



Camera Crew

Application 2017-2018

Applicant Name

Essay

Briefly explain in ONE page or less why:

1. you would like to be a member
2. personal qualities you bring to Camera Crew (for example: working well with groups, taking charge of project, meeting deadlines, etc.)
3. any ideas you may have

Typed or handwritten.

Deadline

Submit application and essay by **May 4, 2017 Thursday 3:00 p.m.** to Ms. Camarena in room 202.

Recommendations

Submit Recommendation Forms to **three** Jr. High teachers.

CC Purpose

To set up and ensure Morning Assembly runs smoothly. See Attachment 1 for complete list of duties.

CC Requirements

To be an effective Camera Crew, the following qualities are needed:

- * **Punctuality - MUST arrive by 7:30** (If this cannot be accomplished, do not apply)
- * attend activities (if they miss more than 5 activities in the year, they are asked to leave, so that they can focus on other commitments they may have)
- * possibly attend school functions outside of school hours
- * disciplined work ethic (work responsibly, diligently and cooperatively with group)
- * effective written and oral communication skills
- * demonstrate knowledge of basic computer skills
- * maintain a passing average
- * demonstrate and promote good citizenship (no behavioral contract or in/out of school suspension)

Selection

Selection will be based on punctuality record, discipline record (minimum discipline slips), academic performance, quality of essay, and teacher recommendations.

Parent Signature

Date

****Parents:** By signing this document you agree to support your son/daughter as a Camera Crew member. This includes allowing and encouraging them to participate in all of the planned Camera Crew activities.

Student Signature

Date

Our Lady of Sorrows School
Camera Crew Teacher Recommendation Form

Applicant's Name & Class _____

Teachers: Please return this form in Ms. Camarena's box by Thursday, May 12.

Please rate the student on a scale of 1 to 4 (4 being great):

1. Respect to staff, students and property _____
2. Punctual / Responsible _____
3. Leadership qualities _____
4. Trustworthiness _____
5. Citizenship _____
6. Grades/Academic Work _____
7. Role model _____
8. Would you recommend this student for next year's Camera Crew? YES / NO
9. Comments/Notes

Teacher Signature

Date

Our Lady of Sorrows School
Camera Crew Teacher Recommendation Form

Applicant's Name & Class _____

Teachers: Please return this form in Ms. Camarena's box by Thursday, May 12.

Please rate the student on a scale of 1 to 5 (5 being great):

- 1. Respect to staff, students and property _____
- 2. Punctual / Responsible _____
- 3. Leadership qualities _____
- 4. Trustworthiness _____
- 5. Citizenship _____
- 6. Grades/Academic Work _____
- 7. Role model _____
- 8. Would you recommend this student for next year's Camera Crew? YES / NO
- 9. Comments/Notes

Teacher Signature

Date

Our Lady of Sorrows School
Camera Crew Teacher Recommendation Form

Applicant's Name & Class _____

Teachers: Please return this form in Ms. Camarena's box by Thursday, May 12.

Please rate the student on a scale of 1 to 5 (5 being great):

- 1. Respect to staff, students and property _____
- 2. Punctual / Responsible _____
- 3. Leadership qualities _____
- 4. Trustworthiness _____
- 5. Citizenship _____
- 6. Grades/Academic Work _____
- 7. Role model _____
- 8. Would you recommend this student for next year's Camera Crew? YES / NO
- 9. Comments/Notes

Teacher Signature

Date

Camera Crew Duties

Announcements

- Prepare morning announcements
 - Prepare flag, podium and mic
 - Gather announcements
 - State announcements or gather students to state announcements
 - Store flag, podium and mic (turn off)
- Post outside flag and collect flag at the end of the day

Projector

- Prepare projector podium
 - Pull out projector podium
 - Connect cables to outlets
 - Power outlet
 - M2 outlet
 - Connect projector, sound and power to laptop
 - Open Morning Assembly folder (this folder contains the necessary files for Morning Assembly)
- Store projector podium in its storage room
 - Turn laptop off
 - Disconnect and store cables
 - Lock the storage door where the projector is store
- Double check mic is OFF and put away and lock the sound system storage room door
- Return keys to Ms. Camarena or Mr. De La Rosa

Lights

- Turn on the following
 - Sound system
 - Screen & lower screen
 - During prayer and morning songs
 - Turn off all blue tagged lights EXCEPT stage lights, 4 and 19
 - Be careful with Exit lights (they are sensitive – if they go on, push Exit light switch in)
 - All lights go on and stage lights go off
 - Note: If another video will be shown AFTER announcements, just turn off the first four rows of lights
- When assembly ends
 - Make sure mic is put away
 - Screen goes up
 - Sound system turns off
 - **Close breaker door**
- Collect phones and take to the office

Back up – fills in for absent members