

**MASON DIXON HOMESCHOOLERS ASSOCIATION
TWELFTH ANNUAL GRADUATION CEREMONY 2012**

Ceremony Date Saturday, June 30, 2012 **Time:** 1:30 p.m.

REHEARSAL: 9:00--9:45 a.m. - Graduates who are participating in the Talent, student address, or as choral readers to practice with the sound man. **9:30 a.m.** - Remaining Graduates and at least one parent. Please be prompt to keep us on schedule. You can pack your lunch or buy it nearby. **Watch for changes to this in the follow up letter!**

Location: Open Door Church
600 Miller Street
Chambersburg, PA 17201

Directions: From I 81 take Exit 16, US 30 W towards Chambersburg; Continue west on US30 through the square of Chambersburg about a mile and then turn right onto Grandview Avenue. Go .3 mile and turn left onto Miller Street which serves as the entrance to the church which is at the top of the hill. 717-264-3266
www.theopendoorchurchpa.com

CEREMONY and REGISTRATION INFORMATION

Please read THIS ENTIRE APPLICATION (4 pages) before registering and save for your reference. There are changes in this information from last year! Register by February 25, to receive the early bird discount. *Registration deadline is **April 20.*** You must use a current year registration form which will be put on the website in the fall or in January. Only members of the local MDHSA support group OR participants in the MDHSA diploma program OR the Transcript Credit Verification Service are permitted to participate in the ceremony. We must have received at least one of those forms and fee previously or along with this graduation ceremony registration form. All forms are available at www.mdhsa-pa.org or by requesting the forms by leaving your name, phone and address (speak slowly and clearly and call again if you do not hear from us in two weeks) at the MDHSA office at 717-749-5767 or e-mailing diploma@pa.net.

Diploma Program students and Credit Verification students are not eligible for the MDHSA members' discount unless their parents have submitted a current year MDHSA Membership Form and dues *in addition* to the student's Diploma Program Registration fee OR Credit Verification enrollment fee.

Many days of work have gone into planning the graduation ceremony to make this a special event for all the graduates. Please remember that this is a group activity and the needs of the larger group will be foremost in planning this ceremony, rather than individual desires and opinions. Please do not bring animals unless they are registered service animals. The fees may be used to pay for MDHSA employee wages, grad speaker remuneration and mileage, decorations, pianist, building rental, audio workers, and if funds permit, a photographer.

The ceremony starts with a processional of seniors wearing caps and gowns of various colors followed by a welcome and invocation, selected student talent, a student address, and a challenge to students by a commencement speaker. It culminates with parents presenting diplomas to their students while the biography is read aloud by a moderator. The ceremony lasts approximately 1 ½ hours. There were 33 graduates in 2010, 24 in 2011.

1. →→**You must enclose with your registration, a self-addressed stamped postcard or envelope** with the words "MDHSA Grad Ceremony Form Received" on the back of the envelope or card to confirm receipt of registration. MDHSA cannot e-mail or call you to confirm receipt. If it is not returned to you **within 10 days** (or within 5 days if registering after April 20) of mailing your registration form, please contact our office immediately. This is important to confirm that your registration did not get lost in the mail!
2. →→**Follow-up INFORMATION LETTER:** This will be sent out in May. If you do not receive this letter by **May 25,** (or within 5 days, if registering after May 25), please contact the MDHSA office promptly. Please watch for it in the mail and send confirmation immediately according to instructions in the letter. Otherwise, we have to call everyone, who does not contact us, to confirm that they received it, so please save time by contacting us.
3. →→**STUDENT BIOGRAPHY:** It must be e-mailed or postmarked by **April 20** or if you register after April 20th **e-mail it immediately.** If you have e-mail you must use e-mail and e-mail it to diploma@pa.net. Do not send it as an attachment; it must be put in the body of your e-mail so we don't have a problem with software compatibility! **Attachments will not be opened, but will be returned to you to type the bio into the body of the email and resend.** Please put "GRAD BIO - STUDENT'S NAME" in the subject line (EXACTLY so we do not lose it in the dozens of

email we receive). It is to be written in the 3rd person – as if someone wrote it about the student--and should be 75 words or fewer--regarding homeschool involvement, education, awards or future plans, etc. Please check it carefully for grammar and proper punctuation and include city and parents' name. Parents and/or students may write this. A return e-mail will be sent to you that will simply state "received" that will let you know that MDHSA received it. If you do not receive a confirmation e-mail within 1 week, re-send the bio. If you receive an email from us stating that we did not receive the bio, just resend even if you know you already sent it to us. If the bio arrives too late, only the student's name will be read aloud at the ceremony (and that may look odd if you are the only one!). **Here is an example:** Mary Louise Grove Chambersburg, PA Mary is the daughter of George and Jane Grove and has been homeschooled since 5th grade. Her interests are horses and music and she has won many awards in both areas. She has been an example of faithfulness in her church youth group and completed a mission's trip to Mexico this past summer. In September, Mary will major in music at Cedarville University.

4. **Caps, Gowns, and Tassels:** The multiple colors look lovely and distinguish the students as homeschoolers. All students are required to wear caps and gowns for the group graduation picture and for the ceremony. If there are exceptions or needs regarding this, please contact the MDHSA office BEFOREHAND. Anyone arriving at the ceremony refusing to wear a cap and/or gown without contacting the office prior to the ceremony will be denied the right to be in the ceremony. Your graduation registration fee will not be refunded. There is a place on the registration form to purchase a cap and gown. However, if a student has access to a cap and/or gown he may use it. He will need to order a tassel. If you live locally, you will be called to pick up your cap and gown, so that you can iron it. Those coming from a distance will be given the (previously ironed) cap and gown that day. If you are having a financial hardship, please contact the office concerning ordering a used cap and gown (only available in royal blue). You will still need to order a tassel.
5. **MDHSA Diploma Program participants:** The Diploma Request form, all 9-12th summaries, all 9-12th evaluations, honors applications, recommendations, sample writings, etc., and diploma fee should be received by **May 30** or as soon as the evaluation is completed. Contact your evaluator to have your senior evaluated as early as possible. Please make sure EVERYTHING is included. All minimum courses should be checked on the annual summary form, ALL signatures should be on each form, all credits and grades should be filled in (no empty boxes), all credits needed to graduate should have been documented and all honors applications, recommendations and sample writing should be included in the paperwork. We try our best to have all diplomas and transcripts ready for the ceremony, but it is stressful on our part time staff and volunteers if we have to repeatedly contact people for documentation needed and it does not arrive until the week of the ceremony or sometimes the day before the ceremony! If we receive paperwork by May 30, we will contact you if anything is missing. However, if there are still items missing by **June 15**, the student will still be able to participate (walk) but he **will not** receive his diploma or transcript until after the ceremony. He will receive a dummy diploma cover to use for the ceremony only. If he applied for an honor, it will not be noted in the paper program.
6. **Other Diplomas:** If you are an MDHSA member and are receiving another diploma, OR are a Credit Verification Student, please bring the diploma or a suitable substitute (if the diploma is not yet available). We have cover dummies that may be borrowed if you do not have the diploma cover available. Add a note on this form if you need one.
7. **Talent:** Check the registration form if you have a talent (musical, reading/recitation, etc.) of no longer than 3 minutes that you would like to share during the graduation or possibly as a musical prelude or would like to recommend someone for the student address. Send a detailed description of the performance, if it is instrumental or voice, if it is to be a solo or a duet or ensemble, title and words to the song or reading and the names of other seniors performing. **BE SURE TO PUT YOUR NAME ON** any attached pages in case they get separated from this form. This does not guarantee that you will be accepted. We will let you know if you are chosen or not in the information letter if not before. Acceptance depends on how many apply, who applies earlier, and the decision of the graduation committee. No gymnastics or dance numbers accepted. Be sure to rehearse before arriving, and rehearse again at the church. Bring any music CD's, if needed, for accompaniment. A piano will be available.
8. **Student Address:** Please send a recommendation by someone other than a parent in a sealed envelope. *List student name, parents' name, address, e-mail, phone and qualifications to speak.* The student must be a good public speaker! Preference will go to the earliest submissions, so get your request in ASAP if you desire to speak. You will be contacted with our decisions whether you are chosen or not. You must mail or email the speech to be approved by MDHSA. It must be no longer than 3 pages, double spaced, using New Times Roman 12 point font (about 3 minutes).
9. **Commencement Speaker:** If you have a suggestion for a graduation speaker for this year and/or next year, mail or email diploma@pa.net with GRAD SPEAKER in the subject line. Include your name, email, phone number, the potential speaker's name, the graduation year or year you are recommending him/her to speak, his/her phone, email, address, title, place of employment, qualifications for speaking at a homeschool ceremony.

YOU MUST FILL OUT THE NEXT TWO PAGES

2012 MDHSA GRADUATION CEREMONY REGISTRATION FORM

You must use the current year registration form and submit anytime but no later than **April 20**. If you did not learn of the ceremony until after April 20th, you may register, but call 717-749-5767 or e-mail diploma@pa.net to learn how to order a cap, tassel, and gown as they were ordered on April 21. Please read previous two pages carefully. Please **PRINT**. Complete and mail pages 3 and 4.

Parent (s) _____ E-mail _____

Address _____ Phone _____

FOR ALL GRADUATES IN THE SAME FAMILY, please print the student's name below exactly as you wish it to appear in the program. Most choose first, middle, and last name, but it is not required.

1. _____ Male ___ Female
2. _____ Male ___ Female
3. _____ Male ___ Female

MDHSA members:

- _____ \$30 for Registrations postmarked by February 25
- _____ \$40 for Registrations postmarked February 26 to April 20
- _____ \$50 for Registrations postmarked after April 20
- _____ \$15 fee for each additional graduate in the same family

Non-members:

- _____ \$50 for Registrations postmarked by February 25
- _____ \$60 for Registrations postmarked February 26 to April 20
- _____ \$70 for Registrations postmarked after April 20
- _____ \$15 fee for each additional graduate in the same family

GUESTS: Please write how many you think will be attending (do not include the graduate). _____ You are not locked into this number, and you do not need to contact us if it changes. This helps us to know if we will have 50 guests or 300 in order to prepare seating, programs, etc. There is no guest limit or fee for guests this year.

CAP, GOWN AND TASSEL ORDERS: You may order a complete cap, gown and tassel package, cap and tassel only or only a tassel or extra tassels. All students are required to wear caps and gowns. Cap and gown must be the same color.

Graduate's name: _____ **Height of student (feet and inches):** _____ **Weight** _____

Circle Cap/Gown colors: Black White Navy Royal Blue Green Red Maroon Purple Silver Gold.

Circle Tassel Colors: Black White Navy Royal Blue Green Red Maroon Purple Silver Gold.

Tassel Color combined with (optional) White Silver Gold

If you have more than 1 student graduating, send another copy of this section with the additional student's cap and gown information. Please **staple** it to this registration form. Include the payment information below for all students graduating.

Payment:

Registration fee for 1 st graduate:.....		\$ _____
\$15 for each additional graduate in the same family x _____ (# of additional graduates)		\$ _____
\$35.00 for each Cap, Tassel and Gown package x _____ (# of packages)		\$ _____
\$15.00 for each Cap and Tassel package x _____ (# of packages)		\$ _____
\$6.00 for each Tassel only x _____ (# of tassels only)		\$ _____

TOTAL AMOUNT ENCLOSED Check No. _____ Date. _____ \$ _____

Please make checks payable to MDHSA and mail payment and pages 3 and 4 to: MDHSA Grad Ceremony 32 W. Main St. No. 5, Waynesboro, PA 17268

YOU MUST FILL OUT THIS PAGE — one for each graduate in your family!!!

Graduate's Name: _____ Parent's Name: _____

1. _____ Did you e-mail your graduate's BIO or you will tomorrow? If you did not, do it ASAP, but no later than April 20. If you registered later than April 20, e-mail it immediately if you want to guarantee it being read at the ceremony. Follow the instructions on page 2 and remember to **PUT THE BIO IN THE BODY OF YOUR E-MAIL (NO ATTACHMENTS)** and send to diploma@pa.net. Subject line should be: GRAD BIO-Student's name
2. _____ Did you enclose the required self-addressed stamped post card/envelope, with "Grad Ceremony form received" written on the back? It will be returned to you upon receipt.
3. _____ Check if you would like to be on the graduation committee.
4. _____ Check here if you are willing to help as you are available, even though you cannot be on the graduation committee. Check all that apply (don't worry, you won't be asked to do them all!)
_____ ironing/fluffing in dryer to de-wrinkle a few caps and gowns for people coming from a distance and bringing them with you to the ceremony
_____ coordinating the reading of scripture verses (a choral reading by 3 students – 3 minutes long)
_____ picking up and distributing caps and gowns to local families prior to the graduation (they can meet you at a designated place, such as your home or the MDHSA office)
_____ set up/decorate a picture corner or arch where grads can have their picture taken.
_____ help at the MDHSA office as needed (folding programs, etc.)
_____ help however needed
5. Please write below the names and ages (11 and up) of your siblings who would be willing to be ushers/usherettes, or greeters (hand out programs) at the ceremony. They must be at the church by 1:00 to receive instructions and be in place ½ hour before the ceremony. We will let you know in the **Information letter**, if not before, if they are chosen. (We really need these!)

6. _____ I would like to share a talent at the ceremony. I have attached words, title and author/composer of the piece I would like to perform, and/or type of instrument to this sheet. Please check all that apply, and write names of other students participating (such as in an ensemble). See page 2 for full instructions and guidelines.

Speaking pieces: _____ recitation _____ reading _____ other (describe)
Music pieces: _____ Instrumental _____ voice _____ solo _____ duet or more (list names of other performers)
7. _____ Suggestion of Bible verse(s) to be used in choral reading (write out) and stapled to this sheet.
8. _____ Check if you would be willing to take part in the choral reading of Scripture. (3 seniors take turns reading selected passages of Scripture and sometimes read in unison, these students should be smooth readers)
9. Are you a _____ Diploma Program student _____ Credit Verification student _____ An MDHSA member?
10. Are you receiving an MDHSA diploma? _____
Circle any honors you may apply for: **Performance in Fine Arts** **Distinction** **Academic Honors**
11. Are you receiving a non-MDHSA diploma? _____ Indicate any honors here _____.
12. _____ Check here if you would like to have your name, address, e-mail, and phone number put on a list to share with the other graduates (This has been requested in previous years). If you do not check this, your name will NOT be included in the list given to other students.
13. _____ **Student Address:** To be considered for this 3 minute speech, see page 2 and send a recommendation in a sealed envelope by someone other than a parent. This student must be a good public speaker. List student name, parents' name, address, e-mail, phone and why you are recommending him or her. The decision will be based on: earliest postmark and recommendation so it is best to apply early.
14. _____ You may bring a card table (no larger), small stand, or easel to display a senior collage OR an art display if you are an art student. You should bring these in Saturday morning and place them around the outside perimeter of the lobby or the hallway with your display on it.