

# HCYA GRADUATION

Your application to be included in the 2012 HCYA Graduation has been accepted, and we look forward to serving you at this year's HCYA Graduation. It is VERY important that you have the Orientation Meeting – Feb 4<sup>th</sup> – on your schedule for the Student and at least one parent to attend, AND that you come to the Orientation prepared. All of the information in this package needs to be completed and submitted according to the instructions on each sheet. Some of the forms will be delivered to the Orientation filled out (be sure they are READABLE – preferably completed on your computer). Be sure to do ALL of the following:

## **1. Print This Package**

## **2. Graduate & Parents read completely**

## **3. Fill out the Forms – bring to orientation**

(Note: Recognition Application Postmarked by March 7th)

## **4. Make a check to HCYA for graduation**

(See instructions for split payments)

## **5. Make a check (**NO CASH**) to Graduation Store for Invitations** (optional)

## **6. Make a check (**NO CASH**) to Sweetwater Video for Extra DVD** (optional)

**&**

**Bring it ALL to Orientation  
on February 4th**

**PARENTS:** Emphasize to your students the importance of carefully reading and accurately following ALL of the detailed directions in this package. Failure to follow the directions not only requires extra effort and time from volunteers who are giving hundreds of hours to make your student's graduation successful, it also reflects poorly on the character of the students who don't pay attention. Thanks for helping us serve you!

January 26, 2012

# Congratulations!

You have been accepted as a participant in a very special home school graduation ceremony on May 12, 2012 at 10 a.m.

Now that we are into 2012, graduation is getting closer. In this letter we want to tell you about the **mandatory** upcoming orientation meeting, explain ordering options, and remind you of the payment schedule for participation in the ceremony.

## Orientation Meeting:

On Saturday, **February 4, 2012**, the Graduation Committee will lead an important orientation meeting that *the graduate and one parent must* attend. Questions about the format of the program can be answered at that time. This will be the only organizational meeting with you before graduation, so your attendance is crucial to the success of the graduation ceremony.

**To reiterate, attendance of both the senior and one parent is MANDATORY for participation in the graduation ceremony.**

The meeting will be at Champion Forest Baptist Church, 15555 Stuebner Airline Road, Houston, Texas 77069, from 9:00 a.m. until 12 p.m., in the **Multi-Purpose Building (Follow property signs - in the back of the property separate from the main building)**. **Arriving earlier than 9:00am** is recommended in order to check in. See Map included in this package.

## Audio/Visual Presentation:

Several seniors' audio/picture presentations will be shown at the meeting to give you an idea of exactly what is needed for the audio/visual portion of the graduation. You will also receive a packet of materials needed to prepare your presentation. Please start seriously thinking about the pictures for your audio/visual presentation. The graduate may want pictures showing events across many years or just highlighting the last year. It is recommended that at least one of the photos included your whole family and one be a professional head and shoulder picture of the senior. All presentations are subject to review by the Graduation Committee. Any necessary changes will be discussed with you. It should be understood that the Committee must have final responsibility with respect to the audio and pictures. We appreciate your cooperation.

**The completed Audio/Visual presentation must be postmarked by March 7<sup>th</sup> or hand delivered by March 10<sup>th</sup>.**

## Senior Gala

We would like to highlight an exciting event – the Senior Gala on Thursday, April 19th [7:00-11:00pm] for all graduates and their invited guests featuring dinner as well as music and dancing. The gala is an extraordinary opportunity to create another long-lasting “senior memory.” Space is limited for this semi-formal/formal celebration, and tickets will be available at the orientation meeting. The cost per ticket will be \$67.00 at Orientation and until March 24th. On March 24th the price will increase to \$77.00. We will reserve 4 tickets for each graduate and their guests until March 1st. After that date, those graduates wanting to invite guests can purchase additional tickets if they are available. Information on ordering additional tickets will be available at the Orientation and dress guidelines will

be emailed and discussed at orientation. The last day to buy tickets will be April 12th. Checks for the Gala must be separate from payments for graduation (bring a separate check for tickets). A photographer will also be available for commemorative photo packages. A flier with the cost for photos will be emailed at a later date. We will also email the guidelines for dress at a later time, and it will be discussed at orientation. Please make all checks out to HCYA for the Gala tickets – no cash.

## **CAPS, GOWNS & INVITATIONS INFORMATION**

We will be using one location for ordering cap/gown and invitations. This should help all those ordering since families will need to only deal with one location. You do not need to contact the supplier for caps, gowns, or invitations. We will place our order as a group for these items.

### **Class Rings**

There will be information on class rings available if you are interested. Each graduate will be given one catalog from The Graduation Store at orientation. Any purchases desired must be made through The Graduation Store. We will be taking no orders for rings or novelty gifts. If you would like to place an order with them for rings, photography or other graduation items, please contact them directly. Otherwise, you will not need to contact them. The supplier is:

The Graduation Store  
3171 Fondren, Houston, TX 77063  
(713) 977-5777  
Contact person: Bill Loveday  
Hours: **Tues.- Fri.:** 1:00-6:00 pm, Sat: 11:00-3:00 pm  
Location: On Fondren between Richmond and Westheimer

### **Cap & Gown Information**

On February 4th, at the Orientation meeting, we will measure you for your cap and get your height so your gown fits properly. If you could wear shoes of comparable height to those you will wear at graduation, this will assist us. The COST FOR THIS HAS ALREADY BEEN COVERED IN YOUR HCYA GRADUATION FEE. Your cap/gown and optional invitations(should you order them) will be mailed to you. Young ladies, please remember that your dress shoes must have heels NO MORE than 2" in height. Our colors this year are royal blue for cap and gown and royal blue and gold for the tassel. All caps and gowns, and any invitations that have been ordered will be shipped no later than April 6<sup>th</sup>.

### **Graduation Invitation Information**

*Samples of the invitation will be available at the orientation.*

*(optional purchase – separate check (**NO CASH!**) to THE GRADUATION STORE required)*

The invitation will have a Bible verse printed on the left inside page, with the invitation on the right. There will be a slot for your name card under the Bible verse on the left page. We were able to get a great price break since we have a large number of graduates, but you are not required to order the invitations through The Graduation Store. Keep in mind, should you go on your own elsewhere, you may pay more. The Graduation Store will UPS the invitations to you at no extra charge. The Graduation Store will have a limited number of extra invitations should you need more.

**April 6th**  
**is the shipping date for cap/gown, and invitations**

## Payments:

Checks for Graduation and the gala go to different accounts and will need to be different checks.

- Your first Graduation payment of \$147.50 is due on February 4th at orientation.
- The \$147.50 balance will be due by March 7<sup>th</sup>

Please make checks (NO CASH) payable to HCYA (Homeschool Christian Youth Association), and send to:

**HCYA Graduation • 12121 Westheimer, Suite 102-174 • Houston, TX 77077-6682**

## Questions:

If you have any questions regarding the graduation, please e-mail -- [graduation@hcya.org](mailto:graduation@hcya.org) -- Again, welcome to the program. We will see you at orientation.

Sincerely yours,

*The 2012 Graduation Committee*

## FORMS TO FILL OUT

### 1. Graduation Invitation Order Form:

Enclosed you will find the order form for optional graduation invitations. A sample copy for you to see will be available at the orientation (please note that the name card in the sample at orientation **is not** the design or color of the ones you will receive, which will match the card color and font.) These high quality invitations could also serve as graduation announcements. To participate in the group order, you must complete the enclosed form and bring it to the orientation meeting, along with your check or money order made payable to The Graduation Store (cash will NOT be accepted). Ordering information for optional graduation rings will also be available at the orientation meeting.

### 2. Additional Video Order Form:

A professional quality DVD of the graduation ceremony, which *is part of the graduation package*, will provide a lifelong keepsake for your family. Extra DVDs can be ordered at orientation.

If you want to order **an additional** DVD of the graduation, fill out the enclosed form and bring it to Orientation.

### 3. Ushers & Hostesses:

A large number of volunteer ushers and hostesses are required for the graduation ceremony to move smoothly and successfully. Please talk to friends and siblings and find some volunteers who can be a part of making your graduation successful.

### 4. Recognition & Scholarship Form: - **mail postmarked by March 7<sup>th</sup>**

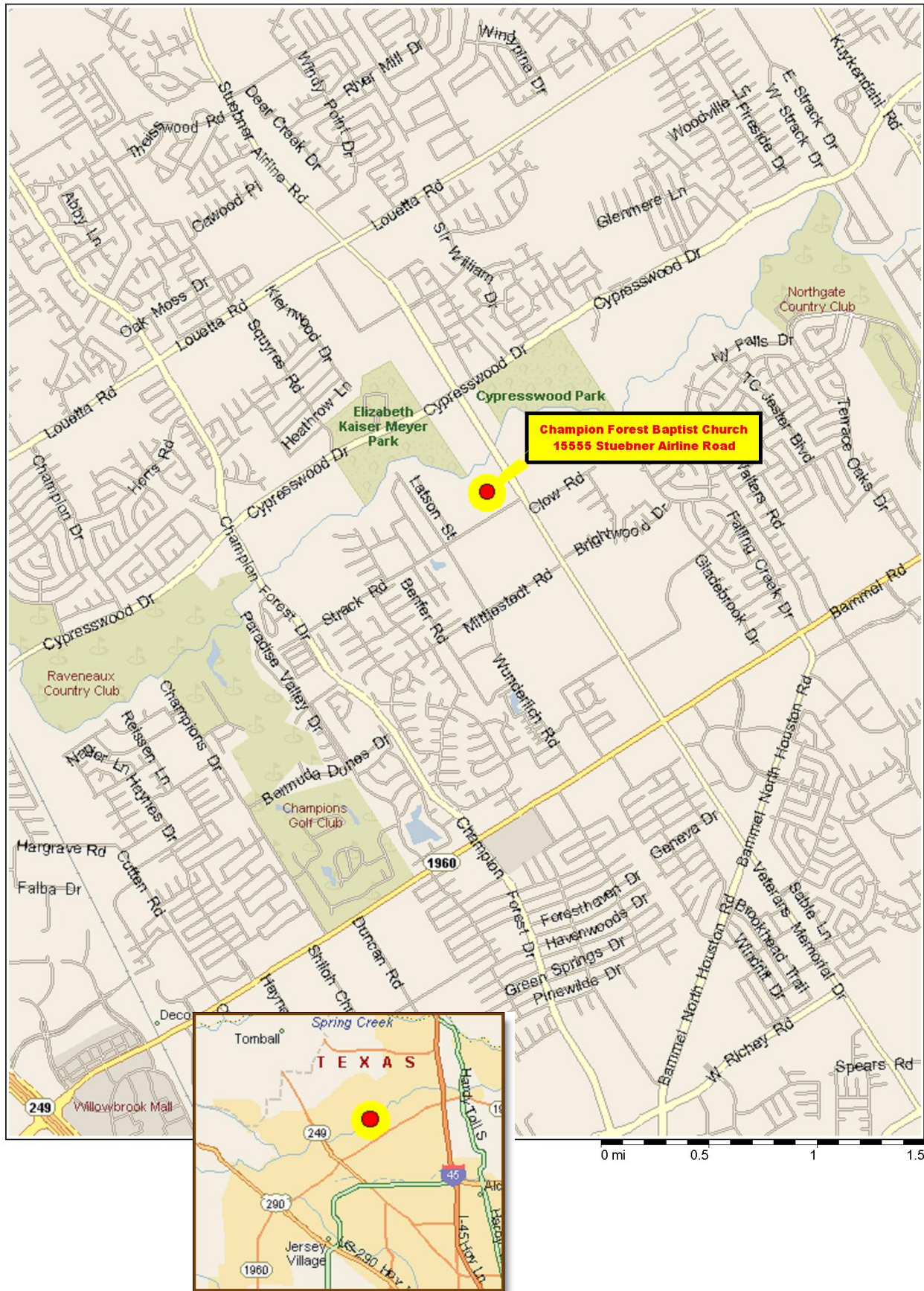
Application to be recognized in the graduation ceremony for outstanding achievement can be made by completing and submitting the form included, along with a 2 page essay and supporting information. The graduation committee will then determine which graduates will be recognized. **Please, do not resend what you have already submitted with your application.** If you are a National Merit honoree, we need a photocopy of the letter or certificate.

# 2012 HOUSTON AREA HOME SCHOOL GRADUATION TIMELINE

Saturday, May 12, 2012 • 10:00 a.m. – noon  
 Champion Forest Baptist Church  
 15555 Stuebner Airline Road  
 Houston, Texas 77069  
 Reception: noon – 1:30 p.m.

<b>January 29, 2012</b>		You should have received notification of acceptance by email.
<b>February 4, 2012</b> Saturday	9:00 am - noon	<b>ORIENTATION:</b> <i><b>Mandatory Attendance</b></i> Champion Forest Baptist Church, Multi-Purpose Building  Graduation Fee: \$295, can be divided into two payments: 1 <sup>st</sup> payment due February 4, 2012, \$147.50 Gala Tickets go on sale to SENIORS - \$67.00
<b>March 1, 2012</b>		Gala Ticket sales open to NON-Seniors
<b>March 23, 2012</b>		Gala Ticket price goes up to \$77.00 each.
<b>March 7, 2012</b>		Audio/visual packets postmarked by March 7 OR hand deliver to the Nevarez home no later than March 10 2 <sup>nd</sup> Graduation payment due March 7, \$147.50
<b>March 10, 2012</b>		LAST day to hand deliver A/V packet to Nevarez home
<b>April 12, 2012</b>		Last day to buy tickets for Senior Gala – money received
<b>April 19, 2012</b> Thursday	7:00 – 11:00pm	<b>SENIOR GALA</b>
<b>May 10, 2012</b> Thursday	6:00 – 9:00pm	<b>REHEARSAL:</b> <i><b>Mandatory Attendance</b></i> Champion Forest Baptist Church, Worship Center
<b>May 12, 2012</b> Saturday	8:30 am	ARRIVE AT: Champion Forest Baptist Church Worship Center <i>... don't be late! Lots to get ready</i>
<b>May 12, 2012</b> Saturday	10:00 am - noon	<b>GRADUATION:</b> Champion Forest Baptist Church Worship Center
	noon – 1:30pm	Light Reception following in Family Life Center

# MAP TO CHAMPION FOREST BAPTIST CHURCH



HCYA Graduation • 12121 Westheimer, Suite 102-174 • Houston, TX 77077-6682 • [graduation@hcy.org](mailto:graduation@hcy.org)

# FORMS TO BE COMPLETED

**Bring the following completed forms to Orientation on Feb 5<sup>th</sup>**

- ◆ 1. Graduation Invitation Order Form and check attached .
- ◆ 2. Additional Video Order Form and check attached.
- ◆ 3. Ushers & Hostesses

**Postmark the following completed forms to Graduation by March 7<sup>th</sup>**

- ◆ 4. Recognition & Scholarship and second payment

## INSTRUCTIONS ON FILLING OUT PDF FORMS

The following forms have been created as PDF “Forms”. Three benefits are derived from using PDF Forms.

- They are easier for you to fill out – Use your computer
- They are easier for us to read - No mistakes from trying to decipher handwriting
- The data can easily be SUBMITTED electronically by email



The forms have “invisible” fields over each line or check box shown on the form.

To fill out the forms:

1. **DO ALL OF THE STEPS BELOW AT ONE TIME!**
2. Open the this file in **Adobe Acrobat Reader** 9 or later. You will NOT be able to complete the Application without using Adobe Acrobat Reader.  
(*just because you can read this form, DOES NOT mean that you are using Acrobat Reader!*)  
**Use the latest version of Acrobat Reader.** To eliminate any problems download & install the latest version! You can download it at:  
<http://www.adobe.com/products/acrobat/readstep2.html>
3. Click ON any specific field you need to enter information into – the cursor will change to a “text entry” cursor to indicate that you can type.
4. Enter the information requested in the field.
5. Use the TAB key to move to the next field, or click on the next field with the cursor.
6. PHONE NUMBERS: You don’t have to enter any formatting – just the numbers. The number will be automatically formatted as a telephone number.
7. SAVE THE FILE: In case you need to change something later.
8. PRINT: Print the pages that you need to mail or turn-in at Orientation

# 1. GRADUATION INVITATION ORDER FORM

Checks/Money Orders payable to **THE GRADUATION STORE** Required for Payment – **NO CASH**  
*The cost of Graduation Invitations is NOT included in the payment for Graduation*



**PLEASE FILL OUT WITH ADOBE ACROBAT or PRINT VERY CLEARLY!!**

## GRADUATE'S FULL NAME *(as desired to be printed on name card for the invitations and diploma)*

First Middle (or initial) Last \_\_\_\_\_

## MAILING ADDRESS *(for UPS delivery - no box number)*

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

email address \_\_\_\_\_

## PARENTS' NAMES *(first and last)*

Father \_\_\_\_\_ Mother \_\_\_\_\_

Father Cell \_\_\_\_\_ Mother Cell \_\_\_\_\_

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## CHECK TO INDICATE THE NUMBER OF INVITATIONS DESIRED *(price includes tax & UPS delivery)*

	Quantity	Cost		Quantity	Cost
<input type="checkbox"/>	25	\$57	<input type="checkbox"/>	125	\$179
<input type="checkbox"/>	50	\$83	<input type="checkbox"/>	150	\$206
<input type="checkbox"/>	75	\$110	<input type="checkbox"/>	200	\$260
<input type="checkbox"/>	100	\$135			

TOTAL ORDER COST \_\_\_\_\_

TOTAL AMOUNT PAID \_\_\_\_\_ CHECK # \_\_\_\_\_

**REMINDER: Please make check payable to THE GRADUATION STORE.**

Bring this form and check or money order (NO CASH) with you to the graduation orientation meeting!! All orders will be shipped to above mailing address.

**Please bring this COMPLETED form with you to orientation. Feb 4<sup>th</sup>  
STAPLE CHECK TO THE GRADUATION STORE TO THIS FORM**

## 2. ADDITIONAL HCYA DVD ORDER FORM

Sweetwater Video Productions will professionally video tape the HCYA Graduation Ceremony. They will use professional quality equipment to give you an excellent quality DVD. One DVD will be provided to you as part of your graduation package. Please use this form only to order **additional** copies of the graduation video.

I wish to order the follow additional copies of the HCYA Graduation Ceremony

\_\_\_\_\_ DVD @ \$27.00 each (including shipping)  
\_\_\_\_\_ TOTAL AMOUNT DUE

Please fill out the form and

***make check payable to SWEETWATER VIDEO PRODUCTION***

Turn in your payment and form at the orientation meeting and we will forward it to Sweetwater Video Production for you.

The additional video will be shipped directly to you at the address below.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

### **Sweetwater Video Production**

*3506 Highway 6 South #138*

*Sugar Land, TX 77478*

*281-980-5060*

**Please bring this COMPLETED form with you to orientation. Feb 4<sup>th</sup>  
STAPLE CHECK TO SWEETWATER VIDEO TO THIS FORM**

### 3. USHERS & HOSTESSES

In order for the graduation and reception to run smoothly, extra help is needed. If you know of young ladies or gentlemen, age 13 or older, who might be interested in participating as a hostess at the reception or as an usher at the graduation ceremony, please list their names below and turn in the sheet at orientation.

**NOTE:** Siblings will not be seated with the graduate or parents during the ceremony, so it is often appropriate for siblings to serve as Ushers. Hostesses help serve refreshments during the reception.

Young men are asked to wear shirts and ties; young ladies are asked to wear “Sunday-type” dresses – no sundresses, please. Ushers will be needed at the graduation rehearsal on **Thursday**, May 10, 2012. Please try and assist us by coming for this time to rehearse your role in graduation. Hostesses will need to arrive at the gym by 8:30 a.m. on the day of graduation.

#### **USHERS *please write clearly***

Name of Usher	Age	Email	Phone Number

#### **HOSTESSES *please write clearly***

Name of Hostess	Age	Email	Phone Number

Submitted by: \_\_\_\_\_

**Please bring this COMPLETED form with you to orientation. Feb 4th**

## 4. RECOGNITION & SCHOLARSHIP – must be Postmarked by Mar 7th

### APPLICATION FOR “AWARDS OF RECOGNITION & SCHOLARSHIP”

HCYA wishes to recognize those graduates who have attained outstanding achievements in one or more areas of the arts (visual, performing, dance, music), community or church service, athletics, leadership, and/or academics. A committee will review relevant information and documentation submitted by the graduate and select “Awards of Recognition,” if deemed appropriate to be given during the Graduation Program.

Please submit a **maximum 2 page** essay with **area(s)** to be considered for outstanding achievement, and any information you feel would be relevant to the above areas of outstanding achievement for consideration by the selection committee --- your ideas, experiences, and people that have influenced the development of your Christian character, leadership, academic, athletic abilities, and other outstanding achievements.

Submit the following information for consideration by the selection committee;

- **ESSAY (2 pages maximum** - double spaced 14 pt font) telling about the **area(s)** to be considered for outstanding achievement. Be specific as to qualifications in any specific area you want to be considered for. Include your ideas, experiences, and people that have influenced the development of your Christian character, leadership, academic, athletic abilities and other outstanding achievements.
- Letters of reference.
- Documentation of Awards you have received in a specific area – non-returnable photos etc. acceptable (please: no DVD’s or CD’s)

Please check the area or areas you would like to be considered for below.

**Graduate Full Name** \_\_\_\_\_

*Students with the following awards will be recognized by name in the program.*

- |   |  |
|---|--|
| <input type="checkbox"/> Meritorious Athletics            | <input type="checkbox"/> Meritorious Christian Service |
| <input type="checkbox"/> Meritorious Christian Leadership | <input type="checkbox"/> Meritorious Science           |
| <input type="checkbox"/> Meritorious Community Service    | <input type="checkbox"/> Meritorious Performing Arts   |
| <input type="checkbox"/> Meritorious Visual Arts          | <input type="checkbox"/> Meritorious Vocal Performance |
| <input type="checkbox"/> Meritorious Citizenship          | <input type="checkbox"/> Other _____                   |

★ **Excellence in Academics / Service is specifically recognized for the following National Honor Societies (HS). If “Other” define & document: DOCUMENTATION OF EACH MUST BE SUBMITTED.**

- |  |
|--|
| <input type="checkbox"/> National Merit Scholarship - determined by PSAT scores – commended, semi, or finalist         |
| <input type="checkbox"/> Eta Sigma Alpha National Home School Honor Society  |
| <input type="checkbox"/> Phi Theta Kappa National Honor Society <input type="checkbox"/> Presidential Scholars Program |
| <input type="checkbox"/> OTHER: _____  |

*Students with the following awards will be recognized by name by standing. NOT listed in the program.*

- |   |
|---|
| <input type="checkbox"/> Congressional Gold Award |
| <input type="checkbox"/> Girl Scout Gold Award    |
| <input type="checkbox"/> Boy Scout Eagle Award    |

**This application & documentation must be Postmarked to the Graduation mailbox by March 7th**