

GRADUATION HANDBOOK
HOLY REDEEMER CATHOLIC JR/SR HIGH SCHOOL
2016 - 2017

Graduation is a celebration of the school, the community, and the graduates' families, as well as the achievement of each graduate. Holy Redeemer High is looking forward to a strong tradition of making the graduation a family celebration. The school provides graduation advisors to assist the students with the numerous decisions that have to be made to properly organize this celebration. The school handbook provides guidelines for participation requirements.

This handbook is designed to facilitate the successful organization of the graduation mass, exercises, banquet and dance.

Timeline:

SEPTEMBER:

- Meet with parents to discuss tasks and timelines
- Meet with graduands to discuss some preliminary fundraising ideas
- Confirm that graduands are in a position to participate in ceremony
- Assign committees to facilitate the completions of tasks as indicated on the agenda

OCTOBER:

- Meet with students to distribute ring catalogue
- Students order graduation rings
- Book the church and pastor for liturgy at the school
- Book photographer for graduation pictures
- Book caterer
- Ensure that graduation folders are ordered
- Set budget target
- Collect baby picture for grad video

NOVEMBER:

- Firm up fundraising plans for the year
- Selection of theme/theme song
- Hand in recommended list of guest speakers to grad advisors
- Hand in recommended list of M.C.'s to grad advisors

DECEMBER:

- Review progress of fundraising activities
- Initial proposal for decorations including color scheme brought to the grad meeting
- Book guest speaker (if there is one)
- Begin layout for invitations

JANUARY:

- Finalize plans with decorating committee

- Finalize invitations
- Deadline for grad "growing up" photos to the office

FEBRUARY:

- Confirm guest speaker
- Confirm master of ceremonies
- Arrange rental of caps and gowns
- Make invitations
- Consider catering services/menu
- Letter to go home with grade 11 students regarding taking down decorations

MARCH:

- Confirm caterer and menu
- Book choir for afternoon ceremonies
- Consider people for toasts and begin preparation of toasts
- Composite photo ordered
- Distribute invitations to grads

APRIL:

- Print certificates and tickets
- Plans for liturgy, exercises, and banquet are complete including toasts
- Parents to order boutonnieres/corsages
- Send invitations to guests and dignitaries
- Make tapes of the theme song and the Light of Learning Song to be played during the ceremony

MAY:

- Check task list to ensure completion.
- Thank you gifts/cards selected and purchased.
- Graduation certificates
- Confirm number of banquet guests

Please note: Grad gowns and stoles are to be returned to the office after the ceremonies and before the banquet.

DECORATIONS:

- Measure the area being used for the exercises
- Draw out plan for decorations. Take in consideration number of guests
- See plan for table arrangements at office
- Decide on colors
- Consider if decorations interfere with seating
- Check with room to be used to make sure plan for decorations is O.K
- Assign someone to be responsible for storage of decorations
- Start a box of essentials (stapler, glue, string, tape scissors, felt pens, funtack)
- Have someone there with a vehicle to run errands
- Make sure there is a ladder or fork lift
- All receipts are kept to be reimbursed

- Decide on centerpieces
- Ensure that rented decorations are returned

FUNDRAISING:

- Develop a plan to raise the funds as set out in the budget
- Ensure that the school approves the plan and the cost
- Carry out the plan
- Ensure equal distribution of responsibility among all graduands
- Establish a plan on how to make an equitable distribution of funds. (i.e. someone would rather make a donation than be involved in fundraising)

INVITATIONS:

- Create a layout using the existing template
- Must be proofed by the Grad advisors
- Establish a date for RSVP. (At least three weeks before grad)
- Confirmed number of guests to office
- Report numbers attending to caterer
- Collect money from tickets and deposit with school secretary
- There are complimentary invitations for Grads, Grad Advisors, Admin Team, Superintendent and Assistant Superintendent, Parish Priest, Guest Speaker and guest, School Secretaries, Master of Ceremonies, and any others who have been invited to make a speech.

RINGS: (Office takes care of this)

- Contact the representative from Jostens to set date.
- Request catalogues.
- Set up appointment for ring sizing and ordering.
- Collect funds and deposit with school secretary.
- Distribute rings
- Advise school staff through announcement when this occurs

GRADUATION PHOTOS: (Mrs. Bretzer makes arrangements)

- Contact representative to set date.
- Arrange caps and gowns for photos (done by photo company).
- Ensure graduates know date.
- Book photos (i.e. order)
- Advise students through announcements.
- Arrange ordering of packages and collect funds (done by each family).
- Arrange composite photo and order.

HALL BOOKING:

- Confirm date with the school secretary.
- Confirm dates with school secretary and the decorators to decorate the location
- Confirm use of scaffolding or fork lift

GUEST SPEAKER:

- Decide if a guest speaker is necessary
- Invite and confirm in writing
- Arrange for honorarium
- Call one week before graduation as a reminder
- Select an alternate just in case

THEME SONG/THEME:

- Select appropriate theme/theme songs to be presented to the graduands for selection
- Present selections to Grad advisors/school administration, prior to presentation to graduands
- Make sure there is a copy of the song including words
- Arrange for words/song to be submitted to video producer
- Arrange for a tape to be made of both the theme song and the Light of Learning song for the Liturgy

LITURGY: (Date set by school)

- Call to confirm a morning or afternoon Mass at the church
- Arrange for students to do the readings

MASTER OF CEREMONIES:

- The master of ceremonies must prepare their program in consultation with the grad advisors

DINNER:

- Select menu and check cost with caterer

CERTIFICATES: (Done in the office)

- Ensure that the graduation folders have been ordered
- Place order with school secretary
- Complete the certificate using template (from school secretary)
- Arrange for calligraphy for certificates
- Make sure certificates are at the exercises and in the proper order

PROGRAM: (Done in the office)

- Use existing template to produce the program for the graduation exercises and banquet
- Arrange for printing of programs
- Arrange for distribution of programs at exercises
- Make arrangements for exercise rehearsal

PARENT INVOLVEMENT:

- Monthly meetings with parents, grad advisors and grads **as needed**

TOASTS:

- Will arrange for graduands and respondents for the required toasts as outlines in the program
- Graduates will write their response/toast in consultation with grad advisors/parents

GIFTS:

- Decide who will receive gifts/thank you's at banquet
- Select appropriate gift/card for each recipient
- Select presenters
- Some considerations are school secretaries, grad advisors, guest speakers, Masters of ceremonies, Parish priest, music ministry, principal of the school
- Traditionally HRH Grads give \$100.00 gifts each to the school, community and parish. They also give the graduate composite picture to the school
- Arrange for purchase of gifts, gift wrapping, and submit receipts

RENTAL OF CAPS AND GOWNS: (Done by the office)

- Arrange for rental and delivery of caps and gowns for graduands
- Check them upon arrival at school
- Ensure grads try them on to ensure they fit
- Ensure that grads return them to school office before Monday noon following grad
- Courier them back to rental company
- Arrange for payment

DECORATION CLEANUP (Grade 11 Parents)

- Have a cleanup committee to take down and return decorations to the school
- Arrange for storage of decorations
- Decorations/equipment need to be returned no later than Monday
- Vehicles should be available to transport tables, chairs, centerpieces, etc.