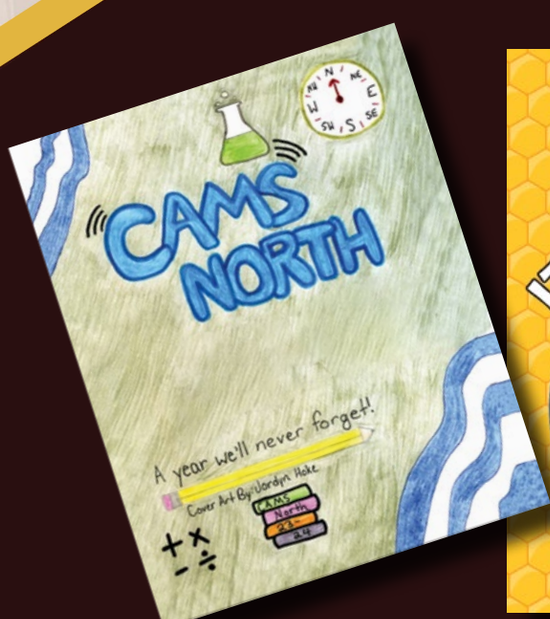
PICTURES PLUS

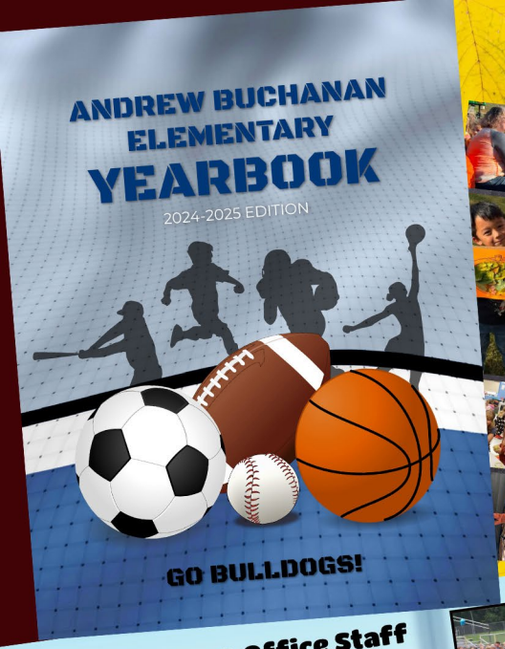
Your School & Sports Photographer

and O'Roke Photography

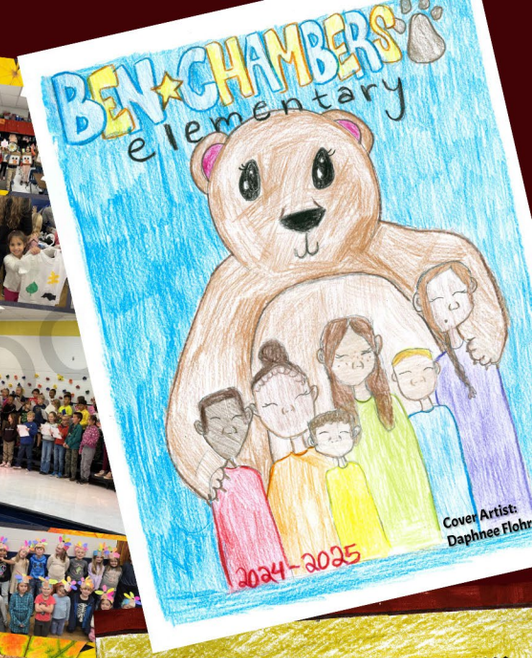
2026
Welcome to
Your Yearbook Experience



(877) 765-2030
5256 Buchanan Trail E., Waynesboro,PA 17268
www.picplus.com
email: yearbooks@picplus.com


ANDREW BUCHANAN
ELEMENTARY
YEARBOOK
2024-2025 EDITION
GO BULLDOGS!

Fall Festivities
Fall is such a fun time of the year and brings lots of fun ways to celebrate and learn. By dressing up, dissecting pumpkins, making leaf collages, painting, drawing, and making your own apple and pumpkin dishes. Fall is just full of wonder and delight!
During the Fall we had our first Book Fair - a Veteran's Day Breakfast for our local Veterans and their families, Trunk or Treat, a Sock Hop and T-Shirt decorating for second grade, as well as many Fall Parties and field trips.


BEN CHAMBERS
elementary
2024-2025
Cover Artist:
Daphnee Flohr

Administration & Office Staff
Dr. Lura Hanks
Superintendent
Dr. Ed Rife
Assistant Superintendent
FROM LEFT TO RIGHT:
Mrs. Dana Divelbiss
Principal Secretary
Miss Heather Cummings
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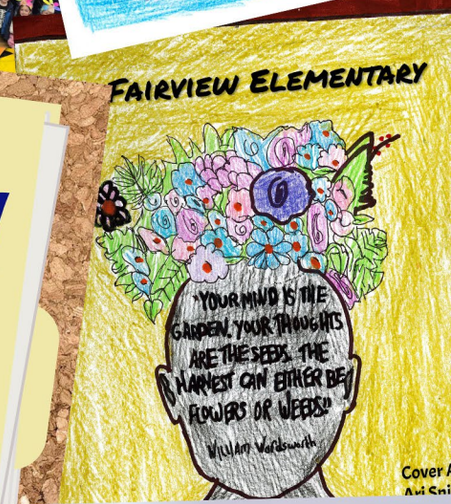
Principal K-5
Mrs. Chelsey Robinson
Assistant Principal 3-5
PTO's Fun Run
2


CAMS
SOUTH
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FAIRVIEW ELEMENTARY
"YOUR MIND IS THE GARDEN, YOUR THOUGHTS ARE THE SEEDS. THE HARVEST CAN EITHER BE FLOWERS OR WEEDS"
William Wordsworth

HOOVERVILLE
ELEMENTARY
2024 - 2025

MONTESSORI
ACADEMY
of
HAMBERSBURG
2024
2025
Follow the child as his leader
Maria Montessori

K-1 Mrs. Pursel
K-2 Mrs. Graham
Kindergarten

Room 124
Room 123
17
18

2024 - 2025
ORCHARD
VIEW
INTERMEDIATE

OUR DOGGONE
awesome school year

Welcome to Your Yearbook Experience

Greetings!

Welcome to the new 2025-2026 yearbook season! Thank you for taking the time to discuss our ability to serve your school photography needs as well as the many school portrait products that we are proud to provide. One of the major products that we help schools produce are school yearbooks. As a trusted source for over 50 schools' yearbooks, we would be delighted to have the opportunity to assist your school with this year's special memories as well.

We begin the yearbook season by setting up online yearbook software. Every yearbook advisor completes the Yearbook Worksheet Form (clickable link at the top of page 13) so we can verify current school information. We will support and assist each school with their book design and cover selection up to the final stage of completion. Included in this booklet are this year's 2025-2026 school yearbook deadlines. There are many rounds of proofing and subsequent deadlines to ensure that we are meeting both timing and quality needs. We strongly encourage yearbook advisors to complete the Proof Checklist Form (clickable link at the top of page 12) when checking proofs to assist in this process.

Only Fall pictures will be used for the yearbooks to allow for greatest consistency. Any student or staff member not photographed will be listed as not pictured. Our recommendation is to make sure all staff, including maintenance, have an updated photo taken, this includes any teachers that may be shared between buildings.

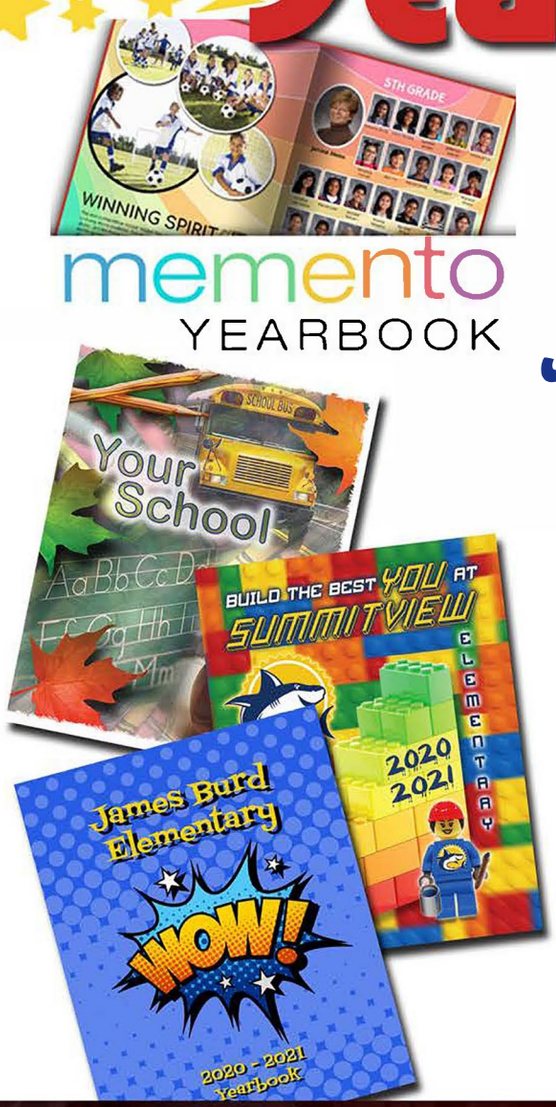
Any late paper yearbook orders turned in after the due date will need to be returned to the student for online ordering. Any orders received after your established due date will be charged an additional $5 service fee.

Please let us know if you have any questions or concerns!

Sincerely,

Randy Kuhn, Owner
Pictures Plus &
O'Roke Photography
yearbooks@picplus.com
randy@picplus.com
5256 Buchanan Trail East, Waynesboro, PA. 17268
717-729-0276

School Yearbooks



Create a Full Color Yearbook!

Simple Per-Page Pricing!

JUST $11.20 for a 40 page book!

- 56 pages or more = 26¢
- 52 pages = 27¢
- 32-48 pages = 28¢
- 28 pages or less = 30¢

- Use as a Fundraiser!
- No Minimum Order Quantity or Sales Expectations!
- Hard Cover and Donate Options!
- Free Custom Cover
- Build Any Size Book & Customize
- PSPA Student and Staff
- Online Sales
- Software & Support Provided
- Work Online with Browser-based Software
- Multi-user capable!
- Extensive Library of Clipart, Backgrounds, Templates & More!

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Your School & Sports Photographer

For more detailed information contact:
Randy Kuhn By Phone: 717-729-0276 By Email: randy@picplus.com

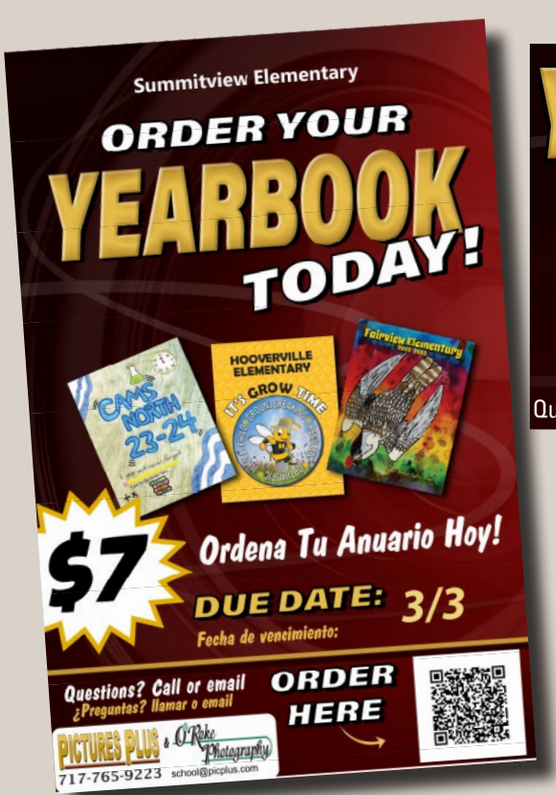
Disclaimer: Late orders subject to additional fees.

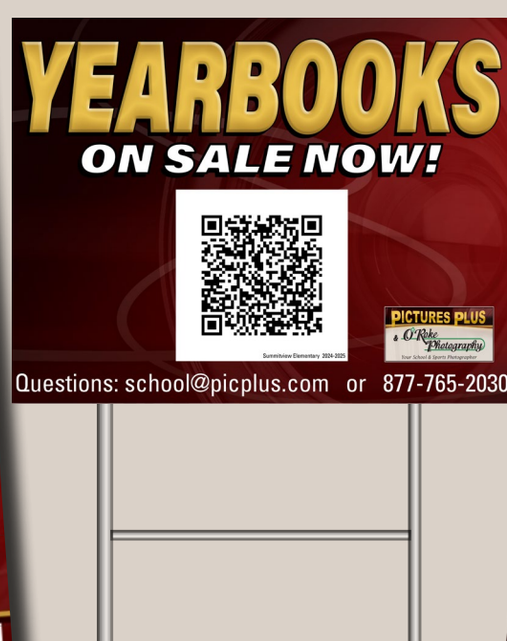
Welcome to Your Yearbook Experience

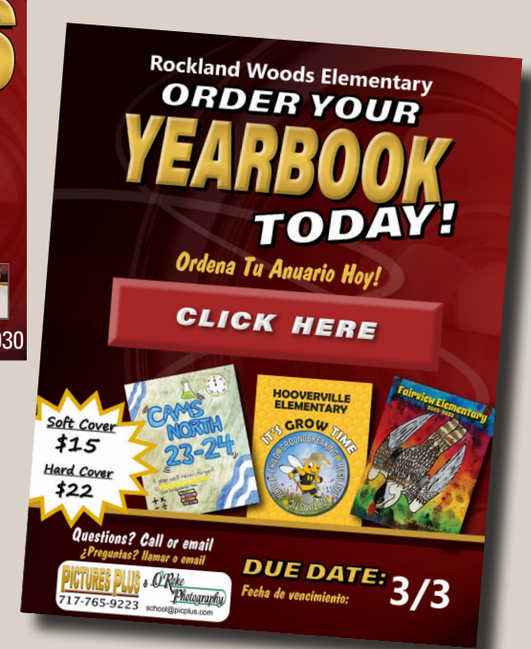
Sales Tools

(Promotions to help you sell your yearbook)

- Paper Orders
- Online Orders
- Electronic Reminder
- Electronic Fliers
- Yard Sign







Notes

Welcome to Your Yearbook Experience

Designing is Easy!

With Memento, designing your yearbook is a breeze.

Memento is your yearbook creation software. From special intros to portrait pages, and activities to autograph pages, this site is where your school's yearbook will come to life!

Take it Step-by-Step

For information on using the Memento software,
you can use this link or QR code to view a video tutorial!
https://vimeo.com/359860689

Phase 1 with example deadlines*

Pictures Plus Yearbook license and book set up in Memento. Aug & Sept

Yearbook Covers

Please let us know the type of cover you will be doing this year over the next couple weeks. Cover designs should be started now. Below are the options and instructions should you decide to do a student artwork contest.

The deadline for the covers to be given to us is **November 14** We will have a hard copy proof made of your design as soon as it is done. All hard copy cover proofs need to be finalized by **January 31** The covers will go to print early February.

1. Create your own design - Create your own yearbook cover design in Memento. Your Memento cover is the separate project located right at top of your book pages ladder. There are many backgrounds that can be used as a base. Add any graphics, photos, clip art or text to complete your design. When adding artwork make sure the file size is 300dpi.

2. Student Art Cover - have a student artwork contest for the yearbook cover. Now is the time to run your contest or coordinate as a project with your art teacher.

3. Design by Pictures Plus - We can design a cover for you. Please give us a theme or and idea want you would like for your yearbook cover.

Artwork is due for pickup to be scanned on November 14th.

- **Design must be on 8.5x11 plain white paper, no lines, no colored paper.** ***There will be a charge if the paper is any bigger than 8.5x11.***
- Design may go to the edge of the paper, but any words or art objects should be inside a .5" margin from the edge all the way around to avoid getting cut off in the binding and trimming process.
- Design must be vertical (yearbook orientation), no landscape drawings.
- Designs can be sketched with pencil, then finished either with crayon, markers or colored pencils. No pens or watercolors.
- Sharpies can be used for outlining.
- Design must include the full school's name spelled **Correctly!**
- Design can include the full year 2025-2026 or just 2026. It is up to your school.
- Feel free to stipulate in your instructions, the school mascot or a "Themed" idea for your cover specs (ie. "Reach for the Stars").
- All other wording in the design should be spelled correctly.
- For yearbook worthy art, the contest is generally offered to the oldest group at the school (ie. 5th graders, 3rd graders, 8th graders at MS), not the whole school.

*Example deadlines are highlighted to give examples of timelines for yearbook production. The dates listed are ideal timing to ensure your yearbook is completed and delivered before the end of the school year.

Welcome to Your Yearbook Experience

Phase 1

- The yearbook coordinator for your school, principal and/or PTO/PTA should oversee the voting and choosing the winner(s) for the cover.
- Designs will be picked up at the school for scanning November 17.
- Normally the winning design gets the front cover. We can accept from 1-4 additional pieces for the back cover if you wish. Ideally, one winning design is best, as additional pieces take extra time for scanning. PLEASE MAKE SURE STUDENT FULL NAME IS ON THE BACK OF THEIR DESIGN.
- Upon request custom designs may be requested for our in-house design.

Special Note on yearbook covers:

In the event that the yearbook cover for your school hasn't been finalized and submitted by November 14 you will have one week to create one in Memento only, which will include the school name and year only. (No additions, i.e. photos or art).

Example Deadlines

Yearbook theme deadline	11/14/25
Fall school pictures and make up day	08/27-12/31/25
Pictures Plus will place staff & student photos into yearbook	09/01-12/31/25
Pictures Plus will export student and staff pages proofs pdf email Google link to your school by	12/31/25
All proof pages should be returned to schools advisor 1 week after given for advisor to do corrections	
Pictures Plus will scan & pdf covers, send to printer for a hard proof and delivered to schools	11/17-01/31/26
ALL DEADLINES MUST BE MET	

Setting up your yearbook before the class pages are being flowed. PLEASE DO NOT ADD PAGES AND BACKGROUND IN THE CLASS PAGE SECTION ONLY. The program adds pages when we flow the student photos.

December 15th

1/3 of the total page count completed. Which include staff and students placed on pages by PP/O'Roke. *(Note all class and staff pages must be proofed by the school and returned to you (Yearbook Advisor) for edits by Holiday Break.*

Phase 2

Yearbook covers proofs out to schools	in the month of January
Final cover design approval	**January 31**
Hard copy will be sent to school. Must be approved by email.	

January 31- 2/3 of the yearbook should be completed, which includes staff & students flowed on pages by Picture Plus/O'Roke Photography

1. All **correction** to staff and student pages. This is the time to make sure All your teacher, staff and student are accounted for on the staff pages and classroom pages If staff or student didn't have a picture taken please add them at the bottom of the class not pictured. ***PLEASE MAKE SURE ALL STAFF AND CLASS PAGES ARE ACCOUNTED FOR AND IN ORDER BY HOMEROOM OR ALPHABETICALLY.***
2. Check names with Jr. makes sure Jr. has a period.
3. Check names with McC make sure name cap then low case then cap letters
4. If staff is missing please add them to pages at this time. Note any name changes.
5. List all student that are not pictured. Please make sure to ask student if they had their picture taken. If they didn't, contact Pictures Plus.
6. Remove any teachers or student that have left the school if you want them removed from book.
7. Backgrounds and clip art should be added to pages.
8. Set up special pages background, title of pages clip art and photos.
9. When setting up pages try not to cover up the page numbers.
10. Stay with in the green lines.
11. Setting up your section & pages. (Sample, Sports, Fun days, Spirit week, Trunk or Treat & Christmas, Field trips)

Layout pages 01/31-2/28/26

Phase 3

All book pages completed	**3/31/26**
PP will send school hard proof copies	Flowing advisor approval
Yearbook Sales start	**2/2/26-3/2/26**

Sign off on yearbook you will need to submit to publisher
Your yearbook is due **3/31/26.** We will take a final look through to book.
When the book is ready we will email you to submit your yearbook.

Welcome to Your Yearbook Experience

Yearbook Coverage Checklist:

Elementary /Middle School

Families want to see what goes on at your school! From the list below, check off items that occur in your school to make sure they get covered in your yearbook.

Events

- ❑ Back to School Night
- ❑ First Day of School
- ❑ Carnival
- ❑ 100th Day
- ❑ Halloween/Fall Festival
- ❑ Winter Concerts
- ❑ Spring Concerts
- ❑ Food Drive
- ❑ Art Show
- ❑ Author Visits
- ❑ State Testing
- ❑ Grandparents Day
- ❑ Major School Fundraiser
- ❑ Spirit Day
- ❑ Valentine's Day Party
- ❑ Spelling Bee
- ❑ Geography Bee
- ❑ Science Fair
- ❑ Orchestra Concert
- ❑ Class Field Trips
- ❑ School Assemblies
- ❑ Read In Campaign
- ❑ Book Fair
- ❑ Field Day
- ❑ New School Opening
- ❑ School Store
- ❑ Plays
- ❑ Talent Show
- ❑ Safety Week
- ❑ Fire Prevention Week
- ❑ Bus Safety Week
- ❑ Teacher Appreciation Week
- ❑ Family Fun Night
- ❑ K/5th/8th Grade Graduation
- ❑ School Anniversary Milestone
- ❑ Other_____
- ❑ Other_____
- ❑ Other_____
- ❑ Other_____

Sports

- ❑ Soccer
- ❑ Football
- ❑ Volleyball
- ❑ Basketball
- ❑ Baseball
- ❑ Golf
- ❑ Cross Country
- ❑ La Crosse
- ❑ Cheerleading
- ❑ Other_____
- ❑ Other_____
- ❑ Other_____

Clubs/Groups

- ❑ Band
- ❑ Choir
- ❑ Orchestra
- ❑ Yearbook
- ❑ Student Council
- ❑ Chess Club
- ❑ Safety Patrol
- ❑ Other_____
- ❑ Other_____

Classrooms

- ❑ Math
- ❑ Science
- ❑ Language Arts
- ❑ Visual Arts
- ❑ Social Science/History
- ❑ Phy Ed
- ❑ Technology
- ❑ Library/Media Center
- ❑ Music
- ❑ Honors Classes
- ❑ Foreign Languages
- ❑ Extracurricular
- ❑ Other_____
- ❑ Other_____
- ❑ Other_____

People

- ❑ Faculty
- ❑ Support Staff
- ❑ Students
- ❑ Parent Volunteers
- ❑ Other_____
- ❑ Other_____

Additional Coverage Ideas

- ❑ Summer Activities
- ❑ Student Media Usage
- ❑ Social Media
- ❑ Clothing Trends
- ❑ Playground
- ❑ Lunchroom
- ❑ Best Friends
- ❑ Siblings
- ❑ Foreign Born Students
- ❑ Other_____
- ❑ Other_____
- ❑ Other_____

PICTURES PLUS & O'Roke Photography

Your School & Sports Photographer

Ladder Diagram

This diagram is provided to aid in the creation of your page layout and to help track your progress. Please write a page description in the space next to the page number and use pencil for easier corrections.

Page #	Description	# of Pics	Deadline	Completed
2				
4				
6				
8				
10				
12				
14				
16				
18				
20				
22				
24				
26				
28				
30				
32				
34				
36				
38				
40				
42				
44				
46				
48				
50				
52				
54				
56				
58				

Page #	Description	# of Pics	Deadline	Completed
1				
3				
5				
7				
9				
11				
13				
15				
17				
49				
21				
23				
25				
27				
29				
31				
33				
35				
37				
39				
41				
43				
45				
47				
49				
51				
53				
55				
57				
59				

Welcome to Your Yearbook Experience

Please click here to fill out electronically

Proofing Check List

☐ Advisor needs to make copies of staff page and give to secretary and classroom pages teachers. To making corrections. Teachers will need to sign off for approval.

☐ Advisor needs to make sure all teachers classes & staff pages are accounted for currently.

☐ Advisor check to make sure Pre-K, Special Needs & Virtual classrooms are accounted.

☐ Advisor needs to let Pictures Plus know asap that a classroom is missing or other issues.

☐ Teacher changes need to be written on the printed copy of their classroom pages.
A. Any students' name not spelled right need to be noted and corrected
B. Students not photographed need to be listed as Not Pictured

☐ Advisor, you can take a photo of missing students, (instead of marking not pictured), and add them into manage portraits. By doing this it will allow the classroom to be alphabetized correctly. This can be done for any staff/student that did not have their picture taken on picture day or makeup day.

☐ Advisor at this time should check to make sure all staff & faculty are on the staff page.

☐ Advisor check to make sure the salutation of the teachers are correct.

☐ If teacher not accounted for if they are recently married, resigned or retired. Teacher may have a name change.

☐ Advisor check to make sure the classrooms are order by grade, alphabetically or by Homerooms.

☐ Advisor needs to work on yearbook throughout the season to achieve deadlines and ensure proper delivery of finished product.

Advisor signature:_____ Date:_____

School:_____

PICTURES PLUS & O'Roke Photography

Your School & Sports Photographer

Please click here to fill out electronically

School Name: _____ **School District:**_____

Yearbook Advisor: _____Enrollment_____

Yearbook Advisor Email: _____ Est Book Count_____

Principal: _____Principal Email: _____

Secretary:_____Secretary Email: _____

Billing Contact:_____ Billing Email:_____

Yearbook Page Count (multiples of four)

- ☐ 28
- ☐ 32
- ☐ 36
- ☐ 40
- ☐ Other _____

Yearbook Cover:

- ☐ Soft Cover
- ☐ Hard Cover
- ☐ Both

Who will be purchasing yearbooks?

- ☐ School/PTO will be purchasing for students and staff (No sales materials needed)
- ☐ School/PTO will be purchasing for students only (No sales materials needed)
- ☐ Parents will be purchasing books (Sales materials needed)
- ☐ School/PTO will be covering partial order (i.e. 5th grade class books, etc.) Please specify here _____

Yearbook Cover Design:

- ☐ Student Artwork
- ☐ Advisors Design
- ☐ Design by Pictures Plus

Staff pages:

- ☐ Principal and Secretary first on page
- ☐ Staff & Faculty alphabetical order
- ☐ First and Last Name
- ☐ Salutation and Last Name
- ☐ Staff Title under Name
- ☐ All the above

Class Page Headers:

- ☐ Teacher Name
- ☐ Teacher and Homeroom
- ☐ Teacher and Grade

Featured Role (Teacher)

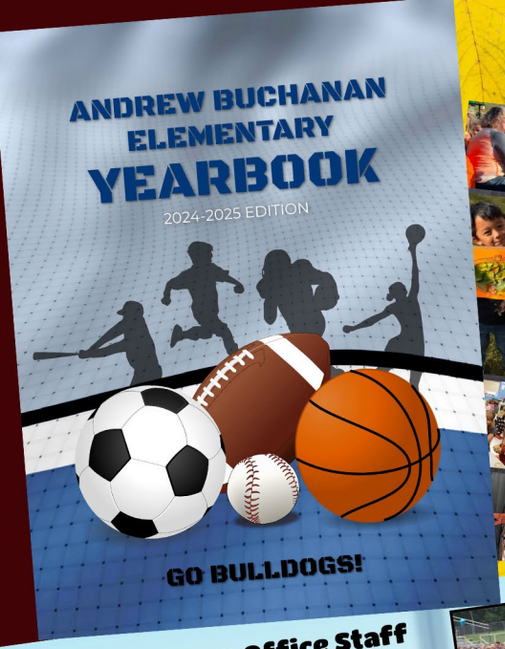
- ☐ Teacher larger then students
- ☐ Teacher same size as students

Teacher and Assistant size

- ☐ Teacher larger and Assistant same size as students
- ☐ Teacher and Assistant same size larger then students
- ☐ Teacher and Assistant a little bigger then students

Clubs, Sports and Class photos

- ☐ Class photos (taken in Spring) upload
- ☐ Sport teams photos all seasons
- ☐ Clubs and band photos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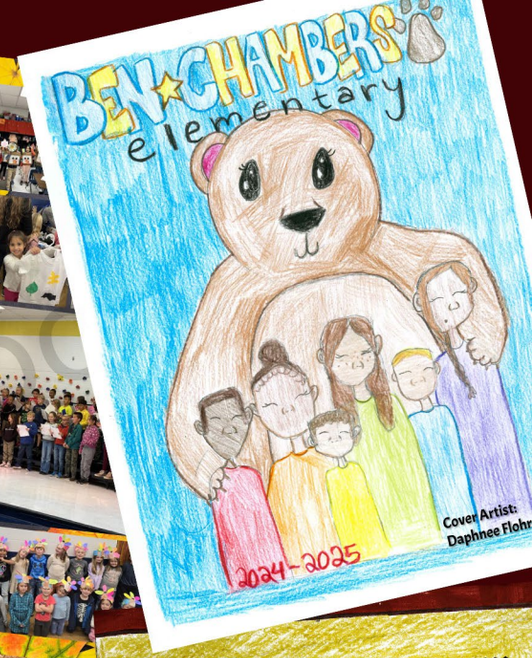
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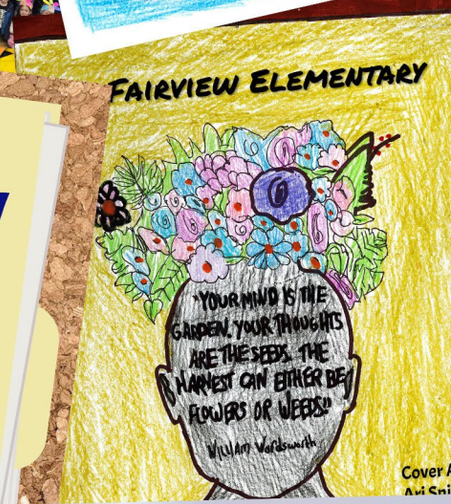
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of
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2024
2025
Follow the child as his leader
Maria Montessori

K-1 Mrs. Pursel
K-2 Mrs. Graham
Kindergarten

Room 124
Room 123
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