

# Yearbook Staff Requests...

Creekside Middle School  
Mr. Chisholm, Room 24  
Ext. 7124

To Mr./Ms. \_\_\_\_\_:

The Yearbook staff has many duties and responsibilities in order to ensure the best account of events during the school year. This requires yearbook staff members to interview people and observe daily activities outside and inside of the classroom.

We, the members of the yearbook staff, do request:

- a mutually convenient time to interview you. The interview should not exceed 15 minutes. May we suggest the following appointment:

Date:		Time:	
Location:			

- a mutually convenient time to observe your classroom. May we suggest the following appointment:

Date:		Time:	
Location:			

We thank you for your consideration. We will try to be professional and respect your time and generosity.

Regards,

Yearbook staff name(s):	

## Faculty/Staff Response

- I agree to the time/date/location of the yearbook staff request
- I agree to the yearbook staff request but need to change the date/time/location. This will work better:  
\_\_\_\_\_
- I cannot accommodate the yearbook staff request.