

Graduation Meeting Agenda

January 19, 2023

I. Welcome

A. Check senior participate list is accurate. Pass out attendance sheet (to cross reference new families) additionally **new families please text, email or share your contact info with/to:**

Tanya Hayes tanya@tanyahayes.com 520-431-9943

- Include:
 - Parent's name
 - Student's name
 - Class (junior or senior)
 - Address, phone number
 - Email address for both parents and students

Louis Davis

Ruth Marie Kaiser

Madalyn Scott

Caroline Vanchura

Audrey Fanning

Roxy Kilbourn

Anthony Storer

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B. Families interested in participating in graduation ceremony must make a commitment (*pay fees in full*) by January 31, abiding by any and all prior decisions.

II. Grad Details & Show Videos

A. How graduation works

1. Open to all homeschoolers in area
2. Ceremony and afternoon punch-reception
3. The senior families are responsible for the ceremony and junior families host the reception. All costs are covered by senior families only.
4. Established ceremony protocol in 1998 for smoother planning
 - a) Colors: Royal Blue & Silver
 - b) Music: Pomp & Circumstance
 - c) Master of Ceremonies and a Commencement Speaker: Chosen by seniors
 - d) First Part: Senior Presentations (optional)
 - e) Second Part: Commencement Address
 - f) Final Part: Senior bio video plays/Parent gives diploma
 - g) Cake & punch reception afterward

B. Show clips of the ceremony

C. Show Bio Video sample

1. CHEMinistry appointed videographer produces the bio videos (required)
2. Videos are \$50 each and paid directly to the videographer. This cost is separate from the graduation fees paid to CHEMinistry
3. Seniors provide images

III. **Financial Accountability** - Mid-Michigan Homeschool Graduation uses the CHEMinistry treasurer and bank accounts (as such all checks are made payable to CHEMinistry)

IV. Review Decisions From Last Meeting

- A. **Date for Ceremony: TBD. Either Friday, June 2, in the evening or Saturday, June 3, 2023 @ 2:00pm**
- B. Rehearsal is Friday, June 2, 2023 @ 6:30pm - both parents must attend
- C. Location: *Sunrise Baptist Church*
- D. Speaker: Mike Reitz
- E. Master of Ceremonies: Don Wood
- F. Class Verse: "And I am sure of this, that he who began a good work in you will bring it to completion at the day of Jesus Christ." Philippians 1:6
- G. Class Motto: Cherish yesterday, live for today, and reach for tomorrow.
- H. Volunteers
 - 1. Treasurer - Heidi Philips
 - 2. Venue Coordinator - Tanya
 - 3. Yearbook Coordinator - Roxy Kilbourn
 - 4. Reception Coordinator - Amy Trogan
 - 5. Program Volunteer - Shelly Fanning
 - 6. Gift/Card Volunteer - Christine Kaiser
 - 7. Cap & Gown, Group Order Coordinator - Shelley Storer/Joey Storer
 - 8. Photographer - Sarah Davis
 - 9. Senior Presentation Review Committee (Junior Parents only)
Marya DeGrow, Kelly Aguilera, Carrie Schaufete

V. Senior Presentations

Senior presentations include things like playing an instrument, reciting a poem, performing a skit or doing a kata, etc. They are performed during the first part of the ceremony. Presentations will be subject to a review committee made up of junior parents in April. Presentations are 3-5 mins long depending on how many seniors would like to participate.

- 1. Sign up tonight or before the April 1 deadline.
- 2. Date and Location for Reviews: Tuesday, April 11, 2023 Sunrise Baptist, Midland
- 3. Reviews Check: 1.) appropriate, 2.) readiness, and 3.) items needed and time
- 4. Review Board - see above

**Note: video presentation is also an option but must be emailed prior to April 5th*

VII. Flowers for Presentation to Parents - Is everyone ok with red roses?

VIII. Yearbook

- 1. Two page spread each senior
- 2. The photos are the same photos used in the senior bio video.
- 3. Each family sends in a small paragraph (or blurb) that is included in the two page spread
- 4. Additional pages are included in yearbook for things like debate, robotics, basketball, ski trips, CHEM dances, etc

5. Email photos of these activities to me as you take them so you don't forget!
6. Graduation ceremony and reception pics can be sent the week after graduation

IX. Guest Counts - the number of guests are tallied up in March via email

X. Collect Money for Graduation

1. **Graduation fees** goes toward programs, roses, gifts, reception (cake, punch, coffee, paper items, decor) and venue
2. \$TBD per senior due January 31 - any additional fees will be collected in April once guest counts are in and we have the exact # of seniors
3. \$10 for second grad in family
4. Please hand checks to Heidi tonight or mail checks to: Heidi Philips, 1912 Dilloway Dr, Midland MI 48640

XI. Diplomas & Covers

- A. Blank diplomas will be offered through the group order
 - Or you can design one yourself and print it at home!
- B. Covers will be offered through the group order
 - or purchase yourself (I bought mine through Amazon) Staples, etc.

XII. Caps, Gowns, Tassels

- Each senior must wear a cap, gown, and tassel.
- A. Caps and gowns are Royal Blue, Shiny Fabric from www.graduationsource.com
 - B. Royal Blue and White Tassels
 - C. Gold Cords can be worn if grad has 3.5 GPA or higher
 - D. CHEMinistry owns some that can be borrowed on a first-come, first-serve basis.
 - See me after tonight's meeting to sign out your gown or cap if borrowing
 - E. Group order payment by March 1 - See Shelly/Joey Storer

XIII. Senior Display Boards

- A. Half of an 8-foot table
- B. Display tables in the back hall of the Family Ministry Center at Sunrise
- C. Need exact number of seniors participating by the April meeting (so the junior families set up the correct amount of tables)

XIV. Senior Bio Video - A senior bio video is a short video highlighting the life of each senior. It includes music, a narrative, and other photos important to your senior.

- A. \$50 paid directly to videographer (email with details and address will be sent)
- B. Includes a 1 minute video that will be shown during the last part of the ceremony.
- C. The video consists of:
 - a headshot of senior (*NOTE: photographer headshots taken in April will be used for the opening of the video)
 - a verse or quote of their choosing
 - 15 photos of your senior submitted by family
 - includes music and a narrative if you choose to do one
- C. Voice over or narrative is optional (use iPhone with no background noise / 52 seconds)
- D. Reminder that these same photos are used in yearbook

PHOTOS DUE MARCH 1

XV. Photographer

1. Sarah Davis
 1. Takes headshots for opening slide of video bios
 2. Takes various photos during the ceremony

XVI. Text Graduation To-Do List to new parents

XVII. Summary of Costs:

\$85/95 Graduation fee
\$50 Videographer
\$7 Tassel
Gown, Cap - may be borrowed or purchased
Honor Cord - may be borrowed or purchased
Diploma - up to parents
Invitations - up to parents
Yearbook - optional

XVIII. Close in Prayer

IMPORTANT DATES:

March (via email)

- Confirm number of Senior Presentations (need to book enough time for review committee to see all of them)
- Are all the photos submitted for senior bio video (deadline was March 1)
- Group order placed 6 weeks prior to April meeting (deadline to order March 1, deadline to place order March 5)
- Estimate Guest Count

April 11, 2023 - Meeting 6:30pm

- Review Senior Presentations 6:00 or 6:30pm
- Headshot photos taken 6:30pm
- Meeting 7:00pm
- Juniors and their families will break off and plan reception
- Finalize Guest Count and Program Printing
- Check number of Senior Display Boards - set up tables
- Hand Out Group Order
- Tie Up Loose Ends!