

# CLASS OF 2021 SENIOR YEARBOOK INFORMATION NEWSLETTER

Welcome to senior year! It's not too early to think about yearbook--we know many of you have your senior portraits taken during the summer months. This newsletter contains everything you need to know to successfully submit photos and other information to your Class of 2021 yearbook.

## Important Deadline Dates

### Mark Your Calendar!

**Friday, October 16**-Senior yearbook form due with senior quote and name info.

**October 23**-Senior portrait and senior sibling portrait due to Jostens.

**December 4**-Baby Ads (Senior Recognition Ads) due to Jostens.

"Remember When" photos due to advisors.

**December 11**-Last day to purchase yearbook before \$5 price increase.

## Your Senior Portrait

We highly recommend (but do not require) that you have a professional take your senior portrait. Selfies and pictures from social media accounts are not allowed, due to low resolution resulting in pixelated and blurry pictures. You have the option of using your Lifetouch school picture, taken by a professional photographer at the beginning of the school year. (If you do not submit a photo or your photo does not meet the yearbook specifications below, the Lifetouch photo will be used.)

## Photo Specifications (Please share with your professional photographer!)

Senior pictures should adhere to the following guidelines:

- Head and shoulder shots only (that is all that will appear in yearbook). No full-body shots.

(Submissions may be cropped to create uniformity of head shots.)

- Must be vertical shots in full color with no extreme close-up face shots.
- Head size (top of hair to bottom of chin) should be approximately 1/3-1/2 of the picture. Do not cut the head off at the top of the photo
- Digital File Format JPEG or JPG 300 dpi resolution or higher. This file size is often 500 Kb or higher. Color: RGB (Red-Green-Blue) format.

## Submitting Your Senior and Sibling Portraits

Senior and sibling portraits are uploaded directly by you or your photographer to the following website:

<https://images.jostens.com/415463918>. Please do not scan photos—this results in poor quality. Submit a photo file or ask your photographer to do it for you. **IMPORTANT!** Please label all submissions in the following format: Last name, first name, middle initial. jpg (Example Smith, JohnD.jpg).

If you would like a picture of you with your siblings (can be current or from younger years), please upload your jpeg file to the same web address.

## Photo Rules to Remember!

Clothing must be appropriate as defined by the Caledonia-Mumford School District Code of Conduct. Guidelines include but are not limited to:

- Absolutely **NO HEADGEAR** including hats, bandanas, hoods or any other headwear
- No clothing with inappropriate messages.

**(TURN OVER FOR MORE INFO)**

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- No bare midriffs or visible cleavage.
- No text, graphics, embossing, watermarks, date stamping, etc. in picture.
- No hand gestures or hand signs; Both eyes should be facing the camera.
- Indoor or outdoor shots with modest backgrounds are acceptable.
- No props, pets, farm animals, instruments, sports equipment, etc. in photo.
- The CMCS yearbook staff and school administration reserves the right to refuse a photo not meeting these requirements.

## Senior Quotes

Each graduate submits a senior quote to go with his/her graduation picture. This is your opportunity to think about a quotation or song lyric that has special meaning to you. The quote is limited to 150 characters, including spaces and punctuation. Please include the author of the quote (or artist if it's a song lyric). Quotes must be appropriate and are subject to the approval of the yearbook advisors and school administration. Submit your quote **through your school email** by completing the [2021 Yearbook Info Form](#).

## Senior Recognition Ads

There is a section in the yearbook for senior recognition ads, also traditionally known as Baby Ads or Senior Sendoffs. You will receive information in the mail directly from Jostens on how to purchase these. Ads vary in size and cost--you design and pay for your personal ad on the Jostens.com website. **IMPORTANT: If you want your child's baby photo in the yearbook, this is the place for it, so be sure to purchase an ad.** More than one ad per senior may be purchased if individual parents, grandparents, etc. would like to recognize a student.

## How to Buy a Yearbook

Purchase your yearbook online at [www.jostensyearbooks.com](http://www.jostensyearbooks.com). (Select "Caledonia Mumford Middle High".) Or call Jostens directly at 877-767-5217. Use your debit or credit card to pay. Online ordering for the yearbook opens on September 1, 2020 and closes April 30, 2021. Price increases \$5 on December 11, 2020.

You may also order your yearbook by completing an order form available in the middle and high school offices. Please return to Sue Hayes in the middle school office with cash or check payable to Caledonia-Mumford Yearbook.

## "Remember When" Section

This is your chance to submit fun photos from earlier school years—from pre-K to junior year. We are looking for small group photos of the class of 2021 having fun in class, on field trips, at youth sports games, doing summer activities, etc. Please email these photos directly to Vicki McArdle ([vmcardle@cal-mum.org](mailto:vmcardle@cal-mum.org)) or Sue Hayes ([shayes@cal-mum.org](mailto:shayes@cal-mum.org)). No guarantee that all photos will be used—we try to include as many graduates as possible in this section.

## Joining Yearbook Staff

Listen for announcements and watch for emails on how you can participate on the yearbook staff to make your yearbook the best ever! We need photographers, writers, coordinators and proofreaders. Most importantly, we need your ideas!!!

## Yearbook Advisor Contact Info

If you have questions at any point during the school year, please feel free to contact the advisors. HS art teacher Vicki McArdle is the yearbook advisor and middle school secretary Sue Hayes is the assistant yearbook advisor.