

*Mid-Michigan Homeschool Graduation Meeting Agenda*  
*October 3, 2023*

**I. Welcome and Introductions**

- Open in prayer
- **Pass out sign-up sheet**
- Families interested in participating in graduation ceremony must make a commitment by January 31, abiding by any and all prior decisions.
- Choose secretary for meeting

**II. Overview**

- How does graduation work?
- Financial information
- Choose: volunteers, venue, commencement speaker
- **Hand out to-do list**

**III. Graduation Details**

How graduation works

- Open to all homeschoolers in area (don't need to be member of CHEMinistry)
- It consists of two parts: a ceremony and afternoon punch reception
- The senior families are responsible for the ceremony and junior families host the reception (see volunteer positions below)
- Establish Set Ceremony in 1998 for smoother planning
  - Ceremony and reception are held on a Saturday between 2-4pm
  - Colors: Royal Blue & Silver
  - Music: Pomp & Circumstance
  - Master of Ceremonies and a Commencement Speaker both chosen by seniors
  - First Part: Senior Presentations (optional)
  - Second Part: Commencement Address
  - Third & Final Part: Senior's bio videos/parent present diploma
- Show clips of the ceremony

Bio Video details

- An appointed videographer produces the bio videos (required in order to participate in graduation)
- Videos are \$50 each and paid directly to the videographer. This cost is separate from the graduation fees paid to CHEMinistry
- Seniors provide images

**IV. CHEMinistry Sponsorship**

- Financial Accountability
  - Mid-Michigan Homeschool Graduation uses the CHEMinistry treasurer and bank accounts (as such all checks are made payable to CHEMinistry)
  - **501(c)(3) Tax Status (See handout)**
  - All costs associated with graduation must be covered by senior families

## V. Volunteer Positions

- Treasurer - Heidi Philips
  - Money goes for roses, programs, speaker gift cards, reception, special gift or rental for venue (**Hand out budget**)
    - Collect \$35 per family for start-up money (from graduates only).
    - Please make your checks payable to CHEMinistry (PayPal is also an option)
    - Graduation fees fluctuate depending on class size and will be finalized in January
    - Send checks to: Heidi Philips, 1912 Dilloway Dr, Midland MI 48640
  - Reimburse expenses, determine per-family cost, and collect money
  - Grad coordinator and treasurer work together throughout the year
  
- Venue Coordinator (TBA after venue is chosen) - Coordinator and \_\_\_\_\_
  - Reserves room for January, April meetings, rehearsal & graduation day (Marya)
  - Opens and locks up venue (Marya)
  - Takes photos of rooms prior to us using them day of rehearsal for easy reset after the ceremony Saturday
  - Does walk-through with graduation coordinator after graduation ceremony and reception
  
- Yearbook Coordinator (can be a student) Megan and Kris Oatley
  - Responsible for theme and layout of yearbook in Shutterfly (or other online photo book shop)
  - 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.
  - Email reminders to families to send in photos of reception.
  
- Reception Coordinator (Junior Parent) - Jacque Molitor
  - Responsible for finding juniors who will organize refreshments and decorations at the ceremony
  - Contact person for all junior volunteers working on the reception
  - Reception coordinator and graduation coordinator will meet prior to the April meeting to go over everything.
  - Reception coordinator reports to coordinator
  
- Program Volunteer (Senior Parent) Carrie Schaufele
  - Responsible for editing program
  - Getting programs printed and brought to rehearsal
  
- Gift/Card Volunteer (Senior Parent) - Tracey Wood & Kelly Aguilera
  - Discuss details at April meeting
  - Gift cards and thank you cards to be purchased in May/June
  - Have seniors sign thank you cards at rehearsal
  
- Cap & Gown, Group Order Coordinator (Senior Parent) Michelle Ellis-Hutchings
  - Finalize details at January meeting, order by March 15, hand out orders at April meeting
  - CHEMinistry has a quite a few caps and gowns. Our color is a shiny Royal Blue.
    - 26 gowns of various sizes
    - 14 caps (no decorated caps)
    - 2 gold cords (GPA of 3.5 or higher)
  - Take a group order (if necessary - each family can place their own orders)

- 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)
- Orders from [graduationsource.com](http://graduationsource.com) or [HSLDA.com](http://HSLDA.com)
- Photographer coordinator Sarah Davis
  - Responsible for finding quotes from photographers willing to:
    - Take headshots for video bios
    - Take various photos during the ceremony
    - Take group photo at rehearsal (can be a mom in the group with good camera)
- Senior Presentation Review Committee (Junior Parents)
  1. Heidi Phillips
  2. Brian Stankiewicz
  3. Breanne Wallaker

#### VI. Set Date for Ceremony (tentative: June 1, 2024)

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

#### VII. Decide on Location (if not Sunrise)

- Discuss technical needs, rehearsal time availability, etc.
  - The venue needs to:
    - Seat 300 for ceremony
    - Provide access to piano for senior presentations
    - Have audio/visual equipment and people to run equipment
    - Be available for rehearsal the Friday evening prior to the Saturday Graduation Ceremony
    - 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
- Vote on first, second, and third choice preferences
- Appoint contact person for each possible venue to report back to the graduation coordinator

#### VIII. Seniors Decide on Commencement Speaker

- List possible speakers in order of preference
- Appoint contact person for each speaker
- 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

- Same format as speaker

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

#### XI. Hand Out Graduation To-Do List for senior parents (and see back for timeline)

#### 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 2024 - 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
- 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 15)
- Estimate Guest Count

### April 2024 - 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 - plan tables
- Hand out group order
- Tie up loose ends!