

## 2017 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 Since we are typically short of volunteers the few volunteers directing the weekend's events must be assisted by additional volunteers, some of whom you will have to provide.
- 5 We require the family of each graduate to provide volunteers to help with the decorations.
- 6 Volunteers you list on the registration form are required for the Banquet and Reception Decorations.
- 7 We ARE NOT selling & You ARE NOT buying a "service or product"
- 8 The Volunteer Services we do provide do not relieve you of any effort or responsibility on your part.
- 9 You ARE contributing towards the expenses incurred by CSTHEA.
- 10 The Graduation is subsidized by net Banquet income with additional funds from CSTHEA if needed
- 11 Expenses frequently EXCEED graduation fees received. CSTHEA covers any deficit.
- 12 Expenses Include Diploma, Cap, Gown, Tassel, Decorations, Reception Refreshments, Facility Fees, Speakers' Honorarium, Graduation Programs, Roses, etc.
- 13 If you have two or more students in your family graduating at the same time please see us for the Cost.
- 14 The Cap, Gown, Tassel, & Diploma are yours to keep.
- 15 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".
- 16 On the Diploma line under the words "**has completed the Course of Study prescribed for Graduation by**" Do not enter the name of any City, County, State, or any Government entity or agency. You may put the name you gave to your family's homeschool.
- 17 Please fill out the Sample Diploma **LEGIBLY and EXACTLY** as you want it to be filled out.
- 18 Tucker Photography is typically present for photographs you may desire. Purchase and payment arrangements are between you and the photographer.
- 19 Only the name of the graduate and his parents will be read from the podium.
- 20 We do not want to have to edit the Bio's so please observe the guidelines.
- 21 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.
- 22 No Refunds will be made except at our sole discretion. We would take into consideration the circumstances surrounding any request for a refund.
- 23 The graduate typically walks the aisle with parent(s) or guardian(s) from the foyer to the front.
- 24 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.
- 25 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.
- 26 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)
- 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 indicate so on the Registration form and the details of the graduate's proposal must be sent to us by separate e-mail from the Bio by Feb. 1.
- 30 We encourage those not chosen to perform in the Graduation Program to attend the Banquet where they could have the time & opportunity to perform.
- 31 Those Performing at the Banquet will still have to pay for admission and get their proposed performance reviewed & approved
- 32 Those wanting to Perform at the Banquet Must send an E-Mail to BOTH Mrs. Amy Morse at **mmwks@live.com** & to Gary Hargraves at **gary@csthea.org**
- 33 The E-Mail Must have "Banquet Performance Details" in the Subject Line
- 34 Banquet seating will be assigned "first come first served"; so get your payment in early and watch the newsletter for details.
- 35 No programs will be given to anyone under 13 years old.
- 36 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 23 and before the graduation.