



# Balfour Collegiate Graduation 2016

## Balfour Graduation 2016

High school graduation is an important and exciting time for our Grade 12 students and their families. The purpose of this booklet is to keep everyone informed about upcoming graduation events. Here you will find information about the Cap and Gown Ceremony and the graduation celebration.

It is our goal as a staff at Balfour to have an enjoyable and memorable graduation for our students and you, their families. The information contained in the following pages should ensure that you understand the procedures and timelines concerning graduation so that you can plan accordingly.

If you have further questions, please contact the school at 523-3200 and your call will be directed to someone who can help you.

On behalf of the Staff Graduation Committee,

Lorri Crittenden, Principal

### Important Dates

April 18 - 22nd	Grad Celebration Ticket purchase
May	Selection of Valedictorian and Banquet speakers through English classes
Thursday, June 2	Graduation celebration
Friday, June 24	Pick-up of Cap and Gown
Monday, June 27	Graduation Cap and Gown Ceremony

Role	Staff member	Email
Payments	Carla Timmons	<a href="mailto:carla.timmons@rbe.sk.ca">carla.timmons@rbe.sk.ca</a>
Graduation celebration	Janeen Clark Tana Mitchell Raeleen Fehr-Rose	<a href="mailto:janeen.clark@rbe.sk.ca">janeen.clark@rbe.sk.ca</a> <a href="mailto:tana.mitchell@rbe.sk.ca">tana.mitchell@rbe.sk.ca</a> <a href="mailto:raeleen.fehrrose@rbe.sk.ca">raeleen.fehrrose@rbe.sk.ca</a>
Teacher liaison for graduation celebration	Kathy MacPherson	<a href="mailto:katherine.macpherson@rbe.sk.ca">katherine.macpherson@rbe.sk.ca</a>
Cap and Gown	Tabitha Booth	<a href="mailto:tabitha.booth@rbe.sk.ca">tabitha.booth@rbe.sk.ca</a>
Graduation Photos	Carol Casswell	<a href="mailto:carol.casswell@rbe.sk.ca">carol.casswell@rbe.sk.ca</a>

## Event 1: Grad Celebration

All students currently enrolled in Grade 12 classes at Balfour Collegiate are eligible to purchase tickets and attend the graduation celebration. There are a number of important pieces of information here, so please read carefully and review important timelines. **Please note that all school fees must be paid before you can purchase tickets.**

### Graduation Celebration Ticket Purchase

Monday, April 18 – Friday, April 22, 2015

- Tickets for the graduation celebration will be on sale from **Monday, April 18 to Friday, April 22**. Tickets will only be available on these days. If you do not meet this deadline you may not secure a ticket.
- **You may purchase your tickets in person with cash. Bring your order form and cash to the main office between 12:00 and 1:00 during the purchase days.**
- **You may buy your tickets online with debit or credit. You may do this from home or at school – we will have computers set up for this purpose. You still must bring your order form to the office between 12:00 and 1:00 on the purchase days. The link to the website is:**  
<https://rbe.schoolcashionline.com>
- Graduates must purchase a ticket for themselves as well as one for each family member or guest. This includes children and babies as fire regulations state that every person must be included in our count.
- Rush seating is in effect. This means that upon arrival at Queensbury Convention Centre, you will choose your seats on a first come first serve basis.
- Tickets must be produced for entry into the Salon A and B at Queensbury Convention Centre.

### Graduation Celebration

Thurs., June 2, 2016: Queensbury Convention Centre

- The celebration will be held in Salon A and B of the Queensbury Convention Centre, at Evraz Place, Regina, on Thursday, June 2nd.
- The celebration will include a Grand March and student/parent/teacher speeches for all those in attendance.
- Following the formal program, students and their guests will stay for the remainder of the evening which will include a variety of activities (like a formal dance, other activities).
- More information about this celebration will be forthcoming.
- After the Grand March, the SSSC will have a separate celebration in Room 2 with childcare provided in Conference Room 4.

## Graduation celebration speeches

- There are a number of speeches delivered during the program at the graduation celebration. Grade 12 students are encouraged to apply for one of the following speaking parts. Information and applications will be available through second semester English classes. If you do not have an English class second semester, please see Miss Clark before May 1.
  - Master(s) of ceremony
  - Toast to the Ladies
  - Toast to the Gentlemen
  - Toast to the Teachers
  - Toast to the Parents
- Members of the Student Graduation Committee will nominate parents and teachers to deliver the Toast to the Students and the Speech to the Graduates.

## Event 2: Cap and Gown Ceremony

Balfour Collegiate 2016 Graduation Cap and Gown Ceremony is our formal exercise to acknowledge the success of students. Grade 12 students who have achieved the graduation requirements as set by the Ministry of Education as of June 22, 2016, will be eligible to participate and to receive diplomas. There are two parts to this event: the cap and gown pick up and the cap and gown ceremony. As well, you will also find valedictorian information in this section.

### Cap and Gown Pick up

Friday, June 24, 2016 @ 1:30 – 3:00 in room 148 – Balfour

As we must collect the graduation gowns immediately after the graduation ceremony, students will pick up their caps and gowns earlier, in order to take pictures, etc. There is no time after the ceremony at the Conexus to take photos.

- Caps and gowns distributed Friday, June 24, 2016 from 1:30 to 3:00 in room 148 at Balfour Collegiate
- The graduating student or parent must sign for the cap, stole, and gown so please do not send others to pick them up. Advisory teachers will distribute the caps, gowns, and stoles.
- Students should write their name inside their cap in order to identify it after they toss them at the end of the ceremony.
- Students keep the caps as a memento
- The stole and gown must be returned to the basement of the Conexus Arts Centre immediately after the ceremony. They will be returned to their Advisory teacher in the Schumiatcher Room. At this time students will receive their progress report.

### Cap and Gown Ceremony

2:00 p.m. Monday, June 27<sup>th</sup> – Conexus Arts Centre

#### *Parent Information*

- Ceremony located at Conexus Arts Centre: 200A Lakeshore Drive in Regina.
- Ceremony is in the main theatre.
- There is unlimited seating available for this ceremony.
- There is no parking or admission charge to attend.
- All friends and family of the graduates are welcome to attend, free of charge.

- Please enter through the main front doors on the north side of the building. Ushers will greet you and provide you with a program.
- You will be seated on the main floor of the theatre. Balcony seating will not be used.
- The front row of seats will be reserved for those wanting to take pictures during the ceremony. Please proceed to the front row to take pictures at the appropriate times and then return to your seat so others may do the same.
- Please plan to arrive well enough in advance to park and be seated before 2:00 p.m.; doors will open at 1:30 p.m.
- Please make sure your student is dressed appropriately for a formal ceremony. The graduation gown leaves the collar and lower legs exposed. Please wear dress pants and shoes, or skirts/dresses and shoes.

### *Student Information*

- Students need to arrive at the Shumiatcher room (downstairs) **no later than 1:25**. The doors will be open by 1:00 p.m.
- Go to the Shumiatcher Room. There you need to find your Advisory teacher and line up with them.
- At 1:45 your Advisory teacher will escort you upstairs to your seat.
- Immediately after the ceremony please make sure you return your gown and stole to your Advisory teacher in the Shumiatcher room. There is no time for pictures as another graduation immediately follows our own ceremony.
- Please make sure you are dressed appropriately for a formal ceremony. The graduation gown leaves the collar and lower legs exposed. Please wear dress pants and shoes, or skirts/dresses and shoes.

<h3><b>Valedictorian</b></h3>
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- In May, Grade 12 students will nominate a student to give the Class of 2016 address. Students will be asked to consider the academic, extra-curricular, and leadership efforts that individual students have made to Balfour Collegiate before they make their choices for Valedictorian.
- Valedictorian voting is done through grade 12 English classes. If you do not have a grade 12 English class second semester, please see Miss Clark in room 141 by May 2.
- The Valedictorian Speech is delivered at the Cap and Gown Ceremony.