

APPLICATION DUE: TUESDAY, MAY 8 (2:30 PM)

Please place applications in Mr. Andreuzzi's mailbox in the main office.

BASIC INFORMATION

Name: _____ Homeroom: _____ HR teacher: _____

Email Address: _____

Home Phone Number: _____ Cell Phone Number: _____

SHORT ANSWER (PLEASE TYPE ANSWERS ON SEPARATE PAGE.)

1. Why are you interested in becoming the business manager for the 2017-2018 school year?
2. What have you contributed to the business department so far?
3. What qualities do you possess that fit those of a business manager?
4. What would you do differently to improve the business department?
5. List all your activities (sports, clubs, music, etc.) and time commitment to each activity. Where would being the business manager for Hawkeye fit in your list of priorities and how much time would you be willing to sacrifice?
6. An advertiser has just agreed to place an ad in Hawkeye. What steps would you take (starting from the day of the agreement up to the day you have the newspaper in your hand)?
7. What would you do to improve the major fundraisers we hold throughout the year (ie. Movie Night)?

BUSINESS MANAGER RESPONSIBILITIES

- Set up after school sales
- Organize and run fundraisers (Gertrude Hawk, T-shirts, etc.)
- Be responsible for advertisement contracts
- Attend all "stuffings" and as many "lay-out" meetings as needed
- Verify all advertisements before publication
- If accepted, you are expected to sign a contract which outlines your responsibilities and commitments

Good Luck!

If you have any questions or concerns, please email business.hawkeye@gmail.com