

Campbell Collegiate

Graduation

2020



Campbell Collegiate Graduation 2020

High school graduation is an important and exciting time for our Grade 12 students and their families. The purpose of this booklet is to keep everyone informed about upcoming graduation events. Here you will find information about the Cap and Gown Ceremony and Senior Prom.

It is our goal as a staff at Campbell to provide an enjoyable and memorable graduation for our students and their families. The information contained in the following pages should ensure that you are informed of the procedures, requirements, including how to pay outstanding school fees, and timelines concerning graduation so that plans can be made accordingly.

If you have further questions, please contact the school at (306) 523-3250 and your call will be directed to someone who can help you.

On behalf of the Staff Graduation Committee,

Nancy Buisson
Principal

Important Dates

Selection of Valedictorian - May 8th

Selection of Graduate Prom Speeches - June 8th

Pick up of Cap and Gown – Tuesday, June 23rd 9:30 a.m. - 10:30 a.m., Gym 1

Graduation Cap and Gown Ceremony –Tuesday, June 23rd @ 1:30 p.m.

Graduation Prom – Tuesday, June 23rd @7:00 p.m.

Role	Staff Member	Email
Financial	Dana Bildulka	dana.bidulka@rbe.sk.ca
Cap and Gown Co-Chairs	Samantha Taylor Michael Leier Wendy Watts	samantha.taylor@rbe.sk.ca Michael.leier@rbe.sk.ca wendy.watts@rbe.sk.ca
Senior Prom	Amanda Benesh	amanda.benesh@rbe.sk.ca
Valedictory Address	Amanda Hagman	amanda.hagman@rbe.sk.ca
Grad Information	Nancy Buisson	nancy.buisson@rbe.sk.ca

Event 1: Cap and Gown Ceremony

Tuesday, JUNE 23rd @ 1:30 P.M. AT THE CONEXUS ARTS CENTRE

200 Lakeshore Drive

Students must complete ALL requirements of the Ministry of Education for Grade 12 Graduation in order to participate in the Cap & Gown Ceremony.

PROCEDURES FOR CAP & GOWN

- There are **no tickets needed** to attend the Cap and Gown Graduation Ceremony.
- Students may invite as many guests as they would like to attend the ceremony.
- The main doors to the Conexus open ½ hour prior to the ceremony, 1:00 p.m. If your guests need wheelchair seating there are a limited number of aisle and wheelchair seats that you will have to come early to access.
- There is no reserved seating.
- You are welcome to sit anywhere you choose but please note that the third floor balcony will be closed.
- Ushers are available to help with seating, if necessary.
- The ceremony will begin promptly at 1:30 p.m.
- The first row of seating is reserved for family and/or friends to take pictures and then return to their original seats.

Student Information

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY.

1. **PICK UP YOUR GOWN on TUESDAY, JUNE 23rd AT CAMPBELL COLLEGIATE from 9:30 a.m. – 10:30 a.m. in Gym 1.**
 - **Your cap and gown will have your name attached to it.** Your homeroom teacher will be there to assist you. Please save the hanger for when you return the gown.
 - At this time you will receive your prom tickets if you have purchased them and have paid ALL of your school fees.

2. **Arrive at the Conexus Arts Centre by 12:30 p.m. BRING YOUR CAP, GOWN, and hanger which you picked up from Campbell Collegiate.**
3. If families desire photos of the graduate in their gown, those photos must occur **prior** to the 1:30 p.m. ceremony as you must return your gown **immediately** following the ceremony.
4. Use the **Southwest Entrance** and go directly to the Shumiatcher Room. Please do not bring any valuables with you as the Shumiatcher Room will not be locked during the ceremony.
5. This is a formal occasion. Please dress in business casual. (Gentlemen, please do not wear shorts, white gym socks, sandals or sneakers.)
 - Wear the cap with the **tassel on the right side**. If necessary, use bobby pins to hold the cap in place. Please supply your own pins.
6. Once you have put on your gown and cap, **line up alphabetically** in the area designated for your CAP.
7. If you are to receive an award, your CAP teacher will notify you that you are to receive an award, but not which award.
8. Promptly at 1:00 p.m. you will be escorted to the auditorium. You will line up by CAP beginning with 12A (Mrs. Josephson). Your homeroom teacher will head your CAP. Walk **quietly** to your seats on stage. Stand quietly once you reach your seat.
9. **Seating:** each row must be filled completely before the next row is begun. **Be sure that you stand directly in front of your seat. Do not leave an empty seat**, but be sure that each person in your row has a seat. Do not leave an empty seat for absent students. If a student is late, a teacher will find them a seat.
10. **Remain standing in front of your seat** until the entire graduating class is in place and “O Canada” has been sung. **Wait** for Mme Gates and Mr. Belle to ask you to be seated.
11. **Presentation of Awards:** After opening remarks, Mme Gates and Mr. Belle will ask award recipients to go to the right side of the backstage area. **Sit near the chair with a letter that corresponds to the first letter of your last name.** Remain seated until you are asked to come on stage to receive your award. Teachers will be backstage to help you find a seat and to help you line up for your awards.
 - **A reminder:** take the award with your left hand and shake hands with your right.
12. Once you receive your award, exit **stage left**, drop your award off at the table. You will pick your award up after you receive your diploma.
 - this is so you don’t take your award up with you to receive your diploma.
 - If you are to receive another award, exit on stage left, go around the curtains, quickly, and back to stage right. Sit down near your last name letter and wait until you are called again.

13. Presentation of Diplomas: You will be ushered down from your seats, backstage right, and lined up by homeroom. It is crucial to be quiet: the audience can hear you. You will hear your name when it is your turn to receive your diploma.

- **Ms. Buisson** will move the tassel on your CAP from left to right. Continue across the stage, your CAP teacher will be on stage to hand your diploma to you. (Remember: receive with the left hand and shake with the right.)
- Cross the stage, exit on stage left, and go directly back to your own seat. Remain seated (**and quiet**) until all graduates have received their diploma and returned to their own seats.

14. The curtain will open, you will be asked to stand and be presented as "Campbell Collegiate's 2019/2020 Graduating Class" to the audience.

15. When the music begins, you will march off stage in alphabetical order, by homeroom.

16. After the ceremonies are over, you have **15 minutes** to return the gowns to the Shumiatcher Room. **Your CAP teacher will assist you in returning the gown.** Remember when the gowns are returned, they must be put on the hangers you picked up in the morning with your gown. You may keep your cap and tassel.

Remember: You represent our school and your graduating class.

Your conduct on this very special occasion should be exemplary.

Valedictory Address and Graduate Speeches

- Grade 12 students will nominate a student to give the Class of 2020 Valedictory Address.
 - Students will be asked to consider the **academic, extra-curricular, and leadership** efforts that individual students have made to Campbell Collegiate before they make their choice for Valedictorian.
- Graduate speeches may include Toast to the Parents, Parents' Response, Toast to the Teachers, Teachers' Response, and Toast to Graduates.
- The Valedictory Address is delivered at the Cap and Gown Ceremony.
- All other speeches will be delivered during the Graduation Prom program.
- Valedictorian nomination and other Graduate Speech voting is done through Grade 12 CAP classes in May.

Event 2: Graduation Prom

All students currently enrolled in Grade 12 classes at Campbell Collegiate are eligible to purchase tickets for the Senior Prom.

There will be no charge for parents/guardians to attend the prom program portion of the evening.

Date: Tuesday, June 23rd, 2020

Location: Conexus Arts Centre

Prom Program (Main Theatre): 7:00 p.m. – 8:15 p.m.

The 2019 Campbell Graduate Prom Program is an event open to all Grade 12 students and their families. It will take place in the Main Theatre at the Conexus Arts Centre. No ticket is required for family members as long as graduates have purchased a ticket in advance for themselves and (if they choose) a guest.

Note: If your guest is a Campbell graduate, he/she will purchase their own Graduation Prom ticket.

Graduate Prom Tickets MUST be purchased via school fees by May 29th.
No late purchase exceptions will be made.

- **7:00 p.m.** - Doors open to the Conexus Arts Centre for graduates and their families.
 - Free parking is available.
- **7:15 p.m.** - Families proceed to Theatre. Seating is first-come, first-served and is limited to the main floor and first balcony only.
 - Graduates meet in the Theatre Lobby, located on the second level.
- **7:30 p.m.** - Graduates will enter as a class into the Main Theatre for the Grand March.
 - They will be seated on stage for the remainder of the program.
- **7:30 p.m. – 8:15 p.m.** - Graduate speeches.

Prom Dance (Convention Hall – Lower Level Conexus Arts Centre): 8:30 p.m. - 11:00 p.m.

The 2020 Campbell Graduate Prom Dance is an event open only to Grade 12 students and one guest per graduate (if they choose). Graduates and guests **may not** come and go from the prom dance. If they choose to leave before 11:00 p.m. re-entry **will not** be granted. There will be **zero tolerance** for intoxicating substances.

- **8:30 p.m.** - Doors to the Prom Dance open for graduates/guests. Tickets will be collected at the doors of Convention Hall.
- **9:00 p.m.** - Doors to the Prom Dance will close. Admittance will no longer be granted.
- **9:30 p.m.** - A buffet meal will be served. Non-alcoholic beverages will be available throughout the evening.
- **11:00 p.m.** - Prom Dance concludes.

Ticket Information:

1. **Graduate & Guest Ticket Purchase (optional fee on fee sheet)**
February 3rd – May 29th
 - Each Grade 12 will have 1 Graduate ticket and 1 Guest ticket on their school fees for purchase **until May 29th at a cost of \$50.00 per ticket.**
2. To access school fees and the Prom tickets visit:
<http://www.rbe.sk.ca/featured/online-payments>.
3. The second ticket is only required for purchase if they are planning on bringing a non-Campbell Grad guest. This ticket must be purchased **in advance of May 29th.**
 - **If a guest ticket is purchased, a Guest Information Form must be filled out and given to their CAP teacher by June 4th.**
4. Tickets are non-transferable and non-refundable after May 29th. To gain entry to the dance, graduates and guests must present their tickets at the door of the Convention Hall.
5. **Family Program - No Charge:**
 - The program portion of the evening, 7:00 p.m. – 8:15 p.m. is open to families. **No tickets for the graduate's family** will be required for this program as long as the graduate has purchased a prom ticket in advance, via their school fees. Seating in the Main Theatre will be on a first-come, first-served basis.
6. **Ticket Pick-up:**
 - **Prom tickets will be handed out with the Caps and Gowns on June 23rd in Campbell Collegiate gym 1.**
7. In order to receive the tickets, the graduate must do the following:
 - **Pay school fees** in full prior to June 4th. If graduate's fees are not paid in full they **WILL NOT** receive their Graduation Prom Ticket(s).
 - If bringing a guest – **fill out the attached Guest Information Form** and give to CAP teacher by June 4th.

Reminder of Dates:

What:	When:	Where:	Breakdown of Information:
CAP & GOWN Fees	Feb 3rd – May 29th	On your school fees	Cost of \$50.00 per person. Required fee. Rental cost of Cap and Gown and Facility.
Prom Ticket Purchase Dates: (For Graduate and Guest)	Feb 3rd – May 29th	On your school fees	Cost <u>\$50.00 per ticket.</u> If attending, one is required per graduate. If being accompanied by a guest one is also required for the graduate's guest.
Guest Information Form Due:	June 4th	CAP Teacher	Fill out the attached Guest Information Form and hand in to CAP teacher.
School Fees Due:	June 4th	Online or at the Office	http://www.rbe.sk.ca/featured/online-payments .
Ticket Pick Up On:	June 23rd	Gym #1	All tickets will be handed out with your CAP and GOWN. In order to receive your tickets, the graduate's <u>fees must</u> be paid in <u>full</u> and if they are bringing and the Guest Information Form must be filled out.

CAMPBELL COLLEGIATE GRADUATION 2020**GUEST INFORMATION FORM**

If you have purchased a graduation prom ticket for a guest, please fill out the following form by JUNE 4th. Once complete, please hand it into your CAP teacher. This form must be completed by June 4th in order to receive your guest ticket.

Campbell Graduate's Name:	Guest Name (First, Last Name):
Campbell Graduate's CAP Letter: 12 ____	School Guest Attends: If graduated already, please check this box: <input type="checkbox"/>
Campbell Graduate's CAP Teacher's Name:	Emergency Contact Name and Number for Guest:

Campbell Graduate's Signature

Date