

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



CLASS OF 2018



CONTENTS

At a Glance Contact.....	3
Grad Reception and Dance Information.....	4
Extra Tickets for the Grad Reception.....	5
Cap and Gown Information	6
Academic Awards and Scholarships.....	7
Cap and Gown Personalized Future Form.....	8
Extra Tickets for Cap and Gown Form	9
Dates and Times Easy Reference	10

Grad Booklet
At-A-Glance Contacts
(306-523-3550)

Please contact the following individuals if you have questions regarding

	Contact name	Reason	Contact Information
Grad Reception Dance <i>Thursday, June 7 6:30 p.m.</i>	Jennifer Coleman Maria Makris-Nagel	Organize Graduation Class Presentation	jennifer.coleman@rbe.sk.ca maria.makris-nagel@rbe.sk.ca
	Lindsay Vindevoghel Michelle McKillop Ken Meredith	Organization of Reception and Dance Ticket sales for Reception and Dance	lindsay.vindevoghel@rbe.sk.ca michelle.mckillop@rbe.sk.ca ken.meredith@rbe.sk.ca
	Jessica Moser Michelle McKillop Maria Makris-Nagel	Cap and Gown ceremony	jessica.moser@rbe.sk.ca michelle.mckillop@rbe.sk.ca Jeremy.sundeen@rbe.sk.ca
Cap and Gown <i>Wednesday June 27 9:30 a.m.</i>	Samantha Taylor	Personalized Future Messages for Cap and Gown	samantha.taylor@rbe.sk.ca
	Ken Meredith	Tickets for Auditorium Seating	ken.meredith@rbe.sk.ca
	Jennifer Coleman	Awards and Scholarships	jennifer.coleman@rbe.sk.ca
	Lifetouch	Graduation Photos and Class Composites ***see below***	http://www.lifetouch.ca/ 306-949-8448
	Sheri McEachern	Liaison to Lifetouch for Grad photos that appear in the yearbook and on the Composite photo. (Done in semester) **see below**	sheri.mceachern@rbe.sk.ca
	Shannon Fedorus	Cap and Gown rental and return	shannon.fedorus@rbe.sk.ca

**** Grad Photos/Composite Photo****
DATES will be in March 19-23

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 7th, 2018
Location: Queensbury Convention Centre
Contact Persons: Lindsay Vindevoghel – lindsay.vindevoghel@rbe.sk.ca
Michelle McKillop – michelle.mckillop@rbe.sk.ca
306-523-3550

TIMELINE:

Grad Reception and Dance

- ◇ February 1 to April 11 - 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.**
- ◇ Paid Tickets will be distributed to the students between May 28 – June 6.

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 \$15.00/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 \$40.00/each

Cap and Gown Graduation Ceremony

- When: Wednesday, June 27th, 2018
- Location: Sheldon-Williams Collegiate, Pollard Auditorium
- Time: 10:00 a.m.
- Committee Members: Jessica Moser, Shannon Fedorus, Samantha Taylor, Michelle McKillop, Tyler Williams, Jennifer Coleman, Maria Makris-Nagel

Prior to the Ceremony

- ◇ Due April 11 - Personalized Future 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 4 - 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 22nd, 2018.
- ◇ 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 2018**, 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.

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 11th**, please e-mail Mrs. Coleman at jennifer.coleman@rbe.sk.ca or Mr. Williams at tyler.williams@rbe.sk.ca



Personalized Future 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

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

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

Please return this form to **Mrs. Taylor by April 11th**

samantha.taylor@rbe.sk.ca

Graduation 2018

Dates and Times Easy Reference (subject to change)

Event	Date/Due	Where	Time
Baby Photos for Grad Video	March 1	Mrs. Coleman - Guidance Mrs. Makris-Nagel - Library	School Day
Cap & Gown Photos	March 19-23	Sheldon-Williams Collegiate (sign-up online for a sitting time)	Booking time
Grad Reception Tickets \$15.00/person	April 11	Online - Beginning February, 2018	At your convenience
Grad Dance Tickets \$40.00/person	April 11	Online - Beginning February, 2018	At your convenience
Grad Reception Extra Seating Forms	April 11	School Main Office	School Day
Cap and Gown- Personalized Message form	April 11	Email Mrs. Taylor - Room 208 samantha.taylor@rbe.sk.ca	On or before April 11
Cap and Gown Extra Seating Form	May 4	Office	On or before May 4
Grad Reception and Dance	June 7	Queensbury Convention Centre	6:15 p.m. Arrival time
Grad Reception	June 7	Queensbury Convention Centre	6:45 p.m.
Grad Dance	June 7	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 22	Office	8:30 a.m. - 3:30 p.m.
Pick up Gowns and Stoles	June 27	Lower hallway—from your SWAP teacher	8:30 a.m.
An opportunity for family pictures	June 27	Outside/in the hallway	9:05 a.m. - 9:35 a.m.
Line up for Processional	June 27	Lower hallway	9:40 a.m.
All guests seated	June 27	Auditorium	9:45 a.m.
Cap and Gown Ceremony	June 27	Auditorium	10:00 a.m. - 12:00 p.m.
Reception	June 27	Student Commons Area	After the ceremony
Return gowns and stoles	June 27	Lower hallway to helpers	After the ceremony