**Yearbook Outside of Class Work Form Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For the week of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This form is due every Monday at 7:30 at our staff meetings. If there is no school on Monday, our staff meetings and this paper is due the following school day. You need to document at least three 30-minute time periods that you worked on the yearbook or yearbook needs every week. This work should produce NOTICEABLE change in your assignments or tasks the yearbook has to complete.**

**Day 1** – Day and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time logged on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time logged off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tasks I worked on or completed:

1.

2.

3.

**Day 2** – Day and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time logged on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time logged off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tasks I worked on or completed:

1.

2.

3.

**Day 3** – Day and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time logged on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time logged off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tasks I worked on or completed:

1.

2.

3.

**Tasks / Areas I need to finish or work on next week are:**