



# Balfour Collegiate Graduation 2017

# Balfour Graduation 2017

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 (306)523-3200 and your call will be directed to someone who can help you.

On behalf of the Staff Graduation Committee,

Dale Girodat, Principal

## Important Dates

May 1 to May 31	Grad Celebration Ticket Purchase Period
May	Selection of Valedictorian and Banquet speakers through English classes
Monday, June 26	Pick-up of Cap and Gown
Tuesday, June 27	Graduation Cap and Gown Ceremony
Tuesday, June 27	Graduation Celebration

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 Kathy MacPherson	<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> <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: Cap and Gown Ceremony

Balfour Collegiate 2017 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 23, 2017, 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

**Monday, June 26, 2017 @ 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 Monday, June 26, 2017 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 your Advisory teacher, stage left of the Conexus Arts Centre immediately after the ceremony. We will not have access to the Schumiatcher Room after the ceremony, so all students must meet their Advisory teacher stage left to return the gowns. At this time students will receive their progress report.

### Cap and Gown Ceremony

**9:00 a.m. Tuesday, 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 9:00 a.m. Doors will open for families and guests at 8:30 a.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 8:30**. The doors will be open by 8:00 a.m.
- Go to the Shumiatcher Room. There you need to find your Advisory teacher and line up with them.
- At 8:55 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 backstage, stage left. You will **not** be able to enter 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>
-------------------------------

- In May, Grade 12 students will nominate a student to give the Class of 2017 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.

## Event 2: 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, May 1 to Wednesday, May 31, 2017

- Tickets for the graduation celebration will be on sale from Monday, May 1<sup>st</sup> to Wednesday, May 31<sup>st</sup>, 2017.
- Tickets will only be available during this time period. If you do not meet this deadline you will not be able to secure a ticket.
- **All school fees must be paid prior to purchasing grad tickets. Please contact Carla Timmons in the main office if you have any questions.**
- **You may purchase your tickets in person with cash. Bring your order form and cash to the main office between 8:00 and 3:45 between May 1<sup>st</sup> and May 31<sup>st</sup>, 2017.**
- **You may buy your tickets online with credit. You may do this from home between May 1<sup>st</sup> and May 31<sup>st</sup>, 2017. 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.
- **Each graduate must purchase a ticket for \$30.** This secures your participation in the graduation celebration and the remainder of the evening. **If the graduate is bringing an escort, a \$30 ticket must also be purchased for the escort.**
- **Other family members or guests must purchase a ticket for \$10** for the grand march and speeches. These tickets do not include entry into the rest of the evening.
- **Graduates and their escorts can also purchase food in advance. Options and their prices are detailed on the ticket form (in print or online). Food will not be available for purchase the night of the event.**
- Rush seating is in effect. This means that upon arrival at the Turvey Centre, you will choose your seats on a first come first serve basis.
- Tickets must be produced for entry into the Ballroom at the Turvey Centre.

- The celebration will be held in Ballroom and Lounge of the Turvey Centre, Regina, on Tuesday, June 27<sup>th</sup>.
- 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).
- The timeline for the event is as follows:
  - 5:15 – Doors Open – seating for families in Ballroom
  - 5:40 – Students line up in lobby for Grand March with their Advisory teacher
  - 6:00 – Grand March
  - 6:30 – Speeches
  - 8:00 – Graduates Group Photo in Ballroom
  - 8:30 – Graduates and escorts move upstairs for Celebration
  - 8:45-ish – Food is served for those who have bought it in advance
  - 11:30 – Event is complete

**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.

## Balfour Graduation Celebration 2017 Ticket Form

- Graduation celebration will be Tuesday, June 27<sup>th</sup> at the Turvey Centre
- Each graduate and all guests need a ticket
- Tickets can be purchased between Monday, May 1<sup>st</sup> and Wednesday May 31<sup>st</sup>. Tickets can be purchased online with a credit card or in the main office at Balfour Collegiate with cash and order form.
- All school fees need to be paid before tickets can be purchased.

### Graduation Celebration Ticket Order Form

Please address payment questions to Ms. Carla Timmons at 306-523-3200. Any other celebration questions, please contact Tana Mitchell at tana.mitchell@rbe.sk.ca. **Please note that all school fees must be paid before you will be able to purchase any tickets.**

Name: \_\_\_\_\_ Student contact  
number: \_\_\_\_\_

Parent/guardian: \_\_\_\_\_ Daytime phone  
number: \_\_\_\_\_

Advisory teacher: \_\_\_\_\_

Graduate ticket:   1   x \$30.00 each =  30.00 

Escort ticket: \_\_\_\_\_ x \$30.00 each = \_\_\_\_\_ (maximum 1)

Guest ticket: \_\_\_\_\_ x \$10.00 each = \_\_\_\_\_

#### ***Pre-paid food***

**NOTE:** the purchase of food is completely optional, but it will not be available for purchase the night of the graduation celebration. It must be purchased in advance.

Pizza (2 slices): \_\_\_\_\_ x \$9.00 each = \_\_\_\_\_

Nacho bar: \_\_\_\_\_ x \$12.00 each = \_\_\_\_\_

Poutine bar: \_\_\_\_\_ x \$11.00 each = \_\_\_\_\_

**Total:** \_\_\_\_\_ **cash or online**

Name of escort: \_\_\_\_\_ age: \_\_\_\_\_

**\*\*\*Last day to purchase tickets is May 31<sup>st</sup>, 2017\*\*\***

## **Balfour Graduation Celebration Rules of Conduct**

1. Your attendance at and participation in the Graduation Celebration event will denote complete agreement and willingness to comply with the rules of conduct and behavior expectations.
2. Drugs and alcohol are not permitted at any time. Any use of drugs or alcohol before or during the Graduation Celebration event will automatically end your evening of farewell. Guardians will be called and instructed to pick up their graduate (and guest).
3. All graduates and their guests will require their Graduation Celebration ticket to enter.
4. No backpacks or large handbags. Small purses will be allowed and will be subjected to search.
5. Once you have entered the Graduation Celebration space, if you leave it you will not be permitted to re-enter.
6. Grads are responsible for the conduct of their escort. Both individuals will be required to leave should any of the rules be broken by either person.
7. Chaperones will be treated with respect and courtesy.

**Balfour Collegiate and its affiliates are not responsible for any losses/injuries incurred as a result of this event.**

**Any graduate and/or escort who is in violation of the rules and expectations will be asked to leave in the accompaniment of their guardian. Students involved in illegal behavior will be handed over to the Regina City police.**