

Bowman Yearbook Notes

Before you start: Yearbooks are distributed to the 5th graders on the last day of school. Print one for every 5th grader, each 5th grade teacher and aide who spends a lot of time with them, the office, Mary, Beth and Ms. Loof. I would add a few extra copies to the total just in case. Meet with Mary and/or communicate with the Teacher Coordinator to have a clear idea of what can/cannot be included in the yearbook. Check the master calendar in the office to check when the 5th grade activities are to see if you have enough time to include them in the yearbook.

Logistics: In the past, most of the parents who do the yearbook are in some sort of graphic design work and have access to great software. We did not. I bought a subscription to Lucidpress (\$50ish/month) and then cancelled it after 2 months. This way, the 3 of us doing the yearbook, all had access to it from our own computers. I was reimbursed for the subscription. We used the LPS printing center to print the yearbooks and they were great. They can bill the PTA directly. Talk to them in May to discuss different binding options. They will need approximately one week for printing. We worked with Mike and Bruce at LPS printing.

January- When you have the yearbook committee set, meet asap. Get a complete 5th grade class list from office/teachers. Make a spreadsheet and put the names in the order you want them in the yearbook (we did alphabetical by first name). You can use this to keep track of interviews and how many photos each student is in.

Photos- We used to have kids be the photographers but it just didn't work well and now they don't have cameras to lend the kids. Send an email to the 5th grade teachers and ask them take pics of kids doing interesting activities in class or outside. Set up a google sharing document for teachers to upload any photos. For the big events, like Spaghetti Dinner, Concerts, and Disco Bingo, assign a parent whose only job is to take pics of the 5th graders.

February- Meet with the Teacher Coordinator to set up a meeting for kids who want to join the yearbook staff. We set up a sharing google doc with all of the 5th grade teachers and us to share photos and the student interviews. We met with the kids during lunch and recess. Kids ate in the lunchroom and then joined the class. Try to set up all the meetings with the teacher coordinator- it is hard to get in there with MCAS and student council meetings, etc. Try to meet with the kids regularly between Feb- April/May.

What the kids do:

- *Decide on a theme for the yearbook (past themes have included: seasons, Bowman's 50th, etc.)

- *Decide on the interview questions for students- teacher coordinator can set this up on a google doc so they can do it on their own on the iPad- set a date that the interviews need to be completed.

- *Illustrate -this is the biggest task. Once your theme is decided and you know what events you want to include, have the kids start drawing. We found they need a lot of direction. Have a list of titles you want them to write out: Spaghetti Dinner, Clubs, etc. so you can use them as page headers in the book. They can draw at home and you can collect at the end of each meeting. Consider doing a contest for the cover.

- *What's In/What's Out- if you want to include this- kids brainstorm ideas of what is in this year and what is out and then they vote on them. Another idea is to do a page on what was popular the year they were born (2006-2007)

What the 5th grade Teachers do:

- *Take pics of kids throughout year

- *Make sure kids have completed interviews

- *Mr. Taylor is always great about sending Nature's Classroom photos

- *We didn't interview teachers- but asked each 5th grade teacher to write a letter to their 5th grade class about the year.

Clubs- if you want to include- take a picture of the Yearbook committee, student council, math team or any other 5th grade club.

5th grade pics and staff photos- You will need photos of each of the fifth-grade teachers and a full staff photo. Coffee Pond has most of these. I dealt with Anne who was really helpful: anne@coffeepond.com or call 1-800-632-2323, ext. 143 with questions.