

GRADUATION INFORMATION

- 1 CSTHEA is a Christian organization. The Graduation will include prayers and hymns in praise of & honoring Jesus Christ
- 2 This is a cooperative effort between you the parents & unpaid volunteers who can't & don't promise perfection.
- 3 We believe & expect that most of you will honor & follow the Rules & guidelines for the Graduation.
- 4 The few volunteers directing the weekend's events must be assisted by additional volunteers some of which you will have to provide.
- 5 We ARE NOT selling & You ARE NOT buying a "service or product"
- 6 The Volunteer Services we do provide do not relieve you of any effort or responsibility on your part.
- 7 You ARE contributing towards the expenses incurred by CSTHEA.
- 8 The Graduation is subsidized by net Banquet income with additional funds from CSTHEA if needed
- 9 Expenses typically EXCEED graduation fees received. Banquet income, & CSTHEA cover the deficit.
- 10 Expenses Include Diploma, Cap, Gown, Tassel, Decorations, Reception Refreshments, Facility Fees, Speakers' Honorarium, Graduation Programs, Roses, etc.
- 11 The Cap, Gown, Tassel, & Diploma are yours to keep.
- 12 The Diploma is a memento of the event and NOT an actual or official Diploma. CSTHEA makes no assertions, representations, or claims about the education, knowledge, or ability of the "Graduate".
- 13 Please fill out the Sample Diploma **LEGIBLY and EXACTLY** as you want it to be filled out.
- 14 Tucker Photography is typically present for photographs you may desire. Purchase and payment arrangements are between you and the photographer.
- 15 Only the name of the graduate and his parents will be read from the podium.
- 16 We do not want to have to edit the Bio's so please observe the guidelines.
- 17 If we have to edit, then you get whatever we write or it may be omitted entirely; we do not have the time to go over each Bio on the phone.
- 18 We will try to include a page listing graduates and Major Honors & Awards they have received during their Senior year if we get enough submissions to warrant doing so.
- 19 The Awards List will of necessity be short & brief.
- 20 No Refunds will be made except at our sole discretion. We would take into consideration the circumstances surrounding any request for a refund.
- 21 The graduate typically walks the aisle with parent(s) or guardian(s) from the foyer to the front.
- 22 Please make sure family and /or friends with young children are aware that they are responsible for removing them from the auditorium should they start crying or become disruptive.
- 23 Everyone MUST Behave in a Respectful Manner. We would like to be able to use the facilities again. We don't want anyone to do anything that might offend the church staff or its members.
- 24 DO NOT Throw your Cap inside the church as it may hit expensive & dangerous lights overhead or people sitting nearby. We will attempt to have a "Hat Toss" outside (weather permitting)
- 25 Since we are typically short of volunteers we require the family of each graduate to provide volunteers for the decorations.
- 26 Volunteers you list on the registration form are required for the Banquet and Reception Decorations.
- 27 You are responsible for your own invitations
- 28 You must monitor the newsletter, your e-mail, and the CSTHEA website (csthea.org) for any emergency announcements of a change in location, decorating times, or any other changes or updates.
- 29 Those who want to sing, speak, or play an instrument must let us know on the Registration form.
- 30 The details of what the graduate proposes to sing or play must be sent to us by separate e-mail from your biographical sketch by Feb. 1.
- 31 We encourage those not chosen to perform in the Graduation Program to attend the Banquet where they could have the time & opportunity to perform.
- 32 Those Performing at the Banquet will still have to pay for admission and get their proposed performance reviewed & approved
- 33 Those wanting to Perform at the Banquet Must send an E-Mail to Mrs. Lynn Smith at tlecal@comcast.net & to Gary Hargraves at gary@csthea.org
- 34 The E-Mail Must have "Banquet Performance Details" in the Subject Line
- 35 Banquet seating will be assigned "first come first served"; so get your payment in early and watch the newsletter for details.
- 36 No programs will be given to anyone under 13 years old.
- 37 ALL of the Forms handed out at Registration (EXCEPT: the Registration Form & Sample Diploma) will be available on the website (csthea.org) sometime after Jan 16 and before the graduation.