

COME ONE, COME ALL
to the greatest

★ YEARBOOK CAMP ★

on Earth!

JULY 17-20
2017

CALIFORNIA YEARBOOK ACADEMY
CAL STATE EAST BAY, HAYWARD

\$525 RESIDENT STUDENT
\$575 RESIDENT ADVISER
COMMUTER ADVISER \$425

PREPAYMENT
REQUIRED

Register by
★ JUNE 1★



ADMIT ONE

Registration and details on

WWW.PICAPOWERS.COM

*MUST BE REGISTERED BY JUNE 1, 2017
TO GUARANTEE ROOM PLACEMENT WITH
STUDENTS FROM YOUR SCHOOL

Before July 17, 2017:

California Yearbook Academy
588 Europa Ct.
Walnut Creek, CA 94598

camp@picapower.com
www.picapower.com

July 17-20:

510-910-4414 (Heidi)
925-522-9924 (Jaclyn)
805-570-9660 (Susan)

camp@picapower.com

Welcome to CALIFORNIA YEARBOOK ACADEMY! We are excited for you to join us for four full days of yerdiness as we experiment with photography, caption and copy writing, coverage and design, theme development and more. We offer a safe and fun environment. Our student/staff ratio is 10 to 1. Our instructors are award-winning advisers. Entertainment includes a hypnotist show and a carnival with great prizes! We have classes for both middle school and high school students.

This WORKSHOP INFORMATION PACKET should give you an overview of the Workshop activities. Please read this document carefully as it contains important information. If you have any questions, please contact the California Yearbook Academy at one of the locations listed to the left.

WORKSHOP LOCATION

Cal State East Bay, Hayward Hills Campus
25800 Carlos Bee Boulevard
Hayward, California 94542-3004

REGISTRATION

Enclosed you will find a Campus Map of Cal State East Bay. Registration is from noon to 2:00 p.m. Monday, July 17 and will take place in front of Lassen Hall near the dorms. The Opening Session will begin at 2:00 p.m. in the UU and dinner will be served in the College Dining Commons. After the opening, participants will attend both a theme group and lab session. Students are required to be in their dorms at 11:00 p.m. for lights out/bedchecks.

MEDICAL INFORMATION

Enclosed you will find medical/insurance releases for your participation in the Workshop. You may scan and email the signed medical release forms to camp@picapower.com (you can use an app such as TinyPDF to digitally complete, sign and send the form on your iPad), or mail it to 588 Europa Ct., Walnut Creek, CA 94598 by June 25.

YOUR CAMP REGISTRATION WILL BE CANCELED IF WE DO NOT RECEIVE THE COMPLETED MEDICAL RELEASE FORM BY JUNE 25.

Should a participant require medical attention at any time during the workshop, he or she should tell any member of the CYA staff. If necessary, student and adult participants will be taken to the Emergency Room of St. Rose Hospital in Hayward by an assigned CYA staff member, or, if deemed appropriate, ambulance. The participant is expected to pay for his own medication or medical services. The workshop staff is not permitted to dispense drugs or treat injuries. The participant's adviser and Herff Jones representative will be notified (if in attendance) and may accompany the participant to the emergency room.

PARKING INFORMATION

It is imperative that you observe ALL "no parking" signs and that you park only in designated areas. During "move-in" on Monday and "move-out" on Thursday, parents may park in lots C and C1, near the dorms. CYA will not be responsible for any cars towed or ticketed for parking violations.

STUDENTS WHO DRIVE TO CAMP:

Students who wish to park a car on campus need to purchase a \$20 parking permit. Permits may be purchased from the Cashier's Office in the Student Administration Building at Cal State Hayward. Please see map on page 3 for Cashier's Office location. Please note that the Cashier's Office does not accept credit cards. You must have cash or a check to purchase a parking permit.

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LOST KEYS

Each student will be issued a key card and a meal card when checking in to the workshop. Keys must be turned in upon check out.

A lost key/meal card fee of \$50 per card will be billed to anyone who does not turn in their key at the end of the workshop.

This fee is charged by Cal State East Bay and is not negotiable.

CLEAN TICKET

All students need to be checked out by their senior editor on Thursday, July 20. Each student must receive a "clean ticket" signed by the dorm counselor before he or she will be permitted to check out. All rooms must be left in the condition they were in when the participants arrived, and all trash collected in the trash cans provided.

WORKSHOP ACCOMMODATIONS

Each suite consists of either three or four double rooms with two shared bathrooms (please note, room configurations are subject to change based on the dorms the university has available for our group; we have no control over these changes if/when they occur). Students are grouped together by school. Girls are on one floor and boys are on another. Suites come equipped with a microwave oven and a small refrigerator, so you may want to bring along some snacks for those late-night work sessions. You may bring a laptop, camera, iPod, etc. at your own risk. It is the student's responsibility to keep their equipment secure as CYA cannot assume responsibility for any damage, loss, etc. to any equipment students bring to camp.

EXPECTATIONS

The purpose of the California Yearbook Academy is to teach students the basics of journalism as they apply to producing a yearbook. You will learn what a yearbook is, what goes into a yearbook, how to draw a layout, how to build a ladder and basic writing, photography and theme development techniques. Each school will be required to prepare a theme packet, complete with cover, theme and sample layouts. Our staff will be available to assist you. Theme packets will be presented on Thursday morning.

WORKSHOP CONCLUSION

The workshop officially ends after the awards banquet on Thursday, July 20 at approximately 2:00 p.m. Since the college must prepare for the arrival of another conference, all participants are asked to vacate their residence hall rooms by 9:30 a.m. There will be a secure luggage storage room available for students to store their belongings until the workshop concludes. Should you need to leave before Thursday morning, please bring your key, clean ticket, and meal card to your senior editor or one of the workshop directors. Participants who are under 18 and are checking out early must be accompanied by an adult and have previously notified workshop directors.

REFUNDS

As outlined in all pre-workshop information, no refunds will be made after July 1 for any reason due to our commitments already made to the college and instructors. If for some reason, you find you are unable to attend, please notify your adviser and make arrangements for another staff member to attend in your place.

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WHAT TO BRING

Please remember that you will be staying in a college dorm room, not a hotel. Rooms have beds with a bare mattress and do not include towels, soap, etc. You will need to bring everything you may need or want during the four days.

- Casual clothes
- Sweater/sweatshirt
- Comfortable shoes
- Towels
- A sleeping bag or sheets, blanket, pillow and pillow case for a twin bed
- Your yearbook staff t-shirt (if you have one)
- Your 2017 yearbook
- Great digital photos for your mock-yearbook
- Alarm Clock
- Soap and toiletries
- Hand soap, hand towel
- Bath Robe
- Change for vending machines
- Snacks
- Water bottle
- Pens/Pencils
- Magazines for design ideas
- Optional digital camera for personal use (there will be photo instruction)
- Carnival attire
- A desire to work hard and have fun
- ALL STUDENTS MUST BRING A LAPTOP COMPUTER. PLEASE NOTE THAT iPADS WILL NOT SUFFICE.**

Information Kiosk
AC Bus Stop (Rte. 60)
CSUEB Shuttle to BART
Access for People with Disabilities
Stairs
Call Box

STUDENT ADMINISTRATION BUILDING:
Students who drive to camp will need to purchase a parking pass for \$20 cash from the Cashier's Office in this building.

University Union:
Opening and closing sessions will take place here.

Dorms:
Parents may park in lots C and C1 during drop off and pick up on Monday and Thursday

SC-N Science Building - North
SC-S Science Building - South
STEM STEM Offices
ST Support/Temporary Offices
TH University Theatre
TR Athletics Temporary Offices
UA University Art Gallery
UU University Union
VB Valley Business & Technology Center
WC Welcome Center for Future Students

Food service location, menus, and hours of services vary. See <http://www.csueastbay.edu/campus-dining> for more information.

GENERAL PARKING (Drop or Day Permit only) Lots A, D, E, H, K, N, P
FACULTY/STAFF PARKING Lots B, C, G, I, L, M, O
Graduate & Visitors after 3 p.m. with permit

Daily/Weekly Permit Dispensers \$18.00/day, \$2.00/week
Permits Required Monday - Thursday 7 a.m. to 11 p.m.
Friday 7 a.m. to 5 p.m.

METERED PARKING \$2.00/hour
Portions of Lot J and West Loop Rd. (1-hour limit)
ACCESSIBLE PARKING (University Permit Also Required)
All Lots (Except Lot F & P, Photo Shop, and West Loop Rd.)

Office of University Communications 2017

California Yearbook Academy

Medical Information, Code of Conduct and Parent Permission Form

This form must be on file with workshop directors prior to attending the workshop. The student and one parent must sign this form.

Code of Conduct

For four days and three nights you will be guests of California State University East Bay, Hayward and will be expected to adhere to dormitory and campus regulations. We take for granted that, as representatives of your schools, you are eager to learn, make friends with staff members from other schools and prepare yourself for your upcoming role as your yearbook staff.

The following rules and regulations are necessary for your safety and the success of the workshop. Failure to comply with any of these may result in notification of parents/school administrators and/or dismissal from the workshop. Any student expelled will be expected to be off campus within eight hours of the dismissal, either with their parents or via public transportation at the participant's expense.

- Leaving campus and/or entering any motorized vehicle is prohibited (this includes your own vehicle). Violation of this rule may result in your expulsion.
Advisors or representatives who for some reason must transport students during the Workshop must sign students out in the Workshop office prior to leaving campus. Parents may arrange to have their son/daughter leave campus (church, summer school, previous obligations, etc.), but written permission to do so must be presented to workshop directors prior to leaving.
- All participants of the workshop are to be in the dorm no later than 11:00 p.m. and must present for bed checks.
As a matter of courtesy to others, radios, CD players, etc., must be turned off and down rooms must be quiet by 11:30 p.m. All students must be in their rooms with lights off by 12:00 a.m. Failure to check in and/or follow night-time rules at the appropriate time will result in disciplinary action!
- At no time should bedding or furniture be removed from dorm rooms.
- You are expected to attend all planned activities, unless your absence has been cleared with workshop directors.
We use an Honor System where roll is taken on a random basis. Students who are not present for attendance or who are tossed away from their assigned location will have parents and/or advisors contacted for the first absence. Further absences will result in dismissal.
- Use or possession of alcohol, cigarettes or illegal drugs is prohibited. No second chance!
- Any destruction of college or workshop property is prohibited.
- Any disrespectful contact will not be tolerated.

STUDENT AGREEMENT: I agree to the above rules and understand that breaking them will result in corrective measures, including possible dismissal from the workshop. I also agree to allow CYA to use my photo on their website, workshop press releases, workshop articles etc.

Student signature: _____

Student name: _____

School: _____

PARENT/GUARDIAN AGREEMENT: My child has permission to attend the California Yearbook Academy summer workshop and its activities (optional sleep, yearbook signing party, use of photos in promotional pieces, website, etc.). I also agree to the above rules and consequences.

Parent/guardian signature: _____

Parent/guardian name: _____

Fill out all information. Sign the form and mail to:

California Yearbook Academy
588 Europa Ct.
Walnut Creek, CA 94598

Medical Information

In case of emergency notify:

Parent/guardian name: _____

Day phone: _____

Night Phone: _____

Cell Phone: _____

Parent Signature: _____

Alternate Contact Person: _____

Alternate Contact Day Phone: _____

Alternate Contact Home Phone: _____

Family insurance carrier: _____

Policy no.: _____

EMERGENCY AUTHORIZATION

Should a participant require medical attention at any time, he/she should tell any staff member, one of the staff members or one of the directors. Participants will be taken to the nearest Emergency Room and are expected to pay for their own medication or medical services. The Workshop staff is not permitted to dispense drugs or treat injuries.

In consideration of the benefits to be derived and having full confidence that every reasonable precaution will be taken to ensure the safety and well being of my son/daughter during this activity, I hereby agree to his/her participation in California Yearbook Academy. I hereby agree to waive all claims against the leaders of this activity and officers, agents and representatives of California Yearbook Academy. I hereby authorize and give my consent and permission to the staff leaders to obtain medical care as deemed necessary for the health and welfare of the minor and practice under the supervision of a licensed physician or dentist, including but not limited to diagnosis, assessment, treatment, surgery, medication or to hospitalize or order injection for the minor named above as provided under Section 26.8 of the California Civil Code. I agree to be responsible for any and all costs. I further authorize the adult leader to receive physical custody of said minor under Section 128304 of the California Health and Safety Code upon completion of any treatment, and I specifically instruct any treating health facility to surrender the physical custody of said minor to the adult leader. I certify that I am the parent having legal custody, or one of the parents having legal custody or the legal guardian of the minor named above.

Should he/she need medical attention, please admit him/her to the nearest hospital and contact me at one of the numbers above or the alternate emergency contact listed above.

Parent/guardian signature: _____

Please direct our attention to any special medical needs or any other concerns you may have: