

## **RULES**

### **FORMS & FEES**

- 1 You Must fill out the Sample Diploma & Registration Forms **LEGIBLY & EXACTLY** as you want the information to appear in the Diploma & the Program.
- 2 Your Fees, registration forms, and filled out Sample Diplomas are due at time of Registration.
- 3 No Refunds will be made except at the sole discretion of CSTHEA.
- 4 Graduation Fee (at Jan 18, 2010 Meeting): \$185 for THEA Member. \$235 for Non THEA Members.
- 5 Graduation Fee (after Jan 18, 2010 Meeting): \$235 for THEA Member. \$285 for Non THEA Members.
- 6 THEA Membership Must have been established prior to January 18, 2010.

### **BIOGRAPHICAL SKETCH**

- 7 Each Graduate Must submit a Biographical Sketch not to exceed 200 Words in Length
- 8 Your Bio's are due by February 1, 2010. Send Bio's by **E-Mail ONLY** to ALL 3 of the following:  
**editor@csthea.org, glhargraves@tva.gov, and gary@csthea.org.**
- 9 Send your Bio E-Mails with "Graduation Bio - Students Last Name, First Name Middle Initial" in the subject line as follows: Subject: Graduation Bio - Smith, John D.
- 10 Bio's Arriving Late and/or Exceeding the Word Limit will incur a \$25 Late/Long fee and may cause the Bio to be omitted from the program.
- 11 If the Late/Long fee is not paid, the graduate will forfeit the registration fee and will not be permitted to participate in any of the ceremony. The Late/Long Fee is due No Later Than Feb. 15, 2010
- 12 E-Mails without the required subject line may be deleted & will Not exempt you from the Late/Long fee.
- 13 NO graphic details of sin and debauchery are permitted in the Bio's.
- 14 If we have to edit, then you get whatever we write or it may be omitted entirely.
- 15 Your participation in the ceremony is not secured until we have your payment and bio.

### **SENIOR AWARDS – (Entries included in the Program will be limited in number & length)**

- 16 You may send a list of any Major Awards you may have earned as a Senior with any explanatory detail needed.
- 17 Due Apr. 16 by E-Mail; Send to: editor@csthea.org & gary@csthea.org ; Put "Award Details" in Subject Line

### **BEHAVIOUR**

- 18 For the Safety of Both Persons & Property You Are NOT Permitted to Throw your Caps inside the church.
- 19 A "Hat Toss" is Planned for Outside (weather permitting) after the Recessional of the Graduates
- 20 Mr. Jeff Atherton will be in charge of & direct the "Hat Toss". He will provide instructions at the Rehearsal
- 21 Everyone MUST Behave in a Respectful Manner. Anyone who becomes disruptive is subject to being removed from the Premises

### **VOLUNTEERS**

- 22 Volunteers you list on the registration form are required for Decoration before and Clean-up after the Reception.
- 23 If we are short of volunteers we will require each graduate's family to provide a single volunteer for the decoration.
- 24 Your volunteers must e-mail Mrs. Joanna Skiles at jfhskiles@catt.com by April 24, 2010.
- 25 The Subject Line of the E-Mail Must be "Graduation Volunteer"

### **ATTIRE & APPEARANCE - (Ask if You Have a Question or Any Doubts)**

- 26 Modest semi-formal dress attire and overall appearance is required for the Graduates as follows:

#### **REQUIRED ATTIRE & APPEARANCE**

##### **GENERAL**

- a) Clothing Must be made from cloth material. No Attire made from shiny Leather or Vinyl type materials

##### **BOYS**

- a) Dress Shirt with Collar – Solid White or Blue, Long or Short-Sleeved
- b) Dress Pants – Solid Khaki or Navy
- c) Dress Shoes – Solid Dark Color (Closed Toe Only with Matching Dark Laces)
- d) Dress Socks – Black, Navy or Dark Brown
- e) Dress Tie Optional – Conservative Ties Only

##### **GIRLS**

- a) Dress – No Longer than Gown & No Shorter than 2 inches above the Knees  
No Low-Cut Front, No bare or exposed midriiffs, No Backless or Strapless Dresses
- b) Dress Slacks – Dark Colored (Blue, Black, Gray, or Brown),
- c) Dress Shoes – Open Toe OK

## **RULES (continued)**

### **PROHIBITED ATTIRE & APPEARANCE**

#### **GENERAL**

- a) No shorts
- b) No work boots, hiking boots, tennis shoes, sneakers, sandals, flip-flops, or bare feet
- c) No Wild Hair Colors or Comical or Ostentatious Hair-Dos
- d) No Visible Body Piercings (Nose or eyebrow rings, etc; Except Pierced Earrings for Girls Only ).
- e) No Visible Tattoos
- f) No Sun Glasses
- g) No Comical or Ostentatious Attire of Any Sort

**BOYS** No Sandals

**GIRLS** No Sports Sandals

- 27 Each Graduate's Attire & Appearance will be inspected before the Graduation
- 28 At the Thursday Rehearsal the Graduates May wear what they propose for the Graduation or bring pictures of themselves in their proposed Graduation Attire if they want to address questions about their Attire & Appearance.
- 29 Anyone's Appearance not deemed appropriate will not be permitted to participate in the Graduation Ceremony, will forfeit All their Fees, and may be escorted from the premises if necessary.
- 30 The Final Determination of the Appropriateness or Inappropriateness of the Attire & Appearance of each Graduate will be Totally at the Discretion of a Representative(s) of CSTHEA's Board whose Decision will be Final.

### **GRADUATION PROGRAM – STUDENT SPEAKERS & PERFORMERS**

- 31 Those who want to sing, speak, or play an instrument must tell us on the Reg. form & by E-Mail due Feb 1, 2010.
- 32 The E-Mail Must be sent to Mrs. Lynn Smith at [tleca1@comcast.net](mailto:tleca1@comcast.net) & to Gary Hargraves and [gary@csthea.org](mailto:gary@csthea.org)
- 33 The E-Mail Must have "Graduation Performance Details" in the Subject Line for those wanting to perform
- 34 The e-mail Must be sent separately from your biographical sketch & contain the following details for performers:
- a) Type of Performance – Instrumental (Piano, Violin, etc) or Vocal (Singing)
  - b) Number of Individuals & Name of each Individual Performing
  - c) List Your Awards & Honors for Your High School Years that are pertinent to the proposed performance
  - d) Name of Musical Piece, Name of Composer, Name & Instrument of Accompanist
  - e) List Your Most Notable Public Performance Experiences for Your High School Years
  - f) We may request references who have observed you perform, with their phone numbers & E-Mail addresses
- 35 The E-Mail Must have "Graduation Speech Details" in the Subject Line for those wanting to speak
- 36 The E-Mail Must be sent separately from your biographical sketch and contain the following details for speakers:
- a) List Your Extra-Curricular Activities for Your High School Years
  - b) List Your Awards & Honors for Your High School Years
  - c) List Your Most Notable Public Speaking Experiences for Your High School Years
  - d) We may request references who have heard you speak, with their phone numbers & E-Mail addresses
  - e) Include an Outline of Your Speech
- 37 Those chosen to speak or perform are limited to 5 minutes

### **RESPONSIBILITIES**

- 38 You are responsible to monitor the newsletter and your e-mail for announcements of any changes.
- 39 The Graduate & a Parent or Legal Guardian MUST attend the Rehearsal on Thursday May 20

#### **MAKE ALL CHECKS PAYABLE TO "CSTHEA"**

(NOTE Required Subject Line Contents are Detailed Above)

- ! DEADLINE FOR RECEIPT OF BIOGRAPHICAL SKETCH FEB. 1, 2010 ;**  
(Send to all the following: [editor@csthea.org](mailto:editor@csthea.org), [glhargraves@tva.gov](mailto:glhargraves@tva.gov), and [gary@csthea.org](mailto:gary@csthea.org))
- ! DEADLINE FOR RECEIPT OF PROPOSED PERFORMANCE DETAILS & SPEECH DETAILS IS FEB. 1, 2010**  
(Send to both: [tleca1@comcast.net](mailto:tleca1@comcast.net) & [gary@csthea.org](mailto:gary@csthea.org))
- ! DEADLINE FOR RECEIPT OF BIOGRAPHICAL SKETCH LATE/LONG FEE IS FEB. 15, 2010**  
(Mail to CSTHEA Graduation Bio Late/Long Fee c/o Gary Hargraves, 7420 Short Tail Springs Rd, Harrison, TN 37341)
- ! DEADLINE FOR RECEIPT OF AWARD DETAILS IS APRIL 16, 2010**  
(Send to both: [editor@csthea.org](mailto:editor@csthea.org) & [gary@csthea.org](mailto:gary@csthea.org))
- ! DEADLINE FOR VOLUNTEERS TO CONTACT Mrs. Skiles IS APRIL 24, 2010**  
(Send to: [jfhskiles@catt.com](mailto:jfhskiles@catt.com))
- ! DEADLINE FOR RECEIPT OF BANQUET RESERVATIONS/MONEY IS MAY 15, 2010**  
(Mail to CSTHEA Banquet c/o Mrs. Joanna Skiles, 992 Poplar Springs Road, Ringgold, GA 30736)
- ! DEADLINE FOR RECEIPT OF BANQUET PERFORMANCE DETAILS IS MAY 8, 2010**  
(Send to both: [tleca1@comcast.net](mailto:tleca1@comcast.net) & [gary@csthea.org](mailto:gary@csthea.org); Required Subject Line: Banquet Performance Details)