

# *Graduation Meeting Agenda January 18, 2024*

## **Welcome**

Check senior participation 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: Marya DeGrow, maryadegrow@gmail.com 303-807-5976

Include:

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

*Graduates signed up:*

Jonah Aguilera  
Caleb Ellis-Hutchings  
Kyria DeGrow  
Ashley Kelley  
Sarah Netzley  
Calee Noel  
Anna Pawlicki  
Abigail Remington  
Logan Schaufele  
Alex Taylor  
Isabella Trogan  
Alex Wood

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

## **Grad Details (for your information only)**

*How graduation works*

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

*Financial Accountability*

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

## **Review Decisions From Last Meeting**

- Date for Ceremony: Saturday, June 1, 2024 @ 2:00 pm
- Rehearsal is Friday, May 31, 2024 @ 6:30pm - both parents must attend
- Location: Sunrise Baptist Church
- Speaker: David Schubert
- Master of Ceremonies: Don Wood
- Class Verse: And do not be conformed to this world: but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God. Romans 12:2
- Class Motto: All Glory to Christ!
- Volunteers:
  - Treasurer - Heidi Philips
  - Venue Coordinator - Marya DeGrow
  - Sanctuary Coordinators - Diana Kelley and family
  - Yearbook Coordinator - Megan Oatley
  - Reception Coordinator - Jacque Molitor
  - Program Volunteer - Carrie Schaufele
  - Gift Card/thank you cards Volunteers - Tracey Wood & Kelly Aguilera
  - Cap & Gown, Group Order Coordinator - Michelle Ellis-Hutchings
  - Photographer - Sarah Davis
  - Senior Presentation Review Committee (Junior Parents only): Heidi Phillips, Brian Stankiewicz, Breanne Wallaker

## **Senior Presentations**

Senior presentations include things like playing an instrument, reciting a poem, performing a skit or doing martial arts, 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 generally 3-5 minutes long.

- Sign up tonight or before the March 1 deadline.
- Date and Location for Reviews: Tuesday, April 23, Sunrise Baptist, Midland
- Reviews Check (see committee above):
  - appropriate selection
  - appropriate attire
  - readiness
  - items needed
  - length of presentation
  - \*Note: video presentation for review committee is also an option but must be emailed prior to April 5th

## **Flowers for Presentation to Parents**

- Is everyone ok with red roses?

## **Guest Counts**

- The number of guests are tallied up in March via email - start making your list now

## **Collect Money for Graduation**

- Graduation fees goes toward programs, roses, gifts, reception (cake, punch, coffee, paper items, decor) and venue
- \$85 per senior (\$10 for additional grads in family) due January 31 - any additional fees will be collected in April once guest counts are in and we have the exact number of seniors
- Please hand checks to Heidi tonight or mail checks to: Heidi Philips, 1912 Dilloway Dr, Midland MI 48640, or PayPal to treasurer@cheministry.org

## **Diplomas & Covers**

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

## **Caps, Gowns, Tassels**

- Each senior must wear a cap, gown, and tassel.
- Caps and gowns are Royal Blue, Shiny Fabric from [www.graduationsource.com](http://www.graduationsource.com)
- Royal Blue and White Tassels
- Gold Cords can be worn if grad has 3.5 GPA or higher
- 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

## **Summary of costs**

- \$85 Graduation fee
- \$7 Tassel
- Gown, Cap - may be borrowed or purchased
- Honor Cord - may be borrowed or purchased
- Diploma - up to parents
- Invitations - up to parents
- Group order payment by March 1 - See Michelle Ellis-Hutchings

## **Senior Display Boards**

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

## **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.
- Sarah Davis videographer (email with details and address will be sent)
- Includes a 1-minute video that will be shown during the last part of the ceremony.
- 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
- Voice over or narrative is optional (use iPhone with no background noise / 52 seconds)
- Reminder that these same photos are used in yearbook
- PHOTOS DUE MARCH 1

## **Photographer**

- Sarah Davis
- Takes headshots for opening slide of video bios at April meeting
- Takes various photos during the ceremony

## **Yearbook**

- Two page spread for each senior
- The photos are the same photos used in the senior bio video.
- Each family sends in a small paragraph (or blurb) that is included in the two page spread
- Additional pages are included in yearbook for things like debate, robotics, basketball, ski trips, CHEM dances, etc
- Graduation ceremony and reception pics can be sent the week after graduation

## **Close in Prayer**

### **IMPORTANT DATES:**

#### *January*

- Make final payments
- Marya will text a graduation to-do list to new parents
- Pick up caps and gowns

#### *March (via email)*

- Are all the photos submitted for senior bio video (deadline March 1)
- Group order placed 6 weeks prior to April meeting (deadline to order March 1, deadline to place order March 15)
- Estimate Guest Count
- Confirm number of Senior Presentations (need to book enough time for review committee to see all of them)

#### *April 23, 2024*

- Review Senior Presentations 5:45 or 6:00pm
- 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 - how many tables to set up
- Hand Out Group Order
- Tie Up Loose Ends!