

# Registration Packet

## 2018 High School Graduation Ceremony

### Crossroads Area Home School Association

Any home school high school graduate from the Crossroads Area is invited to be part of the 2018 Graduation Ceremony to be held Saturday, May 26 at Evangelical Free Church at 2910 E. Lincoln St. in Bloomington, Illinois. Our goal is to recognize not only what you've accomplished thus far but also what you aspire to do. The event features various opportunities allowing you to customize the occasion to make it more memorable for you and your family.

#### ***Carefully read through this entire registration packet.***

The end of the school year is often a busy season, and it will take some time to gather everything you need to make the experience a personalized one. You will need to make decisions regarding cap and gown, diploma, and other regalia; and a student biography must be submitted along with six photos. In particular, selecting and properly scanning photos can be a large task.

#### ***Mark your calendars with these important dates and deadlines.***

- March 10* – Initial registration form must be completed online to secure your graduate's spot in the ceremony. Optional caps, gowns, tassels, honor cords, and diploma covers must be ordered at this time. Mail payment immediately. The online form is at this link: [Initial Registration Form](#)
- March 14* – Payment must be received by this date.
- April 1* – Supplemental registration form, including photos and biography, must be completed online. The online form is at this link: [Supplemental Registration Form](#)
- May 1* – Senior portrait must be submitted via email.
- May 24* – Mandatory rehearsal from 5:00-7:00 pm for graduates and parents.
- May 26* – The big day!  
Graduates may begin arriving at 1:30 pm to set up.  
Fellowship area will be open to guests at 2:00 pm.  
Prelude will begin at 2:45 pm.  
Ceremony will begin at 3:00 pm.  
We plan to be finished by 4:30 pm.

#### ***Late Registration***

Please email us if you need to submit your materials after the deadlines. We will attempt to make accommodations, but we cannot guarantee participation after the deadlines. A \$10 late fee plus additional costs for regalia and shipping will apply.

#### ***Cost to You***

There are two required fees: \$30.00 for the facility and \$5.00 for printing and miscellaneous costs. These are due at the time of initial registration (by March 14). Please email us if these fees would be prohibitory for your graduate's participation in the ceremony. There are other costs associated with purchasing regalia, but these are all optional.

#### ***This packet includes the following sections:***

- What to Expect and How to Prepare: Details to Know
- Instructions About Photographs
- Costs and Regalia Options
- Payment Information – a form to print and include with your payment

The CAHSA Graduation Committee is here to help you plan and prepare a memorable event for your graduate and your family. Please do not hesitate to contact us with any questions.

Terri Quinn, Denise Cale, Cherie Schmidgall  
Email contact: [cahsa.grad@gmail.com](mailto:cahsa.grad@gmail.com)  
Website: [cahsa.info/grad.html](http://cahsa.info/grad.html)

Mail check payable to CAHSA to this address:  
CAHSA Commencement  
23 Prenzler Dr.  
Bloomington, IL 61704

# What to Expect and How to Prepare

## Details to Know

Thank you for allowing us to share this special day with you. In order to provide you with the best possible experience, please read through all the information provided.

### ***Registration***

Registration is done online in two phases. The [Initial Registration Form](#) due March 10 will ask for basic info and ordering of regalia. The [Supplemental Registration Form](#) due April 1 will ask you to submit the graduate intro and bio and to upload photos. If you have multiple graduates in your family, please fill out the forms separately for each graduate. Also note that the Supplemental Registration Form will require you to sign in to Google; Google requires this when uploading files.

*Note:* If you are outside the Crossroads Area, the CAHSA Graduation Committee will consider adding you to the ceremony if capacity allows, but priority will be given to families in our area. Please email the CAHSA Graduation Committee for approval before registering.

### ***After Registration***

A few minutes after submitting each form, you will receive an email with your responses. Please save those emails for your records. They will each contain a link that will allow you to edit the information you entered.

You will also receive a confirmation email from the CAHSA Graduation Committee outlining any additional details. In order to best serve our graduating families, the committee depends on email as the primary mode of communication. Please check your email regularly for updates, especially as the ceremony date nears.

### ***Rehearsal***

A mandatory rehearsal will be held at the Evangelical Free Church from 5:00-7:00 pm on Thursday, May 24. The graduate and at least one parent must attend. We will walk through the ceremony, distribute regalia orders, and have the diplomas ready for you to sign.

### ***Ceremony***

BACHS, the home school choir, will begin a prelude in the sanctuary at 2:45 pm for guests who have already been seated. Graduates will enter the auditorium together while the Bloomington Area Home School Band plays the processional. A master of ceremonies has been chosen for the event, and he will guide the ceremony along. Following the processional and welcome, the parents of each graduate will present the diploma. The slideshow of graduates' photos will occur near the end of the ceremony. After the recessional, played by the Bloomington Area Home School Band, graduates will return to the stage for group photos. A video recording of the ceremony will be provided on DVD to each family sometime in June.

### ***Presentation of Diploma by Parents***

Following the processional and welcome, parents will come forward and each graduate will be individually recognized. The master of ceremonies will read a short introduction for each graduate, as the student and his/her parents approach the platform. Parents will have a brief opportunity to speak words of recognition, praise, or challenge before presenting the diploma. It is essential to prepare and rehearse the parents' portion as you will be limited to a 1-2 minute presentation.

### ***Display Tables***

Graduates may elect to display pictures, awards, memorabilia or anything else to let others know more about themselves, their educational experiences, or their plans for the future. Each graduate may use half of an 8-foot table. Power is available, and we will have ushers in the foyer during the ceremony to watch over the tables. You may arrive at 1:30 pm on graduation day to set up your table. The display area will remain open until after the ceremony. Tables are reserved on the online registration form. There is no charge for a display table.

### ***Diploma & Diploma Cover***

You may provide your own diploma, or you may request to have the CAHSA Graduation Committee create and print one on high-quality paper for a small charge. Please note that CAHSA cannot issue a diploma and does not verify information on diplomas but provides graphic arts services to private homeschool administrators in the Crossroads Area. If you would like to have a personalized 8.5"x11" diploma created, please complete the necessary information on the registration form. A draft pdf version will be emailed to you before printing for your approval. Two samples are available online:

[Diploma Sample \(Regular\)](#) and [Diploma Sample \(With Honors\)](#).

Diploma covers may be ordered in the regalia section of the registration form.

## ***Regalia***

Caps and gowns are optional. A group order for regalia will be placed on March 14 in order to receive a discounted rate and reduced shipping costs. Please note that orders can take up to forty-five days to arrive. The gowns will come wrinkled and will need to be pressed. We will hand out regalia at the rehearsal, or you may contact us to pick it up earlier.

## ***Attire***

The CAHSA Graduation Committee reserves the right to approve/disapprove any graduate's clothing ensemble for graduation. If you feel your clothing, including cap and gown, might need approval, please submit a photo to the committee as soon as possible and no later than one week prior to the ceremony. The committee reserves the right to ask your graduate to make adjustments to their clothing and also to exclude your graduate from participation in the event if s/he is outfitted in unapproved attire.

Typically, cap and gown are acceptable. Honors insignia are appropriate. A suit/coat/tie for males or a nice dress that at least covers the knee or lower for females is acceptable. No jeans of any kind unless under the full-length graduation gown. No offensive symbols and no words on any clothing that shows outside the cap and gown. If a cap is worn, it is expected to be a traditional style, free of decorations. These clothing guidelines will encourage respect during the event and to each other.

## ***Graduate's Biography and Introduction***

Printed programs will be prepared that contain biographies of each graduate. Biographies should be approximately 100 words. They may highlight significant awards, honors or activities during high school, as well as a personal message from the student. Graduates are encouraged to include a statement of their future plans. Biographies are submitted online via the Supplemental Registration Form due April 1. In addition, each graduate will submit a 2-3 sentence introduction to be read by the master of ceremonies as the graduate and parents approach the platform. The intro is also submitted online via the Supplemental Registration Form due April 1. (Sample bios and intros are available here: [Sample Bios and Intros](#))

## ***Slideshow Photographs***

During the ceremony, family and guests will view a video presentation including photographs submitted by each graduate. Each graduate must submit six high resolution photographs. Photographs will be submitted online using the Supplemental Registration Form due April 1. In the event you do not have the senior portrait done in time to submit with your other photos, it can be submitted by email no later than May 1. Detailed instructions about photographs are on a separate page of this registration packet. The CAHSA Graduation Committee reserves the right to reduce the number of photos used, based on the size of the graduating class.

## ***Group Photography***

A professional photographer will be present to capture the highlights of the day for all the participating families. The photographer will take photos during the ceremony as well as a group photo of the graduating seniors. You will be able to purchase a copy of this group photo from the photographer.

## ***Individual/Family Photography***

Joe Horine, our professional photographer, will have short appointments available at the church prior to the ceremony for individual and family photos. After registration, you will receive information regarding appointment times and prices for individual/family photographs. This is optional. In addition, you may wish to use Joe for your senior portraits. His senior portrait pricing is at this link: [Joe Horine's Senior Portrait Packages](#).

## ***Pantagraph Announcement***

Each year the *Pantagraph* publishes a short article in late May about our ceremony along with a list of graduates. Please indicate on the registration form whether you give permission for your graduate's name to be included.

## ***Invitations and Party Planning***

We suggest mailing out your graduation announcements by the end of April. A sample invitation is available from the CAHSA Graduation Committee for your use. Alternatively, [homeschooldiploma.com](#) or [HSLDA.org](#) offer economical prices and good customer service for printed announcements.

The ceremony should finish around 4:30 pm, and then our professional photographer will take a group photo of the graduates on stage. With a bit more visiting and packing up the display tables afterwards, we hope we will all exit EFree by 5:00 pm. We recommend that you start your party no earlier than 5:00 pm. We advise to plan the evening's schedule with some margin so that you can better enjoy the day. You might even wish to have a party on another day if that works better for you.

# Instructions About Photographs

A special part of the graduation ceremony has been the video slideshow near the end of the event. Each graduate is to submit six photos to display in the slideshow. Selecting and properly scanning photos can be a large task, and we want you to be happy with the result on graduation day. Here are some tips and guidelines we've come up with so you won't have the hassle of having to redo the process.

## ***Select Photos***

Each photo will be projected approximately 2 or 3 seconds. So that the slideshow is comfortable when viewing, only single photos are acceptable; please do not submit photo collages. Also, please do not submit photos with added text.

Choose six photos that show the graduate through the years. Suggestions are:

- Infant/toddler
- Preschool
- Elementary
- Middle school
- High school
- Senior photo

Consider including favorite hobbies, activities, and memories within these photos.

## ***Submit Photos***

Photos are to be uploaded online via the Supplemental Registration Form due April 1.

The photos should be high-resolution .jpg files.

## ***High-Resolution – Important!***

Because these photos will be displayed on a large screen, we want to be sure they are high-resolution photos that will not pixelate when enlarged.

- By high-resolution, we mean a file size greater than 500 KB.
- Look for the option on your scanner that will allow you to create a high quality .jpg file. It may take a couple of tries to get an appropriate file size.
- Photos downloaded from Facebook will *not* be high-resolution. Send an original photo file instead.

## ***Senior Portrait***

If you do not have the senior portrait before the April 1 deadline, please upload the other five photos on the Supplemental Registration Form. Then email the senior portrait to [cahsa.grad@gmail.com](mailto:cahsa.grad@gmail.com) by May 1.

# Costs and Regalia Options

## **Facility Fee - \$30.00**

This fee is required. For multiple graduates within the same family, the facility fee is \$30.00 for the first and \$15.00 for each additional graduate.

## **Printing and Miscellaneous Expenses Fee - \$5.00**

This fee is required.

## **Diploma Creation and Printing - \$5.00**

Optional. You may choose to have the CAHSA Graduation Committee create and print a diploma for you. There is no charge if you are providing the diploma.

## **Diploma Cover - \$12.50**

Optional. Holds an 8.5"x11" diploma.

Diploma cover colors are:

Black	Maroon	Navy	White
Red	Royal blue	Green	Purple

## **Honor Cord - \$8.50\***

Optional. An honor cord is recommended if the graduate's GPA is 3.50 or higher.

\*There is no charge for the honor cord if the graduate is a member of Theta Zeta honor society.

## **Tassel Only - \$8.00**

Optional. You have the option to purchase a tassel only.

Tassels may be a single color or may be a combination of two or three colors. Please note that the tassel colors and their names do not match the cap and gown colors.

Tassel colors can be view here: [Tassel Colors](#)

Academy (blue)	Brown	Gold	Old gold	Silver
Alice blue	Burnt orange	Gray	Olive	Texas orange
American beauty (rose)	Cardinal	Kelly	Orange	White
Apricot	Citron	Lemon	Peach	Wine
Aqua	Cool gray	Light blue	Peacock	Yale (blue)
Beige	Copper	Lilac	Pink	
Black	Cream	Maize	Purple	
Bright gold	Drab (light brown)	Maroon	Red	
Bronze	Forest	Navy	Sage	
		Nile	Salmon	

## **Cap, Gown, Collar, and Tassel Package - \$30.00**

Optional. The package includes a cap and gown set and a tassel. For women, the package also includes an optional collar which is available in either white or gold. On the registration form you will be asked to choose a color for the cap and gown set, for the collar, and for the tassel (see tassel colors and options above). You will also provide the graduate's height and weight for sizing.

Cap and gown colors can be viewed here: [Cap and Gown Colors](#)

Forest green	Cardinal	Silver	Royal blue	Orange
Purple	White	Light blue	Antique gold	Gray
Gold	Teal	Maroon	Brown	
Green	Red	Black	Navy blue	

## **Late Fee - \$10.00**

This fee is required if submitting registration after March 14.

# Payment Information

Include this form with your payment

Graduate's name: \_\_\_\_\_

Payment must be received by March 14. Please mail immediately after completing the online Initial Registration Form.

My payment includes (check all that apply):

- \_\_\_\_\_ \$30.00 Facility Fee (required)\*  
\*For multiple graduates within the same family, the facility fee is \$30.00 for the first and \$15.00 for each additional graduate.
- \_\_\_\_\_ \$5.00 Printing and Miscellaneous Expenses Fee (required)
- \_\_\_\_\_ \$5.00 Diploma Creation and Printing
- \_\_\_\_\_ \$12.50 Diploma Cover
- \_\_\_\_\_ \$8.50 Honor Cord\*  
\*There is no charge for the honor cord if the graduate is a member of Theta Zeta honor society.
- \_\_\_\_\_ \$8.00 Tassel Only
- \_\_\_\_\_ \$30.00 Cap, Gown, Collar, and Tassel package
- \_\_\_\_\_ \$10.00 Late Fee, if submitting after March 14\*  
\*Before submitting, contact us about availability and other additional costs
- \_\_\_\_\_ Extra Donation (optional)\*  
\*toward unforeseen expenses and graduation expenses for graduates who may need financial help

Total amount of my payment: \_\_\_\_\_

Mail check payable to CAHSA to this address:

CAHSA Commencement  
23 Prenzler Dr.  
Bloomington, IL 61704