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# THEO GRADUATION HANDBOOK

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2022 Edition



MAY 12, 2021

THEO CHRISTIAN SOLUTION, INC.

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## Introduction

Graduation is always an exciting time, and for home schoolers; it is the culmination of years of hard work by students and parents alike. We at THEO are grateful for the opportunity to be a part of your home schooling journey. By offering a 'second-to-none' graduation experience for your family, we are partnering with you in one final event to cap off this journey in a significant and memorable way.

In order to offer a graduation ceremony that is personal and meaningful, as well as a reasonable length (2 hours max), there is a cap on the number of students that may graduate with THEO. We are blessed to serve a large number of senior students, some of which will take advantage of other good opportunities. Those who wish to graduate with THEO, and are in agreement with the terms outlined in this handbook, will need to read the handbook in its entirety and follow the detailed steps in order to be placed on the official list or waitlist.

For those considering graduating with THEO, there are TWO mandatory meetings you must attend in addition to graduation itself. Additionally, we highly encourage you to attend both the informational meeting in February of the student's junior year as well as THEO's graduation. *The first mandatory meeting is in April* of the student's junior year. One parent as well as the student must be in attendance at this meeting. *The second meeting, graduation dress rehearsal, is in May, during graduation week of the student's senior year.* It is imperative that **both parents as well as the student attend this dress rehearsal**, dressed as if it were graduation day.

Graduation is typically held at Stonebriar Church in Frisco on a Sunday in May. Neither the date nor the location is guaranteed, but THEO has been blessed to secure both our desired facility and date in recent years. The exercises include a brief message by a guest speaker selected by the students/parents, a 10-picture slide-show of each student which includes a recorded parental message of blessing and culminates with the parents presenting their student's diploma. In addition to the graduation exercises, being part of THEO's graduating group also provides an opportunity for monthly graduating class opportunities to socialize.

In January of your student's junior year at THEO, a notice will be sent via THEO Constant Contact regarding the *informational* meeting in February, thus it is imperative to be a member of THEO's communication tool. At the *informational* meeting, graduation will be explained in detail over a well-planned Zoom meeting.

If your family would like to pursue graduating with THEO: 1) read the entire handbook; 2) confirm you are receiving emails from THEO's administration through Constant Contact by checking your mailbox; 3) be prepared to commit to a volunteer role; 4) complete all necessary paperwork; and 5) pay the non-refundable \$50 deposit fee (returned if there is no space for your graduate). Occasionally, graduation slots fill at the time of the informational meeting in February.

Upon acceptance to THEO's graduation, THEO staff will add you and your senior to the Graduating with THEO group in Jupiter Grades, which will be used often for graduation communication throughout the year – except for the Multimedia coordinator who will use another service.

**Graduation fees of \$300, which includes the \$50 non-refundable deposit, cover the following items:**

- Cap/Gown/Tassels/Stole
- Diploma (signed by you)
- Graduation program with picture and bio of each graduate – creation and printing
- Speaker fee
- Building use fee for sound man, videographer, cleaning crew and kitchen staff
- Ceremony which includes a 10-photo slideshow of your student with recorded student blessing
- Reception including décor, covered senior display table for your use, refreshments
- Senior t-shirt
- TWO Separate group senior pictures (one casual and one in cap/gown at graduation)
- Thumb drive of graduation ceremony with photos
- Printing of the Programs for your guests

**Items not included in the \$300 Graduation fee are:**

- Yearbook
- Yearbook congratulation ad (can be purchased from Yearbook Staff) to honor your senior
- Invitations/Announcements
- Senior Trip
- Senior class ring
- Other senior class activities, lunch gatherings, etc.
- Senior portraits
- Senior Day Retreat at a location near Dallas

## Parent Commitment

"I, \_\_\_\_\_, have read the Graduation Handbook in its entirety, including the Appendix. I understand that participating in THEO Graduation is a privilege rather than a right. I acknowledge offering this event requires much time, effort, planning and many resources to coordinate a celebration of this size; therefore, I understand graduation requires my cheerful participation and attention to detail.

I understand that I must be a current member of THEO and receiving emails from THEO administration and the Senior 2022 Jupiter Grades subgroup immediately after submitting any paperwork regarding graduation. In order for the graduation committee to communicate thoroughly, there will be many messages, at times 2- 3 a day, from the Seniors Graduating with THEO Jupiter Grades group, in addition to other THEO multi-media Shutterfly messages. I commit to read all emails, texts or phone messages and respond, when necessary, in a timely manner, or ensure that my student has done so. \_\_\_\_\_ **Initial here**

I further pledge to make Graduation a positive and smooth experience for all by fulfilling each of the financial, volunteer and task commitments explained in the handbook. I understand there are tasks I must complete in the timeframe listed herein. Each missed deadline affects other families; therefore, missed task deadlines will result in a late fee payable (amount varies per category) to the graduation treasurer who will disperse the funds to the coordinator whose job was made more difficult by the missed deadline. Tasks to be completed include, but are not limited to, submitting pictures and music choice for the slideshow, submitting bio and picture for the graduation program, and recording the parent blessing.

It is a privilege to graduate with THEO and some students may be turned away from graduation due to space limitation. I also understand that student behavior, attendance, **Jupiter Grades Guidance events**, attitude, missed assignments, and dress code compliance will also be determining factors in filling the graduation roster.

Finally, I understand that a graduation spot is not finalized until I've been added to THEO Jupiter Grades Seniors 2022 group, have completed this form, have completed the application, have paid the \$50 non-refundable deposit (which will be returned if no space is available) and received a verification message from THEO.

**My spouse understands the obligations outlined herein."** Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

## Important Dates/Checklist Please print and keep checklist handy.

\_\_\_ optional **February Information Meeting during Student's Junior Year** – Earliest date to turn in the commitment form and application and pay the \$50 non-refundable deposit per child which applies to the \$300 fee. **Checks payable to THEO Seniors.**

### **Commitment Deadlines**

Graduation applications will be accepted until the group is full. No applications will be accepted after May 1 of the student's junior year. (THEO's 2021 Graduation group was full at 61 graduates shortly after the 2020 April mandatory meeting.) Current THEO families are encouraged to apply as soon as they are confident about joining.

**Graduation Fees:** Forms and fees may be given to the THEO receptionist at the front desk for the Treasurer's file.

**-\$50 (refundable only if there is no space for your child) due at the time of application**

**-\$250 balance due by September 1. This fee is nonrefundable after September 1.**

- LATE FEES: **A \$25 late fee is charged for each missed task deadline shown in red below and with \*.** Late fees only purchase an additional seven days to fulfill the task. **\*\*See page 16 for a different late fee schedule for missing any part of the slideshow photos or music deadlines.**

\_\_\_ **April Mandatory Meeting during Student's Junior Year:**

- \_\_\_ Complete Application if not completed earlier
- \_\_\_ Turn in ballots for T-Shirt Vote, T-Shirt Order Form, Stole Color Vote, Senior Bible Verse and speaker
- \_\_\_ Sign up to work at THEO's current year graduation or to organize an event for the graduates

\_\_\_ **Attend THEO Graduation on May 9, 2021 of student's Junior year** – *some of the 2022 graduates should serve at this event*

\_\_\_ **Summer before Senior Year** – Watch for an email about caps/gowns and let coordinator know gown size.

\_\_\_ **August of Student's Senior Year**– Sign up to have senior yearbook picture taken at THEO by Agape Photography.

\_\_\_ **\*September 1<sup>st</sup> of Student's Senior Year** – Pay \$250 remaining nonrefundable graduation fee.

\_\_\_ **\*\*September 1<sup>st</sup>** – Upload slideshow photos (there can be 1 placeholder for senior pic) to location designated per email from Multi-Media Coordinator. **The placeholder senior pic can be traded out up until January 31st.** **No exceptions due to production time**

#### SLIDESHOW DETAILS

- \_\_\_ 10 pictures (**no collages**) of graduate growing up (10<sup>th</sup> pic is senior picture)
- \_\_\_ Pictures named in order 1-10 – save and upload as 01.jpg, 02.jpg, etc, with 10.jpg as the senior pic
- \_\_\_ Submit information about a 30-second piece of music for graduate's slide show via email.

\_\_\_ **\*September 1<sup>st</sup>** - **Email** the following to Krystal Hall for the program – send to khallphoto@yahoo.com. If sending a placeholder picture FOR THE PROGRAM, you must email the final photo by January 31st. **No exceptions due to production time**

- \_\_\_ Senior Photo or a placeholder picture (no baby pic). *This can be the same or a different pose from the slideshow.*
- \_\_\_ Senior bio for the program (175- word max, written in 3<sup>rd</sup> person, Word files.) *Samples in previous programs.*
- \_\_\_ Bible Verse

\_\_\_ **September (first, second or third Friday)** - Haggard Park Senior Group Picture (**6:55 A.M.** by the gazebo)

\_\_\_ **One Saturday in either September or early October** – Senior Retreat

\_\_\_ **Before November 1st** – If you want space for your senior to have a bio/baby picture in the yearbook, purchase a yearbook ad.

\_\_\_ **December** - Christmas Party

\_\_\_ **\*January 31<sup>st</sup>** – Last date that you can trade out placeholder picture on slideshow website and/or for the program

\_\_\_ **January** – If attending the homeschool prom, sign up for a prom table during prom ticket sales (dates vary).

\_\_\_ **\*February 15<sup>th</sup>** - Proof your student's bio in the final draft version of the graduation program (watch for email)

\_\_\_ **\*Sometime before Feb 28<sup>th</sup>** - Parents record blessing message for their senior. Dates will be published in January.

\_\_\_ **March** - Order Senior Announcements on your own. (optional, pay vendor directly)

\_\_\_ **April/May** - Mail your own announcements to friends and family.

\_\_\_ **May** - Finalize items for graduation display table

\_\_\_ **\*Graduation Rehearsal May evening- 5:15 pm**, date TBD, **both parents and student attend DRESS rehearsal**

\_\_\_ **Graduation Day** - Arrive promptly at 2:20. Have senior table set up no later than 2:40 p.m. Schedule optional family portrait.

## Requirements for Graduation with THEO

- Participate in THEO classes during student's junior and senior years
- One parent OR student must serve during the student's junior year at THEO's graduation, host an event for the class, or serve during the fall of the senior year at the latest.
- Take at least one class in each semester of the student's senior year at THEO.
- THEO Jupiter Grades and Guidance events are a consideration.
- Priority will be given to those families who have participated in THEO classes for the longest time.
- **Graduates must participate in every group picture *with smiles on their faces*.**
- **Both parents must attend DRESS rehearsal with student the week of graduation and arrive promptly so as not to keep over 150 other parents/students and Church staff waiting.**
- Each graduate is required to have a display table, normally 2.5' x 3', on which they will display memorabilia of their education and childhood.
- Music shall not be played from these memorabilia tables out of consideration to fellow graduates and their guests.
- Clean up and remove all of your memorabilia table material within the requested time frame.

Because God created a wide variety of people who have a wide variety of tastes, some home educated students and their parents may choose not to have a traditional, cap and gown, formal graduation ceremony which is perfectly acceptable. *Make the choice that best suits your family.*

Please consider whether your family is comfortable with these requirements and prayerfully count the costs mentioned throughout this document prior to committing. You should only apply if you are committed to helping create a tasteful, respectful cap and gown celebration. This event is for those families who want to finish well with a traditional ceremony for their student and guests and is limited in size due to time constraints.

Typically THEO's graduation ceremony has been for 50-60 students and their families with a beautiful 10-picture slide show with background music and a pre-recorded parent blessing. Should the group need to expand, the graduation committee will consider up to 80 students by cutting the background music on the slideshow to save time. Numbers are limited to make sure the ceremony does not exceed two hours out of respect and consideration for our guests. Until May 1st when registration closes for the upcoming graduation year, it is impossible to know if music will be included in the ceremony slide shows.

## Costs for Graduation

Currently, the cost to graduate with THEO is \$300 including the deposit. The \$50 deposit is due at the time of application with the balance of the fees due before September 1<sup>st</sup> of your student's senior year. Other expenses that you may incur and that are your responsibility include invitations, announcements, yearbook, yearbook ad space for senior bio, senior pictures, senior retreats, lunch gatherings, other class activities or late fees. The late fee schedule for the slideshow and multimedia requirements is different than the fee schedule for payment or program deadlines.

Additionally, there is a time commitment that you should carefully consider. Each family must serve in some capacity (as previously mentioned), will spend time collecting and uploading childhood pictures, will record a message to their senior, will write biographies for the graduation program and must handle emails in a timely manner.

**Disclaimer:** Graduation fees may increase IF there are unexpected increases in building use or other covered fees. Should Stonebriar Community Church not host us in future years, then the graduation committee will immediately begin the search for a new venue. Every family will be given the opportunity to withdraw from THEO's Graduation Group should that happen. They will be given a full refund of the money paid to that date.

## Graduation Group Communication

All THEO families have agreed to membership in THEO Jupiter Grades. Administrative staff will create a subgroup for THEO Graduation 2022 after the Informational Meeting. Upon receipt and acceptance of your completed graduation packet, we will add you to that subgroup. Please confirm before May 1 that both you and your student have been added to the seniors 2022 Jupiter Grades subgroup. If students create an additional group(s) for social activities using apps such as Group Me, etc., they should use language and make choices that follow the THEO guidelines.

## Graduation Committees and Responsibilities

To graduate with THEO, at least one family member from each family must sign-up in one of the areas of responsibility. As many as 20 students (with parent help encouraged) from the Graduation 2022 group will be needed to prepare, serve and clean up for Graduation 2021. A few jobs will need to be done prior to the day of graduation. If your student or a parent completes a helping role/service in 2021 graduation exercises, the student's role fulfills the family commitment.

The following are committees which need assistance. Juniors/junior parents that commit to graduating with THEO can sign up at the February Information Meeting. The responsibility role but must be filled/assigned no later than the mandatory April meeting to ensure a graduation spot (assuming the other criteria has all been met and space is available).

- Administrative Committee
  1. Diploma Coordinator -1
  2. Cap/Gown/Tassel Coordinator -1
  3. Stole Embroidery Coordinator -1
  4. T-Shirt Coordinator -1
- Social/Activities Committee – 2-4
  1. Assistants to organize, host or chaperone social events for the class
  2. Organize and chaperone a one-day retreat for seniors at Donna Cantu’s lake house
- Program Coordinator – the program is created in-house at THEO
- Treasurer – Open position beginning June 2022
- Reception 2021 JUNIOR SUPPORT TEAMS – approximately 25-30 Juniors/Parents divided into teams; communication will be done via JupiterEd.

**Volunteers will assist as needed with:**

1. **2021 Reception Organizing and Senior Recognition**
2. **2021 Reception Perishables**
3. **Reception Set Up and Ushering at Stonebriar 5/9/21 SHIFT ONE: 2:05 - 4:45 PM**
4. **Reception Service and Clean Up 5/9/21 SHIFT TWO: 5:30 - 8:30PM / all graduation items are transported and unloaded back at THEO**
5. **Reception Reorganize 5/10/21 9AM- 12 noon**
6. **Tablecloth Team 5/10/21 11 AM -12 noon Pick-up. Wash, iron, neatly fold and return by 6/15.**

## Traditional Graduation Day Agenda at Stonebriar Community Church

By joining THEO’s graduation exercises, below is the *schedule you may expect*.

**2:20 - 2:40** Families enter atrium; immediately set up their graduate’s table—*The only people who enter before 2:20 pm are the Junior Volunteers or Junior Parents.*

**2:40 – 3:45** Photographer begins recording pictures of the tables at 2:40 and must finish by 3:45

Senior tables ***must be completed by 2:40 pm*** for photographer to take photos of the tables. ***\*\*The photography schedule is very tight--about one minute per table. If your table is not ready at 2:40, she will probably not be able to get a picture of it. As much as possible, everything for your table should be pre-assembled and ready to place on the table when you arrive at the church. We highly recommend you measure off the size and practice assembling your table at home before the day of graduation. Stonebriar limits when we can enter their building, which is what cuts our photography time short. As guests of Stonebriar, we gladly cooperate with their requests.***

**2:45 - 3:40** Family portraits taken in the foyer for those who signed-up through Sign-Up Genius.

**3:45** Group picture of all graduates in caps and gowns on stairs in Stonebriar foyer.

**3:55 - 4:05** Graduates to restroom, then to the second floor classroom to sign cards/line up alphabetically.

**4:20 - 4:25** Parents take seats in sanctuary. Diplomas will be under your assigned seats.

**4:30 - 6:30** Pomp and Circumstance played, graduates start down the aisle, ceremony 4:30-6:30.

**6:30 – 7:40** Ceremony ends and reception begins.

***Approximately 7:40*** Reception ends and families pack up their tables, taking their possessions home.

**7:40 – 8:45** Junior Team takes all of the leftover items and graduation supplies/totes back to THEO.

***\*\*Please, no photography/video or people in the aisles during the ceremony as it obstructs the view of the official videographer. Remember, each graduate will receive a copy of the official DVD.***

Clips of a previous THEO graduation can be viewed by **checking out a thumb drive** from THEO staff in the lobby.

## Ideas for the Senior Tables

Each graduate will share a table at the reception where they can display memories about themselves, accomplishments, special interests, pictures, and awards. The tables are in alphabetical order and are covered by a black tablecloth which THEO provides. Table size: Two graduates share one table and each person has 2.5' x 3' so plan accordingly. You may bring your personal items in a box and place the empty box under the table until the end of the reception when it is time to clean up. You might want to bring small boxes (that you cover with fabric) to add height to some of the items on the table. Often graduates decorate display boards, the type most commonly used for science projects. Be creative, but you should use discernment since you represent THEO with your table and not just your student or family. Graduate tables are unique and a highlight for most that have never been to a Homeschool Graduation. Here are some examples of items that graduates have used in the past.

- Football, tennis ball, baseball, soccer ball, basketball, etc.
- Letter jackets, sports trophies, sports pictures, dance items (shoes, pictures, trophies) etc.
- Hats
- Dance items (shoes, trophies, pictures)
- Crafts and hobbies
- Small musical instruments (violin, guitar, flute, etc.)
- Music books (such as piano pieces that you have played)
- Accomplishments – Clubs, organizations, Awana, Letters from colleges, scholarships
- College banners
- THEO appropriate Artwork (be careful, these items can fall onto the floor) secure carefully on your table
- Bible verses or a Bible
- Favorite book or movie
- Basket or creative container for graduation cards to be received
- Flowers
- A picture of graduate with large mat frame so friends can sign the mat with well wishes
- Sign-in book for comments from friends
- **Please: No balloons, candy, or glitter/confetti allowed (per the Church). No music playing from tables or around tables. Note that, in the interest of time, Graduation Staff may remove prohibited items from Senior Tables and store them for you to retrieve after the ceremony and reception.**
- **When planning the table design, please remember that set-up time is limited. Practice setting up at home. The graduation photographer will begin taking Senior Table pictures at 2:40 pm.**

## Sample Bios for the Graduation Program

(175 words maximum, *written in 3<sup>rd</sup> person*, send via email to khallphoto@yahoo.com before September 1<sup>st</sup> of senior year. Please also send a Bible verse selected by your student – written out in the version he or she prefers, and a nice photo – can be a placeholder to be replaced by the end of January if desired.)

### **SALLY SUE BELL**



Sally Sue, the daughter of Charles and Clara Bell, was born in Plano. As the youngest of four children, she enjoys being “Aunt Sally” to eight nieces and four nephews. She has been homeschooled for ten years. Sally Sue has always had a love for music, which has become her passion. She has learned to play the acoustic and electric guitar, ukulele, drums, mandolin, and piano.

She enjoys an eclectic taste in recorded music, loves to collect old records, and desires to write music. Sally Sue is a member of the Dallas Junior Orchestra where she plays percussion. She also plays guitar with the worship team at her church, and she toured with a Christian musician’s group last summer, playing guitar in the band. With a unique, quirky sense of humor and a sweet, gentle spirit, Sally Sue has been a light in her family’s hearts and home. Her plans for the future are to further her musical training while waiting for God to show her where He wants to use her talent in serving Him.

Jeremiah 29:11 “For I know the plans for you, to give you a future and a hope.”

### **BUSTER BROWN**



From the time he was a little guy, Buster has been a whirlwind of energy of high-voltage proportions. Whatever daring activity came along, he had no fear of hurling himself full throttle into it! This made for some, needless to say, interesting, but never dull, homeschooling days. On between baseball, Tae Kwon Do, paintballing and many over-the-top stunts, twelve years of schooling are now complete.

Since he was eight years old, baseball has occupied a great deal of his time and energy. He has grown up playing the position of catcher for the Home School Athletic Association and last year enjoyed the thrill of being part of the team that won the Homeschool World Series national title. In the fall, he will continue to follow his love for this sport with a scholarship to play for XYZ University. In addition to excelling in baseball, Buster also received the rank of 2nd Degree Black Belt in Tae Kwon Do, where he won a national title when he was 14.

Joshua 1:9 “This is my command – be strong and courageous! Do not be afraid or discouraged. For the Lord your God is with you wherever you go.”

## Appendix - Descriptions of Roles/Responsibilities

To volunteer for these roles, please add it to your Graduation Application or talk to Graduation Director

### Graduation Director: Terri Threadgill

- Works with coordinators and committees.
- Serves as Facility coordinator: Graduation Location Church Liaison.
  - Rehearsal – Oversight, Coordinate with Church, videographer and Church sound crew.
- Serves as Ceremony Coordinator.
  - Speaker, Speaker Bio, Speaker Liaison – Committee Coordinator –depends on speaker.
  - Secure Master of Ceremonies.
  - Oversees program creation and printing
  - Create order of graduation and rehearsal and purchase thank you notes/gifts.
  - Orchestrates rehearsal.
  - Lines up graduates and initiates procession for 4:30 start.

### Administrative Coordinator: D’Ann Sparks

- Collect Applications and Payments.
- Provides communication to graduation group through Wild Apricot
- Oversee the following four positions to be filled by parents of graduating students:
  - **Diploma creation**
  - **Coordinator** in charge of ordering the caps, gowns, diploma covers, stoles and tassels
  - **Coordinator** in charge of arranging for the embroidering of the stoles
  - **Coordinator** in charge of t-shirt production I think we have a permanent one now
- Collect “Speaker Bio” from Ceremony Coordinator.
- Collect “Order of Graduation” from Ceremony Coordinator.
- Records jobs of each family to ensure everyone fulfills requirements
- Record keeper of late fees

### Treasurer: Celia Cagle

Celia Cagle is the treasurer for graduation 2020-2022. Opens books, review costs with parents at meeting, balance account, write checks to pay for services, and to reimburse for reception costs, etc.

### Multi-Media Coordinator: Tom Brown

- Coordinate with Facility Coordinator and church A/V team.
- Record Ceremony, parent blessing at THEO on one of two/three specified days/times
- Parent blessing dates will be sent out in January
- Produce a thumb drive of the graduation ceremony video for each graduate.
- Oversee slideshow of yearlong activities and 10 senior pictures with blessing voiceover.
- If THEO 2022 has fewer than 60 graduates, a 30 second clip of music will be played behind each graduate’s slide show.
- Shutterfly or other private account set-up for pictures throughout year.
- Refer to the checklist on page 16-17 for your Slideshow and Parent Blessings Information

## Photographer: Paula Smith

Paula Smith, THEO teacher, serves as our official graduation photographer.

- Graduation group picture at Haggard Park (next to Downtown Plano DART station).
  - **On first, second or third Friday (depending on weather) in September at 6:55 A.M - wear jeans and a white shirt or senior t-shirt (as chosen by the photographer for the best image).**
- Graduation group picture in cap and gown before ceremony on stairs at 3:45 p.m. on graduation day
- Pictures at rehearsal
- Pictures of graduates' display tables from 2:40-3:45
- Thumb drive for each graduate – including senior group picture taken before ceremony at graduation, group picture at Haggard Park, and slideshow.
- Optional with additional fee collected: Individual and family portraits at graduation.

## Reception/Junior Support Team Coordinator: Vicki Musall

(+assistants from CLASS of 2022/their parents)

- Plans and organizes the after-graduation reception.
- Determines flowers, décor, refreshments and paper goods, etc.
- Assembles, communicates and trains multiple teams of Juniors/Junior Parents to assist with 2021 graduation
- Submits all receipts and final expense report to treasurer.
- Supervises reception from start to finish.
- Any miscellaneous errands.
- Supervises organization, transportation and storage of graduation totes and other items
- Members of this committee must be present for their assigned roles, for the entire time frame, and ***dressed appropriate to THEO guidelines with shoes comfortable for working.***

## Graduation Program – In-House by THEO friend, Krystal Hall

- Design format and cover of program.
- Choose a printer.
- Collect senior biographies and pictures.
- Oversee at least three editors who proof-read the program before going to print
- Oversee person to transport programs to graduation and leftover programs back to THEO.

## Diploma Coordinator

- Collect diploma information forms, edit and print, place seal on diplomas and insert into cover for graduation day. Deliver diplomas to seats of parents on graduation day. (Diplomas can be reprinted prior to or after graduation, but **only one seal is provided by THEO.**)

## Cap/Gown/Tassel Coordinator

- Order and distribute cap, gown, tassel and stoles.

## Stole Embroidery Coordinator

- Choose embroidery shop, oversee initials monogrammed on stoles, distribute to graduates.

## Social/Activities Committee – Alicia Loran

(plus assistant team members)

- Organize committee of up to four adults to plan activities throughout the senior year.
- Create a packet of information for the mandatory meetings.
- Oversee retreat coordinator who arranges location, chaperones and activities of a one-day retreat.
- Organizes service activities.
- After the February interest meeting, request email t-shirt email design submissions assemble a group of seniors to produce t-shirt designs to be voted upon at the April mandatory meeting.

## T-Shirt Coordinator

- Choose vendor, order t-shirts, package and label w/names, distribute to seniors.

***STUDENTS/PARENTS volunteering as a junior fulfills the mandatory family participation requirement to graduate with THEO. However, only those parents/students on the official Junior Team list qualify so be sure to get on the list if you desire to help in this way.***

## Graduation Venue Detail and Background

For the past seven years, Stonebriar Community Church in Frisco has graciously hosted THEO families' graduation and allowed approximately 2000 guests per year to attend at no charge to THEO or our families. This is unparalleled generosity from any Church in the metroplex. THEO pays a nominal fee for the clean-up crew, videographer and sound board engineer. Historically we have donated the \$500 deposit after the ceremony ends, because we know the wear and tear and A/C costs exceed the \$500 deposit they ask of us.

Because of Stonebriar's kindness to THEO families, we want to return in kindness by following their rules and respecting their beautiful facility and kind staff, by being the easiest organization with which they work. Terri Threadgill has remained the one point of contact with the Church to ensure that this attitude is always maintained with Stonebriar staff. Despite our best efforts, we know that at some point Stonebriar may grow weary hosting so many graduation events every year when they already use their facility to care for their own members' events, weddings and funerals. **Our use of Stonebriar for your graduation will not be guaranteed until July.** Please join me in praying for us to have favor with Stonebriar. Please join me in seeking ways that we can be a blessing to Stonebriar's staff.

Should they approve our ceremony for the upcoming year, you will need to print their address on your graduation announcements. Stonebriar Community Church, 4801 Legendary Drive, Frisco, TX 75034. The entrance on the WEST side of the church facing Parkwood is the main entrance. Families and guests should park in the lots near the tall flags.

## THEO Graduation Slideshow and Parent Blessing Information

- 10 photos – by September 1
- Music Selection – by September 1
- Senior Photo Exchange – by January 31
- Parent Blessing – two to three February Dates to be announced in January
- Late Fees
- Contact Information

A) 10 photos – **due by 11:59 pm on September 1. 10 photos (no collages) showing a progression from infancy to current day need to be uploaded to the 2022 THEOGrads Shutterfly site.** On Shutterfly, each graduate will have their own album. The albums will be organized alphabetically. **The photos need to be saved and uploaded in the following manner:** 01.jpg, 02.jpg, 03.jpg, etc. The photos MUST be in a separate folder in Shutterfly to ensure that you do not overwrite another graduates photos. The number 10 photo is still due by September 1 but can be switched later. This photo is the senior photo and needs to be a good photo of your child as it will be used in the event that a later senior picture is not provided. Photos 1-9 will not be able to be changed after September 1. After September 1, any changes to photos 1-9 will be ignored. After January 31, changes to photo 10 will also be ignored. A video link will be emailed to you with instructions on how to upload your photos.

B) Music Selection –**due by 11:59 pm on September 1**– Please email me the title of the song, version or artist and, the time stamp of the 30 seconds of music you want to play while your child’s slideshow is playing. For example, “Afterlife”, Ingrid Michaelson, Time Stamp 1:28 - 1:58. Please do not send me a link to a YouTube video of the song or send the cutting of the song. Please write out the information and we will purchase the song. If you do not submit the song information as detailed above it will be considered late and you will accrue a late fee – see Multimedia late fee information.

C) Recording Parent Blessings – February Dates TBD in January -

i. In January, I will send you a link to sign up for the specific 10 minute window in order to record your parent blessing. Limited dates are offered to record your parent blessing, so you will need to attend one of them.

ii. With 60 graduates, parents are given a 10 minute window to record their 30 second clip. In addition to the parent appointment time, we schedule a transition time between appointments. The parent recordings can take 15 or more hours to gather, which does not include the time to merge your recorded blessing with your slideshow. Due to the size of the files, it takes hours to render the graduation slide show. Please be patient with us and respect the tight schedule.

iii. Due to sound quality consistency, you cannot record the blessing on your phone or anywhere else. We have the necessary equipment and we will do the recordings at THEO when the building is set aside only for this purpose.

D) Multimedia Late Fees –

i. Late fees are charged if you miss the September 1 deadline for emailing your music information and/or uploading photos to the Graduation Shutterfly site.

ii. Specifically, after 11:59 p.m. on September 1, you will be considered late if you have not submitted the necessary items – even at 12:00 a.m. on September 2.

iii. If your ten photos are not uploaded to the Shutterfly site and/or your music selection has not been emailed by 11:59 p.m. on September 1, your family will be charged a late fee of \$50 to the graduation committee. *Paying that late fee buys you seven days to submit your necessary items. The late fee of \$50 is charged for any missing item.*

iv. If you miss the second deadline, an additional late fee of \$50 will be charged if any item is missing.

v. In addition, you will be asked to meet with our Graduation Director to determine your participation in THEO graduation. Depending on the situation, you may be asked to make other arrangements for your child's graduation. You will not be refunded the graduation fee if this is decided.

vi. We highly recommend you ask for help early in the summer if you predict these tasks and deadlines will be difficult for you to meet.

E) Contact Information – Tom Brown; Please reach me via email at [theograd2022@gmail.com](mailto:theograd2022@gmail.com).