

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 16, 2012 Meeting): \$195 for THEA Member. \$245 for Non THEA Members.
- 5 Graduation Fee (after Jan 16, 2012 Meeting): \$245 for THEA Member. \$295 for Non THEA Members.
- 6 THEA Membership Must have been established prior to January 1, 2012.

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, 2012. Send Bio's by **E-Mail ONLY** to ALL 3 of the following:
editor@csthea.org, csthea.editor@gmail.com, and gary@csthea.org.
- 9 Send your Bio E-Mails with "Bio - Students Last Name, First Name Middle Name" in the subject line as follows:
Subject: Bio - Smith, John David. Emails with incorrect Subject Lines will be returned & not accepted till correct. Subject Lines not correct till after the Bio deadline will incur the \$25 Late/Long fee
- 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. 14, 2012
- 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. 14 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. Steve Duggins 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 the Banquet Decoration and the Reception Decoration.
- 23 Typically we are short of volunteers & require each graduate's family to provide volunteers for the decoration.
- 24 Your volunteers must e-mail Mrs. Joanna Skiles at jfhskiles@catt.com by April 21, 2012.
- 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 Styles (Mowhawks, Dreadlocks, etc.)
- 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, 2012.
- 32 The E-Mail Must be sent to Mrs. Lynn Smith at tleca1@comcast.net & to Gary Hargraves and gary@csthea.org
- 33 For those wanting to Perform, the E-Mail Must have in the Subject Line: "Graduation Performance Details"
- 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 For those wanting to Speak, the E-Mail Must have in the Subject Line: "Graduation Speech Details"
- 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 17

MAKE ALL CHECKS PAYABLE TO "CSTHEA"

(NOTE Required Subject Line Contents for E-Mails are Detailed Above)

- ! DEADLINE FOR RECEIPT OF BIOGRAPHICAL SKETCH FEB. 1, 2012 ;**
(Send to all the following: editor@csthea.org, csthea.editor@gmail.com, and gary@csthea.org)
- ! DEADLINE FOR RECEIPT OF PROPOSED PERFORMANCE DETAILS & SPEECH DETAILS IS FEB. 1, 2012**
(Send to both: tleca1@comcast.net & gary@csthea.org)
- ! DEADLINE FOR RECEIPT OF BIOGRAPHICAL SKETCH \$25 LATE/LONG FEE IS FEB. 14, 2012**
(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 14, 2012**
(Send to both: editor@csthea.org & gary@csthea.org)
- ! DEADLINE FOR VOLUNTEERS TO CONTACT Mrs. Skiles IS APRIL 21, 2012**
(Send to: jfhskiles@catt.com)
- ! DEADLINE FOR RECEIPT OF BANQUET RESERVATIONS/MONEY IS MAY 12, 2012**
(Mail to CSTHEA Banquet c/o Mrs. Andrea Boyd, 7171 Cypress Point Place, Ooltewah, TN 37363)
- ! DEADLINE FOR RECEIPT OF BANQUET PERFORMANCE DETAILS IS APRIL 28, 2012**
(Send to both: tleca1@comcast.net & gary@csthea.org; Required Subject Line: Banquet Performance Details)