

***SHELDON-WILLIAMS COLLEGIATE
GRAD INFORMATION BOOKLET***



CLASS OF 2017



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Grad Booklet

At-A-Glance Contacts

Please contact the following individuals if you have questions regarding

	Contact name	Reason	Contact Information
Grad Reception Dance <i>Thursday, June 8 6:30 p.m.</i>	Ken Meredith	Organize Graduation Class Presentation	ken.meredith@rbe.sk.ca 306-523-3550
	Lindsay Vindevoghel Jennifer Lane Michelle McKillop	Organization of Reception and Dance Ticket sales for Reception and Dance	lindsay.vindevoghel@rbe.sk.ca jennifer.lane@rbe.sk.ca michelle.mckillop@rbe.sk.ca 306-523-3550
	Jessica Moser Michelle McKillop	Cap and Gown ceremony	jessica.moser@rbe.sk.ca michelle.mckillop@rbe.sk.ca 306-523-3550
Cap and Gown <i>Wednesday June 28 10:00 a.m.</i>	Samantha Taylor	Personalized Messages for Cap and Gown	samantha.taylor@rbe.sk.ca 306-523-3550
	Leslie Fowler	Tickets for Auditorium Seating	leslie.fowler@rbe.sk.ca 306-523-3550
	Jennifer Coleman	Awards and Scholarships	jennifer.coleman@rbe.sk.ca 306-523-3550
	Lifetouch	Graduation Photos and Class Composites ***see below***	http://www.lifetouch.ca/ 306-949-8448
	Sheryl Durocher	Liaison to Lifetouch for Grad photos that appear in the yearbook and on the Composite photo. (Done in semester) **see below**	sheryl.durocher@rbe.sk.ca 306-523-3550
	Shannon Fedorus	Cap and Gown rental and return	shannon.fedorus@rbe.sk.ca 306-523-3550

**** Grad Photos/Composite Photo****
DATES will be in March (TBA)

ALL GRADS if you missed these dates please contact Lifetouch to make your arrangements.
Please call: Lifetouch at 306-949-8448

If you **paid the sitting fee** for your grad photos you will receive a composite with your folder on Graduation Day.
If you **did not pay the sitting fee** and took a picture for the composite and yearbook, you will have to pay an additional fee of approximately \$10.00 for the Composite Photo.
If you have any questions please call Lifetouch directly at 306-949-8448.

Extra composite photos are not available at Sheldon-Williams Collegiate.
Please ensure you order one so you have it at the Cap and Gown Ceremony.

Grad Reception and Dance Information

When: Thursday, June 8th, 2017
Location: Queensbury Convention Centre
Contact Persons: Jennifer Lane (jennifer.lane@rbe.sk.ca)
Lindsay Vindevoghel – lindsay.vindevoghel@rbe.sk.ca
306-523-3550

TIMELINE:

Grad Reception and Dance

- ◇ February 1 to March 24 - Tickets may be purchased online at <http://www.rbe.sk.ca/featured/online-payments>
- ◇ **Cash only** sales will be available in the office during regular business hours if on-line payments is not an option. **Cheques will not be accepted.**

Part 1 - Grad Reception (Queensbury Convention Centre)

- ◇ 6:15 p.m. - Arrival time at Queensbury Convention Centre
- ◇ 6:30 p.m. - All Class Group Photo at Queensbury Convention Centre
- ◇ 6:45 p.m. – Grand March
- ◇ All Grade 12 students and their families are invited to attend the Grad Reception
- ◇ Each Grade 12 student will be allocated 6 tickets for the Grad Reception. This allocation includes the student. If you need extra tickets please complete the Extra Ticket Grad Reception form on page 6.
- ◇ There will be a cost of \$10.00/person to attend the Grad Reception. Students and guests will have to pay to attend this event.
- ◇ The Grad Reception will include speeches, video and photography options

Part 2 – Grad Dance (Queensbury Convention Centre)

- ◇ Start time is after the conclusion of the Grad Reception (approximately 8:00 p.m.)
- ◇ All Grade 12 students in attendance at the Grad Reception are invited to the Grad Dance
- ◇ Students may invite 1 escort to the Grad Dance
- ◇ There will be drinks and food at the Grad Dance
- ◇ The Grad Dance will end at 11:00 p.m.
- ◇ Tickets for the Grad Dance will be \$35.00/each

Extra Tickets Form for Grad Reception on June 8th

Each student will receive six (6) tickets for the Grad Reception in their Advisory class starting May 9th. If families do not require all six (6) tickets, students should return tickets to their Advisory teacher by May 18th. Extra tickets will **be limited to an additional two (2) tickets for a total of eight (8) tickets per graduate.**

The six (6) tickets **include the Graduate.**

These extra tickets are distributed on a first come, first serve basis. The sooner you return the completed form, the better your chances of getting extra tickets. The deadline for the form is March 24th.

Extra tickets will be confirmed after the March 24th deadline.

PLEASE NOTE - TICKETS MUST BE PRESENTED AT THE DOOR OR YOU WILL BE ASKED TO WAIT.

Complete only if you require extra tickets for Grad Reception on June 8th

Graduate's Name: _____
First Last

Advisory Teacher's Name: _____

If possible, how many extra ticket(s) would you like for the Grad Reception on June 8th:

6 + _____ = _____
of extra tickets will receive Total number of people attending you
(Maximum 2 tickets) ceremony (including the graduate)
(Maximum 8 tickets)

Parent's Name: _____

Daytime telephone number: _____

Cell phone number: _____

E-mail address: (please print)

Please return this form to the **Advisory Teacher** by **March 24th**

Cap and Gown Graduation Ceremony

- When: Wednesday, June 28th, 2016
- Location: Sheldon-Williams Collegiate, Pollard Auditorium
- Time: 10:00 a.m.
- Committee Members: Jessica Moser, Shannon Fedorus, Leslie Fowler, Samantha Taylor, Michelle McKillop, Shelley Yim, Tyler Williams, Jennifer Coleman

Prior to the Ceremony

- ◇ Due April 7 - Personalized Message form to be returned (pg. 8)
Each grad is introduced as they cross the stage. It is very important each student has a personalized message. Samples are included on page 7
- ◇ Due May 5 - Cap and Gown Extra Seating form to be returned (pg. 9)
Space is limited - each graduate will receive four (4) tickets per family. Please note that the 4 ticket allocation does not include the graduate, as the students will have reserved seating at the front of the auditorium. If you need extra tickets please complete the Extra Ticket Cap and Gown form on page 9.

Day of the Ceremony

- ◇ 8:30 a.m. - Graduates must pick up their caps, gowns and stoles in the lower hallway.
The rental fee for gowns and stoles was included in the September registration fees. If a student is unable to attend, either due to an incomplete Grade 12, or for personal reasons, a refund may be requested from the main office any time up to June 23rd, 2017.
- ◇ 9:05 - 9:35 a.m. - This time gives an opportunity for photos with family and friends.
- ◇ 9:40 a.m. - Graduates line up in the lower hallway.
- ◇ 9:45 a.m. - All guests are asked to be seated in the auditorium.
TICKETS MUST BE PRESENTED AT THE DOOR OR YOU WILL BE ASKED TO WAIT.
- ◇ 10:00 a.m. - Ceremony begins
The ceremony is approximately 2 hrs. During the **Presentation of the Class of 2017**, graduates will cross the stage **only once**, except for the Bronze, Silver and Gold Staff Medal recipients and Governor General Bronze Medal recipients, who will be announced following the class presentation.

The front row is reserved for parents/guardians who wish to take photographs.

After the Ceremony

- ◇ Return of gowns and stoles to the lower hallway as soon as possible.
It is very important to return gowns within 30 minutes of the end of the ceremony.
The replacement cost is \$100.00. The graduate can keep the cap and tassel.
- ◇ Reception begins in the Student Commons
The reception is hosted by the grade 11 parents and students.

This ceremony is very special. It is the recognition and celebration that our students have successfully completed twelve years of education, and are setting out on new adventures.

Cap and Gown Personalized Message

These messages are read as each student crosses the stage. Parents/guardians, it is your responsibility to compose these messages. Some people find this to be intimidating, but please don't panic. You don't have to be a Nobel Prize Winner in literature in order to say a few sincere and affectionate words about your son or daughter. Here are some examples that might be of assistance:

- Ava, you have been blessed with wonderful friends and many talents. You will continue to dance your way through life. We love you!
- Jackson, you are a lover of sports. Fortunately, four years of classes didn't interfere with your football, hockey, track or rugby. Your plans to travel for a year before pursuing your studies at the University of Saskatchewan will bring you many life experiences.
- Olivia is planning a career in Emergency Health Care. Your family wishes you all the best and sends our love to you today.
- Giovanni, when you completed Kindergarten you announced you were done school. We are glad you continued your education, are graduating and attending Saskatchewan Polytechnic next year for welding. Congratulations!

Academic Awards & Scholarships

We would like information about any scholarships or other academic awards that have been offered to your child for the Cap and Gown Program.

- ◇ Academic awards that the student has **accepted** will be mentioned during the ceremony. So please let us know what post-secondary school your child will be attending and what academic awards have been accepted on the Personalized Message Form on page 8.
- ◇ Other post-secondary awards will be **acknowledged** in the program.

Extra-curricular awards are recognized in a separate ceremony, so **will not** be mentioned at graduation, but **will be acknowledged** in the program.

If you receive additional scholarship information **after April 7th**, please e-mail Mrs. Coleman at jennifer.coleman@rbe.sk.ca or Mr. Williams at tyler.williams@rbe.sk.ca



Personalized Message Form for Cap and Gown Ceremony

Please **print** your name as you wish it to be read during the program

Student name: _____

Last name

First name

Message: (20 - 35 words) MAX _____

Scholarships/Academic Awards: Please list all awards/scholarships **offered** to your child. Please use official award/scholarship names and include amount of the award/scholarship. Highlight which award/scholarships have been **accepted** by your child as these will be mentioned during the ceremony.

Plans after graduation (please be specific—work, travel, name of post-secondary school, etc): _____

Parent/Guardian Signature: _____

Daytime telephone number: _____

Cell phone number: _____

E-mail address: (please print) _____

Please return this form to **Mrs. Taylor by April 7th**

Extra Tickets Form for Cap and Gown

Each student will receive four (4) tickets for the Cap and Gown Ceremony in their Advisory class starting June 12. Advisory teachers will have these tickets until June 14th. After June 14th students can pick up extra tickets from Ms. Fowler. If families do not require all four (4) tickets, please return tickets to Ms. Fowler in **Room 304**. Extra tickets will **be limited to an additional two (2) tickets for a total of six (6) tickets per graduate.**

The four (4) tickets **do not include the Graduate**, they have reserved seating.

These extra tickets are distributed on a first come, first serve basis. The sooner you return the completed form, the better your chances of getting extra tickets. The deadline for the form is May 5th.

Extra tickets will be confirmed after the May 5th deadline.

Please note: As space in the Pollard Auditorium is at a premium, please return any unused tickets to the school as soon as possible.

PLEASE NOTE - TICKETS MUST BE PRESENTED AT THE DOOR OR YOU WILL BE ASKED TO WAIT.

Complete only if you require extra tickets for Cap and Gown Ceremony

Graduate's Name: _____
First Last

Advisory Teacher's Name: _____

Advisory Classroom Number: _____

If possible, how many extra ticket(s) would you like for the Cap and Gown ceremony on June 28th:

$$4 + \frac{\text{\# of extra tickets you will receive (Maximum 2 tickets)}}{\quad} = \frac{\text{Total number of people attending ceremony (not including the grad) (Maximum 6 tickets)}}{\quad}$$

Parent's Name: _____

Daytime telephone number: _____

Cell phone number: _____

E-mail address: (please print)

Please return this form to **Ms. Fowler** by **May 5th**

Graduation 2017

Dates and Times Easy Reference (subject to change)

Event	Date/Due	Where	Time
Baby Photos for Grad Video	February 1	Mrs. Elberg - Room 204	School Day
Cap & Gown Photos	March (TBA)	Sheldon-Williams Collegiate (sign-up online for a sitting time)	Booking time
Grad Reception Tickets \$10.00/person	March 24	Online - Beginning February, 2017	At your convenience
Grad Dance Tickets \$35.00/person	March 24	Online - Beginning February, 2017	At your convenience
Grad Reception Extra Seating Forms	March 24	School Main Office	School Day
Cap and Gown- Personalized Message form	April 7	Mrs. Taylor - Room 208	On or before April 7
Cap and Gown Extra Seating Form	May 5	Ms. Fowler - Room 304	On or before May 5
Grad Reception and Dance	June 8	Queensbury Convention Centre	6:15 p.m. Arrival time
Grad Reception	June 8	Queensbury Convention Centre	6:45 p.m.
Grad Dance	June 8	Queensbury Convention Centre	Following Grad Reception until 11:00 p.m.
Final Exams	June 19 to 22	Sheldon-Williams Collegiate	Will be posted
Refund for Cap and Gown	Up to June 23	Inform Ms. Young in the main office	8:30 a.m. - 3:30 p.m.
Pick up Gowns and Stoles	June 28	Lower hallway—from your SWAP teacher	8:30 a.m.
An opportunity for family pictures	June 28	Outside/in the hallway	9:05 a.m. - 9:35 a.m.
Line up for Processional	June 28	Lower hallway	9:40 a.m.
All guests seated	June 28	Auditorium	9:45 a.m.
Cap and Gown Ceremony	June 28	Auditorium	10:00 a.m. - 12:00 p.m.
Reception	June 28	Student Commons Area	After the ceremony
Return gowns and stoles	June 28	Lower hallway to helpers	After the ceremony