***The Deerfield Scroll***

**Vol. XCVI (2021-22)**

**Application for Staff Writers, Associate Editors, Photographers, AND Graphics Artists**

**Please email this completed document to: che22@deerfield.edu**

**and cc: afang22@deerfield.edu, lzeng22@deerfield.edu, jromick@deerfield.edu, and adelwiche@deerfield.edu**

**on September 29th, 2021 by 11:59 PM EST.**

**Photography applicants please also cc: mmbanefo22@deerfield.edu & klawrence22@deerfield.edu**

**Graphic artist applicants please also cc: zlin23@deerfield.edu**

**Name:**  **Class year:**

**Dormitory:**  **Room Number:**

**English Teacher:** **Advisor:**

**Applying for:**

**About**

The *Deerfield Scroll*, established in 1925, is the official student newspaper of Deerfield Academy. The *Scroll* encourages informed discussion of pertinent issues that concern the Academy and the world. The *Scroll* consists of six sections: Opinion and Editorial, News, Features, Arts, Sports, and Buzz. Staff writers, associate editors, photographers, and graphics artists need not commit to a particular page; once accepted, they may work under as many or as few pages as they would like.

**Positions and Expectations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | Staff Writer | Photographer | Graphics Artist | Associate Editor |
| Open to: | All students | All students | All students | Sophomores, Juniors, and Seniors |
| Name appears in masthead? | No | No | No | Yes |
| Responsibilities | - Attend writers meetings (once a month) to brainstorm ideas - Write articles on time, when asked | - Attend writers meetings (once a month) to prepare for pictures - Take high quality, relevant pictures on time, when asked | - Attend writers meetings (once a month) to receive assignments - Draw high quality, relevant graphics on time, when asked | - Attend writers meetings (once a month) to brainstorm ideas - Write articles on time, at least one article per issue - Attend two days of “layout week,” once a month, assisting however necessary  |

**Application Assignments**

**The following response is required of All Staff Writer applicants:**

1. Please write an article (not an opinion piece) about any current issue or event on campus **(approx. 400 words)**. Make sure you have **at least****three sources** (people quoted) in your article. Remember, news articles are **formal, factual, objective** pieces of writing. Please see additional style guidelines at the end of this application.

**The following are required of All Associate Editor applicants:**

1. Please write an article (not an opinion piece) about any current issue or event on campus **(approx. 500 words)**. Make sure you have **at least****three sources** (people quoted) in your article. We hope to see an article that you believe would be featured on the front page of our upcoming issue. Remember, news articles are **formal, factual, objective** pieces of writing. Please see additional style guidelines at the end of this application.
2. What qualities, characteristics, experiences, and/or previous contributions to the *Scroll* make you well suited for your preferred position? (300-350 words)
3. Edit the following news article. Make any changes you believe are necessary (wording, organization, structure, etc.) to improve the article without altering its essential meaning.

**NOTE:** Please do not contact anyone for additional material for the article; use only the information and quotes provided.

**Stock Market Crash Cripples Deerfield’s Large Endowment**

The pandemic has effected people around the world, and Deerfield is no different. From not being on campus for spring term to dealing with quarantine, and following health measures, the transition has changed the way of life for many of the Deerfield community. Globally, a worldwide economic crisis was impended by a global stock market crash that began in late February. Inevitably, this crisis has taken its toll on Deerfield’s finances as well.

“The pandemic does create stress because of the decline in the market value of [Deerfield’s] endowment,” remarked Mr. Finan.

Fortunately, however, “(the) endowment has performed well relative to markets overall” said Board of Trustees President Brain Simmons. In an interview, Boarding Student Tony He ‘22 mentioned the financial circumstances and monetary situation and said, “I am grateful for Deerfield’s sizable endowment and the security it lends to my educational experience”.

 In the horrific wake of the financial catastrophe, Academy’s maintained a significant amount of cash and liquid investments. Because of this, “the endowment remains in a strong position to support our people, program, and facilities,” said Mr. Simmons.

The pandemic escalated in the United States of America during Deerfield spring break, the majority of the operations for the 2019-2020 school year will be unaffected, fortunately. When discussing the timing of the crisis, Mr. Finan said, “being this far into the school year, the impact is manageable” .

So, on April 10 Deerfield announced to all parents via email that it was offering spring term rebates’ of 2,700 and $1,100 to boarding and day families, respectively. According to the email, the exact amounts were calculated by considering the average cost of meals per day and the average cost to clean and maintain dorm facilities. This was considerate of the Academy, given that many families around the world are struggling with finances during these hard and dire times.

Support to the Endowment typically in most years makes up 1/3 the school’s expenses for operation, with the rest composed with tuition and annual gifts. The remaining amount of money not from the endowment required to support the cost of functioning, is covered by yearly school fees.

“The online educational experience is not worth the expensive Deerfield tuition. Instead, families should be refunded with a third of the annual tuition.” said Deerfield Junior, Lily Zeng ’21.

In a further effort to alleviate the stress of the pandemic on the Deerfield community, Headmaster John Austin, announced during an employee meeting that, “unless circumstances dramatically change,” the Academy commits to paying all employees through the summer as it prepares to open. The Academy has expectedly frozen non-essential hiring minimized travel to only critical trips, and remodeled its budget with assumptions that reflect changes in revenue and expenses Mr. Simmons explained, the board’s assessments were meant to minimize struggle for faculty and staff. In addition Dr. Austin noted that Deerfield has neither made plans nor intends to make plans to furlough, fire faculty, or cut jobs, proving to be a moral and compassionate leader during these dire times.

While the COVID pandemic has indeed devastated the longstanding academy and it’s time-honored traditions and the community in a number of big ways, fortunately, “the overall impact on Deerfield’s finances this fiscal year is very manageable,” said Mr. Simons.

**Additional Quotes (If Needed):**

* “We have offered some alternatives for Spring Term charges related to room, board, and charges for our health Center. Deerfield made a decision to offer either a credit against future charges, credit as an annual fund contribution, or a cash refund for the portion of charges for room, board and the Health Center fee attributable to Spring Term. This decision was made because students will not be on campus during Spring Term.” - Brian Simmons
* “We have maintained substantial liquidity in the Endowment; we have frozen non-essential hiring; we have examined all areas for opportunities to reduce expenses without creating hardship for employees or detracting from our program in the long-term.” - Brian Simmons
* “We are protecting our employees and programs but looking to save where possible, for example by not filling vacancies that are not critical, minimizing travel to only critical trips, etc.” - Keith Finan
* “We have identified savings from operations for the upcoming year, but these savings are ones that will not significantly affect any programs or departments.” - Keith Finan
* “The rebate creates a slightly greater need for support from the endowment to cover operations fully.” - Keith Finan
* “While Deerfield has admirably supported its own students, families, and staff, it should also consider helping local communities, especially given its evident fiscal advantages.” - Tony He ’22

**The following portfolio is required of All Photographer applicants:**

1. Please send a portfolio of **at least 3 photographs** that you feel best demonstrate your style and skill level. Please refrain from including artistic work and still life photos. Instead include photographs that one might see published in the *Scroll* such as portraits, candid campus snapshots, specific places on campus, events, sport games, etc.
2. In the past, we’ve often run into commitment issues with our photographers. Please write briefly **(approx. 100 words)** about how you will meet expectations and deadlines for this role.

**The following is required of All Graphics Artist applicants:**

1. Please draw a graphic accompanying an article about **politics** or the **Deerfield community** from past Scroll issues that DID NOT have a graphic (visit DeerfieldScroll.com). When you submit your work, please also include the link to the article you worked from.

We strongly encourage you to use digital mediums, but well scanned-in paper graphics with a **clean, white background** are also acceptable.

Artworks will be accessed on creativity, skill, and relevance to the article.

***THANK YOU for applying! We’ll be in touch.***

**Style Guidelines**

***\*Formatting and style guidelines for an article. Remember these!***

**In addition to the general rules of grammar and punctuation, be aware of the following:**

Structure and Content

* News articles typically follow the **inverted pyramid structure**. Put the most important information (the “news”) **first**. It is a good idea to include dates where applicable.
* Exceptions:
	+ Op-eds are opinion pieces and therefore have varying structures.
	+ Feature articles (ex. an article featuring a particular student) may also begin differently, such as with an anecdote.
	+ Arts, Sports, and other sections will typically follow different structures based on their topics. If featuring a student, articles will contain quotes from coaches, teachers, peers, etc.. If reporting an event (such as art galleries, games, etc.) make sure students who attended the events are quoted as well as any artists or athletes involved.

Style

* Articles for the *Scroll* and any other newspaper should be entirely **factual** (no editorializing, meaning do not include your own opinion). Therefore, do **not** use first person. Exception: opinions for the op-ed page.
* Shorter, more numerous paragraphs rather than large blocks of text. A separate paragraph for each point.
* Varied sentence structure and vocabulary
* Avoid passive voice

Quotations

* **Names spell-checked** and **titles capitalized** (**check both on DAinfo**) when they directly precede a name (ex. Head of School John Austin)
* Everyone in the article should be introduced by first and last name and, if applicable, title and/or class year. Refer to them thereafter by last name, adding “Mr.,” “Ms.,” or “Mrs.” for adults. Examples:

|  |  |
| --- | --- |
| **First time mentioned** | **Subsequent times** |
| Head of School John Austin | Dr. Austin |
| Math Teacher Marc Dancer ’79 | Mr. Dancer |
| Tony He ’22 | He |

* Make sure **all apostrophes point backwards** when abbreviating a class year (ex. Marc Dancer ’79)—do not include a year for teachers who did not graduate from Deerfield.
* Quotes in **past tense**
* For quotes, **in-depth, face-to-face, socially distanced interviews are great!** But with COVID restrictions, we **understand and accept interviews over Zoom or online**. Ask questions your interviewee has to think about. Obtain sufficient background information—if you don’t understand what you’re writing about, your readers certainly won’t. **E-mail interviews should be avoided** unless insisted upon by the interviewee.
* To avoid misrepresentation, you may want to send a copy of your completed article to those quoted to confirm the wording

Miscellaneous

● Books, movies, newspapers, etc. in *italics* (ex. the *Scroll*)