



2017 GRADUATION INFORMATION PACKET

2nd Annual Graduation Exercise & Commencement Ceremony

**Sunday – June 4, 2017 @ 3:30pm
FLC Worship Center & Gymnasium**

**Faith Lutheran Church
37635 Dequindre Road
Troy 48083**

¼ mile north of Big Beaver

This Is Your Invitation!

You are cordially invited to participate in the 2nd Annual *HOME Group* Homeschool Graduation Exercise & Commencement Ceremony to be held at 3:30pm on June 4, 2017 in the Worship Center at Faith Lutheran Church.

High School Graduation is a memorable experience for graduates, their families, and friends. It is a time to celebrate all that God has done in young adults' lives and anticipate the exciting future He has in store for them! If you have a high school student that will be graduating at the conclusion of the 2016-2017 academic year, and would like to know more about HOME Group's Graduation Exercise and Commencement Ceremony, please review the detailed information and contact us with any questions you may have. We look forward to serving you during this most exciting time for you and your graduate.

The key to an outstanding and memorable event is to, first and foremost, cover it with prayer! Please begin to pray for this event and everyone involved. The remaining key elements to a successful event are detailed planning, and parental and student involvement.

The graduation ceremony itself is very meaningful and often emotional (bring a box of tissues!). Students participate from the very beginning of the ceremonies to the conclusion, and parents actually confer the high school diplomas personally to their student(s). The years of teaching and training come to an appropriate graduation (finish) and commencement (beginning) in a way unlike anything you've experienced previously! The ceremony will include a commencement speaker providing a message of encouragement and inspiration to the graduates and all who attend. Special music will also be provided.

After the graduation ceremony, a reception for all the graduates, their families and their friends is provided. Refreshments will be provided and served by HOME Group Juniors' Families and everyone enjoys the festivities and excitement surrounding this event.

On Friday, November 11 at 4pm in Room 9 at FLC there is a Mandatory Pre-Graduation Meeting for all those participating in the HOME Group's 2016 Graduation Exercise and Commencement Ceremony. All details of this event will be thoroughly discussed and prospective graduates may sign up to participate at this meeting.

Also during this meeting, parents and students will share and discuss activity plans for the seniors. Please note that graduating student activities are a STUDENT & PARENT-LED responsibility. HOME Group has no responsibility for planning or accomplishing student activities. HOME Group's function is to simply act as a facilitator, as needed. Student activities can be barbeques, swimming parties, sporting activities, cookouts, nights at the movies, and more! All of these activities provide opportunity for participating seniors to get to know one another and enjoy graduating with friends, not strangers. HOME Group encourages this type of fun fellowship.

Please do not contact the church with any questions or concerns. All questions should be directed to HOME GROUP to Laurie Guidry by email lguidry@faithtroy.org or by calling Laurie at the HOME GROUP office at (248) 689-4664 x221.

Graduation & Commencement Vision

A celebration to thank the Lord for this milestone and declare His goodness. A time to strengthen the faith of the graduates and other believers. A proclamation of success to graduates, families, teachers and mentors.

Proposed Order of Ceremony

- 2:00 – Graduates & Parents Check In w/Mrs. Guidry in Pastors' Lounge
- 2:15 – Ceremony Rehearsal with Tech & Mrs. Guidry
- 2:45 – Worship Center Doors Open for photos/seating & Graduate Slide Show & CD Playing
- 3:20 – All Graduates to Pastor's Lounge
- 3:20 – Immediate Family to Reserved Seating (front/center)
- 3:30 – Welcome by Laurie Guidry
- 3:35 – Graduate Processional
- 3:40 – Invocation/Prayer by TBD
 - Recite Apostles' Creed from side screens
- 3:45 – Worship Song (Worship Team TBD)
- 3:50 – Graduate Charge by FLC Pastor
- 4:00 – Parent Blessing & Distribution of Diplomas
 - Parents & Graduate walk from seats to stage
 - 2 minutes per graduate (please respect amount of time given)
 - Parent(s) give a blessing to their graduate and may touch on graduate's character, God's gifts, leadership, volunteerism, athletic accomplishments, extra curricular activities & academic achievements as long as it fits within the 2 minutes per graduate allotment
 - Parent Presents Diploma & All Return to Assigned Seats
- 4:50 *depending on number of Graduates* – Worship Song (Worship Team TBD)
- 4:55 – Benediction by TBD
- 5:00 – Cookie Reception w/Graduate Display Tables in Gym
- 5:45 – Volunteer Cleanup

\$75 Graduation Fee Includes

Cap, gown, tassel, diploma and diploma cover

Venue (Worship Center, Gym & Kitchen) w/AV and technical support, pastor's charge, worship team

Ceremony outlined above

Programs (designed & printed) 2 full-color per graduate & additional B&W for guests

Reception w/all set-up, clean-up, serving staff, beverages, paper products & centerpieces

Floor-length covered 6' display table for each Graduate

DVD of ceremony for each Graduate

Total value of these services if contracted separately well over \$900

Additional Options – Individually Procured & Paid for By Family

Invitations/Announcements

Senior Pictures and Senior Ring

Private Reception/Family Dinner for Graduate

2017 HOME Group Graduation Registration/Info Form

Completed Form Due by November 18, 2016 & Payment Due by December 2, 2016

GRADUATE INFORMATION

Graduate FULL Name: _____ (used on diploma)

Full Address: _____

Email Address: _____ Cell Phone #: _____

PARENT/GUARDIAN INFORMATION

Parent/Guardian FULL Names: _____

Email Address: _____ Home Phone #: _____

Cell Phone #1 w/name: _____ Cell Phone #2 w/name: _____

GRADUATE SEATING RESERVATION – front/center of Worship Center

_____ Number of Parents/Guardians

_____ Number of Graduate's Siblings

APPROXIMATE NUMBER OF GUESTS ATTENDING = _____ (for ample snacks, beverages & seating)

GRADUATE DISPLAY TABLE

- 6' table covered with black floor-length cloth
- Set up time between 1:30pm and 3:20pm
- Electricity supplied upon request to Laurie Guidry on this form ... _____ Yes / _____ No
- Limit display to table only – nothing to be hung on walls – floor space near table permissible
- Display ideas – picture board, medals, certificates, PowerPoint, senior photos, etc. (be creative)

GRADUATE RECEPTION COOKIES

- 4 dozen homemade or bakery cookies
- Deliver to FLC Kitchen on Saturday, June 3rd
- Label cookie container with Graduate Name, HOME Group & June 4, 2017
- Containers will be returned
- Cookies will be displayed on trays provided by FLC

GRADUATE PHOTOS

- Email lguidry@faithtrov.org with 5 photos of Graduate (birth to present) as jpeg attachment
- Due no later than April 28, 2017
- Used to create a photo slide show to be viewed in Worship Center

GRADUATE PROGRAM PAGE

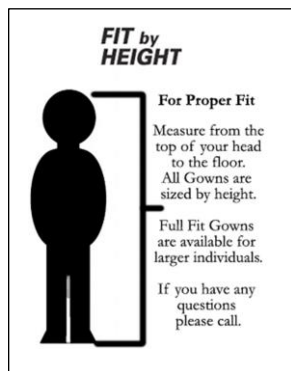
- Email lguidry@faithtroy.org
- Due no later than April 14, 2017
- Create a half-page Senior Page for the Program
- Use Word or Publisher
- Need help? Ask Mrs. Guidry
- Must include
 - Photo of Graduate
 - Life Verse – favorite Scripture Passage
- Options & Ideas
 - Special ways God has created, gifted and grown the Graduate
 - Graduate's Character
 - Leadership & Volunteerism
 - Athletic Accomplishments
 - Extra Curricular Activities
 - Academic Achievements
 - Appreciation to Parents/Mentors

GRADUATE DRESS CODE

- Wear cap, gown and tassel provided by HOME Group (part of \$75 participation fee)
- "Sunday Best" – please no flip flops or denim

GRADUATE GOWN ORDER FORM

- Use information chart (below) to order the proper gown size for Graduate
- Remember to measure Graduate in shoes being worn during ceremony to obtain a unified length and proper fit
- Cap & Gown – Royal Blue
- Tassel – Royal Blue, White & Red w/gold tone 2016 pin
- List Height Range from Chart: _____ Full Fit Sizing Needed: _____ Yes _____ No



Gown Size Chart	
4'6"-4'8"	up to 190 lbs
4'9"-4'11"	up to 190 lbs
5'0 - 5'2"	up to 200 lbs
5'3"- 5'5"	up to 200 lbs
5'6"- 5'8"	up to 270 lbs
5'9"- 5'11"	up to 290 lbs
6'0- 6'2"	up to 325 lbs
6'3"- 6'5"	up to 325 lbs

Full Fit sizes available –
please make note on form

GRADUATE/PARENT/GUARDIAN AGREEMENT

- Timely submission of forms, fees, etc. listed on the Graduate Check List & throughout this packet
- Parents/Guardians & Graduates privately rehearse the Blessing & Diploma Presentation before June 4
- Parents/Guardians MUST adhere to a strict time limit of 2 minutes
- Recommended dress is "Sunday Best" – please, no flip flops or denim
- June 3 – 4 dozen homemade/bakery cookies for reception
- June 4 – check in w/Mrs. Guidry at 2pm – **BE ON TIME** as tardiness by just one graduate creates an undue burden on entire ceremony, staff and other graduates & families
- Attend rehearsal on June 4 at 2:15pm in Worship Center
- Graduate's Display Table set up before 3:20pm & removed promptly after reception
- Respect Faith Lutheran Church facilities
- No food or beverage allowed in Worship Center or Worship Center Lobby – only in Gym
- No writing on caps or gowns & no gum chewing during ceremony
- Silence all cell phones during ceremony

We agree to these HOME Group Guidelines for participation in the 2017 Graduation Exercise & Commencement Ceremony at Faith Lutheran Church Worship Center & Gym on Sunday, June 4, 2017.

Graduate Signature: _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

**HOME WILL PROVIDE A COPY OF THE
SIGNED AGREEMENT & REGISTRATION FORM FOR THE GRADUATE**

----- HOME Group Accounting Only -----

Date Received

Form/Payment/Submission

_____	Registration Form
_____	Graduation Fees - \$75 via check number _____
_____	Date Cap, Gown & Tassel Distributed to Graduate
_____	Graduate Slide Show Photos – 5 total
_____	Graduate's Half-Page Program Transmission
_____	Four Dozen Homemade/Bakery Cookies

HOME Group High School Graduation Graduate & Family Check List

To be received no later than dates posted ...

- ✓ November 18, 2016 – Graduation Registration due to Laurie Guidry.
- ✓ December 2, 2016 – Graduation Fee due to Laurie Guidry. \$75 check payable to Faith Lutheran Church.
- ✓ April 14, 2017 – Graduate's Half-Page Program Transmission due to lguidry@faithtroj.org.
- ✓ April 28, 2017 – Graduate Slide Show Photos (5 maximum) due to lguidry@faithtroj.org.
- ✓ June 3, 2017 – 4 Dozen Homemade Cookies delivered to FLC Kitchen (label w/name, June 4 & HOME)
- ✓ June 4, 2017 – Graduation Day!
 - Gym open as early as 1:30pm for Graduate Display Table set-up.
 - Arrive no later than 2:00pm & check-in w/Laurie Guidry in Pastors' Lounge.
 - Worship Center Rehearsal w/Tech & Mrs. Guidry at 2:15pm
 - 2:45pm doors open for pictures & guest arrival

PLEASE ...

Do not contact the Faith Lutheran Church Staff for any reason. This is a HOME Group sponsored event and they are not equipped to answer any questions. We have tried to address all pertinent information within this packet. For individual needs or omitted communication, please ...

Direct all questions, comments and suggestions to Laurie Guidry at lguidry@faithtroj.org or call at work phone number 248.689.4713 x221.