

BALTIMORE COUNTY PUBLIC SCHOOLS

Extra Duty Activity (EDA)

Name of EDA:	Literary Magazine
School Level:	Middle and High

Description of Activity: Under the direction of the principal, the literary magazine sponsor serves as the faculty sponsor for the school literary magazine. The sponsor: plans, organizes, and conducts club meetings; provides advice, oversight, guidance, and instruction to magazine staff in creating, editing, evaluating, publishing, and soliciting original writing and artwork; assists students in obtaining funding for the magazine’s publication and overseeing its distribution.

The literary magazine sponsor must have excellent command of written and spoken English, demonstrated computer skills, and in-depth knowledge of publication forms and styles.

Link to the Blueprint for Progress: Literary magazine sponsors contribute to the system’s mission to provide a quality education for all students by enhancing student skills in writing, evaluation, and communication. The skills taught support and supplement the language arts curriculum. Students are given the opportunity to publish their writing and artwork using various types of technology. The role of the literary magazine sponsor supports the *Blueprint’s* Performance Goal 1, Strategies g, i, and j.

Examples of Specific Duties of this EDA Sponsor	Estimated Hours
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Preparation and Planning	10 - 20
<ul style="list-style-type: none"> • Publicizes activity for colleagues (provides sample publications, requirements for student participation, collection folder and schedule, and specification sheet for classroom display) • Publicizes activity for students (produces and disseminates announcements, poster and fliers, and student scripts for club members to share with peers) • Organizes and conducts the initial informational meeting (reviews duties, requirements, calendar, and other aspects of club participation) • Develops the club’s annual calendar (establishes meeting dates and times, production deadlines, publication date, and distribution date) • Budgets and solicits funds <ul style="list-style-type: none"> ➤ Creates a bookkeeping system for recording and processing contributions ➤ Obtains account statement and estimate of publication cost ➤ Creates list of possible business contributors ➤ Prepares solicitation letter for local business contributors • Creates roster of activity participants 	

Meetings

5 – 10

- Presents schedule and funding resources at meeting with principal/administrator
- Meets with the publisher to coordinate a cost estimate for the job, production deadlines, and distribution date
- Conducts the distribution meeting (celebration, guest speakers, awards, involvement of parents, etc.)

Other EDA Duties

100 – 110

- Maintains attendance roster for student meetings
- Meets with students once per week for the first semester
 - Oversees writing and artwork
 - Reads, evaluates, and selects pieces for publication
 - Instructs on using publication software program
- Meets with students two or three times per week for the second semester (to oversee the organization of saved materials into magazine layout for publication)
- Proofreads student products after each meeting
- Instructs student editors in how to evaluate the student contributions for content and creativity
- Creates a disclaimer stating that work submitted is original
- Establishes and maintains a roster of authors/artists whose work will be included in the final publication
- Gathers information and enters the final publication in a literary magazine competition
- Publicizes the publication
 - Writes script and creates posters/fliers for quarterly announcements for author/artist contributions
 - Writes script and creates posters/fliers for sales of final product

Estimated Annual Hours that a Teacher Might Spend to Sponsor this EDA: 110 - 130

Minimum Number of Students Required: 5

Annual Compensation

Literary Magazine is a Level I activity.