

This year's Grad Date: June 13 th , 2020.....	1
School's Role & Expectations.....	1
Graduates Decisions	1
Parent Led Committees	2
Fundraising / Financial Guidelines	3
Graduation Ceremony Notes, Logistics, Layout.....	5
Scholarship / Grad activities timeline	6
Photography:	9

This year's Grad Date: June 13th, 2020

School's Role & Expectations

- Grad Fees (\$50.00): used for T-shirt, Grad Class Photo & Diploma holders
- Oversee and review:
 - Guest Speaker Criteria
 - Valedictorian, process for choosing, speeches
 - All aspects of the ceremony (see logistics) - review slideshow, speeches, etc...
- Grad Party: Has nothing to do with the school, fundraised money can not be used towards the party
- Teacher Sponsor - staff member or the Principal

Graduates Decisions

Class President(s) - Students may elect to have two people in this position. This position is for communication between the graduates and the school administration. This person(s) (or an alternate if only one president) is responsible for:

- Arranging meetings with grads and administration and/or teacher sponsor
- Taking minutes of meetings - Parent
- Informing administration/teacher sponsor who will be responsible for what activity – this should be clearly identified in the meeting minutes

Who is your class President(s) _____

Choose Theme – Arrange for someone create a logo for clothing (if wanted). Forward the logo to the secretary to include in the program for the ceremony before May 15.

What is your theme? _____

Slideshow – Choose a couple of people to gather pictures and create the presentation. The presentation should be reviewed by administration or teacher sponsor for appropriateness at least one week prior to the ceremony.

Who is doing the slide show? _____

Grad Weekend Agenda – Grads need to decide what they want their grad weekend to look like – then the class president will take that information to the school administration for approval

Pictures & Yearbook – Select a grad contact Parent and parent sponsor for the photographer(s) to:

- Arrange Cap & Gown pictures and the composite picture for the school
- Buddy photos if desired
- Do the yearbook if one is wanted
- Arrange for a photographer at the grad ceremony

Who is the Picture/Yearbook organizer? _____

Mementoes - Decide what clothing is wanted and delegate someone to help organize and order with parent committee

Who will order and organize mementos? _____

Valedictorian – choose as per school’s criteria

Who will be the Valedictorian? _____

Parent Led Committees

Please fill in the Parent(s) responsible for the following committees and activities and submit to the school secretary.

Communication – Someone in charge of setting up email to administration, parents and grads, and/or facebook if everyone has it to keep everyone up to date, call meetings, etc.

Parent Responsible: _____

Financial – One or two parents should be responsible for keeping track of the fundraised money and handing it in to the secretary as it comes in. Also to authorize expenditures from the Grad account.

Parent Responsible: _____

Fundraising – organizing fundraising activities. Please select one main parent sponsor for each of the fundraising activities that the Grads will be engaged in. **Parent Responsible:** _____

Some traditional fundraising activities that grads have participated in:

FUNDRAISING ACTIVITY	PARENT RESPONSIBLE
November Bottle Drive	
Contact Esso & YRB for Sandbag fundraiser	
Concession at Community Play	
Cookie Dough	
Spring Flower Fundraiser or Poinsettia Fundraiser Grads may choose one or the other.	
January Bottle Drive	
Spaghetti Dinner & Silent Auction	
Car Wash	

Some Examples



Banquet – questionnaires, getting prices, setting it up, decorating, etc.

Parent responsible? _____

Decorating – attending and working with the grads to get the decorations ordered, created and put up;
Parent Responsible? _____

Pictures and Yearbook – get prices and get the grads to choose who and what they want: Need a composite for the wall, class photo from the ceremony for each grad, cap & gown, do they want buddy photos, ceremony photos? Every Graduate needs to have a Cap and Gown picture for the school composite picture.

See Photography section below. **Parent Responsible:** _____

Mementos – Oversee logo production - price, order, collect payment and distribute clothing.

Parent Responsible: _____

Legacy project – Obtain a decision from grads on a legacy project, have Administration approve the project, allocate a budget and plan and oversee the completion of the project. Legacy projects must be substantially started (items ordered and paid for) and/or completed and all expenditures must be submitted for payment to the office by June 30.

Parent Responsible: _____

Fundraising / Financial Guidelines

- Students will formulate a plan
- Obtain a teacher's endorsement
- E-mail the secretary details to set up the accounting and for inclusion in the next weekly announcements to help advertise the activity. sssclerical@sd8.bc.ca
- Advise sponsors that all fundraising cheques are to be made payable to Salmo Secondary School, not individual parents or students.
- Clearly identify the specific Project or Activity and give the cash and cheques received to the school secretary for deposit into the school trust grad account. Roll coins and neatly sort bills.
- Provide ORIGINAL invoices detailing any purchases to the school for payment to the vendor or reimbursement to the purchaser in aid of the project, clearly identifying which project or activity.
Credit card receipts without details of what was purchased will not be reimbursed.
- The Secretary will receive money and pay expenses but will not collect money on behalf of fundraisers. (However, it is always a good idea to leave a few forms at the front office for parents and the public who may come in). Remember to leave fundraising packages with the elementary school and seniors residences as well.
- Tax receipts are available to donors of Scholarship funds over \$25.00. Tax receipts are not available for donations to other grad fundraising activities. There are special guidelines and a donation form that is required. – Please see the school Secretary.
- Current Grade 11 class will do grad clean up and a minimum of \$500.00 of the grad fundraised money will be transferred to their next year's grad class to start them out, as has been done for you.
- Traditionally, the grad class also designates left-over funds to a specific legacy project at the school (the two concrete planters out front is an example). Any such project must first be approved by Administration. Legacy projects must be substantially started (items ordered and paid for) and/or completed and all expenditures must be submitted for payment to the office by June 30.
- If all grad funds are not spent on grad-related activities or legacy projects by September 30 of the grad year they will be reallocated by the school team (admin and staff) for student learning initiatives in the proceeding year.

- Deficits are not allowed so please be aware of your budget.

Graduation Ceremony Notes, Logistics, Layout

Rationale (Ideas based on what we did over the last few years):

Notes:

An important piece is making sure everyone is standing in the right place for diplomas, scholarships, handshakes, photo ops.

ACTIONS:

School:

- School staff will decide on logistics of location where people will stand on the stage.
 - a. Entry and exit points
 - b. Everyone on/off at the front stairs, or
 - c. Everyone enter in on the left stairs and exit down the front.
 - d. Stairs – well-lit with handrail for safety
- Lights completed by staff and student helpers (seniors)
- Order tables and chairs
- Layout of chairs – Reserve front row for award presenters.
- Order man-lift (need operator now) and/or scaffolding

Students/Parents:

- Inform Secretary before April 15 what date the banquet will be and how many tables and chairs will be required for the banquet.
- Decide on whether man-lift is required or scaffolding for Gym decorating. Inform Secretary before April 15 to order from Maintenance. It is up to the grads and grad teacher sponsor to arrange for a qualified operator for the man lift.
- Gym decoration and layout completed by parents and students the week prior to the event. Take down to be completed by Wednesday of the following week.
- Please be careful when attaching items to walls (avoid damage) as there is a percentage of walls that are not to be covered due to fire hazard concerns.
- Fire Chief David Hearn needs to inspect and approve of completed gym.
- Set up chairs according to plan. Label reserved chairs for family members – the front row is for presenters and speakers only.
- Pictures from 2017 grad setup:



Salmo Secondary School

Graduation Organization



Scholarship / Grad activities timeline

General Timeline: (dates are approximate – we do the best we can)

- All year – Awards Coordinator and Pillars teacher present students with Scholarship Opportunities that have deadlines before March 15.
- October 7 – First Grad Student and Parent meeting - distribution of this document
- Pillars teacher and Awards Coordinator review the Graduation Award Information.docx, have Secretary update the document so that they can distribute to students & parents during the following week or two – hand out during grad parent meeting.
- November 7 – Grad class elects President and Vice President.
- November 14 – Pillars teacher starts career research, Personal Planning and Scholarship letters.
- December 1 – Students are asked for updated demographic information. They will need to provide their SIN number for all District Awards and any Awards whose funds are disbursed by SSS. Sponsors who distribute funds on their own may also require the student's SIN. Pillars teacher introduces students to the BC Ministry of Education Website and Service Canada Resources.
- December 1 – Grad fees are due.

- December 7– February 28 – Awards Coordinator and Secretary contact historical award sponsors to verify Award details and record new sponsorship opportunities. This is a lengthy process as many organisations have to take scholarship donation opportunities to their AGM's. Please be patient.
- January – Grad Parent contacts Photographers for booking cap and gown and buddy photos.
- February 28 – Create the Graduation Awards Booklet for distribution to students. – Pillars teacher and Awards Coordinator go over the booklet with students.
- February 28 - Website with new scholarship info.
- March – May 1– Update Graduation Awards Booklet and website as required. Parents and students are encouraged to advise the Awards Coordinator of any opportunities that are available to our students that may not be on the list.
- April 1 – Grad Sponsor invites Mayor, MLA and MP to speak at the Ceremonies
- April 15 – Submit work orders to reserve Manlift for weekend prior to Grad and to deliver chairs and tables for the day before the grad banquet. (15-20 grads = 16 tables and 250 chairs) – Chairs and tables may be removed the week after graduation.
- April 15 – Secretary to forward names of all Grade 12's to MLA and MP for certificates from their offices. Some grade 12's may not graduate, but it is best to include them because if they do then you have them.
- May 1 – Grad Sponsor to Verify; If all Grade 12's will be graduating and the correct spelling of names on Grad Composite picture.
- May 1 – Secretary to obtain headshots from photographer to forward to student who will be doing the slideshow and newspaper(s) on request.
- May 1 - 15 – SSS awards committee meet to select award recipients
- May 7 – Students select Bradshaw award winner (two ballots) and arranges with previous year's recipient to bring in the trophy. Grad Sponsor advises Secretary and arranges for the Trophy to be polished and the new recipient's name added.
- May 15 – Students advise Grad Sponsor who the guest speaker is, who the class presidents are, who is doing the slide show, who is valedictorian, who is singing O Canada, and provide artwork and quotes so that the Secretary can update the program.
- May 20 - Grad Sponsor reviews updated program with Students for accuracy.
- May 20 to June 3 – Awards Coordinator and Secretary update awards information, prepare certificates, arrange presenters and coordinate presentation.

- June 3 – Secretary and Grad Sponsor review program and print 300 copies, retain enough to distribute to all presenters (plus 5) and have students fold the rest in half for distribution at the door
- June 3 – Secretary prints a corrected “Presenters only list” on coloured paper and encloses them in a program along with the Certificates that each presenter will hand out.
- Day of Graduation – post sign in Foyer for presenters to meet in library. Distribute presenter packages as they come in cautioning presenters to keep the packages confidential.
- Day after Graduation – Grads and Grad parents stack chairs for removal and clean the gymnasium.
- June 30 – Legacy project complete and all receipts to office for processing.
- After Graduation, Secretary will forward student information to Board Office for District Awards. Throughout the year, Secretary will receive funds from Sponsors and Disburse awards from the scholarship trust account based on the sponsor’s criteria keeping track in the current Awards workbook, Ledger worksheet

Photography:

Some suggestions:

Grads BC – Have done the grad buddy photos in the past.

Phone: 1-855-472-3722

<http://gradsbc.com/>

Mountain West Grad Photos – They do our student pictures, also does grad photos

Mountain West Studios, Ltd.

Okanagan/West Kootenay Districts

Phone: 1-888-644-4494

<http://www.mountainwest.ca/services/school-photography/graduation-photography>

Jaycee Paton has done the Photography at the ceremony in the past.

Phone: 250-551-1437

<http://www.jaceykendall.com/>

Parents and students please make all arrangements with the photographers.

What the school requires:

- A separate invoice for the composite picture that hangs in the hall because the school pays for that.
- Please ask them to send a link to the secretary at sssclerical@sd8.bc.ca to download the pictures that get forwarded to the local papers.
- The price quotes, scheduling and poses etc. is all up to grads and grad parents.