**Cider Mill PTA Job Description**

Applecore Yearbook Co-chairs

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| Outgoing |  |  |
| 2017-18 | Megan Morris  Beth Anne McMahon  Janell Federico | [mcmeg.morris@gmail.com](mailto:mcmeg.morris@gmail.com)  mcmahonba@optonline.net  [janellfederico@yahoo.com](mailto:janellfederico@yahoo.com) |

**Overview:**

The Applecore Chairs organize and create the 5th Grade Yearbook

**Budget:** Varies depending on class size – to be determined by Apple Core Chair and Treasurer each summer.

**Role:**

It is best to identify the core committee (2 – 4 members) at the end of the prior school year. Over the summer, pick a yearbook company, have a briefing with the previous committee, and be ready to hit the ground running on the first day of school.

The yearbook is a long term planning project. Crunch time is the month of March, but there is work to be done from September onwards.

You will need to use a lot of volunteers, at least one parent from each 5th grade class plus one head contact per house. These volunteers will need to be trained on the process, requirements for both picture taking/delivery as well as software instruction for page development, etc.

Also, two students from each class will be involved for meeting, photo identification and communication.

A full briefing document is available and there will be a turnover meeting with the old Committee Chairs so that you are fully prepared for this role.