



California Yearbook Academy  
CAL STATE EAST BAY, HAYWARD  
July 8-11, 2024

**Before July 8, 2024**

camp@picapower.com  
www.picapower.com

**July 8-11:**

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camp@picapower.com

Step right up! Welcome BACK to CALIFORNIA YEARBOOK ACADEMY! We are excited for you to join us for four 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 throwback disco party with amazing prizes!

**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 8th 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/COVID POLICIES**

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:

California Yearbook Academy  
1625 Alhambra Ave.  
Martines, CA 94553

California Yearbook Academy will follow Covid guidelines in place at Cal State at time of the workshop. Current Covid policy can be found on the CSUEB website.

**YOUR CAMP REGISTRATION WILL BE CANCELED IF WE DO NOT RECEIVE THE COMPLETED MEDICAL RELEASE FORM BY MAY 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

**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 \$30 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.



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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 \$75 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. Tablets and iPads cannot be used effectively. Please contact us if you do not have access to a laptop.

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.

#### **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 13 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 May 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 pillowcase for twin bed
- Your yearbook staff t-shirt (if you have one)
- Your 2024 yearbook
- Great digital photos for your mock-yearbook
- Soap and toiletries
- Hand soap, hand towel
- Bath robe
- Any necessary medications
- Snacks
- Water bottle
- Sunscreen/hat
- Pens/pencils
- Magazines for design ideas
- A desire to work hard and have fun
- **ALL STUDENTS MUST BRING A LAPTOP COMPUTER. PLEASE NOTE IPADS WILL NOT SUFFICE.**

