

# SHINE St. Charles

## **Class of 2018 Graduation Packet**

Saturday, May 26, 2018

1:00 p.m.

Encouragers Church

8759 Veterans Memorial Pkwy

O'Fallon, MO 63366

# **GRADUATION INFORMATIONAL MEETING AND REGISTRATION**

The initial graduation planning meeting scheduled for:

**Wednesday, February 28, 2018**

The location of the meeting:

**McClay Library**

**2760 McClay Rd**

**St. Charles, MO 63303**

The specific purpose of this meeting is to answer questions and help prepare parents and graduating seniors the 2018 Graduation ceremony. During the meeting we will discuss the following:

- Give an overview of the graduation including graduation fees and extra fees not included
- Process of ordering the cap and gown.
- Address individual questions regarding SHINE graduation process.
- Assist with completing application/forms for SHINE graduation

The location for the 2018 SHINE St. Charles Graduation Ceremony will be at Encouragers Church in O'fallon, MO. PLEASE DO NOT contact the church with any questions or concerns. All questions should be directed to SHINE St. Charles by either of the following emails:

- [latonyalynthomas@gmail.com](mailto:latonyalynthomas@gmail.com)
- [shinestcharles@gmail.com](mailto:shinestcharles@gmail.com).

## **SHINE \$99 Graduation Fee**

*(Please note: Senior package for cap, gown and diploma will be ordered separately and is not included with this fee)*

The SHINE Graduation fee per student includes the following:

- Photo Wall
  - Graduation Programs, Development, Printing & Folding
  - Church Facility Usage
  - Church Sound and Lighting Technicians
  - Display table for each graduate
  - Graduation Decorations
  - Janitorial Services Following Ceremony
-

# SHINE St. Charles 2018 Graduation Application

Graduate's Full Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent's Phone # (home): \_\_\_\_\_ (cell) \_\_\_\_\_

Year applicant family started homeschooling: \_\_\_\_\_

Is student/family currently a SHINE St. Charles member for the 2017/2018 school year?

Yes No

By signing below, I agree that both I and my student will abide by all aspects of the guidelines and requirements for participation in the 2018 SHINE St. Charles Graduation. I understand that failure to comply with the guidelines and requirements will result in termination from the SHINE St. Charles Graduation Ceremony without refund.

Parent's Signature: \_\_\_\_\_

## **Methods of payment:**

1. Payment via our website: [www.shinestcharles.org](http://www.shinestcharles.org) (Click on the graduation tab/paypal payment)
2. Checks made payable to *SHINE St. Charles* should be mailed to the following address:

Therese Wright  
**Attn: SHINE St. Charles Graduation**  
30 Summerhaven Ct  
Troy, MO 63379

**\*\* All fees regardless of method must be paid in full by April 1, 2018.**

## **Methods of returning completed forms:**

1. Via emailed to [shinestcharles@gmail.com](mailto:shinestcharles@gmail.com)
2. Completed forms should be mailed to the above address: (30 Summerhaven Ct.)

## Terms of Participation in SHINE's Graduation

SHINE St. Charles sponsors a graduation ceremony to celebrate the culmination of hard work of students and families through the elementary and high school years. We strive to make sure the experience is a positive one for all the participating families and students. Graduates or family members with any complaints should address them privately with a SHINE graduation volunteer. SHINE St. Charles reserves the right to deny participation immediately or during a SHINE St. Charles graduation and/or related activity, including forfeiture of all fees without a refund for failing to adhere to the conditions enumerated below. We look forward to having students participate in the graduation ceremony and related activities.

Sincerely,

SHINE St. Charles Graduation Committee

This letter is to formalize the terms of participation and related activities for SHINE St. Charles 2018 Graduation. Based upon statements clarified above, approval to participate is contingent upon acceptance and adherence to the following conditions:

1. Fully Paid Graduation Fees.
2. Cap and Gown Ordered and Received by Graduation Date.
3. Participation in Rehearsal
4. Adherence to Graduation Dress Code/Conduct
5. Full Cooperation and Participation of the Mandatory Parent/Graduate Related Responsibilities Listed Throughout this Graduation Packet.

By my signature below, I agree to and accept the terms of participation outlined above.

Parent/ Guardian Signatures \_\_\_\_\_

Date \_\_\_\_\_

## **Graduation Dress Code & Conduct:**

### **GIRLS/Graduation Day:**

- Must wear dress shoes, no flip flops or tennis shoes
- Dresses cannot exceed the length of your graduation gown.
- Pants must be dress pants.

### **BOYS/Graduation Day:**

- Must wear dress shoes, dress shirts, dress pants, and ties.
- No flip-flops or tennis shoes

## **Graduation Conduct Expectations:**

- Use of appropriate language
- Respect church property and leadership

**PLEASE NO CHEWING GUM!!!**

## Senior Ordering Information:

SHINE St. Charles uses [www.homeschooldiploma.com](http://www.homeschooldiploma.com) to source our caps, gowns, and diplomas. You will go onto the homeschooldiploma.com website to place your order. If you place your order by 3/7/18, the package is discounted to \$65.64 (with a minimal order of 5 graduates)

Senior package includes the following:

- Black graduation robes
- A collar for female graduates
- A colored tassel w/colored year charm
- A diploma with the name of your homeschool and engraved with a seal

To place a Senior package order, please follow these steps:

1. Go to [www.shinestcharles.org](http://www.shinestcharles.org)
2. Click on the graduation 2018 tab
3. Click on [www.homeschooldiploma.com](http://www.homeschooldiploma.com) link
4. Follow step by step instructions to order required items. (In addition to the required senior package, items can be purchased for an added cost. A 15% discount will be applied to those additional items. However, they must be added to the cart with the senior package for the discount to be applied.)

**\*\* ALL orders will be shipped to LaTonya Thomas and will be distributed at the follow up meeting on April 11, 2018 at:**

Encouragers Church  
8759 Veterans Memorial Dr.  
O'Fallon, MO 63366

SHINE St. Charles Graduation Bio  
(Please complete for inclusion in program)

\*\*\*Due April 1, 2018\*\*\*

Email to: [shinestcharles@gmail.com](mailto:shinestcharles@gmail.com) or [latonyalynthomas@gmail.com](mailto:latonyalynthomas@gmail.com)

Subject line: Senior Bio with Graduate's Name

Graduate's Full Name: \_\_\_\_\_

Write a brief paragraph answering the following questions:

- # of years homeschooled
- Nickname
- Plans after graduation
- Any scholarships received for college
- Member of any significant organizations
- Volunteer work
- Awards received in high school (i.e. Eagle Scout, Essay Awards, etc)

**The following are sample essays:**

Example #1:

Sally Marie Doe, the daughter of James and Leah Doe, will be attending the University of Missouri on a full scholarship in the fall of 2018. Sally plans to major in Bio Engineering with a specialty in Marine Biology. She was listed on the Presidential Honor list at Lindenwood where she attended dual enrollment. Sally has volunteered extensively in her church, participated in many extracurricular sports, and served as the editor of the Yearbook.

Example #2:

William Steven Fischer plans to work with after graduation with future aspirations to have a career in Aeronautical Engineering. William has participated with the SHINE St. Charles Basketball Team and has also obtained his pilot's license recently. He won first place in the Geography Bee in 2006 and participated in the Rising Seniors Program at Creighton College. William received the Eagle Scout Award and received special recognition for his participation with the Literacy Program connected with St. Charles County Public Libraries.

**Please be selective with information:** Essays will be edited to conserve space if over the 85-word limit. It is much better for the student to decide what will be included