

***West Tennessee Home  
Education Association***

**2018 GRADUATION PACKET**



**Saturday, May 19, 2018**

WTHEA P.O. Box 10013 • Jackson, TN. 38308  
Phone: 731-784-8117 • E-Mail: [info@wthea.org](mailto:info@wthea.org)  
Website: [www.wthea.org](http://www.wthea.org)

# Table of Contents

Welcome from President .....	Page 3
Important Dates & Deadlines .....	Page 4
Main Events & Graduation Day Information .....	Page 5
Important Rules and Information .....	Page 6-8
How To Register for Graduation.....	Page 9
Rules Of Participation .....	Page 9
What Does A WTHEA Graduation Look Like.....	Page 10
Graduation Dress Code .....	Page 11
Decorating Graduation Cap .....	Page 12
Ceremony DVDs and Flashdrives.....	Page 13
Senior Memories Video.....	Page 13
Graduation Program & Biography Booklet.....	Page 14
Performance Application .....	Page 15
Valedictorian/Salutatorian Eligibility.....	Page 16
WTHEA Outstanding Student Application .....	Page 17-19
Graduation Application .....	Page 20-23
Gowns4Good Order Forms .....	Page 24-25
Ceremony Pictures & After Ceremony Portraits .....	Page 26
WTHEA Membership Form .....	Page 27
NOTES .....	Page 28

# West Tennessee Home Education Association


*A Christian organization dedicated to serving home educators*

731-784-8117 • Email: [graduation@wthea.org](mailto:graduation@wthea.org) • Website: [www.wthea.org](http://www.wthea.org)  
P.O. Box 10013 • Jackson, TN. 38308

Dear Graduating Senior and Parents,

Congratulations on making it to your final year of high school!! The staff of WTHEA recognizes the hard work you have put in over the years. So grab a cup of coffee, or some sweet tea, your calendar and a highlighter! And please take the time to [read through this packet](#).

The 2018 Graduation Packet **fees include** the following items:

1. **Traditional Cap/Gown and Tassel:**  
Keepsake Cap, Gown & Tassel from  **Gowns A Good.org**
2. **Embossed padded diploma cover with THEA Graduation Certificate**
3. **Graduation Day Photographs** - Only one set per graduate. To order extra ceremony pictures you must fill out & submit the form on page 24 with payment by **Graduation**.  
2 - 5 x 7 (Group Senior Class)      2- 5 x 7's (Graduate Receiving Diploma)
4. **Commencement Address and Master of Ceremonies**
5. **Graduation Ceremony & Class of 2018 Senior Memories Video** - Only one DVD per graduate. If you would like to order more DVDs or a flashdrive recording of the ceremony see page 13.
6. **Graduation Rehearsal**  
- Sound & Lighting Technicians      - Facility Rental
7. **Miscellaneous Items**  
- A rose for your mom      - Special Awards      -2 Bio Booklets  
-Honorarium      - Postage      -Decorations
8. **Facility Rental & Reception**  
- Sound, Video & Lighting Technicians      - Janitor Fees      -Security  
-Light Refreshments      - Display Tables and Tablecloths
9. **Graduation Program & Biography Booklet Printing Costs**

**Total Package Cost:** WTHEA Members \$250.00\*      Non-Members \$290.00\*

**\*Discount price of \$210.00 for Members or \$250.00 for Non-Members if you pay the total amount by **January 30, 2018**.**

The above package **does not** include the following items:

- Class Ring
- Invitations
- Senior Portraits

As one of the most significant milestones in the life of your graduate, our utmost desire is for this ceremony to be a time of honoring God, you as parents, and your seniors. If you have any questions after reading this graduation packet/handbook, please notify our Graduation Coordinator at [graduation@wthea.org](mailto:graduation@wthea.org) immediately. May the Lord richly bless you as you complete this school year. May He direct your path as you contemplate your future.

Sincerely,



Steven Rhodes, WTHEA President

West Tennessee Home Education Association Graduation

(Keep this page for future reference)

Important Dates & Deadlines

Remember to notify WTHEA immediately if your contact information changes.

NOVEMBER

November 10, 2017 Graduation Meeting – at Union University, in Harvey Auditorium, 7:00 p.m.

JANUARY

January 30, 2018 Deadline for Early Registration - See page 9 for registration details.  
(Either deposit or full payment due for early registration discount)  
WTHEA Outstanding Student Applications are Due (Page 17-19)

**Remember to  
notify WTHEA  
immediately if  
your contact  
information  
changes.**

FEBRUARY

February 19, 2018 Gown Fitting - At Harvey Auditorium 5:30 - 7:00 p.m. For those who register between  
Oct. 2017 & Jan. 30, 2018 **Remember to pull pictures for the Senior Memories Video**

MARCH

March 12, 2018 Graduation Information Meeting – at Union University, in Harvey Auditorium, 7:00 p.m.

March 16, 2018

Deadline for Late Registration (see page 9). Be Sure to measure your senior in the shoes they  
will be wearing at the graduation. ----->  
Final Payment Due (if using graduation payment plan)

**IMPORTANT!!**  
Cap & Gown will not be ordered  
without deposit or full payment

APRIL

April 2, 2018 Deadline for Senior Bio, Pictures for the Senior Memories Video, Program & Biography Book  
( Due to printing deadlines if we do not have your pictures & bio by this date your graduate  
will not be included in the *Senior Memories* video, *Graduation Program* or *Biography Booklet*)  
Graduation Entertainment Form Due (page 15)

April 6, 2018 Gown Fitting - at Harvey Auditorium, Union University, 5:30 - 7:00 p.m.  
For those who register between Jan. 31 and Mar. 16, 2018

April 20, 2018 Deadline to submit decorated graduation caps for approval (page 12)  
Deadline for *Biography Booklet* orders (page 14)  
Valedictorian / Salutatorian Eligibility Form Due (page 16)

**IMPORTANT!!**  
Those who register  
after Mar. 16, 2018  
will have to pay an  
additional \$15 to cover  
extra shipping fees.

April 27, 2018 Deadline for Honor Cord Approval (page 6)  
(Honor cords must be pre-approved)

MAY

May 18, 2018 **Mandatory Graduation Rehearsal, Love & Truth Church, 6:00 p.m.**

(Parents and senior must be present for the entire rehearsal)

May 19, 2018 Graduation Ceremony: Seniors to arrive by 11:15 a.m. completely ready for Pictures.



# West Tennessee Home Education Association Graduation

(Keep this page for future reference)



## The Main Events

### Graduation Rehearsal

*Rehearsal is Mandatory for both Seniors and Parent(s)*

*Anyone not attending the rehearsal will not be allowed to walk in the graduation.*

**Love & Truth Church**  
565 Oil Well Rd.  
Jackson, TN 38305  
Friday, May 18, 2018  
Time: 6:00 p.m.

### WTHEA Graduation Ceremony

**Love & Truth Church**  
565 Oil Well Rd.  
Jackson, TN 38305

Date: Saturday, May 19, 2018  
Time: 12:30 p.m.

### Graduation Reception

*Join us for cupcakes, fruit, nuts and punch following the graduation.*

## Graduation Rehearsal Information

**Parents/Diploma Presenter's and Seniors must be present for the entire rehearsal.**

Parents and seniors must sign-in individually for us to make sure everyone is present.

**Everyone will need to be in their assigned seats by 6:10 p.m.** Parents are seated across the aisle from the seniors. Signs with the seniors name will be taped to their seats while parents are seated alphabetically according to their seniors last name which will be taped to the back of their seats.

We use this time to work out any kinks in the seating arrangements, entering and exiting the stage and the diploma presentation. After the general rehearsal is done seniors who will be performing have do a sound check with IT. Volunteers will begin helping set up the decorations, tables and food prep.

## Graduation Day Information

**ALL SENIORS** must be at the Church and signed in by **11:00 a.m.** You must be fully dressed and ready for class photo. This includes hair, shoes, and make-up. **If the senior is not at the church fully dressed and ready for the photos by 11:15 a.m. they will not be in the group pictures.**

**Any seniors not following the dress code will not be permitted to walk.**

**Only the graduates and photographer are allowed in the Sanctuary during the group photo shoot. Parents, family and friends must wait in the foyer.**

During the group photo shoot, parents and volunteers will have a chance to put the final touches on decorations and senior(s) displays. **At 12:15 p.m. Parent(s) need to be in their reserved seats and Graduates lined up in the specified location.**

**PARENT(S):** You will be presenting your graduate with his/her diploma on stage. Therefore, seats are **reserved** for **parent(s)** of graduating seniors **only** (Ladies you may want to leave your purse with a family member). If you have other children, grandparents, friends and relatives coming to the graduation, you will need to have them sit **behind** the reserved parent seating. They may want to come early to get a good seat!!!!

**Graduation will start promptly at 12:30 p.m. and lasts approximately 2-hours.**

Before leaving the graduation make sure you have packed up your senior's display. All tables and decorations will be packed up and removed from Love and Truth Property by 5:00 p.m.

During all of our graduation events, please be respectful of Love & Truth Church property, and confine your activities to the areas we are using. Please do not smoke on the property.

# West Tennessee Home Education Association Graduation

(Keep this page for future reference)

## Important Rules and Information

**CAP & GOWN** - Your graduation package includes a keepsake Gown, Cap, and Tassel.

We want to make sure the gowns fit your seniors properly. For this reason there will be a **mandatory gown fitting. (Parents do not have to be present.)** Should the gown fit properly you will be allowed to take it home along with any other items you may have ordered from Gowns4Good.

Students may not wear a gown from a previous graduation. Colors are Royal Blue with gold tassels.

**GOWN FITTING** - If you register between Oct. 2017 and Jan. 30, 2018, your gown fitting will be Feb. 19, 2018. For those who register between Jan. 31 and Mar. 16, 2018, your gown fitting date will be Apr. 6, 2018. Those who register after Mar. 16, 2018 run the risk of the gown not fitting properly.

**HONOR CHORDS** - Only honor chords earned through established and reputable \*programs are permitted in the WTHEA graduation. **Parents must mail or email proof of said honor(s)** to WTHEA at [graduation@wthea.org](mailto:graduation@wthea.org) or to the WTHEA address **by April 27, 2018**. Parents are responsible for the purchasing of honor chords for their graduate. If you wish to purchase honor chords from Gowns4Good this may be arranged through WTHEA (see page 25). For more information about Gowns4Good and their mission to help others go to [www.gowns4good.org](http://www.gowns4good.org)

**STOLES / SASHES** - Only the WTHEA Valedictorian, Salutatorian and Outstanding Students will wear sashes or stoles. For more information about these honors and eligibility see pages 16, 17-19.

**PICTURES** - The graduation fee covers a group photo of the graduating class and ceremony photos of your senior receiving their diploma. To order additional ceremony pictures see page 26. You will also have the opportunity to take professional portraits after the ceremony through *Rhodes Photography*. With the pose of your choice you can also choose how many people you want in the photo.

If you have difficulty scanning your pictures for the senior memories video, graduation program or the biography book *Rhodes Photography* can scan your photos & burn them to a disc for \$10.

Rhodes Photography also does senior portraits. For more information or if you would like to make an appointment, call Stephanie Rhodes at 731-300-2578.

**INVITATIONS** - Parents and seniors are responsible for their invitations.

Here are a few economical ideas/suggestions.

- **Wal-Mart:** Customizable invites. Prices start at 28 cents each.
- **Vistaprint:** Has a wide variety of customized invitations at reasonable prices.
- **Staples:** 25 signature cards, premium paper stock and FREE customizable envelopes \$24.99.  
25-classic cards, standard photo paper, includes plain white envelopes. \$14.99
- **Simply To Impress:** Has a lot of beautiful, customized designs, and quantity discounts.

**CLASS RING** - Balfour makes customizable THEA Home School Class Rings. Prices vary depending on materials chosen and the size of the ring. You will need to place your order by DECEMBER 30, 2017, to make sure the ring arrives by graduation. If you have any questions about how to order or design a class ring you'll need to contact Leann at Balfour. Call 901-759-0116, ask for Leann, and tell them your with WTHEA)

(\*Organizations such as Girl/Boy Scouts, Eta Sigma Alpha Homeschool Honor Society, Mu Eta Sigma - National Math Honor Society, Science National Honor Society, National Society of High School Scholars, and others. If you are unsure whether the honor society your involved with is among those accepted by WTHEA just ask.)

# West Tennessee Home Education Association Graduation

(Keep this page for future reference)

## Important Information

**GUESTS** - Senior's may invite as many guests as they like. Parents, or persons presenting the graduate with their diploma, will be seated in a reserved area up front. **Only graduates and persons presenting diplomas should be in the reserved seating** - children should be seated with other family members in the audience. Guests are seated on a first-come, first-serve. We ask that you not use program to reserve seats. **PLEASE inform your guests** that airhorns and other noise makers are not allowed.

**CEREMONY ETIQUETTE** - Clapping and cheering is acceptable, however noisemakers such as cow bells and air horns are not allowed. The noise makers both frighten and hurt the ears of little ones who must then be removed to calm down which means that person misses the ceremony.

**SENIOR MEMORIES VIDEO** - This touching video is a quick look into the life of each senior through photographs and set to music. We need 4-pictures of each senior by April 2, 2018. See page 13 for details.

**GRADUATE DISPLAYS** - Graduates are given half of a standard size six foot table to display special moments and achievements in their life. Displays are generally a tri-fold display board with pictures and information about the graduate, but your free to do what you want with the space. Past displays have included sports teams, trophies, art portfolios, church youth events, 4-H projects, quilts or other crafts made by the graduate. These displays are great way to show what your senior is passionate about, the things they have accomplished as well as a few funny stories. **We encourage the seniors to make a display but it's not required. You must reserve your space by April 15, 2018.** We will only have tables for those who have reserved a spot for their display. Call 731-784-8117 or email [graduation@wthea.org](mailto:graduation@wthea.org)

**FLASHDRIVE / DVD's** - Due to the Hi-Def TV Cameras used to record the ceremony as well as the length of the ceremony, it has been all we could do to get it to fit on to two DVD's. To do this we have to lower the quality of the picture. Please don't misunderstand what you get on the DVD's looks great but, to put this as simple as possible, it looks like regular TV or a lower end Hi-Def rather than high end Hi-Def. So this year we are offering to put the program on flashdrives. The drives can hold so much more information that there is no need to adjust the quality. However flashdrives are more expensive than DVDs. For this reason, the **flashdrives are only available through special order and are not included in the standard graduation package.** You can opt to have the flashdrive instead of the DVD's for an additional \$10 (see page 21). Or you can order both for an additional \$20. If you would like to order more than one recording of the ceremony (see pg.13).

**ORDERING FROM Gowns4Good** - If you would like to order additional tassels, honor cords, T-shirts, etc. fill out the appropriate order form (pages 24-25). Mail the order form to the WTHEA address with your payment and by March 16, 2018. Make checks payable to WTHEA Graduation. You can pick up your order at one of the gown fittings or for an additional \$12 we can ship it to you. (Additional fees apply to orders that require rush or express shipping.)

Every dollar spent on graduation supplies from Gowns4Good is matched by *USAID* and *Food For The Hungry* to dig wells for clean water in impoverished countries. For more information about Gowns4Good and their mission go to [www.gowns4good.org](http://www.gowns4good.org)

**IN ORDER TO PARTICIPATE IN THE GRADUATION CEREMONY, ALL BALANCES MUST BE PAID IN FULL.**

## West Tennessee Home Education Association Graduation

### **(Keep this page for future reference) Important Rules and Information**

**DEPLOMA COVERS** - WTHEA provides a padded Navy Blue Leatherette Diploma Cover for each senior as part of the graduation package. This year seniors' can customize their diploma cover by **choosing a Stock Imprint for NO additional fee**. Or you can go a step further and **personalize the diploma cover with your graduates name for an additional \$15**. You could select your own text and/or logo to go on the diploma cover (see Pg. 24 for pricing). **All Diploma Cover orders must be sent in with your graduation application** for us to order it with your seniors gown. Any orders for customized diploma covers received after you send in your application will be considered a separate order and will be subject to additional fees. If you have difficulty understanding the Gowns4Good order form call the graduation coordinator at 731-784-8117 and she can walk you through it.

**GRADUATION PROGRAM & BIOGRAPHY BOOKLET** - In the past, the program we have handed out has contained not only the program information and a list of graduating seniors but also pictures of each senior and biographical information, awards, thank you notes and more. This equaled 1-page per graduate plus the pages needed for the rest of the information, approximately 40+ pages. With the ever growing number of participants in the graduation and the cost of printing we have had to make some changes. This year we're going to print two different booklets.

The **Graduation Program** booklet handed out at the graduation will contain a list of graduating seniors, program information, awards, thank you notes and 2-3 seniors per page with their basic information and bullet points about each senior.

The **Senior Biography** booklet will look like the program bio booklet we have printed in the past. You receive two of these books in your graduation package. These *Biography Booklets* **will not** be handed out at the graduation to the general public but are available through special order. If you would like to order additional *Biography Booklets* for friends and family members see page 14. **Pick-up in the Love & Truth lobby on the morning of the graduation**. You are responsible for delivering the *Biography Booklets* to your friends and family members. **All orders must be place by April 20, 2018.**

**Due to printing deadlines NO orders will be accepted past this date.**

#### **Rules at a Glance:**

- ◆ Only Valedictorian, Salutatorian and WTHEA Outstanding Students are allowed to wear stoles.
- ◆ Only honor chords earned through established and reputable programs are permitted in the graduation.
- ◆ Seniors must be present for gown fitting.
- ◆ Due to printing schedule and other deadlines we must have your seniors biography and pictures for the booklets and senior memories video by April 2, 2018. or they **will not** be in the booklets or video.
- ◆ Performance applications must be submitted by April 2, 2018.
- ◆ All Decorated Caps Must Be Pre-Approved by April 20, 2018 (see page 12).
- ◆ You must reserve space for senior display by April 15, 2018.
- ◆ NO air horns or noise makers of ANY kind.

**Please remember this is a Family Friendly Event**

#### **Who has Access to Your Information?**

Your personal information stays with the WTHEA Graduation Coordinator who is bound by the W.T.H.E.A. Privacy Laws which are: No one's personal information may be shown to or released to another party, organization, or company without the expressed permission of that person.

Any information you give is considered to be private and will be treated as such. No one except the coordinator and WTHEA Board has access to the applications. After graduation basic information such as names and contact information is kept for the records. Everything else is destroyed.

W.T.H.E.A.  
P.O. Box 10013  
Jackson, TN., 38308



## How To Register For The WTHERA Graduation

1. **Carefully read pages 3-23** of the graduation packet (mark the important dates on your calendar)
2. **Fill out** Graduation application forms (page 20-22). Include your seniors measurements.
3. **Parents and senior must sign application saying they have READ & UNDERSTOOD the rules and conditions** as laid out in the graduation packet.
4. **Mail the** completed application and the request for participation (pages 20-23) with either \$100 deposit or complete payment to the address specified on the form. Make checks payable to WTHERA Graduation.

You will be contacted by phone and email as soon as we receive your application.

### PAYMENT AND REFUNDS

**EARLY REGISTRATION** - (Oct. 2017 - Jan. 30, 2018)

**\$210 for Members and \$250 for Non-Members.**

Mail the completed forms and either a deposit or full payment to the WTHERA address by Jan. 30, 2018.

To receive the early registration discount through the payment plan you must begin payment before January 30, 2018 and submit your final payment no later than March 16, 2018.

**LATE REGISTRATION** - (Jan. 31 - Mar. 16, 2018)

**\$250 for Members and \$290 for Non-Members.**

Mail the completed forms and either a deposit or full payment to the WTHERA before the March 16, 2018.

After this date an additional shipping fee of \$15 is added to the late registration fee.

**PAYMENT PLAN:** The payment plan is similar to lay-away plan. You are required to make a \$100 deposit after which you pay what you can when you can as long as final payment is made by May 1, 2018.

**REFUNDS** - If for some reason you decide to not participate in the WTHERA graduation you must notify the graduation coordinator by **MARCH 12<sup>th</sup>, 2018**. There will be no refunds past this date.

**The \$100 deposit is Non-Refundable.**

**CHECKS (and where to send them)** - **DO NOT** mail cash or make checks payable to the coordinator **Holly Rhodes, Gateway Christian Schools, or Home-Life Academy.**

**For Graduation fees and Gowns4Good orders** make checks or money orders payable to: **WTHERA Graduation**

**Please note on all checks:** Graduate's first & last name and how check should be applied (i.e. deposit, 1<sup>st</sup> payment, paid in full, etc.)

**IN ORDER TO PARTICIPATE IN THE GRADUATION CEREMONY  
ALL BALANCES MUST BE PAID IN FULL BY MAY 1, 2018**

### Rules For Participation:

- ◆ **Senior MUST be currently Home Schooled**
- ◆ **Senior and Parent(s) MUST READ PAGES 3-23 of the Graduation Packet and sign page 22** saying you have read and understood all rules and information. (Your spot is not officially reserved in the graduation until we receive the completed forms, pages 20-23, and payment)
- ◆ **All Paperwork and Fees Must Be Payed in Full by May 1, 2018.**
- ◆ **Both Senior & Parent(s) must be present for the entire graduation rehearsal.**
- ◆ **Seniors must follow dress code for both the pictures and the ceremony**

- ◆ **All Decorated Caps Must Be Pre-Approved** by April 20, 2018 (see Page 12).

### We DO NOT require:

- ◆ A letter of intent to graduate. This is between you and your umbrella/cover school.
- ◆ A diploma. Again this is between you and your umbrella/cover school
- ◆ Seniors and Parents do not have to be WTHERA Members
- ◆ Participants to be Christian but we are a Christian organization and we ask that you be respectful of these beliefs.

# What Does A Home School Graduation Look Like

## Step-by-Step Graduation Rehearsal (At A Glance)

We will gather at Love & Truth church Friday, May 18, 2018, at 6:00 p.m.

Both parents and seniors will need to sign-in individually. After signing in you'll go into the sanctuary and take your assigned seats. Signs with the senior's name will be taped to their seat. Parents are seated alphabetically according to their senior's last name. So you will be sitting in the seats with your senior's last name taped to it in the aisle across from the seniors

After everyone has found their seats you will be given a detailed step-by-step breakdown of the ceremony and any changes to the schedule.

Seniors will practice their entrance and exit a few times. After we work the kinks out of the entrance and exit the parents and seniors will practice the diploma presentation. I know what you're thinking, that it doesn't sound like much but believe me come graduation day, the practice really helps.

The coordinator will address any questions the parents or seniors may have. At this point the general rehearsal is done (it takes about 45 minutes) seniors who will be performing will use this time for a sound check. Volunteers will begin helping set up the decorations, tables and food prep.

## Graduation Ceremony

The graduation coordinator will be at the church around 9:30 a.m. (Seniors sign-in as they arrive.)

At 11:15 a.m. sharp, seniors gather in the sanctuary, fully dressed, for the group photo. Parents finish setting up their seniors display or help with the final touches before the ceremony starts. After the group photo seniors are free until 12:15 p.m. when everyone needs to be in their assigned locations.

The ceremony will begin promptly at 12:30 p.m. the seniors walk in and take their assigned seats but remain standing for the opening prayer. After the prayer everyone sits for the performances, speeches, awards ceremony, and the senior moments video. Finally we reach the diploma presentation. As the seniors name is read seniors take a single long stemmed red rose from a vase and walk to their mark while parents approach from the opposite side of the stage. Then the senior presents the rose to mom and is then presented with their diploma. The next part is completely up to the family some exchange hugs at this point some choose to give mom a side hug and shake dads hand. Some just give mom the rose and go straight into the presentation of the diploma. Whatever you're comfortable with.

The senior stands on their mark holding the diploma with mom and dad on either side. The tassel is moved from the right to the left and the photographer takes the photograph then the parents and graduate exit the stage.

After the diploma presentation the Master of Ceremonies presents the Graduating Class of 2018 and they toss their caps. **This next part is very important;** the graduates exit the sanctuary and go straight to their display or if they don't have a display, pick a spot **out AWAY from the sanctuary doors** to wait for your family. If the graduates stay near the doors the walkway will become impassable which is not only dangerous but a fire hazard. Everyone exits the sanctuary and visits while snacking on refreshments.

Congratulations! You Have Graduated!!

# Graduation Dress Code

(Keep this page for future reference)



## Graduation Day:

### CAP/GOWN

Write your name in your cap to keep from losing it.

Robes may need \*light\* pressing (Steam) or leave the gown hanging for several days.

**GRADUATION TASSELS - are provided by WTHEA and must be worn during the pictures & graduation ceremony. Graduates are not allowed to switch tassels or wear more than one tassel.**

**Tassels hang on the right side, move the tassel to the left after the diploma is presented.**

**HONOR CHORDS** - Honor cords drape across the back of the neck with the knot in the center.

Only honor chords earned through established and reputable programs are permitted in the WTHEA graduation. **Parents must mail or email proof of said honor(s) to WTHEA at [graduation@wthea.org](mailto:graduation@wthea.org) or to the WTHEA address by April 27, 2018.**

**SASHES** - Sashes drape across the back of the neck and hang loose down the front.

Only the WTHEA Valedictorian, Salutatorian and Outstanding Students will wear sashes or stoles. For more information and rules of eligibility see pages 16, 17-19.

**Guys, remove caps during prayer.**

### LADIES:

- White or light colored necklines. (Some ladies pin a white handkerchief to the inside of the graduation gown to cover the neckline of the dress if it is the wrong color)
- The length of your dress cannot exceed the length of the graduation gown. (The gown is midcalf length)
- Must wear Black, Dk. Brown or Navy dress shoes. They can be flats or heels, preferably, closed-toe.
- **No flip-flops (nor sandals resembling flip-flops), tennis shoes or other type of footwear will be allowed.** Just a few suggestions: When you're choosing jewelry keep in mind how it will look with the gown. And if you wear large earrings you'll want to make sure they don't get caught in your tassel, **it will HURT.**

### GENTLEMEN:

- White shirts with ties to be worn under the graduation gown (no bow ties)
- Dark pants (Black, Dk. Brown, or Navy)
- Must wear dark dress shoes or nice boots (Black, Dk. Brown or Navy)
- **No flip-flops (nor sandals resembling flip-flops), tennis shoes or other type of footwear will be allowed.**

**SUNGLASSES ARE NOT TO BE WORN DURING ANY PART OF THE GRADUATION CEREMONY, NO CHEWING GUM, AND PLEASE TURN CELL PHONES OFF AND/OR GIVE TO YOUR PARENTS.**

**We reserve the right to deny participation to any seniors who choose not to comply with these codes on the day of graduation—with no refund of fees.**

## Rules For Decorating Your Graduation Cap

(Keep this page for future reference)

**Graduates are allowed to decorate their caps however decorations must:**

1. lay flat on the cap
2. not extend beyond the brim or hang off the cap
3. not be visible from the front
4. not contain any inappropriate images and/or language.

**Inappropriate language and/or images such as** misuse of the name of God, any and all witches, witchcraft, wizards, sorcery, vampires, zombies, werewolves and other shape shifting creatures, inappropriate body parts, drinking and/or drugs, disturbing images, or symbols of hate. This includes quotes from books, movies and other media containing any of the above mentioned.

**EXAMPLE:**



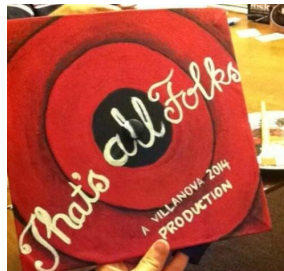
**No.** Decorations cannot extend beyond the brim.



**Yes.** Decoration lays flat & is not visible from the front.



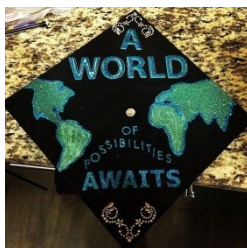
**No.** Witchcraft, Wizards or Sorcery.



**Yes**



**No.** Decoration cannot hang off the cap or be visible from the front.



**Yes**



**No.** Decorations must lay flat on the cap.



**No.** Decorations cannot be visible from the front.



**Yes**



**No.** Drinking or drug references and/or images.



**No.** Disturbing images or symbols



**No.** Decorations cannot be visible from front.

To submit your cap for approval email three pictures of the cap to the graduation coordinator at [graduation@wthea.org](mailto:graduation@wthea.org)

1. Graduate wearing the cap portrait view (front).
2. Graduate wearing the cap rear view
3. Picture of the decorations from above. (As seen in the pictures above)

### IMPORTANT

All decorated caps must be submitted for pre-approved by the board by April 20, 2018.

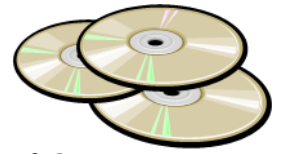
After a cap is approved you may not make ANY alterations without prior approval.

If your cap is not approved by the board a new one must be purchased to replace it.

**If graduate arrives with a cap that has not been pre-approved they will not walk.**



## Graduation Ceremony DVDs and Flashdrives



Each graduate receives one graduation day photo package and one recording of the ceremony. The photographs, DVD's & Biography Booklets will be **mailed to you**.

This year in addition to the DVD's we are offering flashdrives (by special order) of the graduation ceremony. The flashdrive contains a much a higher quality recording than what we can fit onto the DVD's.

The following need only be filled out if: (1.) the address on the application is not the one you want the graduation package mailed to. (2.) Or if you want to order additional recordings of the ceremony.

Flashdrives are \$20 each, DVDs are \$10 each and must be paid for with the graduation fees.

PLEASE ALLOW 8-12 WEEKS FOR DELIVERY.

Name: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of DVD's needed \_\_\_\_\_ @ \$10 each    Number of Flashdrives \_\_\_\_\_ @ \$20 each    **Total:** \_\_\_\_\_

*"Your schooling may be over, but remember that your education still continues." ... Author unknown*



## Class of 2018 Senior Memories Video

**Pull these pictures NOW**

**Please, please do not wait until April to do this!!!!**

To highlight the seniors graduating with WTHERA in May, there will be a senior memories video made to be shown during the graduation.

**Four pictures are needed for each graduate in the *Senior Memories Video*:**

1 senior, 1 baby/youth, and 2 random pictures that represent who they are/what they do.

1. All pictures should be EMAILED in **jpeg** format (scan as a photo) to [graduation@WTHERA.org](mailto:graduation@WTHERA.org)  
Remember this is going on a big screen so the higher the resolution the better.
2. **In the Subject line** of the email please type: **Video/graduates last name** (Example: Video / Smith)
3. In the email **please include** your graduate's full name and the parent's names as you would want them to appear for graduation. (Example: James Carter Smith, son of Mark and Carol Smith)

**A great schedule would be:**

Jan. 30, 2018: Have all 4 pictures together

Feb. 15, 2018: Scan and send pictures

Feb. 25, 2018: Breathe a sigh of relief. You are ahead of schedule

**Deadline to submit your pictures is Monday, April 2<sup>nd</sup>. 2018.** The videographer must have time to assemble the video. **Please, please plan to send pictures any time now but at least well before the night of the deadline.** If you have never scanned and emailed photos, it takes a bit of time.

If you have trouble scanning your pictures contact *Rhodes Photography*. For \$10 they can scan the pictures for you and burn to a disc. For more information or if you would like to make an appointment call Stephanie Rhodes at 731-300-2578.

If for some reason you do not have infant/youth pictures of your senior, it's not the end of the world. Contact the coordinator to inform her of the problem.



## Graduation Program

\*\*\* Due April 2<sup>nd</sup>, 2018 \*\*\*

The graduation program will contain a list of graduating seniors, program information, as well as bullet points about the senior along side their portrait photo. We will pull bullet points from the senior biography you submit.



Graduate's Full Name: \_\_\_\_\_ Male / Female

(As you want it to appear in the program, PLEASE PRINT CLEARLY)

(Circle one)

**Email an uncropped high quality Senior Portrait** (this is a head and shoulders view of your senior). Due to the restricted space, this is the best type of picture for your senior in the Graduation Program.

**Subject Line: Prog. Senior photo/ Last Name** (Example: Prog. Senior Photo/ Smith)

## Biography Booklet

\*\*\* Due April 2<sup>nd</sup>, 2018 \*\*\*

Write a **brief** essay with the following information:

1. Plans after graduation (i.e. college, etc.)
2. Any scholarships received for college
3. Member of any significant organizations
4. Volunteer work
5. Awards received in high school (i.e. Eagle Scout, Essay Awards, etc.)
6. Hobbies

And a short biography

Email high quality, un-cropped, **senior picture of your choosing** for the booklet.

**Please be selective with information; essay may be edited to conserve space as needed. It is much better for the student to decide what will be included.** We realize writing about you senior can be difficult so we have included some sample senior bios. We hope they will be of some help.

**Example 2:** John E. (Jack) Laughlin was born on June 2, 1998 in Winter Park, FL to Jim & Katie Laughlin. He is the youngest of five, with one brother and three sisters. The family moved to Humboldt, TN in 1999, where Jack later attended Humboldt schools until coming home to school in 5th grade.

Jack is an avid musician and plays both drums and guitar. He especially enjoys his leadership role in the youth worship band at FBC Humboldt. He is heavily involved in church activities, including mission groups, youth worship band, and Sunday and Wednesday Bible study groups. He spends some of his free time instructing other teens on the drums.

Upon graduation, Jack plans to pursue his interest in the field of music.

"I can do all things through Him who strengthens me." Philippians 4:13

**Example 2:** John Daniel Moore (17), lifelong resident of Ripley, TN, is the son of Jimmy Don and Meschell Moore. In addition to being homeschooled, he studied Computer Information Technology at the Tennessee College of Applied Technology-Ripley. Under the instruction of Bill Kelly, JD has performed seven years in the National Auditions in Piano Guild. In 2014, he advanced to the National Fine Arts Competition of the Assemblies of God for Piano Solo. He is currently serving as pianist at Halls First United Methodist Church. JD served as President of the Haywood County 4-H club one term. He attended 4-H Electric Camp and 4-H Congress. He competed in meat judging and 4-H GIS, which came in 2nd place in the TN State GIS contest. On July 31, 2012, he received the distinguished award of Gold Medal of Achievement in the Royal Rangers of the Assemblies of God. JD has served as the TN Skills USA Parliamentarian for 2014-2015. He has received leadership training at various institutes, traveling as far as Washington D.C. Beginning this fall, JD will be studying for an Associate of Applied Science - Software Application degree at Dyersburg State Community College. His dream is to develop his own operating system.



### **Biography Booklet Order Form** (2 complimentary Booklets are included in Graduation cost)

# of extra booklets	_____	Graduate Name:	_____	Date:	_____
\$3.00 each =	_____	PMT Method:	CASH / CHECK / MO		
<b>Total</b>	\$ _____	Office Use Only: #:	_____	Date:	_____
		Amount:	_____		

## WTHEA Graduation Entertainment



During the WTHEA Graduation Ceremony, we like to showcase the talents of our graduates.

Performances can be speech, musical (Singing or playing an instrument), dramatized sign language, martial arts demonstration, etc. Seniors are aloud to use back-up singers and performers in their performance. (Example: Senior singing with a band or Speech/Debate Dual speakers) In the past some seniors who were uncomfortable alone onstage would contact the coordinator to ask other seniors if they would like to team up. The results of which were some very nice performances.

**If you would like to be a part of this wonderful tradition then follow the instructions below.**

### **For musical performance:** we need

- Name of the song
- Name of the recording artist (different artist have different version)
- A complete copy of the lyrics by the artist you've chosen
- **An audio** recording of your performance.

### **For Speech:** we need

- **An audio** recording of your performance
- A written copy of your speech
- And approximate length of the speech

### **For Dramatized Sign:** we need

- Name of the song/music
- Name of the recording artist
- Complete copy of the lyrics by this artist
- And **video** recording of your performance

### **For Other Visual Performances:** we need

- Name of the song/music
- Name of the recording artist
- Complete copy of the lyrics by this artist
- And **video** recording of your performance

### **Mailed Submission:**

1. Record your performance on a CD/DVD. Label the disc with seniors name and the title of the performance/song.
2. Print a copy of the lyrics or speech. For music include the name of the song and recording artist.
3. Fill out the form below and mail with all of the above to the W.T.H.E.A. address on the form.

### **Emailed Submission:**

1. Subject line: Performance/Students Name  
**(Example: Performance/ Martha Harris)**
2. **In the email you must include ALL of the information required on the form below.**
3. You must also include title of the song /speech, copy of the Lyrics/Speech & recording artist.
4. Record your performance and attach to the email
5. Send the email to [graduation@wthea.org](mailto:graduation@wthea.org)

## Graduation Entertainment

**Form due by April 2, 2018**

Applications are now being accepted from seniors who wish to share their talent at the WTHEA Graduation Ceremony. (Graduation performers will be limited to 3-4 minutes.)

Please fill in the following information and mail to: **WTHEA P.O. Box 10013 • Jackson, TN 38308**

Senior Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Performance Type: \_\_\_\_\_

Number of Microphones needed: \_\_\_\_\_ Title and/or Description of Performance: \_\_\_\_\_

Please inform the Coordinator if you require stools, music stand, hook-up for instruments, etc. Thank you!



# Valedictorian/Salutatorian Eligibility

## ACT Score Request Form Due April 20<sup>th</sup>, 2018



**Only seniors of WTHERA members are eligible for the  
WTHERA Valedictorian and Salutatorian Honors**

Due to the Privacy Act, WTHERA cannot access your student's ACT/SAT scores. If you would like for your student to be eligible for the WTHERA Valedictorian or Salutatorian Honor, you must fill out the form below and mail/email along with a **copy** of supporting documentation of scores.

Please mail to: **WTHERA, P.O. Box 10013 • Jackson, TN 38088**

If both ACT and SAT scores are submitted, eligibility for the Valedictorian or Salutatorian Honor will be based on the ACT. SAT will be used if it is the only score submitted.

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ 2nd Phone: \_\_\_\_\_  
( Include Area Code )

### SAT SCORES

**1<sup>st</sup> Set of Highest Scores From the Same Test Date:**  
(Please Figure Composite)

Subject:	Scores:
Verbal	_____
Mathematics	_____
Composite (Average)	_____

**2<sup>nd</sup> Set of Highest Scores From the Same Test Date:**  
(Please Figure Composite)

Subject:	Scores:
Verbal	_____
Mathematics	_____
Composite (Average)	_____

### ACT SCORES

**1<sup>st</sup> Set of Highest Scores From the Same Test Date:**  
(Do not tally scores)

Subject:	Scores:
English	_____
Mathematics	_____
Reading	_____
Science	_____
Composite (Average)	_____

**2<sup>nd</sup> Set of Highest Scores From the Same Test Date:**  
(Do not tally scores)

Subject:	Scores:
English	_____
Mathematics	_____
Reading	_____
Science	_____
Composite (Average)	_____





**WTHEA's 2018 Outstanding Student of the Year Application** (page 1)



Every year West Tennessee Home Education Association honors an 11<sup>th</sup> or 12<sup>th</sup> grader as an outstanding student who exemplifies excellence not only in academics but also in other areas such as character, music, art, speech & debate, community service and so on. Students are selected from WTHEA members who submit written applications to a committee. These students will represent home schooling excellence in West Tennessee at the Tennessee Home Education Association's (THEA) *Capitol Hill & Rally Day* at our state capitol in Nashville. This is a day when home schoolers from all over the state gather together to meet with their representatives and legislators and to celebrate the freedoms we enjoy.

**Students Full Name:** \_\_\_\_\_ Age: \_\_\_\_\_  
( PLEASE PRINT ) (please include how to pronounce their name phonetically if it is unusual)

Students Grade: \_\_\_\_\_ GPA: \_\_\_\_\_ SAT Score: \_\_\_\_\_ ACT Score: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Student's Cell #: \_\_\_\_\_

Student's E-mail: \_\_\_\_\_ **County of Residence:** \_\_\_\_\_

**Umbrella/Cover School:** \_\_\_\_\_  
(Please include a contact person and phone number if your cover school is NOT Gateway or Homelife Academy)

Contacts Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Attended Tutorial:** Yes No Tutorial Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Parent(s) First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Fathers Cell #: \_\_\_\_\_ Mothers Cell #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_ Parents E-mail: \_\_\_\_\_

**Student's High School Accomplishments.**

**Academic & Scholastic Achievements:** List accomplishments and awards, including in any extracurricular activities:

---

---

---

---

---

---

---

---

---

---

---



**WTHEA's 2018 Outstanding Student of the Year Application** (page 2)



**Extracurricular:** Please list any leadership roles and any individual recognition received. List all school, church, service activities in which student has participated (use additional page if necessary):

---

---

---

---

---

**Ministry & Community Service Involvement & Experience:** \_\_\_\_\_

---

---

---

---

**Student's Character Qualities which commend him/her as an Outstanding Student:** \_\_\_\_\_

---

---

---

**Post-high school plans:** (ex: college, vo-tech, apprenticeship): \_\_\_\_\_

---

---

---

**Students Hobbies:** \_\_\_\_\_

---

If selected as one of the WTHEA Outstanding Students will you be able to be present to be recognized and receive your Outstanding Student Certificate on the War Memorial Auditorium stage during the Rally Day program 9:00 - 11:00 on March 20<sup>th</sup>, 2018?

Yes, we will arrive at this time: \_\_\_\_\_

No, we cannot attend the Rally: \_\_\_\_\_

**Parents, on a separate sheet, please write up your Student's bio in a paragraph form.**



**Only students of WTHEA members are eligible for Outstanding Student Award.**

**Applications for outstanding student must be submitted by January 30<sup>th</sup>, 2018.**

**All submissions must include:**

- Outstanding student application pages 1-2
- A current picture of the student (6 mega pixel or larger)
- Student bio in paragraph form
- And at least one letter of recommendation.

**To Submit Application by Mail:** Complete the application forms, plus student bio and mail to WTHEA along with a disc containing picture of your student and at least one letter of recommendation, which can be brief.

**To Submit Application by E-mail:** E-mail the completed Application Forms, your student's picture and bio to WTHEA with *Outstanding Student Application Form & Picture* in the Subject Line. E-mail recommendation letter(s) with *Outstanding Student Recommendation* in the Subject Line.

These can be submitted in one email or separately.

**Letters of Recommendation could be from:** a Teacher/Tutor (for an academic subject, music, Speech & Debate or sports coach), your THEA Chapter Area Coordinator, a Mentor, your Church Pastor, Sunday School Teacher, Employer or other Personal Contact other than a family member or relative.

**WTHEA GRADUATION APPLICATION (Page 1)**

(Mail completed form and \$100 deposit or full payment to WTHEA with all other requested forms.)

**Graduate's Full Name:** \_\_\_\_\_ **Male/Female**  
**PLEASE Print ALL Information** ( Circle One )

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Graduates Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**(Include Area Code)**

**What is the best way to contact Graduate?** \_\_\_\_\_

**Does Graduate Live With Parents?** YES NO **Graduates Parents Are:** Married Divorced  
( Circle One )

**Parent(s) Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #'s:**  
**Mom: (Home):** \_\_\_\_\_ **(Cell):** \_\_\_\_\_ **E-mail:** \_\_\_\_\_  
**(Include Area Codes)**

**Dad: (Work):** \_\_\_\_\_ **(Cell):** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Year the family began homeschooling:** \_\_\_\_\_ **Years graduate has been homeschooled:** \_\_\_\_\_

**Name of umbrella/cover School:** \_\_\_\_\_  
(Please include a **contact person** and **phone number** if your cover school is NOT Gateway or Homelife Academy)

**Contacts Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Name of the Person(s) presenting the diploma and their relation to the Graduate.**  
**This pertains to everyone who is going onstage with senior ( Ex.: Steve & Sarah Smith, Parents)**

**Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

**Does Graduate or Person(s) presenting have a physical handicap or mental disability?** Yes No

**Nature of handicap or disability:** \_\_\_\_\_ **Graduate or Presenter**  
(Circle One)

**Honors Earned by Graduate:** \_\_\_\_\_  
(This only applies if the graduate will be wearing honor chords)

**Name of the Organization/School:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Are you a member of WTHEA or a THEA chapter:** Yes NO

**There are no refunds after March 12, 2018!**  
**The \$100 deposit is non-refundable.**

## WTHEA GRADUATION APPLICATION (Page 2)

**Graduation Ceremony Picture Packet:** contains ceremony pictures, group class photo, 2-Biography booklets and recording of the ceremony either on DVD or Flashdrive. Please select the format you prefer for your package.

- DVD of the ceremony (price included in package)     Flashdrive (additional \$10)     Both (additional \$20)

**Will Your Senior Have a Display?    Yes    No**

(If you change your mind you must inform the coordinator by April 15, 2018)

**“Many hands make light work”** A graduation ceremony is a big event and we need the help of volunteers to bring it all together. Most of these volunteer positions only take a little bit of time to complete.

**I would like to:**

- Assemble the Biography Booklet:** See page 8 for a list of the booklets contents. The Biography booklet will have to be converted to a PDF file before sending to the printer. Majority of the content is written for you.
- Assemble the Graduation Program:** See page 8 for a list of the contents. The Program will have to be converted to a PDF file before sending to the printer. Majority of the content is written for you except for the Bullet points which will have to be pulled from student biographies.
- Proof Reader:** Proof read the Graduation Program and/or Biography Booklet.
- Put together the Class of 2018 Senior Memories Video:** This is basically a slideshow with background music. (Music must be pre-approved) **Video must be finished and delivered to WTHEA by May 1, 2018.**
- Be on the Decoration Committee:** The Decoration committee helps plan graduation decor.
- Gown Fitting:** I need a few people to help with the senior gown fitting. (You can choose which gown fitting)
- Decorations and Set-up Crew:** Will help set-up tables, put up decorations and indoor signs after rehearsal.
- Signs / Banners:** Setting up signs and banners outside before graduation.
- Food Prep:** There are several jobs under this heading. We need people to put sprinkles on the cupcakes, cut grapes into small bunches, slice oranges, etc. Food prep is done after we finish graduation rehearsal.
- Roses:** Thorns need to be removed from the roses and then arranged in the vases.
- Thank You Card:** This person is in charge of making sure all seniors and parents sign the card for Love & Truth.
- Packing Senior Gift Bags:** A few people are needed to help pack the seniors gift bags. (Preferably not seniors)
- Stage hands:** These volunteers can be younger siblings of the seniors. We need one or two volunteers to move microphone stands out the cameras view after the performances are over. (This job takes about 90 seconds.)
- Opening Prayer:** This refers to the opening prayer for the ceremony. This honor usually falls to a seniors father.
- Help with the Walk through:** After the graduation ceremony we do a quick walk through of the sanctuary to check for lost items and pick up trash. After the walk through we will close up the sanctuary.
- Clean Up:** After the graduation we will need to take down the signs and decorations.

**Seniors Gown Size:** - Gown sizes are determined by the seniors height and approximate weight. We realize this can be a sensitive subject so we are giving the chart to you. Measure your senior and check the box on the chart that matches your seniors height and weight. Measure from the floor to the top of the graduates head while wearing the shoes they will wear at the graduation.

HEIGHT	WEIGHT	QTY
4'6" - 4'8"	UNDER 180 lbs	
4'9" - 4'11"	UNDER 180 lbs	
5'0" - 5'2"	UNDER 180 lbs	
5'0" - 5'2"	OVER 180 lbs	
5'3" - 5'5"	UNDER 180 lbs	
5'3" - 5'5"	OVER 180 lbs	
5'6" - 5'8"	UNDER 270 lbs	
5'6" - 5'8"	OVER 270 lbs	

HEIGHT	WEIGHT	QTY.
5'9" - 5'11"	UNDER 270 lbs	
5'9" - 5'11"	OVER 270 lbs	
6'0" - 6'2"	UNDER 270 lbs	
6'0" - 6'2"	OVER 270 lbs	
6'3" - 6'5"	UNDER 330 lbs	
6'6" - 6'8"	UNDER 330 lbs	
6'6" - 6'8"	OVER 330 lbs	
6'9" - 6'11"	UNDER 330 lbs	

←  
Check the  
box with your  
seniors gown  
size.

WTHEA GRADUATION APPLICATION (Page 3)

Parents and Senior,

WTHEA is not responsible for your high school diploma; this is a matter between you and your Umbrella/Cover school. You will need to make sure that all of your records are in order with your school at least 7 weeks in advance for you to have the diploma by graduation. Check with your school for the exact time frame needed.

By signing below, I agree that both I and my student will abide by all aspects of the guidelines, dress code and requirement terms for participation in the 2018 WTHEA Graduation. We understand that failure to comply with the guidelines and requirement terms will result in termination from the WTHEA Graduation Ceremony. I understand my student's high school diploma is between me and the umbrella school that I am registered with.

Parent(s) Signature: \_\_\_\_\_

Senior's Signature: \_\_\_\_\_

**TOTAL GRADUATION FEE: Members \$250 Non-Members \$290**

**EARLY REGISTRATION** - (Oct. 2017 - Jan. 30, 2018) **\$210 for Members and \$250 for Non-Members.**

Mail the completed forms (pages 20-23) and deposit or full payment to the WTHEA address listed by Jan. 30, 2018. To receive the early registration discount through the payment plan you must begin payment before January 30, 2018 and submit your final payment no later than March 16, 2018.

**LATE REGISTRATION** - (Jan. 31 - Mar. 16, 2018) **\$250 for Members and \$290 for Non-Members.**

Mail the completed forms (pages 20-23) and deposit or full payment to the WTHEA before the deadline. After March 16, 2018 an additional shipping fee of \$15 is added to the late registration fee.

**PAYMENT PLAN:** The payment plan is similar to lay-away plan. You are required to make a \$100 deposit after which you pay what you can when you can as long as final payment is made by May 1, 2018.

**REFUNDS** - If for some reason you decide to not participate in the WTHEA graduation you must notify the graduation coordinator by **MARCH 12<sup>th</sup>, 2018**. There will be no refunds past this date.

**The \$100 deposit is Non-Refundable.**

**CHECKS (and where to send them)** - **DO NOT** mail cash or make checks payable to the coordinator Holly Rhodes, Gateway Christian Schools, or HomeLife Academy

**Graduation fees and Gowns4Good orders** - make payable to: **WTHEA Graduation**

**Please note on all checks:** Graduate's first & last name and how check should be applied (i.e. deposit, 1<sup>st</sup> payment, paid in full, etc.)

Mail ALL forms to: WTHEA, P.O. Box 10013 • Jackson, TN 38308

**For Office Use Only**

**Date Received:** \_\_\_\_\_ **Cash:** \_\_\_\_\_ **MO:** \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

## REQUEST TO PARTICIPATE IN WTHERA GRADUATION

This letter is a formal request asking to participate in WTHERA's Graduation and related activities for the Graduation Class of 2017. Based upon statements clarified in the WTHERA Graduation Information, the approval is contingent upon acceptance and adherence to the following conditions:

- 1 Fully paid graduation fees.
- 2 Full cooperation with the graduation coordinator and participation in all parent/graduate related responsibilities as outlined in this packet.
- 3 Full adherence with graduation rules and regulations as outlined in this packet.

WTHERA produces the Graduation Ceremony as a celebration for West Tennessee Home School students and families for the culmination of their years of hard work through the elementary and high school years. We strive to make sure the experience is a positive one for all of its participating families and students. WTHERA reserves the right to deny participation immediately or during a WTHERA Graduation and/or related activity, including forfeiture of all fees, for failure to adhere to the conditions of approval enumerated above. These conditions also apply to any member of the graduate's family/friends.

We look forward to having your senior participate in the Graduation Ceremony and related activities.

Sincerely,




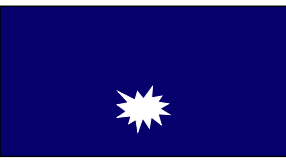
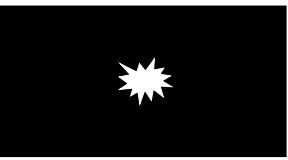
Steven Rhodes  
W.T.H.E.A. President

### ACCEPTANCE OF TERMS FOR PARTICIPATION

Parents/ Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DIPLOMA COVER ORDER FORM** - Padded Leatherette Cover Holds an 11" x 8.5" Diploma with Gold or Silver Foil Imprint Options. **All WTHEA Diploma covers are navy blue** but each graduate can customize their diploma cover by choosing a Stock Imprint for NO additional fee (see Pg.11 of G4G catalog for better picture). You can go a step further and personalize the diploma covers with your graduates name for additional \$15, or you can go all out and select your own text and/or logo to go on the diploma cover (see below for pricing). **ALL Diploma Cover Orders must be sent in with your graduation application for us to order it with your seniors' gown.**

		<p style="text-align: center;"><b>Check the box that indicates the desired location of the emblem or text.</b></p>	
<p><b>Stock Imprint Options:</b></p> <p><input type="checkbox"/> No Imprint (Blank Cover)</p> <p><input type="checkbox"/> "Diploma of Graduation" (Text)</p> <p><input type="checkbox"/> Prov. 3:6 Emblem</p> <p><input type="checkbox"/> Ecc. 2:13 Emblem</p>		<p><b>Foil Color</b></p> <p><input type="checkbox"/> SILVER</p> <p><input type="checkbox"/> GOLD</p> <p><input type="checkbox"/> NONE (no foil)</p> <p>(Gold shows up best)</p>	
		<p><input type="checkbox"/> Text Center</p> 	<p><input type="checkbox"/> Text Bottom</p> 
		<p><input type="checkbox"/> Imprint Bottom</p> 	<p><input type="checkbox"/> Imprint Center</p> 

**Yes I want to personalize my diploma with:**

"Diploma of Graduation" (Text)

Prov. 3:6 Emblem

Ecc. 2:13 Emblem


Custom School Name (add \$9 per)

School name AND 2<sup>nd</sup> line of text (add \$14 per)

Custom 2.25" x 2.25" logo (ADD \$9 + 1-time \$75 die fee if needed )

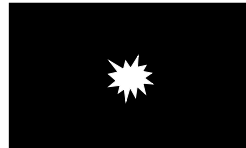




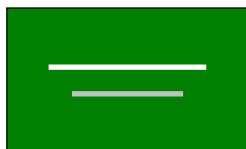
Logo and 2nd line of text (ADD \$14 + 1-time \$75 die fee if needed )

Add students name to cover (add \$15)



Students Name

**Check the box that indicates the desired location of the Text and/or Logo.**

<input type="checkbox"/> Logo Center 	<input type="checkbox"/> Text Center 
<input type="checkbox"/> Logo Bottom 	<input type="checkbox"/> Text Bottom 
<input type="checkbox"/> Logo & 1-line of Text 	<input type="checkbox"/> 2-Lines of Text 

Custom Logos Must be emailed to [graduation@wthea.org](mailto:graduation@wthea.org)  
 Logo MUST be a HIGH QUALITY IMAGE.

**PRINT CLEARLY**

School Name (As It Will Appear on Cover): \_\_\_\_\_

2nd Line (As It Will Appear on Cover): \_\_\_\_\_

Students Name (As It Will Appear on Cover): \_\_\_\_\_



# High School Graduation Accessories Order Form

**Please review your order carefully. Fill out only the areas that pertain to the items you wish to order.**  
 All orders are final. Make sure your address and contact information is up to date. WTHEA is not responsible for lost or damaged items. Discounts do not apply to custom orders such as the personalized diploma covers on page 26.

Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone/Cell: _____ E-mail: _____	<b>Payment:</b> <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check #: _____ Total: \$ _____   Subtract 20% = \$ _____ Add \$15 for Shipping (if required) Amount Enclosed: \$ _____
------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ETRA 9" TASSELS	2—COLOR TASSELS \$5.95								
<b>1—COLOR TASSEL \$3.95</b> Black <input type="checkbox"/> Maroon <input type="checkbox"/> Navy <input type="checkbox"/> Orange <input type="checkbox"/> Royal <input type="checkbox"/> Purple <input type="checkbox"/> Sky <input type="checkbox"/> Pink <input type="checkbox"/> Forest <input type="checkbox"/> White <input type="checkbox"/> Emerald <input type="checkbox"/> Silver <input type="checkbox"/> Turquoise <input type="checkbox"/> Gold <input type="checkbox"/> Red <input type="checkbox"/> Old Gold <input type="checkbox"/>	COLOR 1 : <input style="width: 100%;" type="text"/> COLOR 2 : <input style="width: 100%;" type="text"/> QTY : <input style="width: 50%;" type="text"/>								
3—COLOR TASSELS \$6.95									
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 5px;">(Available Colors)</th> <th style="text-align: left; padding: 5px;">QTY.</th> </tr> <tr> <td style="padding: 5px;">Red, White &amp; Royal Blue</td> <td style="text-align: right; padding: 5px;"><input style="width: 50%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Red, Black and White</td> <td style="text-align: right; padding: 5px;"><input style="width: 50%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;"><b>SIGNET YEAR</b></td> <td style="text-align: right; padding: 5px;"><input style="width: 50%; border: 1px solid black;" type="text" value="2018"/></td> </tr> </table>		(Available Colors)	QTY.	Red, White & Royal Blue	<input style="width: 50%;" type="text"/>	Red, Black and White	<input style="width: 50%;" type="text"/>	<b>SIGNET YEAR</b>	<input style="width: 50%; border: 1px solid black;" type="text" value="2018"/>
(Available Colors)	QTY.								
Red, White & Royal Blue	<input style="width: 50%;" type="text"/>								
Red, Black and White	<input style="width: 50%;" type="text"/>								
<b>SIGNET YEAR</b>	<input style="width: 50%; border: 1px solid black;" type="text" value="2018"/>								

HONOR CORDS										
<b>SINGLE CORDS \$5.95</b> (See catalog for available colors)										
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center; padding: 5px;">COLOR</th> <th style="text-align: center; padding: 5px;">QTY.</th> </tr> <tr> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding: 5px;"><input style="width: 50%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding: 5px;"><input style="width: 50%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding: 5px;"><input style="width: 50%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;"><input style="width: 100%;" type="text"/></td> <td style="text-align: right; padding: 5px;"><input style="width: 50%;" type="text"/></td> </tr> </table>	COLOR	QTY.	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>
COLOR	QTY.									
<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>									
<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>									
<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>									
<input style="width: 100%;" type="text"/>	<input style="width: 50%;" type="text"/>									

FREE & BRAVE WITH JESUS T-SHIRTS \$24.95												
<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; padding: 5px;">Chest Size</th> <th style="text-align: left; padding: 5px;">QTY.</th> <th style="text-align: left; padding: 5px;">QTY.</th> <th style="text-align: left; padding: 5px;">QTY.</th> </tr> <tr> <td style="padding: 5px;"><b>XS</b> 31" - 34" <input style="width: 50%;" type="text"/></td> <td style="padding: 5px;"><b>S</b> 35" - 37" <input style="width: 50%;" type="text"/></td> <td style="padding: 5px;"><b>M</b> 38" - 41" <input style="width: 50%;" type="text"/></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><b>L</b> 42" - 45" <input style="width: 50%;" type="text"/></td> <td style="padding: 5px;"><b>XL</b> 46" - 49" <input style="width: 50%;" type="text"/></td> <td style="padding: 5px;"><i>(See Gowns4Good)</i></td> <td style="padding: 5px;"></td> </tr> </table>	Chest Size	QTY.	QTY.	QTY.	<b>XS</b> 31" - 34" <input style="width: 50%;" type="text"/>	<b>S</b> 35" - 37" <input style="width: 50%;" type="text"/>	<b>M</b> 38" - 41" <input style="width: 50%;" type="text"/>		<b>L</b> 42" - 45" <input style="width: 50%;" type="text"/>	<b>XL</b> 46" - 49" <input style="width: 50%;" type="text"/>	<i>(See Gowns4Good)</i>	
Chest Size	QTY.	QTY.	QTY.									
<b>XS</b> 31" - 34" <input style="width: 50%;" type="text"/>	<b>S</b> 35" - 37" <input style="width: 50%;" type="text"/>	<b>M</b> 38" - 41" <input style="width: 50%;" type="text"/>										
<b>L</b> 42" - 45" <input style="width: 50%;" type="text"/>	<b>XL</b> 46" - 49" <input style="width: 50%;" type="text"/>	<i>(See Gowns4Good)</i>										
<input type="checkbox"/> <b>CLASS OF 2018</b> OR <input type="checkbox"/> <b>NO YEAR</b>												
T-Shirts are Speckled Navy, Soft Poly-Cotton blend												

KNOTTED DOUBLE CORDS \$11.95
(See catalog for color options)
COLOR 1: <input style="width: 100%;" type="text"/> COLOR 2: <input style="width: 100%;" type="text"/> QTY: <input style="width: 50%;" type="text"/>
COLOR 1: <input style="width: 100%;" type="text"/> COLOR 2: <input style="width: 100%;" type="text"/> QTY: <input style="width: 50%;" type="text"/>

MEDAL \$9.95				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>GRADUATE</b></td> <td style="text-align: right; padding: 5px;">QTY. <input style="width: 50%;" type="text"/></td> </tr> <tr> <td style="padding: 5px;"><b>HONOR</b></td> <td style="text-align: right; padding: 5px;"><input style="width: 50%;" type="text"/></td> </tr> </table>	<b>GRADUATE</b>	QTY. <input style="width: 50%;" type="text"/>	<b>HONOR</b>	<input style="width: 50%;" type="text"/>
<b>GRADUATE</b>	QTY. <input style="width: 50%;" type="text"/>			
<b>HONOR</b>	<input style="width: 50%;" type="text"/>			

EXTRA CAP \$11.95		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>SHINY ROYAL BLUE</b></td> </tr> <tr> <td style="text-align: right; padding: 5px;">QTY. <input style="width: 50%;" type="text"/></td> </tr> </table>	<b>SHINY ROYAL BLUE</b>	QTY. <input style="width: 50%;" type="text"/>
<b>SHINY ROYAL BLUE</b>		
QTY. <input style="width: 50%;" type="text"/>		

**If you have any questions or should you need help filling out the order forms please call Holly Rhodes at (731)784-8117**

WTHEA provides stock Navy Blue Diploma Covers for all seniors. This year each senior has the option of customize their diploma with a Stock Imprint for NO additional fees. Or you can personalize the diploma covers with your seniors name for additional \$15, or even select your own text and/or logo.

## Graduation Ceremony Pictures



Each graduate receives one graduation ceremony photo package. If you would like to purchase additional pictures of the graduation ceremony fill out the form below and mail to WTHEA or give it to the photographer either before or immediately following the graduation ceremony. **Discount prices below expire after Graduation.**

### Additional Ceremony Portraits Order Form

**There is no minim to purchase ceremony photographs only.**

Graduate's Name: \_\_\_\_\_ Recipient's Name: \_\_\_\_\_  
 (Please Print)  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

#	Print Size	Reg. Price each	Sale	Price
	<u>8x10</u>	<u><del>\$35.00</del></u>	<u>1/\$17.00</u>	<u>2/\$30.00</u>
	<u>5x7</u>	<u><del>\$25.00</del></u>	<u>1/\$12.00</u>	<u>2/\$20.00</u>
	<u>4x6</u>	<u><del>\$15.00</del></u>	<u>1/\$7.00</u>	<u>2/\$12.00</u>
	<u>Wallets</u>	<u><del>\$25.00</del></u>	<u>8/\$ 12.00</u>	<u>16/\$20.00</u>

**All images are copyright protected** \*All images, captured and/or developed, are copyrighted by, and the sole property of, Rhodes Photography. It is illegal to download, copy, scan or print images, whether purchased or not, without prior written consent.

### After Ceremony Portraits Order Form

You can choose any pose with any number persons in the pose you choose. **There is minimum purchase of \$20.00 per pose required.** You may choose any combination of sizes you like. This is for the **after ceremony portraits only**. Prices are listed below are only for the time during the graduation. **Shipping and Handling is \$5.00.**

Graduate's Name: \_\_\_\_\_ Recipient's Name: \_\_\_\_\_  
 (Please Print)  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

#	Print Size	Reg. Price each	Sale	Price
	<u>8x10</u>	<u><del>\$35.00</del></u>	<u>1/\$17.00</u>	<u>2/\$30.00</u>
	<u>5x7</u>	<u><del>\$25.00</del></u>	<u>1/\$12.00</u>	<u>2/\$20.00</u>
	<u>4x6</u>	<u><del>\$15.00</del></u>	<u>1/\$7.00</u>	<u>2/\$12.00</u>
	<u>Wallets</u>	<u><del>\$25.00</del></u>	<u>8/\$ 12.00</u>	<u>16/\$20.00</u>

**All images are copyright protected** \*All images, captured and/or developed, are copyrighted by, and the sole property of, Rhodes Photography. It is illegal to download, copy, scan or print images, whether purchased or not, without prior written consent.

### Photographers Use Only

Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Image No. \_\_\_\_\_

Notes: \_\_\_\_\_

## 2017 – 2018 WTHEA Membership Registration

Name of Parent(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Number of years you have homeschooled: \_\_\_\_\_

Ages of your children \_\_\_\_\_  
(Please circle children you are teaching)

Name of Cover School and/or School District for your student(s): \_\_\_\_\_

Are you a member of a: Support Group Co-Op? (Please circle one)

Name of group: \_\_\_\_\_ County: \_\_\_\_\_

Are you a new or returning member? \_\_\_\_\_

HSLDA Member? YES NO

Member of another THEA Chapter? YES NO  
(Please renew with WTHEA next year)

**Please mail completed form along with your Check for \$25.00 to:**

**WTHEA  
P.O. Box 10013  
Jackson, TN 38308-0100**

### **Office Use Only**

Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Date received: \_\_\_\_\_

Notes: \_\_\_\_\_

## NOTES: