teacher recommendation, signed
4. Media release, signed by parent (This can be found here:

<https://southaustinteacher.com/thes-photogs/>)

# Application Letter Example

Month Day, Year

Name of person you are writing

Name of the organization

Street Address

City, State Zip

Greeting,

Your cover letter should have at least three paragraphs.

Introduction. At least two sentences that include who you are (your name) and why you are writing (to apply for a leadership position on the journalism team).

Body. At least three sentences. Describe why you want to be on a photojournalism team. Describe talents, characteristics you bring. (What strengths do you have that could help the team?) What specific position are you most interested in? (For example: interviewer, photographer, writer etc.) What experiences in life have you had that contribute to a leadership team? (For example: helped with computers in the classroom, wrote up an interview for a class project, photographed family events.) Describe how you work with others. Tell why you are interested in becoming a part of the leadership team. The paragraph should “flow” when you read it. Don’t make this just a list. It should be more like you are “talking” to someone; convincing them that as to why YOU are the ONE!

Conclusion: At least two sentences. Wrap it up by restating your interest in being part of the THES Photojournalism Leadership Team. Write that you would be a great asset to the team and that you appreciate the consideration. (Say that in your own way.) (This last part is basically thanking the reader for considering your application.)

Salutation,

(Sign your name)

# Photojournalism Leadership Team

## Teacher Recommendation Form

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Grade level you taught this student: \_\_\_\_\_

Subject(s) you taught this student: Writing Reading Math Science Art Music P.E.

Dear Teacher: Your student is applying to become part of our THES Photojournalism Leadership Team. Please consider the following and check off the areas you can recommend this student.

- Participation in tutorials (if invited)
- Good history of homework completion
- Active participation in classroom learning
- Behavior appropriate to support learning
- Upholds academic responsibilities

Teacher signature: \_\_\_\_\_



## Parent Permission

I give permission for my child to apply for and, if chosen, to participate in the Photojournalism Leadership program at Travis Heights Elementary, 2018-19 school year.

Sign \_\_\_\_\_

Print Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Questions, comments or concerns, please direct to:  
Mary Janecek-Friedman  
THES "Webmaster"

512-619-5773  
mary.friedman@icloud.com



Image from  
<https://alyssaapuzzio.wordpress.com/2015/11/03/rise-of-photojournalists/>

# Austin Independent School District



## Media Consent Form for Minors

Minor's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Minor's Name \_\_\_\_\_ Birthdate \_\_\_\_\_

I hereby authorize Austin Independent School District and those acting pursuant to its authority, or with its permission, to interview and/or to have photographs, audio or audiovisual recordings made of the above named minor(s) ("Media Images").

I understand that these Media Images may be released to the public by the news media or by AISD in broadcast, print, or Internet media. I also understand that the Media Images may be used by the AISD for advertising and marketing purposes. These Media Images may be used in whole or part as long as this is in effect and AISD has not received notice that this consent has been revoked. I also understand that I am not required by AISD to authorize the above consent, and that authorization is not a condition of receiving educational programming or services.

I further understand that the name(s) of the minor(s) may be used in connection with these Media Images unless I have specifically restricted such use below.

(Outline any restrictions Here) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I release Austin Independent School District, the Board of Trustees, officers, agents and employees from any and all liability connected with capture or use of these Media Images.

I waive all rights, interest or claims for payment in connection with any exhibition or release of these Media Images. I understand that this consent is voluntary and can be revoked at any time. I give my consent in the interest of public information, and for furtherance of education and the research goals of this institution or for other lawful purposes.

I acknowledge that I have legal authority to sign this form on behalf of the minor(s) named above.

Signature of parent or legal guardian

Relationship to minor

\_\_\_\_\_  
Printed name of parent or legal guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Printed name of witness

\_\_\_\_\_  
Date