

Class of 2024

Graduation Information Packet



Saturday, May 18, 2024

10:00 a.m.

Clear Lake Presbyterian Church

1511 El Dorado Blvd., Houston, TX 77062

GRADUATION INFORMATIONAL MEETING

The initial graduation planning meeting is scheduled for:

October 4, 2024 at 7 p.m.

This will be a virtual meeting via Zoom.

To receive a meeting link, please sign up on the GCCHS calendar post before October 4th.

If you have any questions, please join us for this brief meeting. The specific purpose of this meeting is to allow parents and graduating seniors to learn about our graduation ceremony, ask questions, and begin preparing for a day of celebration.

At this meeting we will give an overview of the graduation and expenses included, discuss the process of ordering your cap/gown/diploma, tell you about some important dates throughout the year, and give instructions for the ceremony.

The location for the 2024 GCCHS Graduation Ceremony is Clear Lake Presbyterian Church at 1511 El Dorado Blvd., Houston, TX 77062.

Please do not contact the church with any questions or concerns. All questions should be directed to GCCHS by email at gcchsboard@gmail.com.

Graduation Fee

\$200 - Early bird special for GCCHS members ONLY (paid by Nov. 30, 2023)

\$250 - GCCHS member fee (paid by January 31, 2024)

\$300 - Non-member fee (paid by January 31, 2024)

If you would like to join GCCHS and receive the member rate, visit gcchstx.com

The graduation fee per student covers the cost for the following items and services:

- Facility rental and usage fees
- Commencement speaker honorarium
- Graduation Day photographer (you will receive a link to access all photos)
- Graduation programs (design and printing)
- Class of 2024 T-shirt
- Audio visual technician fees
- Slideshow movie with photos and music selected by you
- Graduation Reception
- Decorations, plates, napkins, etc. for event
- Facility cleanup after the event
- Personalized attention for your graduate and family

Additional Mandatory Cost

After paying the graduation fee, you will receive a link to order your cap, gown, and diploma. This will be a special group link for our graduation and all graduates are required to order through the link in order to participate in graduation. You must complete this purchase by January 31.

Graduation Weekend

Rehearsal

- A graduation rehearsal will be held on Friday, May 17. (Tentative time - 2:30 p.m.). Expect the rehearsal to last about an hour.
- Every graduate should attend rehearsal.
- This will be the only chance you will have to walk through the ceremony with the other graduates, so it is very important that you attend. The graduates will proceed in and out of the auditorium, so it is important for each graduate to know who they follow, where to sit, when to cross the stage etc.

Display Tables

- A display table for your graduate to showcase his/her accomplishments will be available, but it will be OPTIONAL. GCCHS will need to know by March 1, 2024 if your graduate will be having a display table.
- You will be able to set up your table on rehearsal day. Times will be confirmed closer to graduation weekend.
- The graduate will have a table set up for their display. Measurements for the table will be given later.
- No adhesives are allowed on any surface of the room we are using.
- Each family will provide their own table covering. You are free to use any colors or designs that you choose.
- No glitter or confetti is allowed on your tables.
- Please do not bring electronics that require a plug. Electricity will not be available for the tables.

- We recommend that nothing be displayed that is heavy or cumbersome as the distance from the parking lot to the church is a bit of a walk. Keep it simple.
- GCCHS highly suggests that you NOT bring anything of value. The church and GCCHS will not be responsible for anything that goes missing.
- All displayed items must conform to GCCHS standards. We reserve the right to ask any offensive items to be removed.
- You are responsible for taking down the display before leaving the reception after the graduation ceremony.

The Ceremony

- The photographer will be at the church available at the church for family and individual pictures beginning at 8:00 a.m.
- Graduates must be in the sanctuary at 8:30 a.m. for group photos. Graduates must be fully dressed in cap and gown.
- Graduates are allowed to wear whatever they want under their gown. Remember that you will be walking up on stage to get your diploma so comfortable shoes are advised.
- Graduates are allowed to decorate their caps if they want.
- Parents/guardians can wear whatever they want also (casual/formal). This is YOUR graduation. We just ask that all graduates and families keep it tasteful and appropriate for the setting.
- The graduation ceremony will begin promptly at 10:00 a.m.

- Graduates will be seated together as a class.
- There will be reserved, assigned seating for parents/guardians of the graduates at the front of the church. Other family and friends will not be able to sit in this section because you will be going up on stage in a particular order to present diplomas. Please make sure that your invited attendees are aware of this.
- Seating will be available on a first come, first served basis for attendees. We have never had to impose a limit on the number of attendees in the past, but GCCHS reserves the right to do so if necessary. We will let families know in advance if we have to set a limit on invited guests.
- The length of the ceremony will depend on the number of graduates, but is usually about an hour in length.
- The Master of Ceremony will be the GCCHS Board President or another appointed board member.
- While we are inclusive to all, there will be Christian prayer at the beginning and end of the ceremony.
- The commencement speaker will be chosen by the GCCHS Board. The speaker may make religious references during their address.
- Graduates will receive their diplomas from their parents on the stage. During their time on stage, a video of memories will be shown consisting of music and photos provided by the graduate.

Reception

- A reception will immediately follow the ceremony.
- All attendees are invited to the reception.
- Light refreshments will be served by GCCHS volunteers while family and friends visit and celebrate with the graduates.

Tentative Schedule for Graduation Day

- 8:00 a.m.- Photographer will be on site and available for family and individual photos. The photographer will be accessible until 9:45 a.m. (except for the group photo time)
- 8:30 a.m. - All graduates must be in the sanctuary ready for the group photos.
- 9:45 a.m. - Graduates will gather in side room for prayer and to line up for processional. (Parents are welcome to join us for prayer.)
- 9:50 a.m. - Parents need to be in their seats.
- 10:00 a.m. - Ceremony begins.
 - Class song (if one is chosen) played
 - Graduates march in to Pomp & Circumstance
 - Welcome and Opening Prayer by Master of Ceremony
 - Pledge, National Anthem, and Class Bible Verse (if one is chosen)
 - GCCHS Awards Presentation
 - Commencement Address by Guest Speaker
 - Conferring of diplomas by parents / guardians
 - Closing remarks by Master of Ceremony
 - Class is officially introduced as Class of 2024 (graduates will toss hats if they choose to do that)
 - Graduates march out to Pomp and Circumstance.
 - Attendees are dismissed to reception in Fellowship Hall.

Other Important Information

Graduate Biographies and Photo

Once you have registered and paid, you will receive further instructions on submitting your biography. This little blurb will be in our printed programs. You will be able to give a little history on your educational journey, achievements, hobbies, etc. Most people include their plans for after graduation. We will send sample biographies to give you an idea of what to write. You will also need to submit a high quality photo of yourself that will accompany your biography. All of this information must be submitted by **April 15, 2024**.

Graduate Memory Video Montage

When you go up on stage to receive your diploma, we will show a video montage of photos set to music of your choice. We will send you all of the information on how to submit these photos and music closer to the deadline of **April 15, 2024**. But, please know that the videos will only be approximately one minute long. You will need to submit 10 photos and a one minute clip of music that you would like. These videos will be created by GCCHS. Most people like to include photos of the graduate from birth to graduation. Start picking out your photos now so you will be ready by the deadline!

Ordering Your Cap, Gown, and Diploma

After you have registered and paid your fee for graduation, we will send you the link to order your cap, gown, and diploma. The deadline for ordering will be determined soon. The website will have the information on how to measure and determine the size of your gown. Parents will also be able to put in the school name for your diploma. This is your diploma, so you can put whatever you want on it. The GCCHS logo will not be printed on the diploma, but will be visible on the protective cover. It is required to order and pay for the items through this link by **January 31, 2024** to participate in graduation. The cap, gown, and diploma will be shipped to your home. As soon as you receive them, please try them on immediately in case you need to get a different size. Please keep up with your diploma and be sure to bring it with you to the ceremony!

Honor Graduate Recognition

When you order your cap and gown, you will have the option to additionally purchase honor cords to wear at graduation. GCCHS will not require proof of academic achievement for graduates to wear the honor cords. Typically, they are worn by graduates with a 3.5 GPA (on 4 point scale) or higher. If the graduate is a member of honor societies, they are allowed to wear those cords also.

GCCHS Awards and Scholarships

Graduates that are eligible members of GCCHS are welcome to apply for scholarships and awards that will be presented at graduation. These are the only awards that will be given at the graduation ceremony. The application for these awards will be sent to the graduating members by April 1.

Optional Items:

(The following items are **NOT** included in your graduation fee)

Class Rings:

GCCHS will not be placing any orders for class rings.

Graduates can order those directly from your chosen vendor.

Three of the vendors offering class rings are:

<http://goldlance.com/>

<https://www.jostens.com/jewelry/class-jewelry/high-school/>

<https://www.balfour.com/shop/jewelry/rings/high-school-class-rings>

Invitations:

GCCHS will not be placing any orders for invitations.

Graduate families can order their own invitations from vendors such as homeschooldiploma.com if desired.

Key Dates and Deadlines

November 30, 2023	<ul style="list-style-type: none">• Early GCCHS Member Rate deadline.
January 31, 2024 5:00 pm	<ul style="list-style-type: none">• Graduation registration closes for everyone.• All fees must be paid by this date.• Cap, gown, diploma must be ordered and paid through the group link by this date.
March 22, 2024 7:00 pm	<ul style="list-style-type: none">• GCCHS Prom at Hilton Houston NASA
April 15, 2024	<ul style="list-style-type: none">• Photos, biographies, and music due.• Deadline to sign up for Senior Table.
May 1, 2024	<ul style="list-style-type: none">• Deadline to apply for GCCHS awards
May 17, 2024 2:30 pm (tentative)	<ul style="list-style-type: none">• Graduation Rehearsal• Set-up senior tables
May 18, 2024 10:00 am	<ul style="list-style-type: none">• Graduation Ceremony