

Graduation Meeting Agenda

September 28, 2021

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. Grad Details & Show Videos

- A. Explain 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 (see volunteer positions below)
 - 4. Establish Set Ceremony 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) Third & Final Part: Senior bio video plays/Parent gives diploma
- 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. 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)

IV. Set Date for Ceremony (completed: June 4, 2022)

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

V. Decide on Location by September 30 (completed: Sunrise Baptist Church)

- 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 CHEMinistry grad 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

VI. Volunteer Positions Needed for Smoother Planning

A. Treasurer - Heidi Philips & Johanna Humphrey

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. Coordinator will stay in contact with CHEMinistry treasurer 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) - Ann Rozeveld

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
4. Does walk through with Graduation Coordinator after graduation ceremony and reception

C. Yearbook Coordinator (can be a student) - vacant

1. Responsible for theme and layout of yearbook in Shutterfly (or other online photo book shop)
2. Gather 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 reminder to families to send in photos of reception.

4. Upload photos from bio video, professional photographer, clubs, etc to Shutterfly
5. Emails link of finished book to Tanya for editing

D. Reception Coordinator (Junior Parent) - Shelly Storer

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) - vacant

1. Responsible for typing/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) - filled

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

1. CHEMinistry has a few caps and gowns that can be borrowed
 - a) 26 gowns of various sizes
 - b) 14 caps (no decorated caps)
 - c) 1 gold cord (GPA of 3.5 or higher)
2. Volunteer to take a group order (Reminder that our color is Shiny Royal Blue)
 - 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 - booked!

Patricia Kahl patriciajkahl@gmail.com, <https://kahlcreative.mypixieset.com/>

1. Takes headshots for video bios
2. Records and takes various photos during the ceremony

I. Senior Presentation Review Committee (Junior Parents)

1. 2 Junior parents
2. 1 board member

VII. 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

VIII. Seniors Decide on Master of Ceremonies

- A. Same for format as speaker

IX. Seniors Class Motto and Verse Via Email in November

- A. Motto and verse

X. Hand Out Graduation To-Do List

XI. 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 20, 2022 - 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 2020 (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 5, 2022 - 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!