



BERKLEY SCHOOLS

BERKLEY HIGH SCHOOL
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Dear 2015-2016 *Spectator* Staff,

Congratulations! Welcome! Next year begins, for some of you, it is your fourth or third year on staff, for some, your second, and for others, your very first. Being on the *Spectator* is awesome, and I believe that next year will be the best year yet. I believe each of you comprises exactly what I look for in staff members: leadership potential, independence, dedication, talent and effort. We have a large staff though with a few first year members, so I do want to make a few reminders and requests.

Today, you will be receiving your ad assignment for the summer. This is crucial, not only to support the production of our paper, but also to support other various activities (I'm thinking field trips, food, etc.). The more money we have the more potential we have for this year to be utterly fantastic. The goal is \$200/person. However, exceeding this works to everyone's advantage. If you need any extra forms, they will be in pdf'd versions on my website. Please feel free to call me or email if you have questions or concerns regarding ad/patron/subscription sales or anything else. I should be easily reached by email over the summer (mullin35@gmail.com or emullins@berkleyschools.org).

Another request I am going to make is that you do read through everything carefully that is in this envelope (this means the staff manual, the ad assignment, letters from graduated seniors, ways to make me happy ☺ and the *Spectator* style sheet). If anything is confusing, it should be cleared up in September. Do some reading this summer of newspapers and magazines. Watch the news. Get inspired.

We are very excited to have you join us next year, but as mentioned prior, we have a large class and the newsroom is always a bit cramped. If you have a laptop that you could use for writing articles, we would greatly appreciate you considering bringing it to school. If this is uncomfortable for you, do not feel that because you have one, you must bring one. We should be just fine. All the computers work, some just better than others. Another request I am going to make is that each of you considers purchasing a flash drive. We have N (Newspaper) drive storage, but if you have a flash drive, you would then be able to continue your work at home (Google Docs is great, too). We also use an AP (Associated Press) style book to make sure we are abiding by newspaper guidelines within our writing. Although we have some in the classroom, having your own would be extremely useful. Purchasing one from Amazon might range from \$5-15. This is not a requirement, but I believe both would be in your best interest.

Thank you very much for you interest in joining the *Spectator* staff. You are an elite group of students who were carefully selected. Be proud.

I am looking forward to next year,

Ms. Emily Mullins



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