

2018 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 31, 2017.
- 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 both of the following addresses:
editor@csthea.org, janell@bontekoes.com
- 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
- 9 Bio's Arriving Late will incur a \$25 Late fee.
- 10 If the Late Fee is not paid, the graduate will forfeit the registration fee and will not be permitted to participate in any of the ceremony.
- 11 E-Mails without the required subject line may be deleted & will Not exempt you from the Late 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 Your volunteers must e-mail Mrs. Joanna Hildreth at **joannafhildreth@gmail.com**
- 21 The Subject Line of the E-Mail Must be "Graduation Volunteer"

RESPONSIBILITIES

- 22 You are responsible to monitor the newsletter and your e-mail for announcements of any changes.
- 23 The Graduate and a Parent or Legal Guardian MUST attend the Rehearsal on Thursday May 17
- 24 Graduates MUST pick up their Cap, Gown & Tassel at the Rehearsal on Thursday May 17. 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)

- 25 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 midriffs, No Backless or Strapless Dresses
- b) Dress Slacks – Dark Colored (Blue, Black, Gray, or Brown),

2018 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

26 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.

27 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.

28 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

29 Those who want to sing, speak, or play an instrument must tell us on the Reg. form & by E-Mail due Feb 15, 2017.

30 The E-Mail Must be sent to both

31 For those wanting to Perform, the E-Mail Must have in the Subject Line: "Graduation Performance Details"

32 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

33 For those wanting to Speak, the E-Mail Must have in the Subject Line: "Graduation Speech Details"

34 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

35 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)

! send to both 3 of the following addresses: editor@csthea.org, janell@bontekoes.com

! DEADLINE FOR RECEIPT OF PROPOSED GRAD. PERFORMANCE DETAILS & SPEECH DETAILS IS FEB. 15, 2018
(Send to both of the following addresses:

! DEADLINE FOR RECEIPT OF BIOGRAPHICAL SKETCH IS FEB. 1, 2018

! DEADLINE FOR RECEIPT OF BANQUET PERFORMANCE DETAILS IS APRIL 28, 2018

(Send to both addresses Required Subject Line: Banquet Performance Details)

! DEADLINE FOR RECEIPT OF BANQUET RESERVATIONS PAYMENT IS MAY 11, 2018

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