

FALL 2018

UPGRADE YOUR SENIOR TRIBUTE BY ADDING A VIDEO! SEE A YEARBOOK STAFF MEMBER FOR DETAILS!

Dear Senior Parents,

The time has come for you to begin thinking about your son or daughter's final year here at Chippewa Valley High School. Once again Chippewa's Yearbook, *The Talon* is offering an opportunity for parents, family and friends to place a special message in the yearbook for a minimal charge. Our SENIOR TRIBUTE section consists of photographs, along with short messages to your Chippewa Valley Senior. This is a unique way to recognize your son's or your daughter's achievements in a forever lasting book of memories.

Please read the following in order to decide which size and option is right for you, then read the guidelines and procedure for senior TRIBUTES, so that you are aware of the requirements in order to guarantee that your order is placed.

| | ALL TRIBUTES ARE IN COLOR | <u>Maximum # of Photos</u> |
|-----------------------------|----------------------------------|-----------------------------------|
| 1/8 of a page (4"x2 1/2") | \$ 75.00 | 1 photo |
| 1/4 of a page (4"x 5 1/2") | \$ 150.00 | 2 photos |
| 1/2 of a page (8" x 5 1/2") | \$ 200.00 | 5 photos |
| Full Page (8" x 11") | \$ 350.00 | 10 photos |

ADD Interactive Video to ANY size senior TRIBUTE – add additional \$50.00 to total

ADD Parent Proof to your senior TRIBUTE – add additional \$15.00 to total

PLEASE NOTE: OUR DEADLINE FOR ALL TRIBUTES is December 14th 2018. This deadline will be strictly adhered to and we CANNOT guarantee that advertising space will be available after this date.

YOU MUST HAVE THE FOLLOWING TURNED INTO MRS. KIEL IN ORDER FOR YOUR TRIBUTE TO BE PROCESSED:

- THIS LETTER (SIGNED)
- SENIOR TRIBUTE ORDER FORM
- TRIBUTE PHOTO(S)
- TEXT FOR TRIBUTE
- COPY OF VIDEO(IF APPLICABLE)
- PAYMENT:
 - CHECK PAYABLE TO: CVHS YEARBOOK or payment made on www.yearbookforever.com
(Check Yearbook website for more information)
 - CASH OR MONEY ORDER
 - PAYMENT VOUCHER FROM ONLINE PURCHASE

Please sign this letter and return it with your senior TRIBUTE form, stating that you have read and completely understand all of the information, including the senior TRIBUTE guidelines (attached) and the information above.

Purchaser's Signature

Date

**Thank you for your support of the Chippewa Valley High School Yearbook. If you have any questions of concerns, please feel free to contact Mrs. Kiel at 586-723-2560 or email her at rkiel@cvs.k12.mi.us

2019 Senior Yearbook Information

Senior Tribute Guidelines and Procedures

Photo Submission Guidelines:

- **ALL SENIOR TRIBUTES THAT ARE PURCHASED, MUST HAVE** this packet completed and returned to the CVHS Yearbook Staff by the deadline or there is not a guarantee that your TRIBUTE will appear in the CVHS Yearbook.
- *Child's First and Last Name **MUST BE** printed on the back of every photo submitted (Please do not use ball point pen as it will show through.) If your photo is not marked, we will not be responsible for its placement or lack thereof in the book.*
- *Any size photos are acceptable, as our staff will crop your photos so that they are the correct size in the yearbook. (We can make a small photo look larger and a larger photo look smaller)*
- **PLEASE - DO NOT CUT, GLUE, OR TAPE PHOTOS.**
- We will accept film photography and/or digital photos that are 300 dpi JPEG images. You can include your digital photos on a CD-ROM or email them to rkiel@cvs.k12.mi.us
- ALL Videos MUST be MP4 format.
- We do **not** accept senior photos that have "proof" written or the studio's name on them.
- We will not accept pre-designed TRIBUTE and any TRIBUTES submitted online must also have all required paperwork turned in to Mrs. Kiel in order for senior TRIBUTE to be placed in yearbook.
- We will start accepting TRIBUTES via mail and on www.yearbooksforever.com as of June 30th 2018 and will stop accepting them on December 14^h 2018.
- **PHOTOS AND VIDEOS WILL NOT BE RETURNED, BUT CAN BE PICKED UP BY MAKING ARRANGEMENTS AFTER THE YEARBOOKS HAVE BEEN DISTRIBUTED IN MAY!**
- **PLEASE DO NOT** send cut or digitally altered photographs. We cannot use them in your layout. We are able to exclude portions of photos that are not desirable.
- *Senior message space will be allotted on a first come first serve basis. Only complete orders will be accepted (All \$, photos, signed letter and text)*
- *There is a limited availability for black & white pages so please send your order in a timely fashion.*
- *Please do not send your one and only copy of a photo in case it gets damaged, misplaced or lost in the mail.*
- *We work incredibly hard to make your TRIBUTE the best that it can be, however, please remember that this is a student publication and mistakes can happen. Though we strive always to make your senior's TRIBUTE sheer perfection, things do happen. In the event that a mistake does occur, there can be no reimbursement of your payment due to the fact that your funds actually help in paying for the yearbook itself.*
- **PARENT PROOFING SERVICE:** Due to the fact that the yearbook is a student publication, mistakes can appear even though great strides are taken to prevent them. As an extra precaution, we can design your ad and send it to you via email so that you can edit it for mistakes (not design) before it goes to print. If you do not order the proofing service, your ad will go to print and will not be sent to you for prior approval. *There will be no refunds due to student error if you do not order the proofing service.* If you would like to order this service, be sure to mark it on the order form. There is an additional \$15.00 charge for this service.

Please include:

- PARENT LETTER (SIGNED)
- SENIOR TRIBUTE ORDER FORM
- TRIBUTE PHOTO(S)
- TEXT FOR TRIBUTE
- COPY OF VIDEO (IF APPLICABLE)
- PAYMENT:
 - CHECK PAYABLE TO: CVHS YEARBOOK or payment made on yearbooksforever.com (check Yearbook website for more information)
 - CASH OR MONEY ORDER
 - PAYMENT VOUCHER FROM ONLINE PURCHASE (YEARBOOKFOREVER.COM - IF APPLICABLE)

Send the envelopes to:

Chippewa Valley High School
Attn: CVHS Yearbook Staff
18300 19 Mile Road
Clinton Township, MI 48038

If you have any questions or concerns, feel free to email the advisor, Rebecca Kiel at rkiel@cvs.k12.mi.us or call at (586)723-2560

Sincerely,
Ms. Rebecca Kiel

2019 CVHS Talon
Senior Tribute Order Form

To reserve yearbook space for your senior, please respond by 12.14.2018 by providing all of the following:

- Signed Letter
- This order form
- TRIBUTE Photo(s)
- Video (if applicable)
- TRIBUTE Text Attn:
- Check Payable to: CVHS Yearbook
- Online Receipt(if payment made on yearbookforever.com)

Mail or deliver to:
Chippewa Valley High School
Yearbook Staff
18300 19 Mile Road
Clinton Township, MI 48038

NAME OF STUDENT (Required)

PARENT/PURCHASER'S NAME (Required)

Address/City/State/ Zip (Required)

Daytime Phone Number

Evening Phone Number

* TRIBUTE DATA

Size Selected (Required) Number of Pictures Submitted (if none, please specify) Video Attached? (Y/N) MUST BE IN MP4 FORMAT

Is this a surprise for the Student? (Y/N)

Neatly print TRIBUTE text below (You may submit on another sheet of paper)

IS THERE A POSSIBILITY THIS STUDENT WILL HAVE MULTIPLE TRIBUTES (GRANDPARENTS, SIBLINGS, PARENT, ETC) _____

(Please make sure that all text is proofread and is written as you want it to appear. Please also make sure that your text will fit into the required space allotted for the size of the TRIBUTE that you have purchased.)

- *It is the responsibility of the purchaser to read the senior TRIBUTE guidelines which are available in the senior packet, online or in room 160. If guidelines are not met, CVHS Yearbook will NOT be responsible for senior TRIBUTES being placed in the book or for providing refunds to those who do not follow procedure.*

*** For special concerns or questions, please email Becky Kiel, Yearbook advisor at rkiel@cvs.k12.mi.us.

* PAYMENT INFORMATION

_____ Check Included

_____ PARENT PROOFING(\$15.00)

_____ Cash Included (DO NOT MAIL CASH)

_____ Amount of Senior Tribute(\$75, \$150, \$200, \$350)

_____ Money Order Included

_____ Receipt from yearbookforever.com enclosed (if applicable)

_____ **TOTAL AMOUNT ENCLOSED**

Office Use Only _____ (PYD)

_____ (ENT)

_____ (EDIT)

_____ (FINAL)