

# RAACHE Graduation Guidelines

The purpose of these guidelines is to simplify and expedite the planning process with the goal of organizing a Christian graduation ceremony that is enjoyable and memorable. All decisions regarding the RAACHE graduation will be made by the families involved. The RAACHE board reserves the right to override any decision or guideline.

1. The ceremony will be Christian, reflecting a common goal to glorify the Lord Jesus Christ. A secondary goal is to positively represent RAACHE to those in attendance.
2. Participants must be RAACHE members for the **prior 3 years of high school**.
3. Participation may be prioritized by membership status/tenure.
4. Graduates must be high school, home school students where the administrative responsibility (diplomas/transcripts) lies with the parent/guardian.
5. Each year, the participating families will need to decide the maximum class size for the given year.
  - Consideration must be given to have a reasonable ceremony length: typically 90-120 minutes.
  - Families may petition the RAACHE Board for approval to participate.
6. Most submittals will be on online. For example...
  - Program family information (Official name of grad/parents)
  - Cap & Gown ordering
  - Essay and Photo submittals
7. At least one parent from each family should attend and participate in all meetings. Notify facilitator, as soon as possible, if unable to fulfill responsibilities.
8. Graduate attendance at planning meetings, rehearsal, the ceremony, and the reception is required. All other activities are optional.
9. Committee Leads may meet monthly. Entire group may only meet in March/April for slideshow approval/review.
10. A full rehearsal will be held during the week of graduation.
11. Each family will be allocated time (typically 2 minutes) for presentation of their diploma and will be introduced by a member of the RAACHE board.
12. Participating families will be responsible for all expenses.
13. A host/hostess will be appointed at the first meeting and will provide a location for all meetings (possibly instead of subcommittee participation).
14. A facilitator will be appointed before the first meeting and will have the following responsibilities:
  - Facilitate discussion and decisions on all proposals. All communication will come from one person to assure data integrity/consistency.
  - Submit items to facilitator to be distributed to the whole group. Email will be the channel for communication.
  - Ensure that all participants are included in decision making and are treated fairly by the group.
  - Facilitate organization of the committees with a balance between personal preference and goal attainment. If needed by the group, the facilitator may reassign committee members or work.
  - Maintain contact info (email, phone, address) of families planning to participate.

Each committee will address the assigned tasks, bring proposals to the full group for discussion and approval. A "spokesperson" will be designated by each committee. This person will help the committee to carry out equitable discussions, bring the committee proposals to the whole group, and accept any additional work assignments from the whole group. The spokesperson must ensure that they have a replacement from the committee, if unable to carry out their responsibilities.