

## 2017 GRADUATION 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 filled out Sample Diploma, registration & release forms, and registration fee, are due at time of Registration.
- 3 No Refunds will be made except at the sole discretion of CSTHEA.
- 4 THEA Membership Must have been established prior to December 1, 2016.
- 5 No Graduate will be registered by phone, US mail, e-Mail, or any other way than a direct face-to-face meeting.

### **BIOGRAPHICAL SKETCH**

- 6 Each Graduate Must submit a Biographical Sketch not to exceed 200 Words in Length
- 7 Your Bio's are due by February 1, 2017. Send Bio's by **E-Mail ONLY** to ALL 3 of the following addresses: **editor@csthea.org**, **bonnycow@gmail.com**, and **gary@csthea.org**.
- 8 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 incur the \$25 Late/Long/Subject fee
- 9 Bio's Arriving Late and/or Exceeding the 200 Word Limit will incur a \$25 Late/Long/Subject fee and may cause the Bio to be omitted from the program.
- 10 If the Late/Long/Subject 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/Subject Fee is due No Later Than Feb. 18, 2017 for those registering at the Jan 23, 2017 Meeting.
- 11 E-Mails without the required subject line may be deleted & will Not exempt you from the Late/Long/Subject Fee.
- 12 NO graphic details of sin and debauchery are permitted in the Bio's.
- 13 If we have to edit, then you get whatever we write or it may be omitted entirely.
- 14 Your participation in the ceremony is not secured until we have your payments and bio.

### **BEHAVIOUR**

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

### **VOLUNTEERS**

- 19 Volunteers you list on the registration form are required for the Banquet Decoration and the Reception Decoration.
- 20 Typically we are short of volunteers & require each graduate's family to provide volunteers for the decoration.
- 21 Your volunteers must e-mail Mrs. Joanna Hildreth at **joannafhildreth@gmail.com** by April 21, 2017.
- 22 The Subject Line of the E-Mail Must be "Graduation Volunteer"

### **RESPONSIBILITIES**

- 23 You are responsible to monitor the newsletter and your e-mail for announcements of any changes.
- 24 The Graduate and a Parent or Legal Guardian MUST attend the Rehearsal on Thursday May 18
- 25 Graduates MUST pick up their Cap, Gown & Tassel at the Rehearsal on Thursday May 18. We are NOT responsible for any items not picked up at the rehearsal or left at the church after the rehearsal.

### **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),

## 2017 GRADUATION 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, 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 Graduates are not permitted to change, modify, or add to their cap, gown, or tassel in any way. Those who do so may not be permitted to participate in the graduation ceremony.
- 29 At the Thursday Rehearsal the Graduates May wear what they propose for the Graduation if they want to address questions about their Attire & Appearance.
- 30 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.
- 31 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

- 32 Those who want to sing, speak, or play an instrument must tell us on the Reg. form & by E-Mail due Feb 15, 2017.
- 33 The E-Mail Must be sent to both Mrs. Amy Morse at [mmwks@live.com](mailto:mmwks@live.com) & to Gary Hargraves and [gary@csthea.org](mailto:gary@csthea.org)
- 34 For those wanting to Perform, the E-Mail Must have in the Subject Line: "Graduation Performance Details"
- 35 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
- 36 For those wanting to Speak, the E-Mail Must have in the Subject Line: "Graduation Speech Details"
- 37 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
- 38 Those chosen to speak or perform are limited to 5 minutes

#### 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, 2017 ;**

(Send to all 3 of the following addresses: [editor@csthea.org](mailto:editor@csthea.org), [bonnycow@gmail.com](mailto:bonnycow@gmail.com), and [gary@csthea.org](mailto:gary@csthea.org))

**! DEADLINE FOR RECEIPT OF PROPOSED GRAD. PERFORMANCE DETAILS & SPEECH DETAILS IS FEB. 15, 2017**

(Send to both of the following addresses: [mmwks@live.com](mailto:mmwks@live.com) & [gary@csthea.org](mailto:gary@csthea.org))

**! DEADLINE FOR RECEIPT OF BIOGRAPHICAL SKETCH \$25 LATE/LONG/SUBJECT FEE IS FEB. 18, 2017**

(Applies to those registering at the Jan 23, 2017 Meeting / those registering later will be told their deadline at that time)

(Mail to CSTHEA Graduation Bio Late/Long/Subject Fee c/o Gary Hargraves, 7420 Short Tail Springs Rd, Harrison, TN 37341)

**! DEADLINE FOR VOLUNTEERS TO CONTACT Mrs. Hildreth is APRIL 21, 2017**

(Send to: [joannafhildreth@gmail.com](mailto:joannafhildreth@gmail.com))

**! DEADLINE FOR RECEIPT OF BANQUET PERFORMANCE DETAILS IS APRIL 28, 2017**

(Send to both addresses: [mmwks@live.com](mailto:mmwks@live.com) & [gary@csthea.org](mailto:gary@csthea.org) ; Required Subject Line: Banquet Performance Details)

**! DEADLINE FOR RECEIPT OF BANQUET RESERVATIONS PAYMENT IS MAY 12, 2017**

(Mail to CSTHEA Banquet c/o Mrs. Andrea Boyd, 7171 Cypress Point Place, Ooltewah, TN 37363)