

Dear Prospective Torchie,

Thanks for your interest in being a member of *The Torch* staff. The application is attached, and it should be submitted no later than **TUESDAY, FEB. 11 at 3:25 p.m.** You may place the finished application in my mailbox in the high school office or return it to me personally by that time.

The application has two parts: the application sheet (attached) and the letter you are to write. The application sheet should be stapled to the top of the letter you compose.

I will let you know whether you have been accepted to the staff via email during course selection week. Please be aware that if I receive applications from more students than I can accept, I may not be able to offer you a spot on the staff. In that case, you will be placed on a waiting list. Typically, a few people each year who are accepted end up not being able to participate due to scheduling conflicts or other issues, and I am able to offer those spots to students on the waiting list.

What am I looking for in my staff members? Are you a hard worker? Do you follow through completely on assigned tasks? Do you consistently seek to improve your work? Can you be counted on? Do you turn in all of your work? Do you turn work in on time? Are you a good writer? Do you work well with others? I will consider not only your work in Journalism but also such qualities as dependability, honesty, integrity, work ethic, ability to work well with others and ability to complete tasks independently. To that end, I will ask all of the teachers in the building to rate you on these qualities.

What is involved in being on *The Torch* staff? You must be scheduled into our seventh period meeting time next year (if you cannot fit this into your schedule, you cannot be on the staff). Each staff member typically takes an assignment each month: a story, photos, survey, etc. You will also be assigned to help design one section during "*Torch week*." We usually work from after school to about 8 p.m. for three to four days (which occurs once per month). Don't worry if you're involved in other activities or in sports; many of my staff members are highly involved. We have a scheduling system that allows you to meet your other obligations. However, there is a certain amount of give and take, and we expect you to make some sacrifices during *Torch week*. If you fulfill all of your responsibilities as a *Torch* staff member, you can earn an elective course credit.

Also, please note that the new staff takes over this May, so you will participate in that *Torch week*, which is scheduled for the evenings of May 6, 7, 11, and 12.

I look forward to receiving your application!

Sincerely,

Mrs. Horger