

## ***Graduation Information***

Grad is a two-day event- **Friday, May 24 & Saturday, May 25, 2019.**

**Wednesday, May 22:** There will be a mandatory rehearsal for all Grads at the large ice arena at 4pm. You will be required to stay after to help unload the semi and set up tables/chairs. At 5pm we would like to have all parents come to help with the set up. With a lot of people, this takes about 45 minutes to 1 hour only.

**FRIDAY, May 24:** Cap and Gown Exercises start at 4:00 p.m. sharp at the large Ice Arena. Students and parents are to arrive at 3pm. Grads go to the SMALL arena doors, all others through the main arena doors.

**SATURDAY, May 25:** Park Picture will be at 4:00pm sharp at the Confederation Park (weather permitting). It is suggested that you go to the park EARLY to take family/friends photos. A lot of people tend to go around 3:00pm for this. There will be a program, dinner and dance at 5:00 pm at the large Ice Arena.

**SUNDAY, May 26:** We need as many parents as possible to come the **Sunday after** grad to help load everything back into the semi and trailer. This is an easy job with lots of hands. We donate money to local groups and have them come in after the banquet/dance on Saturday and clean up EVERYTHING! When we come on Sunday, all we need to do is pack/fold everything up. We just need hands to help put everything away. The more we have on Sunday, the faster it will go. We start at 12:00pm and usually are done by 1:30pm.

## General Information:

### Grad Hoodies/T-shirts

Hoodies will be \$77 this year and baseball t-shirts \$36. They can be purchased tonight at the back table. Please have the Grad try on a sample Hoodie or T-shirt for sizes. They accept cash, cheque or credit card. You must go to Moonlight Graphics downtown to place your order if you don't order tonight. The deadline to purchase hoodies/t-shirts is **Friday, November 2**.

### Grad Rings and Jewelry:

Please feel free to stop by the Josten's table if you are interested in a grad ring or jewelry. They will also be back later on in the year during lunch hour in case you want to see them then. Check with Jostens for a date.

### Cap & Gown Photos:

LifeTouch will be doing Cap and Gown photos. Please make sure to stop by their table and get the package info as well as the link to go online and book your session. **Every Grad must** get a photo taken for the yearbook and grad slideshow, then it's up to you if you want to purchase the package.

### Baby Picture Slideshow

The Grad Committee would like to have a slideshow prepared for the banquet. We will need 3-4 pictures ranging from baby or toddler to early elementary, middle school and high school. Your cap and gown picture will be placed at the beginning of the sequence. If you have any group photos (pictures taken with multiple students in the grad class) please send a couple for the end of the video.

Pictures are to be emailed or handed in by **Friday, December 14<sup>th</sup>**.

If your copies are digital please email them to [sam.bennett@horizon.ab.ca](mailto:sam.bennett@horizon.ab.ca) with the name of the grad in the subject . If you have hard copies please make sure the Grads name is labeled on the back of each photo and put together in an envelope/bag and handed into the office. All original photos will be returned to the grad.

## Banquet and Ceremonies Information

- Friday Exercises: You can have up to 8 people (NOT including your Grad) at your table. As many guests as you would like can come sit in the stands. You do not need tickets for the stands.

For the FRIDAY ceremony, it is important to have everyone arrive around **3pm**. There are a lot of people that are coming to this event, so the earlier the better.

- Saturday Banquet: Each Grad can purchase up to 8 invitations. (this includes your Grad) The Grad and up to 7 guests will sit at your selected table for the evening/supper part of Grad.

**NOTE:** IF you only purchase 4 tickets for the Banquet you can only have 4 spaces for the cap and gown ceremony. Ceremony and banquet numbers must be the same.

**NEW!!** Banquet tickets will go on sale **immediately!**

This year, you are able to purchase banquet tickets immediately or at any time up until April 1, 2019. Tickets cost \$25 each. You can pay via Schoolcashonline (instructions on page 6), purchase them in the office (cash, cheque or credit card) or call the office to make payment with a credit card. All school, grad fees and banquet tickets need to be paid by April 1, 2019. Then, starting at 8:00 am on April 2, you will be able to come in to the office and choose your graduation Ceremony/Banquet table. With everything being paid in advance, we are hoping we will be able to have you in and out of the office quickly. Deadline to select your table will be May 3, 2019.

**\*\*If you have a person that is needing an outside table (ex: in a wheelchair), please be aware of this when choosing your table.**

## Grad Fees:

If fundraising, grad fees are \$200. (this does not include banquet tickets) It is mandatory that each grad sells 5 boxes of oranges/grapefruits. After the first five boxes are sold, your grad fee will be reduced by \$8 per box sold. The fee of \$200 is waived after 30 boxes are sold. If you sell less than 30, we will send a letter home informing you what your grad fee has been reduced to. If the grad chooses not to fundraise, the grad fee is \$300.00

Here is a list of the major items that grad fee money goes towards:

- Cap and Gown Rental-from Gaspard
- Table Cloths
- Decoration rentals
- Chair/table rentals
- DJ and Sound
- Keepsakes
- Flowers for Friday exercises
- Programs
- Diplomas/Covers
- Security and Clean up-D.A.F Team
- Rental of Civic/Arena
- Awards
- Invitations
- Curtains around arena
- Grad video

This is a big day for the Grads and their families and we want to make it as special as we can for the graduates, if you have suggestions, questions or concerns please feel free to contact Ken Pon, Bryan Pritchard, Lisa Astalos or Lori Pickerell at any time here at the school 403-223-2292 or e-mail us at [ken.pon@horizon.ab.ca](mailto:ken.pon@horizon.ab.ca) or [bryan.pritchard@horizon.ab.ca](mailto:bryan.pritchard@horizon.ab.ca) [lisa.astalos@horizon.ab.ca](mailto:lisa.astalos@horizon.ab.ca) [lori.pickerell@horizon.ab.ca](mailto:lori.pickerell@horizon.ab.ca)

## **Grad Deadlines & Events:**

**Friday, November 2** - Deadline to order Grad hoodies/t-shirts at Moonlight Graphics 403-416-0055.

**Friday, November 30-** Deadline to hand in your orange/grapefruit order forms.

**Friday, December 14** - Deadline to email or drop off Baby/Elementary age pictures for slideshow.

**Monday, February 11- Friday, February 15-** Cap & gown photos. (Booked online through Lifetouch Photography).

**Monday, April 1-** All School fees and grad fees, including banquet tickets are due. (payment arrangements can be made at the office)

**Tuesday, April 2** - Graduation Ceremony/Banquet table selection starts at 8:00 am in the office. First come first serve. **Reminder:** All grad fees, school fees and banquet tickets must be paid for before you can select your table.

**Friday, May 3** - Deadline to select your Graduation Ceremony/Banquet table.

**Wednesday, May 22-** Mandatory Grad Rehearsal 4:00 pm sharp. Parents are required to come at 5pm to help with set up.

**Friday, May 24** - Cap & Gown ceremonies 3:00 (Grads go to small ice arena) Ceremonies start at 4:00 sharp.

**Saturday, May 25** - Park picture will be at 4:00 sharp at Confederation Park. Please arrive early for family/friend photos. Immediately following photo please head to arena for Grand march and program. Dinner and dance to follow.

**Sunday, May 26-** Clean up starts at 12:00 pm.

For safety and efficiency reasons, Horizon School Division 67 would like to reduce the amount of cash & checks coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Follow these step-by-step instructions to begin to receive email notifications regarding upcoming events involving your child(ren).

**NOTE:** If you require assistance, select the **SUPPORT** option in the top right hand corner of the screen.

## Step 1: Register

- If you have not registered, please go to the *School Cash Online* home page <https://horizon.schoolcashonline.com/> and select the **"Get Started Today"** option.
- Complete each of the three Registration Steps  
*\*For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.*



## Step 2: Confirmation Email

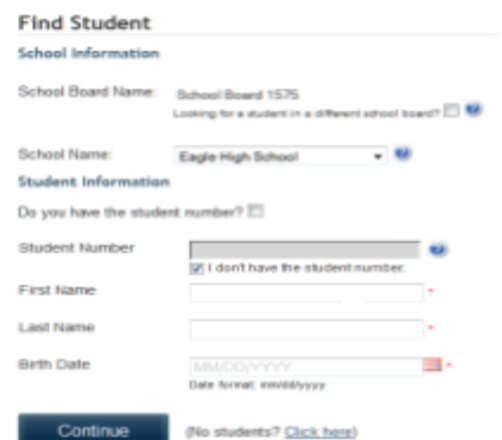
A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and *School Cash Online* account. The confirmation link will open the *School Cash Online* site prompting you to sign into your account. Use your email address and password just created with your account.



## Step 3: Find Student

This step will connect your children to your account.

- Enter the School Board Name.
- Enter the School Name.
- Enter Your Child's First Name, Last Name and Birth Date.
- Select **Continue**.
- On the next page confirm that you are related to the child, check in the Agree box and select **Continue**.
- Your child has been added to your account.



## Step 4: View Items or Add Another Student

If you have more children, select **"Add Another Student"** and repeat the steps above. 8 children can be added to one parent account. If you do not wish to add additional children, select **"View Items For Students"** option. A listing of available items for purchase will be displayed.

# **GRADUATING CLASS OF 2019**

## **ORANGE AND GRAPEFRUIT SALES**

Fundraising only covers grad fees. It does not cover banquet tickets, park picture or DVD.

**All Cheques must be made payable to: W.R. Myers Grad Committee**

**PLEASE DOUBLE CHECK** that both the dollar amount and the number of boxes balance. Make sure your forms are readable.

**DEADLINE:** Your form and all funds must be submitted to the office no later than **Friday, November 30, 2018.**

**THE GRAD WHO SELLS THE MOST ORANGES/GRAPEFRUITS  
WINS \$100**

We will require volunteers to help the day of pick up with loading vehicles. Please sign up at the back table. The fundraiser starts today.

**ARRIVAL DATE:** Depending on the growing season the approximate date for the arrival of oranges and grapefruits will be sometime in January or February. All Grads and parents are responsible for pick-up on the specified date and must deliver them within 3 days. An announcement will be made at the school and on the school website letting the Grads know when the actual date of arrival and location for pick-up will be.

**It is important to remember that you (the Grad), are responsible to deliver the product to your customers-they do not come to the school to pick them up.**

**Total Oranges:** \_\_\_\_\_ **Total Grapefruits:** \_\_\_\_\_

(2019) GRADUATES NAME: \_\_\_\_\_

Grad Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Parent Cell # \_\_\_\_\_

**All Cheques must be made payable to: W.R. Myers Grad Committee**

Buyers Name & Address	Phone #	Oranges Full Box \$40.00	Oranges Half Box \$20.00	Grapefruits Full Box \$40.00	Grapefruits Half Box \$20.00	Total Order \$ Amount	Cash	Chq.
Example: Brad Pitt Hollywood Blvd, Taber	555-5555	1			1	\$60.00		✓

Boxes of Oranges Pg. 1: \_\_\_\_\_  
 Boxes of Grapefruits Pg. 1: \_\_\_\_\_  
 Total funds collected Pg. 1: \_\_\_\_\_  
 Office use only checked by: \_\_\_\_\_



(2019) GRADUATES NAME: \_\_\_\_\_

Grad Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Parent Cell # \_\_\_\_\_

**All Cheques must be made payable to: W.R. Myers Grad Committee**

Buyers Name & Address	Phone #	Oranges Full Box \$40.00	Oranges Half Box \$20.00	Grapefruits Full Box \$40.00	Grapefruits Half Box \$20.00	Total Order \$ Amount	Cash	Chq.
Example: Brad Pitt Hollywood Blvd, Taber	555-5555	1			1	\$60.00		✓

Boxes of Oranges Pg. 2: \_\_\_\_\_  
 Boxes of Grapefruits Pg. 2: \_\_\_\_\_  
 Total funds collected Pg. 2: \_\_\_\_\_  
 Office use only checked by: \_\_\_\_\_

(2019) GRADUATES NAME: \_\_\_\_\_

Grad Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Parent Cell # \_\_\_\_\_

**All Cheques must be made payable to: W.R. Myers Grad Committee**

Buyers Name & Address	Phone #	Oranges Full Box \$40.00	Oranges Half Box \$20.00	Grapefruits Full Box \$40.00	Grapefruits Half Box \$20.00	Total Order \$ Amount	Cash	Chq.
Example: Brad Pitt Hollywood Blvd, Taber	555-5555	1			1	\$60.00		✓

Boxes of Oranges Pg. 3: \_\_\_\_\_  
 Boxes of Grapefruits Pg. 3: \_\_\_\_\_  
 Total funds collected Pg. 3: \_\_\_\_\_  
 Office use only checked by: \_\_\_\_\_

(2019) GRADUATES NAME: \_\_\_\_\_

Grad Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Parent Cell # \_\_\_\_\_

**All Cheques must be made payable to: W.R. Myers Grad Committee**

Buyers Name & Address	Phone #	Oranges Full Box \$40.00	Oranges Half Box \$20.00	Grapefruits Full Box \$40.00	Grapefruits Half Box \$20.00	Total Order \$ Amount	Cash	Chq.
Example: Brad Pitt Hollywood Blvd, Taber	555-5555	1			1	\$60.00		✓

Boxes of Oranges Pg. 4: \_\_\_\_\_  
 Boxes of Grapefruits Pg. 4: \_\_\_\_\_  
 Total funds collected Pg. 4: \_\_\_\_\_  
 Office use only checked by: \_\_\_\_\_