



*High Country Home Educators*

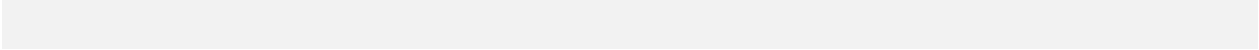
*Presents*

***GRADUATION***  
***2010***

*~Answers to the  
Most Frequently Asked Questions~*

## *Table of Contents*

<i>General Information</i> .....	2
<i>Registration</i> .....	2
<i>Requirements &amp; Diplomas</i> .....	3
<i>Additional Fees/Information</i> .....	3
<i>Meetings</i> .....	4
<i>Preparation for Graduation Day</i> .....	4
<i>The Ceremony</i> .....	5
<i>Calendar of Events</i> .....	7
<i>Ceremony Costs</i> .....	8



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## *General Information*

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Our vision and goal of the HCHE Graduation Ceremony is to create a memorable celebration that recognizes the accomplishments of each family and their graduate, inspires a long-term vision for other homeschool families and ultimately brings glory and honor to the Lord.

### **What can graduates and parents expect from HCHE?**

- Ceremony Logistics – speakers, music, decorations, etc.
- Facility Arrangements – rooms, technical services, memory table, etc.
- Custom Diploma Paper & Cover (provided by HCHE, but issued by parents or umbrella school)
- Graduation Ceremony Video – includes the Memory Video DVD – additional copies available for purchase
- Graduation Ceremony Picture CD – professionally photographed ceremony pictures
- Reserved Seating for each graduating family (up to 12 immediate family members)

### **What are the requirements to participate in the HCHE Graduation Ceremony?**

Each family must be a member of one of the following:

- HCCA – High Country Christian Academy
- HCEC – High Country Enrichment Classes
- HCSG – High Country Support Group

### **What does HCHE expect from graduates and parents?**

HCHE requires *mandatory* attendance at the following meetings:

- One of the graduation information meetings. Grad and at least one parent *must* attend.
- Ceremony Coordination Meeting (Monday, February 22<sup>nd</sup>, 2010). Grad and at least one parent *must* attend.
- Graduation Rehearsal (Tuesday, May 4<sup>th</sup>, 2010). Grad and *both* parents (if both parents are participating in ceremony) *must* attend.

*Note: Grads and Parents not attending Rehearsal **will be dropped** from the graduation ceremony. Please make early arrangements to be there that day. Extenuating emergency circumstances will be addressed by the HCSG Board.*

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## *Registration*

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### **How do I register for graduation?**

Register on-line at [www.hche.org](http://www.hche.org). Registration must be submitted between August 15<sup>th</sup> and October 15<sup>th</sup>, 2009.

### **Can I mail in my registration?**

No. The mail-in option is no longer available. No registration packets will be accepted by mail.

### **When is payment due?**

Payment in full is due at one of the information meetings.

### **What is the cost for the ceremony?**

- The total cost for the ceremony is \$125. If you are enrolled with High Country Christian Academy then your cost is \$117 because your diploma will come from the Academy.

**What's included in the price?**

- The graduation ceremony
- Custom Diploma & Cover
- One ceremony DVD
- One CD of photographs taken during the ceremony by a professional photographer. CD also includes slideshow set to music.
- Optional memory table
- Copies of the Ceremony program
- Guest reception following the ceremony

**To whom do I write my check?**

- Make checks payable to HCSG.

**If I have to cancel, is my payment refundable?**

Written requests for refunds are accepted up until the final deadline Wednesday, February 10<sup>th</sup>, 2010; however, \$50 of your payment is a *non-refundable* deposit. After Wednesday, February 10<sup>th</sup>, 2010, no refunds will be given.

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*Requirements & Diplomas*

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**Does HCHE set any academic requirements for graduation?**

- No. High Country Home Educators, as a corporate ministry, is a support organization for homeschool families and does not verify or endorse graduation credits or requirements.
- According to Colorado state homeschool law, each parent is responsible to determine graduation requirements and eligibility for his or her student.
- According to the Colorado state private school law, students who graduate with the High Country Christian Academy choose to complete the high school graduation requirements set by the board of HCCA.

**What school name goes on the diploma?**

You will need to select a name for your homeschool. (The use of High Country Home Educators, Support Group, or Enrichment Class *cannot be used*). If you are a member of HCCA, that name will appear on your diploma.

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*Additional Fees / Information*

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**Are there additional fees?**

Yes. Each grad is required to purchase a cap and gown from Jostens. The representative is available to take group orders at the information meetings. After that, his name and number is provided, and orders must be handled individually.

**What optional services does Jostens offer?**

- Graduation Announcements – additional fees
- Class Rings – additional fees

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## *Meetings*

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There are three mandatory meetings prior to the graduation ceremony. You must attend:

- One of the information meetings;
- The coordination meeting;
- And the ceremony rehearsal

***If you miss a required meeting, your place in the ceremony will be forfeited.***

### **Do you send reminders before the meetings?**

A courtesy email will be sent prior to each meeting; however, we cannot guarantee you receive the notice. Therefore each family is solely responsible for attending all mandatory meetings. We provide a Calendar of Events (and deadlines) in this booklet. Please mark your calendar now to avoid conflicts with mandatory graduation meetings.

### **Who is required to attend the meetings and rehearsal?**

The grad and at least one parent must attend the information meeting and the ceremony coordination meeting. The grad and both parents (if both are participating in the ceremony) must attend the rehearsal.

### **Why is attendance at these meetings mandatory?**

Important instructions are given only at these meetings. We do not have the staff available for individual instruction.

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## *Preparation for Graduation Day*

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### **How can I get a senior picture made?**

- Each family is responsible for getting their senior's photo taken. We may provide names of a few photographers. We suggest having the pictures taken in the fall.
- Whatever style you choose for your senior picture, please submit one to us that is a complimentary close up of the grad's face. Pictures that are taken far away may be great memories for the grad and family, but faces are appreciated during the graduation video and for the program.

### **What goes in the graduate's bio?**

- Each grad should describe his/her life, accomplishments, goals, ambitions, or future plans in a short bio of approximately 80-85 words. Please write the bio in 1<sup>st</sup> person prose.
- Each grad can also include a scripture verse (include version) or meaningful quote, which will be added at the end of the grad's bio.
- This information is printed in the ceremony program. **The total word count for the bio, scripture verse, and quote is 150 words.** The word limit is a courtesy to ensure all the graduates will have a space in the program.
- We will not be editing content, unless it does not seem appropriate to place in the graduation program. If that decision is made, the graduate will be contacted and given an opportunity to revise the information.
- Instead of a paper copy, we need this information either emailed to us or submitted on a CD by the Wednesday, February 10<sup>th</sup>, 2010 deadline.
- If this information is not received by Wednesday, February 10<sup>th</sup>, 2010, only the grad's name and parents' names will be printed in the program.

### **What is a memory table?**

- The purpose of the Memory Table is to visually share the life of the grad through pictures, awards, and memorabilia.
- HCHE provides ½ of an 8-foot table and a white tablecloth.
- Grads and parents are responsible for arranging their items on the table before the ceremony and for cleaning up within ½ hr after the ceremony.
- Note: To honor the hospitality staff of New Life Church, no confetti, glitter, shiny stars or any other small decorative type items may be used.

*If you choose not to participate in this part of the celebration, please make that notation on your application. No changes can be made after the final coordination meeting, Monday, February 22<sup>nd</sup>, 2010.*

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## *The Ceremony*

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### **How long is the ceremony?**

The ceremony is 2 hours long, and in respect for all attending, we carefully plan to stay within that time frame.

### **How many seats can I reserve?**

- Each *family* is allowed *up to* 12 reserved seats. Others will need to sit in general seating area.
- Note: Reserved seating may have to be limited further by the number of grads, facility restrictions, or other unforeseen circumstances. Thank you for your understanding.

### **What is a memory video?**

- Each family may submit 4 photos of the grad by the Wednesday, February 10<sup>th</sup>, 2010 deadline. (We suggest a baby picture, a couple of school age photos, and a more formal or special senior picture.)
- Please write your last name on the back of each picture. We also ask that you number the pictures in sequence from first (youngest) to last. (If you are reluctant to write on your photo, stick a Post-It note with the requested information on the back of each picture.)
- These photos are combined into a short video of the senior class that is shown during the ceremony.
- Participation is optional but always appreciated by everyone.
- Note: Unless you provide a postage paid envelope, or make other arrangements, photos are returned at rehearsal.

### **Can we take pictures during the ceremony?**

- We request no flash photography during the ceremony; the flashes affect the video. We try to have a professional photographer available to take photos of the grad and parents during the diploma presentation.
- The photographer may also be available for family portraits and for a class picture. Note: if this option is available, it will be discussed (including prices and packages) at the coordination meeting.

### **How are diplomas presented?**

- No more than 1.5 minutes is allowed per graduate for conferring of their diploma.
- To honor other graduates, their families and all of our guests, we ask that your family ***plan and practice*** what they will say during this special moment.
- This time will be captured for you on video, so at rehearsal, you will be instructed on how to use the microphone, where to stand, and how to face the camera, etc.

### **What is the honor cord?**

- The honor cord gives the parents an opportunity to explain to the guests and other grads the area in which their graduate excelled. Some examples would be high academic achievement, excellence in character, honorable service, etc. This is optional and may be ordered through Jostens.
- Parents will present the honor cord to their graduate during the presentation of diploma; however, the graduate may not wear it before the ceremony.

### **Who can give a speech or perform a song during the ceremony?**

- Another way we remain within the 2 hr. ceremony time frame is choosing to limit the number of speeches and musical presentations. Note: We will not know how many graduates we will be able to accommodate until the applications are turned in and all of the auditions are complete.
- Grads are generally allowed 5 minutes or less during the ceremony to share instrumental or vocal music, or to give a speech.
- We are unable to accommodate all types of talents and performances, other than instrumental or vocal music and speeches. There may be an opportunity at the Senior Banquet for other types of performances.
- **Steps to participate in the ceremony:**
  - Please submit an audition application by the final deadline Wednesday, February 10th, 2010
  - **Speeches**
    1. Must be neatly typed
    2. Name, contact information, and timed length of the speech in the upper left hand corner.
  - **Music**
    1. Please submit copies of any lyrics.
    2. Cover sheet include with name, contact information, and timed length of the piece in the upper left corner.
  - **Important:** Any special musical instrumental or technical equipment necessary must be noted. As much as possible will be done to accommodate reasonable requests.
  - Auditions
    1. Check the Calendar of Events for the audition schedule.
    2. Because we can only have one audition day, we apologize that anyone who cannot attend the audition that day will be disqualified.

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## *Calendar of Events*

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**Important Note:** Attendance by the grad and at least one parent is required at one of the two information meetings.

Saturday, Aug 15<sup>th</sup> thru **Submit Graduation Applications**  
Thursday, Oct 15<sup>th</sup> [www.hche.org](http://www.hche.org)

Saturday, Oct 17<sup>th</sup> **First Information Meeting**  
9AM – 11AM **New Life Church World Prayer Center, Room 107**

➤ **Check List:**

- Payment in full is due: \$117.00 for HCCA graduates; \$125.00 for all other grads.
  - ◆ Make checks payable to: HCSG
  - ◆ Payment includes a \$50 *non-refundable* deposit.
- Complete audition application (music/speech). Application must be submitted no later than Wednesday, February 10<sup>th</sup>, 2010.
- Select four photos for the memory video and one photo for the ceremony program. Photos must be submitted no later than Wednesday, February 10<sup>th</sup>, 2010.
- Complete grad bio and select favorite scripture verse (include version). Bio and verse must be submitted no later than Wednesday, February 10<sup>th</sup>, 2010.
- Plan for senior pictures – determined by each family.

➤ **Jostens Representative, Joe Adducci – taking orders**

- Order Cap and Gown – Required
- Order Honor Cord - Optional
- Order Announcements (Group Order) – Optional
  - ◆ There are two opportunities to take part in the group order. Orders can be placed at one of the information meetings.
  - ◆ If graduates do not participate in the group order during the information meetings, then they should contact Jostens directly to submit an individual order.
    - ◆ 1706 N. Circle Drive  
Colorado Springs, CO 80909  
(719) 633-8228    [joe.adducci@jostens.com](mailto:joe.adducci@jostens.com)
- Ring orders for graduates & underclassmen available (Freshmen – Seniors)

Monday, Nov 9<sup>th</sup> **Second Information Meeting**  
7PM – 9PM **New Life Church TAG Chapel**

➤ **Same as the First Information Meeting.**

**Tuesday, Feb 9<sup>th</sup> &  
Wednesday, Feb 10<sup>th</sup>**

## **Turn In Graduate Information**

**9AM – 3PM**

**New Life Church Main Hallway during Enrichment Classes**

- **The following items *must* be turned in no later than February 10th:**
  - Audition Application – music & speeches
  - Photos for Memory Video (4 photos) and the Ceremony Program (1 photo) for a total of five photos. If you want your ceremony program photo to be the last photo in your memory video sequence, then you only need to submit four photos. The same close up Senior Picture may be used for both the video and the program.
  - Grad Bio and Scripture Verse (include version)
  - Scholarship Application
- **A Graduation Team volunteer will be available between 9AM and 3PM to receive graduate information**

**Monday, Feb 22<sup>nd</sup>**

## **Performance Auditions**

**4PM – 6PM**

**New Life Church TAG Chapel**

- **In order to participate in audition:**
  - Graduate must have submitted an audition application by the deadline, Feb 10<sup>th</sup>, 2010.
  - Graduate must receive confirmation of appointment by grad staff.

**Monday, Feb 22<sup>nd</sup>**

## **Ceremony Coordination Meeting**

**6:30PM – 8:30PM**

**New Life Church TAG Chapel**

- **Attendance by grad and at least one parent is required.**

**Tuesday, May 4<sup>th</sup>**

## **Rehearsal**

**6:30PM – 8:30PM**

**New Life Church, Main Sanctuary**

- **Attendance by grad and both parents (if both are participating in the ceremony) is required.**

**Saturday, May 8<sup>th</sup>**

## **Graduation Ceremony**

**10AM – 12PM**

**New Life Church, Main Sanctuary**

- **All graduates and parents must arrive by 8:30 AM for final walk-through and pictures.**
- **We recommend family and friends arrive at least 15 minutes before the ceremony.**

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## *Ceremony Costs*

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- **Total Cost of Ceremony Participation: \$125 for HCSG and HCEC; \$117 for HCCA**
  - The cost for the ceremony is separate from any membership fees, tuition, or class costs paid to HCCA, HCSG, or HCEC.