

CYA

CALIFORNIA YEARBOOK ACADEMY 2020

A Hollywood Affair

Before July 13, 2020:

California Yearbook Academy
327 Clyde Dr.
Walnut Creek, CA 94598

camp@picapower.com
www.picapower.com

July 13-16:

925-522-9924 (Jaclyn)
805-570-9660 (Susan)

camp@picapower.com

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 East Bay. 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.

Welcome to CALIFORNIA YEARBOOK ACADEMY! We are excited for you to join us for four fabulous days as we perfect photography, caption and copy writing, coverage and design, theme development and more in a safe and fun environment. Our instructors are award-winning advisers and our student/staff ratio is 10 to 1. We have classes for both middle school and high school students. We have a work hard-play hard philosophy, and our entertainment includes a hypnotist show, scavenger hunt and a Hollywood night with amazing prizes (iPad, anyone?)!

This 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 us (contact information on the left).

WORKSHOP LOCATION

Cal State East Bay, Hayward 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 13 and will take place in front of Lassen Hall near the dorms. Please note, there is no lunch provided on Monday, but students may purchase food in any of the campus dining facilities. The Opening Session will begin at 2:00 p.m. in the University Union 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 also use a PDF editing app such as TinyPDF to digitally complete, sign and send the form on your iPad, iPhone or other device), or mail it to 327 Clyde Dr. Walnut Creek, CA 94598 by April 15.

YOUR CAMP REGISTRATION WILL BE CANCELED IF WE DO NOT RECEIVE THE COMPLETED MEDICAL RELEASE FORM BY JUNE 1.

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 medications or treat injuries. The participant's adviser (if in attendance) and Herff Jones representative will be notified and may accompany the participant to the emergency room.

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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 the last day of camp. 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.

LAPTOP INFORMATION

ALL students are required to bring a laptop. **Please note that chromebooks do not work with the University's WIFI and cannot be used during camp.** Tablets and iPads also cannot be used. Please contact us if you do not have access to a laptop.

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 will be grouped together by school as much as possible. To guarantee all participants from your school are grouped in the same suite(s), all participants must be registered by April 15th. Girls and boys are on separate floors. 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 personal electronics and other valuables 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. Students will attend sessions on design, writing, photography, theme development and more. Students are expected to attend all sessions and evening activities. Each school will be required to prepare a theme packet, complete with cover, theme and sample layouts. Our staff will be available to assist with this task. Theme packets will be presented on Thursday morning.

WORKSHOP CONCLUSION

The workshop officially ends after the awards banquet on Thursday, July 16 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 June 1st for any reason due to commitments already made to the college and instructors. If for some reason, 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 2020 yearbook
- Great digital photos for your mock-yearbook
- Soap and toiletries
- Hand soap, hand towel
- Bath Robe
- Any necessary medications
- Change for vending machines
- Snacks
- Water bottle
- Pens/Pencils
- Magazines for design ideas
- *Optional* digital camera for personal use (there will be photo instruction)
- Hollywood Party 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

Legend:

- GENERAL PARKING** (Decal or Day Permit only) Lots A, D, F, G, H, K, N, P
- FACULTY/STAFF PARKING** Lots B, D, E, H, J, L, M, O
- Daily/Hourly Permit Dispensers** \$10.00/day, \$2.00/hour. 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), Music Bldg., and West Loop Rd.

Building Abbreviations:

- SC-N** Science Building - North
- SC-S** Science Building - South
- SM** 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.

Office of University Communications 2013

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 on 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 offense, 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!**

Advisers 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, all music, etc. must be turned off and dorm 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 lights-out rule 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 found away from their assigned location will have parents and/or advisers contacted for the first offense. Further absences will result in dismissal.

- **Use or possession of alcohol, cigarettes or illegal drugs is prohibited. No second chances!**

- **Any destruction of college or workshop property is prohibited.**
- **Any disrespectful conduct 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 promotions, workshop slides etc.

Student signature: _____

Student name: _____

School: _____

PARENT/GUARDIAN AGREEMENT: My child has permission to attend the California Yearbook Academy summer workshop and its activities (hypnotist show, 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
327 Clyde Dr.
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 dorm counselor, 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 adult leaders to obtain medical care as deemed necessary for the health and welfare of the minor and provided under the supervision of a licensed physician or dentist, including but not limited to diagnosis, anesthesia, treatment, surgery, medication or to hospitalize or order injection for the minor named above as provided under Section 25.8 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 1283(A) 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: