



W.R. Myers Graduation 2020
Information Booklet

Graduation Information

Grad is a two-day event- **Friday, May 22 & Saturday, May 23, 2020.**

WEDNESDAY, May 20: There will be a rehearsal for all Grads at the large ice arena at 4:00 pm. You will be required to stay after to help unload the semi and set up tables/chairs. At 5:00 pm 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 22: Cap and Gown Exercises start at 4:00 p.m. sharp at the large Ice Arena. Students and parents are to arrive at **3:15pm**. Grads go to the **SMALL** arena doors, all others through the main arena doors.

SATURDAY, May 23: Park Picture will be at 4:00 pm sharp at the Confederation Park (weather permitting) if it is raining, the group photo will be taken in the Civic Center. It is suggested that you go to the park EARLY to take family/friends photos. Most grads tend to go around 3:00 pm. There will be a Town BBQ again and all areas will be sectioned off for us, to avoid any issues.

Immediately after the picture, we will round up grads and have them head to the small rink to line up for the banquet portion of the evening.

SUNDAY, May 24: 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/shirts

Hoodies once again are being ordered through MoonLight Graphics. Our grad committee has come up with 3 options that will be available ranging from **\$41-\$58**. They can be purchased tonight or next week. Please have the Grad try on a sample size. They will be accepting 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/shirts is **Friday, November 1st**.

Grad Rings and Jewelry:

Jostens will be at the school on Wednesday, October 30th during the lunch hour. There are catalogs available tonight if your Grad has not brought one home yet. If you miss the date, you can still order online through their website anytime. *New: place your order with Jostens on Wednesday, Oct. 30 and receive a free Myers soft shell jacket.

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. Each half an hour session has a \$30 sitting fee. **Every Grad must** get at least one photo taken for the yearbook and grad slideshow. If only one picture is being taken, no sitting fee is required. Cash, debit or credit will be available at the school through LifeTouch on the day that the photos are taken.

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 end 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. You can send the photos through email to sam.bennett@horizon.ab.ca by **Friday, December 13th** with the name of the grad in the subject line, OR, 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.

Ceremonies and Banquet 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 **3:00 pm.** 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. (including 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.

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

You are able to purchase banquet tickets immediately or at any time up until April 3, 2020. Tickets cost \$25 each. You can pay via Schoolcashonline (instructions on page 6), purchase them in the office (cash, cheque) or call the office to make payment arrangements. All school, grad fees and banquet tickets need to be paid by April 3, 2020. Then, starting at 8:00 am on April 7, 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 1, 2020.

****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 Fundraiser:

There is no fee associated with grad if you sell 30 boxes of oranges/grapefruits. The first five boxes goes back to the Graduation class to help subsidize the cost of the event and the additional 25 boxes sold would pay for your grad fees. If you are unable to sell the total number of boxes, we will prorate your fees.

NOTE: If a Grad sells 25 boxes (PLUS the initial 5), their fees will be completely covered. Any other amounts sold - we will deduct \$8.00 per box from the \$200 total and send out a letter with the amount owing once the fundraiser is complete. Example: Brad Pitt sold 17 out of 30 boxes. Brad would get \$96 off of the \$200 fee for a total payable of \$104.00.

The community looks forward to this fundraiser every year so selling the given amount is VERY easy to do.

Orders are due back to the office on Monday, Dec. 2.

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
- Dinnerware, food warmers, utensils
- DJ and Sound
- Keepsakes (frames, glasses)
- Flowers for Friday exercises
- Programs
- Diplomas/Covers
- Security and Clean up-Taber Swim Club
- 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, Greg Bowes, 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 or greg.bowes@horizon.ab.ca, lisa.astalos@horizon.ab.ca lori.pickerell@horizon.ab.ca

Grad Deadlines & Events:

Friday, November 1st - Deadline to order Grad hoodies/t-shirts at Moonlight Graphics 403-416-0055.

Monday Dec. 2 - Deadline to hand in your orange/grapefruit order forms.

Friday, December 13 - Deadline to email or drop off Baby/Elementary age pictures for slideshow.

Monday, February 10 - Friday, February 14- Cap & gown photos. (Booked online through Lifetouch Photography).

Friday April 3 - All School fees and grad fees, including banquet tickets are due. (payment arrangements can be made at the office)

Tuesday, April 7 - 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 1 - Deadline to select your Graduation Ceremony/Banquet table.

Wednesday, May 20- Mandatory Grad Rehearsal 4:00 pm sharp. Parents are required to come at 5pm to help with set up.

Friday, May 22 - Cap & Gown ceremonies 3:15 (Grads go to small ice arena) Ceremonies start at 4:00 sharp.

Saturday, May 23 - 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. Will take approximately 1 hour

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.schoolcashionline.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.

Note: you can make payments monthly through SchoolCash online. You are not required to pay all fees at once.

GRADUATING CLASS OF 2020

ORANGE AND GRAPEFRUIT SALES

Fundraising only covers grad fees. It does not cover banquet tickets.

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 **Monday, December 2nd, 2019.**

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

ARRIVAL DATE: Depending on the growing season the approximate date for the arrival of oranges and grapefruits will be sometime in the new year. 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 and Facebook letting the Grads know when the actual date of arrival and location for pick-up will be.

We will also be having parents or Grads sign up to help with this! Please talk to the office to let us know if you are available! There will be a sign up form sent out closer to the date.....Thanks in advance for all your help!

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:** _____

(2020) 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: _____

(2020) 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: _____

(2020) 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: _____

(2020) 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: _____