



Graphic Design Club

Advisor: Katelyn Reyes

What is the Graphic Design Club?

Thank you for taking interest in the first year of our new club at Haile! Graphic Design club is a club made for digital art students who wish to spend additional time honing in on their skills by creating new and fun artwork outside of class. This will be a student lead organization as a mini "Agency" with guidance by Mrs. Reyes. Members will collaborate by working on team projects by creating works for our local community, other school organizations / events, and by displaying our art around the school. Members will also have opportunities to pursue independent studies and try out new art projects not pursued in art class.

The club will use a digital form that is sent out to all faculty and staff for any projects that the club could design for the school. Some projects that we will try to complete this year include designing logos for school sporting events, creating flyers for spirit week, and making t-shirts for the schools new vending machine. More projects will be added as staff members and clubs request them.

When & Where

Wednesdays right after school 4:15 - 5:15 in room 504.

Qualifications

To participate in Graphic Design Club students must meet all of the following eligibility requirements.

- Have no grades lower than a D for members, C for officers.
- Have and maintain a clean discipline record and abide by Design Lab Rules and School Rules, no ISS, no OSS, no red cards.
- Attend at least 2 meetings per month if member, attend all meetings if officer. Exceptions will be made for illnesses and other unexpected events.

Members will be withdrawn from the club without a refund if any of the above requirements are not met at any time.

Design Lab Agreement and Fee

In order to build the club and gather supplies for projects students wish to create, there will be a one time yearly lab fee of \$20. Please submit cash or check written to Haile Digital Arts along with the below permission slip.

The technology that your child is being issued is an educational tool and should be used in that capacity. Failure to comply with acceptable use of technology policies of Haile Middle School will result in loss of privileges. Before a student is granted permission to use and / or take their assigned technology device home, they and their parent or guardian must sign the attached permission form.

Parents or guardians must assume financial responsibility for the equipment by signing the attached Technology Agreement Form. The *approximate* replacement cost of the technology can be upwards of \$5,000. If the technology assigned to your child is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement.

When technology is taken home by the student, it must be approved by the teacher, signed out, and then be returned to the school on the next school day. Failure to return the equipment on time may result in loss of the privilege of taking the equipment home again. It is expected that the equipment will be returned to school with a fully charged battery for use during the school day.

All technology is the property of Haile Middle School and reserves the right to demand the immediate return of the equipment at any time. The technology should only be used by the student who has signed the agreement.

As the parent/guardian, please inform the school by checking the appropriate box on the permission form for your student to participate in the use of technology, and we will honor this request.

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I agree to the guidelines and procedures outlined on this form and agree to take full responsibility (including financial) for all available technologies in the Design Lab.

- I **give** permission for my child to use design lab technologies.
- I **decline** permission for my child to use design lab technologies.
- I have read and understand the qualifications and lab agreement.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

Officer Responsibilities

The Graphic Design Club is going to be run as a "Design Agency", with the intention of members learning real-world career skills. Officers will receive titles that correspond with positions in a typical graphic design career path. Below is a list of officer positions from "entry level" to the most "senior professional".

Graphic Designer (all non-officers are this role)

This job will focus mainly on beginner designer work like layouts, drawing logos, correcting typefaces and doing color corrections. There will be moments of brainstorming ideas and mocking up designs. All will be done under the supervision of Senior Designers, which gives the opportunity for learning and development from those more experienced. This job focuses on a much broader scale, carrying out entire processes from concept to design to layout to the final artwork sometimes independently.

Senior Designer

This job has a large range of responsibilities, the work will generally cover everything in conceptualizing and design from beginning to end while working closely with the Art Director. They will have the duty of overseeing the work of all the Graphic Designers while the directors at the company will oversee their work. A person with this title will have the responsibility of taking the lead on how projects will come into fruition and combining work from multiple graphic designers into one larger whole. Their work will focus on the start of a project to the result (rather than a small portion).

Studio Manager

This job focuses more on overseeing day-to-day operations. Will have the responsibility of maintaining equipment, recording supply inventory, ordering supplies resources, and handling financial budgets. They will keep an accurate record of receipts and payments. As well as present ideas and suggestions for fundraising and financing activities. This role will also focus on delegating some of their responsibilities to other members.

Art Director

The focus does shift away from actual design to the marketing element of Graphic Design. You will meet with client(s) to establish their needs and work with the Design staff to ensure the clients' needs are met. The Art Director will work closely with the Senior Designer to focus on providing feedback / critique to designers. The

main focus of the director is to work the overall aesthetics of the project and make sure the final products are organized and exactly as planned.

Creative Director

The Creative Director works to oversee the entire creative department and experience of everyone. Less focused on design techniques, the Creative Director focuses on implementing strategy and big ideas. They will focus on implementing how things will come together while assigning smaller roles to complete the greater whole. This role is focused on leadership and guiding the team to create successful and creative campaigns. They will also represent the club at its highest level.

CEO (Advisor) - Mrs. Reyes

The main responsibility of the advisor is to make clear that all club activities, events follow the school policies and procedures, as well as the student code of conduct. Advisors are also expected to give guidance, be available and encouraging when needed.

If there any questions or concerns please contact Mrs. Reyes through schoology or via email at reyesk@manateeschools.net

Officer Application

If you are in 7th or 8th grade and would like to be elected to an officer position, you must turn this form in with your design lab agreement and fee.

All Graphic Design Club Officers are expected to:

1. Observe the Haile Middle School Handbook.
2. Must not have any D's or F's during the school year (this will be reviewed at progress reports and end of quarters).
3. Maintain a professional relationship at all times with other students, teachers, and administrators.
4. Officers will be expected to uphold themselves in a constructive manner. Bullying and lack of respect will not be tolerated. We are a team.
5. Attend all meetings (unless you are sick or an unexpected event occurs that is communicated to your advisor).
6. Be punctual and prepared for all assignments and activities.
7. Complete all tasks by the appropriate deadlines.
8. Accept suggestions, feedback, and criticism in a mature way.
9. Keep your advisor informed of any problems or mistakes you encounter.

Due to the responsibilities and privileges of being involved in HMS GDC, any student misconduct will jeopardize their involvement in club activities. In the event a member has a problem following these guidelines:

1. The advisor will meet with the student in question privately and discuss the situation.
2. If the student continues to display problems meeting the requirements of this agreement, a written notice will be sent to the student, parents, and administration to resolve the situation.
3. If problems continue, a meeting, including the students parents will be arranged to discuss dismissal.

Please answer the following:

Why are you interested in the Graphic Design Club? Why do you want to be an officer?

What leadership positions have you previously held? Or, what experiences have you had that require leadership qualities related to the position you are applying for?

Graphic Design Club's foundation lies in collaboration. What could you contribute to this team?

Position Running for _____

Printed Name _____ Grade _____

Signature _____ Date _____

Parent Signature _____