

Graduation Meeting Agenda

October 4, 2022

I. Welcome and Introductions

- A. Open in prayer
- B. Pass out sign-up sheet - AND -
- C. Please text, email or share your contact info with/to:
Tanya Hayes tanya@tanyahayes.com 520-431-9943
 - Include:
 - Parent's names & emails
 - Student's name & email
 - Class (junior or senior)
 - Phone number parent
- D. Families interested in participating in graduation ceremony must make a commitment by January 31, abiding by any and all prior decisions.

II. Overview:

- A. Run through how graduation works
- B. Choose: volunteers, venue, commencement speaker
- C. Hand out a todo list

III. Grad Details:

- A. Explain how graduation works
 - 1. Open to all homeschoolers in area (don't need to be member of CHEMinistry)
 - 2. It consists of two parts: a ceremony and afternoon punch-reception
 - 3. The senior families are responsible for the ceremony and junior families host the reception (see volunteer positions below)
 - 4. Establish Set Ceremony in 1998 for smoother planning
 - a) Ceremony and reception are held on a Saturday between 2-4pm
 - b) Colors: Royal Blue & Silver
 - c) Music: Pomp & Circumstance
 - d) Master of Ceremonies and a Commencement Speaker both chosen by seniors
 - e) First Part: Senior Presentations (optional)
 - f) Second Part: Commencement Address
 - g) Third & Final Part: Senior's bio videos/parent present diploma
- B. Show clips of the ceremony
- C. Bio Video details
 - 1. An appointed videographer produces the bio videos (required in order to participate in graduation)
 - 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

IV. Explain CHEMinistry sponsorship

A. Financial Accountability

1. Mid-Michigan Homeschool Graduation uses the CHEMinistry treasurer and bank accounts (as such all checks are made payable to CHEMinistry)
2. All costs associated with graduation must be covered by senior families

B. 501(c)(3) Tax Status (See handout)

V. Volunteer Positions Needed for Smoother Planning

A. Treasurer - Heidi Philips

1. Collect \$35 per family for start-up money (from graduates only).
 - a) Please make your checks payable to CHEMinistry.
 - b) Graduation fees fluctuate depending on class size and will be finalized in January
 - c) *Send checks to:* Heidi Philips, 1912 Dilloway Dr, Midland MI 48640
2. Reimburse expenses, determine per-family cost, and collect money
3. Grad coordinator and treasurer work together through out the year
4. Money goes for roses, programs, speaker gift cards, reception, special gift or rental for venue

B. Venue Coordinator (TBA after venue is chosen)

1. Reserves room for January, April meetings, rehearsal & graduation day
2. Opens and locks up venue
3. Takes photos of rooms prior to us using them day of rehearsal for easy reset after the ceremony Saturday.
4. Does walk through with graduation coordinator after graduation ceremony and reception

C. Yearbook Coordinator (can be a student)

1. Responsible for theme and layout of yearbook in Shutterfly (or other online photo book shop)
2. Gathers photos from clubs or activities seniors are involved in (i.e. Robotics, Kairos, Regency Ball, ski days) from head of that group or a senior family.
3. Email reminders to families to send in photos of reception.

D. Reception Coordinator (Junior Parent)

1. Responsible for finding juniors who will organize refreshments and decorations at the ceremony
2. Contact person for all junior volunteers working on the reception
3. Reception coordinator and graduation coordinator will meet prior to the April meeting to go over everything.
4. Reception coordinator reports to Tanya

E. Program Volunteer (Senior Parent)

1. Responsible for editing program
2. Getting programs printed and brought to rehearsal

F. Gift/Card Volunteer (Senior Parent)

1. Discuss details at April meeting
2. Cards to be purchased in May/June

G. Cap & Gown, Group Order Coordinator (Senior Parent)

Finalize details at January meeting, order by March 16, hand out orders at April meeting

1. CHEMinistry has a few caps and gowns. Our color is a shiny Royal Blue.
 - a) 26 gowns of various sizes
 - b) 14 caps (no decorated caps)
 - c) 2 gold cords (GPA of 3.5 or higher)
2. Volunteer to take a group order (if necessary - each family can place their own orders)
 - a) Approx prices: cap & gown \$23, tassel, \$5, gold cord \$12, diploma cover \$8, for members of HSLDA a diploma & cover is \$21 (prices change depending on shipping costs and quantity)
 - b) Orders from graduationsource.com or HSLDA.com

H. Photographer coordinator

1. Responsible for finding quotes from photographers willing to:
 - A. Take headshots for video bios
 - B. Take various photos during the ceremony
 - C. Take group photo at rehearsal (can be a mom in the group with good camera)

I. Senior Presentation Review Committee (Junior Parents)

1. 2 Junior parents
2. 1 board member

VI. Set Date for Ceremony *June 3, 2023*

Usually the first week of June unless there is a conflict (other graduations/ACT test date, etc)

VII. Decide on Location

- A. Discuss technical needs, rehearsal time availability, etc.

The venue needs to:

 1. Seat 300 for ceremony
 2. Provide access to piano for senior presentations
 3. Have audio/visual equipment and people to run equipment
 4. Be available for rehearsal the Friday evening prior to the Saturday Graduation Ceremony
 5. Have a room(s) large enough to accommodate 300 for grad reception juniors host, and space for Senior Display Boards which will both be set up Friday evening
- B. Vote on first, second, and third choice preferences
- C. Appoint contact person for each possible venue to report back to the graduation coordinator

VIII. Seniors Decide on Commencement Speaker

- A. List possible speakers in order of preference
- B. Appoint contact person for each speaker
- C. Second-choice speaker will not be contacted before first choice is ruled out due to cost or availability

IX. Seniors Decide on Master of Ceremonies

- A. Same for format as speaker

X. Seniors Choose Class Motto and Verse Via Email in November

XI. Hand Out Graduation To-Do List for senior parents

XII. Close in prayer

TARGET DATES FOR FUTURE DECISIONS

November (via email)

- Confirm Motto and Verse with program volunteer and yearbook coordinator
- Confirm Facility Choice
- Confirm Speaker
- Confirm MC

January 19, 2023 - Meeting 6:30 pm

- Welcome any new seniors
- Senior presentation headcount
- Pick up borrowed gowns
- Finalize group order, collect payments
- Check on Status of Video Bios / Photos via wetransfer.com
- Cutoff Date for Graduation Participation January 31

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!