

Class of 2022

Valedictory Ceremony

Information and
Registration



College Heights Secondary Graduation Class of 2022

1. **Registration for Intent to Participate**
Everyone must return this form to the office stating they would like to participate.
2. **Fees**
Everyone must pay fees (\$100) by Nov. 1 to indicate they would like to participate.
If you do not meet requirements or change your mind about participating, then a refund (depending on when you cancelled) will be offered after the May ceremony or at your request carried forward to the next ceremony.
3. **Calendar of Dates to Remember**
4. **Grad Photos**
5. **Tickets**
6. **The Big Day**
7. **The Grad Executive, Positions, Elections**
8. **The Web Site -keep up to date: www.chss@sd57.bc.ca**
9. **Grad sponsors**
Mrs. Corinna Gilbert cogilbert@sd57.bc.ca
Mrs. Liane Hanson lhanson@sd57.bc.ca

Hello Grads & Parents /Guardians!

Welcome to a very busy and exciting year. There are many details to cover to get ready for the big day - **Graduation - The Valedictory Ceremony**. At this time we are planning to have a regular ceremony Friday, May 27, 2022.

***Subject to change as per Public Health Officer and Office of the Superintendent.**

This newsletter is to inform all participants about the busy year ahead so you can mark your calendars with all the important dates leading to your graduation ceremony.

- 1. Register Intent to Participate form. Deadline: November 8**
This form is most important. This gives your sponsor your registration indicating that you wish to participate in the Valedictory Ceremony. This provides us with your full name, height and any requests that you may have. Please drop off in the office by Nov. 8.
- 2. Grad Fees Fees Due: November 8**
Fees are \$100 for the Valedictory Ceremony. Fees are due Nov. 8. After that date a letter of Intent will be mailed home and a request of action (participate or decline). As items must be ordered in advance, we can not accept any fees after Jan. 10. Unfortunately, that individual will be removed from the list and a letter will be sent to notify removal from the list of students wishing to participate in the ceremony. Please pay at the office.
*Fees incl. souvenir cap, gown, group photo, folder with certificate & photo, tickets for the ceremony, and fees for the rentals associated with the event.
If there are any financial problems, please make arrangements with the grad sponsor before November 8.
- 3. Grad List**
The grad list will be available in the library for ALL potential graduates in November. Potential graduates should confirm their INTENT TO PARTICIPATE in the Valedictory Ceremony has been received. If your name does not appear, please contact a grad sponsor. Correct spelling of your name is to be verified before May.
- 4. Grad Photos**
All grads **must** have their photo taken by our professional photographer, even if not purchasing a package. We need the photo for the yearbook and the wall composite. Photos will be from November 1-5 with appointments in the evenings and after school. Appointments must be booked online and changes made at the office. Retakes will be held on December 3rd.
- 5. Tickets**
Available the first week of May in the foyer and at the library. The number of guest ceremony tickets for each grad will be determined once we finalize the grad list and know the number of grads. Anyone with extra tickets please return to Grad sponsors so we can distribute them to those on the waiting list. (Extra tickets will be distributed at rehearsals).
***Subject to change as per Public Health Officer and Office of the Superintendent.**
- 6. Rehearsals**
All graduates **must** attend both practice sessions at lunch in the school gym.
*Dates to be determined.
- 7. Walking Partners – Subject to Public Health Officer and Office of the Superintendent.**
Student will walk alphabetically (starting with Z) and seat accordingly as each row fills up. We will have an entire row rise to receive their certificates. This facilitates easier transitions for seating, processional, recessional, and students do not have to crawl over their classmates to get to the centre aisle to receive their certificates or to return to their seats.

8. **Grad Gowns**
Keeper cap and gowns will be picked from the library at a time to be determined.

9. **Valedictory Ceremony- The BIG Day**
Date: to be determined
Location: to be determined
Potential details but subject to change as per PHO and Office of the Superintendent.
** all grads must be there at 11:30 am for the group photo*
** doors open for seating at 12:30 pm*
** ceremony begins at 1:00 pm **promptly**. **NOTE:** Late arrivals will **NOT** be seated during the graduation processional. Latecomers will be seated after the processional when all grads are seated on stage.*

10. **Coffee & Tea Reception – Subject to change as per PHO and Office of the Superintendent.**
After the ceremony, please join us for a reception in the foyer of the Civic Center. Coffee and tea will be served from 3:30 to 5:00. This will allow grads and their families to mingle and take more photos before heading off to their own evening events.

11. **Ceremony Photos**
The photographer will be taking an individual photo of each grad at the ceremony. These photos will be distributed as soon as we received them back from the photographer.

12. **Grad Committee**
The Graduation Executive Committee is your hard-working committee to make your graduation a success. This is a student driven committee and we look forward to working with those who take their roles responsibly.

The first meeting for this committee is Wednesday, October 6th @ lunchtime. A complete description of the positions are available today as you exit or at the library. Please drop off your completed nomination forms at the library.

Positions available:

- Ceremony Coordinator
- Secretary/Treasurer
- Photo Collaborator
- Historian (slide-show)
- Music Choreographer
- Decorations & Floral Coordinator

Your graduation sponsors are Mrs. Corinna Gilbert and Mrs. Liane Hanson. If you need any additional information, please call 964-4431 or e-mail at cogilbert@sd57.bc.ca; lhanson@sd57.bc.ca.

Dates to Remember for Grads – Class of 2022

October 5	Meeting with Grads in Period 4 to discuss grad 2021
October 6	Students interested in being on Grad executive meet in the library computer lab at lunch
October 18 -21	Grad photo sign up using an online calendar. The link will be posted on the school website. Go to “Students”, then “Grad” to find the link.
Nov. 1- 5	Grad photos , (everyone must have one taken, even if not purchasing, we need for yearbook and wall composite)
November 8	Pay Fees \$100 Last day to register Intent to Participate form for the Valedictory Ceremony
November 15	Those not signed up will be offered a last chance to be included in the Valedictory Ceremony. Student who have NOT PAID will be removed from Grad participation list after Jan. 10 (no reinstatement on the list after this time)
December 3	Grad Photo retakes
December 17	Final day for baby photos to be submitted to the library (photos submitted after this date are not guaranteed to be included in the baby picture slideshow)
January 28	Design for front cover of program closes (designs submitted to the library)
February 3	Nominations Close for O’ Canada singer and Valedictorian
February 23	Valedictorian tryouts during DLT (Location TBA)
February (exact date TBA)	O Canada tryouts
TBA	Grad gown pick up
TBA	Grad rehearsals
TBA	Grad date, venue and general ceremony information