

# **Planning a Homeschool High School Graduation**

**by Laura Nolette**



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You are free to make copies of the worksheets in this folder for your family and  
homeschool graduating class. Otherwise, folks need to purchase their own copy.

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## **Planning a Homeschool High School Graduation**

Each year our church and homeschool co-op celebrate years of hard work with a homeschool graduation. We make it a traditional ceremony with a reception and allow graduates and their families plenty of opportunities to customize the event. As part of our graduation ceremony, we encourage each graduate to select something personal to contribute, like a song, presentation, or speech. Because we are a Christian homeschool group, we give due honor to the Lord in our graduation ceremony and include worship.

During the ceremony we have the parent(s) of each graduate present diplomas to their children. Each family provides an abbreviated bio and a message to the graduate from their parents to be read by a volunteer or prerecorded and played while the family stands up together. When the parent(s) physically present the diploma, they also move the tassel on the graduate's cap from the right side to the left. This is a great time for hugs.

You will need to select a date and time for your graduation. If you don't have your own building or one that will accommodate a graduation you will need to select a venue. Make sure to arrange time for setup and decorating. It is best to do this the day before graduation if possible.

Although our church is hosting these events and doesn't charge a rental fee, the families take financial responsibility for everything else. Your group will need to decide how to divide the expenses—our planner provides a “graduation financial planner” page.

Our receptions always include a lavish buffet. The graduates and their parents pick a theme and plan a rough menu. We ask the graduates' families to provide the protein, or most expensive parts of the meal. Volunteers from church and co-op provide condiments, side dishes, drinks, and desserts. For example, the year we had a taco bar for the graduation reception the graduate families provided all the cooked ground or shredded meat for the tacos, as well as the tortillas and taco shells. The other families in our church brought every kind of taco topping you could imagine, along with beans, salad, rice, plantains, cookies, brownies, and more.

Most years we encourage families to plan events throughout the year to help their Seniors make memories with one another. We even include some events with the Junior class. A highlight every year is the Junior/Senior Banquet held at a local

restaurant of the Senior Class' choosing chaperoned by some of the parents or church leaders.

Graduation announcements are a great way to update your friends and families on the achievements of the year. While we never produce these, require these, or pay for these, we do remind families about them, We encourage you to do the same.

In the following pages you will see the planning outline that we provide to parents and their graduates which lays out what is needed to pull together this event. It includes a planning page for the pre-graduation family events, a financial planner, a sample order form for caps, gowns, tassels, & diplomas, and a sample diploma. Give each graduate or their parent(s) a copy and have them fill in the blanks as you plan.

Feel free to use this for planning your own homeschool high school graduation or as a rough outline for your own graduation. All due dates are designed to give your volunteers plenty of time to accomplish the tasks without causing them excessive stress. We all have busy lives and especially don't want to be a burden to those helping us. Customize your event and have fun!

Best Wishes,

Laura Nolette and Meredith Curtis

## Senior Year Events Planner

Start planning at the beginning of the year. Identify all Juniors and Seniors in your church, co-op, or group. Decide as a group how many events you want to plan through the year and whether they will be for Seniors only, Juniors and Seniors, or including families of Seniors (and Juniors). Put a different family in charge of each event.

If your group publishes a yearbook, try to schedule events early enough in the year to submit photos for the yearbook. Don't forget to take lots of great pictures and submit them to the yearbook committee.

### Possible Events:

Junior/Senior Banquet, Prom, or Ball

Game Night (evening of board and card games in a home)

Picnic (at a local park, lake, or beach)

Boating Excursion

Air soft, Paint Ball, or other action party

Amusement Park Day

Movie Night

| Date | Event | Family in Charge |
|------|-------|------------------|
|      |       |                  |
|      |       |                  |
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|      |       |                  |
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|      |       |                  |
|      |       |                  |

## Dates, Deadline, & Details

Date of Graduation: \_\_\_\_\_

Start Time of Graduation Ceremony: \_\_\_\_\_

Location Name: \_\_\_\_\_

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

\_\_\_\_\_

Contact person: \_\_\_\_\_

### Basic Order of Ceremony:

Prelude ..... Senior Video Presentation

Processional..... Pomp & Circumstance

Welcome

Invocation ..... Pastor

Worship..... Church Worship Team

Senior Presentations

Charge to Graduates ..... Pastor

Presentation of Diplomas by Parents

Presentation of the Graduating Class of 2022

Recessional

Set-up & Decorating (Done by graduates and their families):

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Rehearsal, Sound Check, & Final Prep (Done by graduates and their families):

Date: \_\_\_\_\_

Times: \_\_\_\_\_ to \_\_\_\_\_

**Pre-graduation Planning:**

Graduates' families must arrange for a venue, a pastor or group leader to provide welcome and invocation, and a commencement speaker. They can be the same person. ***This all must be done before the date and times are selected.*** This should be completed **6-8 months prior** to the graduation desired date.

**Venue Name:** \_\_\_\_\_

**Pastor Welcome/Prayer:** \_\_\_\_\_

**Commencement Speaker:** \_\_\_\_\_

Graduates' families must arrange for a member of the sound team at the venue to operate the sound system for the ceremony and reception **4-6 weeks before** the graduation.

**Sound person/people:** \_\_\_\_\_

Three coordinators who are good with planning big events should be sought early in the planning process. You need a person who excels at meal planning and food presentation to oversee the reception buffet. They will approve the food plan and direct setup for the buffet table. An event coordinator will oversee the planning and setup of decorations. The Clean-up Coordinator will supervise a team of people cleaning and returning venue to required condition.

**Food Coordinator:** \_\_\_\_\_

**Event Coordinator:** \_\_\_\_\_

**Clean-up Coordinator:** \_\_\_\_\_

A color theme must be selected **five months before** graduation. Graduation caps, gowns, and tassels come in a wide variety of colors. You will want to pick the colors based on your school colors or the theme of the graduation.

**Colors:** \_\_\_\_\_



Caps, Gowns, tassels, sashes (optional), and diploma covers should be ordered **four months prior** to graduation, earlier if a large group. You want to have these available in time for Senior portraits, and Graduation Announcements. It's easiest for one person to place an order for the group. We have ordered from [graduationsource.com](http://graduationsource.com) in previous years.

**Cap & Gown Purchase Coordinator:** \_\_\_\_\_

The graduation class can choose a motto and Bible verse that expresses their hearts. Both will appear in the program. Have both selected and submitted to the **Program Production Volunteer four weeks before** graduation.

**Class Motto:** \_\_\_\_\_

**Class Verse:** \_\_\_\_\_

Graduates' families should have Senior Portraits taken **2-3 months prior** to graduation.

Graduates' families should order announcements **two months prior** to graduation. If you want to use these as invitations to the graduation, they should be mailed **four weeks prior** to the graduation.

Pictures for the graduation program must be turned in to the **Program Production Volunteer four weeks before** graduation.

-one head shot with cap and gown – fully facing front, head upright (not tilted), tassel on the right side with the year visible and readable, same background for all graduates.

-one group shot of all graduates with caps and gowns for the cover

**Program Production Volunteer:** \_\_\_\_\_

Graduation program bios and personal scripture to the **Program Production Volunteer four weeks before** graduation.

-Bio 250-270 words

-Scripture 20-25 words + scripture address

Submit decoration plans to **Event Coordinator three weeks before** graduation or before purchasing decorations.

Submit menu plans to **Food Coordinator** at least **three weeks before** graduation.

Assemble a clean-up team of volunteers to work with **Clean-up Coordinator**. List all necessary cleaning jobs and who will do them. Include in this plan a list of all the expectations of the venue for the final condition. Submit the list of volunteers and the plan to the **Clean-up Coordinator** at least **three weeks before** graduation.

A Graduating Class Slideshow (to be played before the ceremony begins while guests are being seated) should be completed and turned in to church or venue at least **three weeks before** graduation.

**Slideshow creator:** \_\_\_\_\_

Parents, if you need help with preparing the parental charge, or writing it up, to be given during the ceremony, please contact your helper no later than **three weeks before** graduation to allow them time to help you. If the graduate's parent(s) are unable to give the charge in the ceremony, someone else can stand up as a parental figure in the graduate's life to give the charge.

**Parental Charge Helper:** \_\_\_\_\_

Submit a list of 3-4 worship songs to the worship leader, pastor, or leader able to approve your choices **three weeks before** graduation or within enough time for them to approve it before it is turned over to the worship leader if you will be using the church's worship team. Please allow your worship leader at least **two weeks** to prepare for the graduation. If you want to ask the worship team to have the team learn a new song. Give them at least **two additional weeks**.

Submit your selection for the recessional song to the group leader for approval **three weeks before** graduation so that you can forward the request to your chosen musician (piano player) **two weeks before** the graduation.

If you are using recordings for any or all the music, check with the venue and the sound person to make sure they have the right equipment, and you have the right format for getting the recordings to play. Make this inquiry at least **one month before** the graduation so you can make other plans if necessary.

If you want volunteers to help with bringing food, begin circulating food sign-ups in your co-op, group, or church no less than **two weeks before** graduation.

## Graduation Order Form

Graduate Name: \_\_\_\_\_

Height: \_\_\_\_\_

Weight: \_\_\_\_\_

| <b>Item</b>                    | <b>Quantity</b> | <b>Price</b> | <b>Total Due</b> |
|--------------------------------|-----------------|--------------|------------------|
| <b>Cap, Gown, &amp; Tassel</b> |                 |              |                  |
| <b>Tassel Only</b>             |                 |              |                  |
| <b>Diploma &amp; Cover</b>     |                 |              |                  |
| <b>TOTAL</b>                   |                 |              |                  |

# Graduation Programs

For years with more than one graduate, we provide a program as a keepsake. Graduation program paper can be purchased. It is 8.5"x11" printer paper which is intended to be folded in half to make a booklet. It has a color, graduation themed picture on the portion of the page which, when folded, will be a cover to the booklet. You can cut or fold in half white or ivory printer paper to add two or four pages to this booklet. We have a volunteer who has produced our programs from scratch. Either way the graduates' families pay for all copies and supplies.

The program contents:

**Front Cover:** Commencement year, date and time of ceremony, Photo of graduating class (optional)

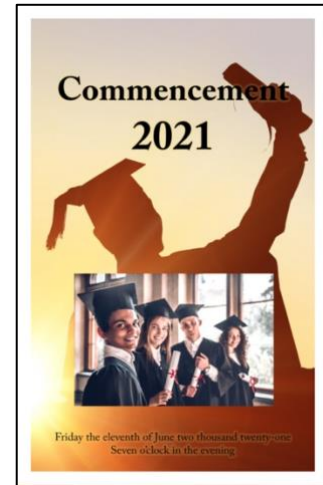
**Inside Front Cover:** Class of (year), Class Motto, Class Verse, Photo of graduating class (if not on the cover)

**Page 1:** Order of Ceremony including senior presentations and an invitation to the reception

**Pages 2+:** Graduate pages including photo in cap and gown, bio of graduate, scripture verse selected by graduate

**Inside Back Cover:** Acknowledgements

**Back Cover:** The name of the church or group sponsoring the graduation



*Class of 2021*

~\*~ **Class Motto** ~\*~

With our confidence in Christ,  
we will persevere to the end.

~\*~ **Class Verse** ~\*~

**Psalm 73:25-26**  
Whom have I in heaven but You?  
And besides You, I desire nothing on earth.  
My flesh and my heart may fail, but God is the strength of  
my heart and my portion forever.

*Commencement Exercises*

Prelude . . . . . Senior Video Presentation

Processional . . . . . Pomp & Circumstance

Welcome & Invocation . . . . . Pastor

Worship . . . . . Worship Team

Senior Presentations

All Creatures Great and Small . . . . . Alice Adams

Be Magnified . . . . . Benjamin Butler

Christ the Lord is Risen Today . . . . . Catherine Callie

Charge to Graduates . . . . . Pastor


Presentation of Diplomas by Parents

Presentation of the Graduating Class of 2020

Recessional . . . . . Piano Player

The graduating class of 2020 and their families would like  
you to join them for a reception in the fellowship hall.

*Edward Evans*




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*Don't be dead for all that things else for should no longer live for themselves, but for live should for themselves, respect again. - 1 Corinthians 13:2*

*Felicia Faulk*



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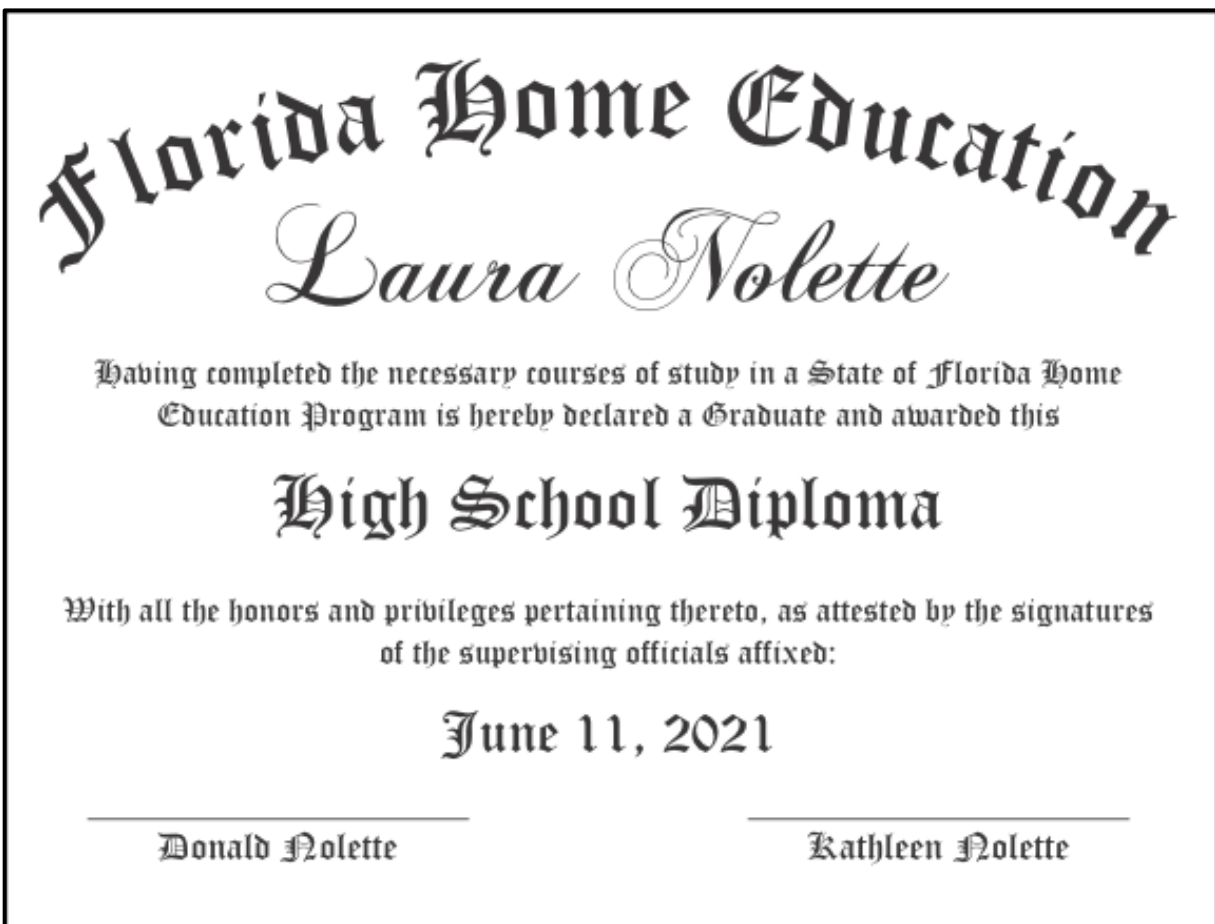
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*Therefore he is able to save completely those who come to God through him because he always lives to intercede for them. - Hebrews 7:25*

## Sample Homeschool High School Diploma

Diploma covers, if you are using them, come in a variety of sizes. The sample diploma below was created to fit a 6"x8" diploma cover. Preprinted generic diplomas can be purchased and customized slightly or you can use computer software to create your own. We took them to a local printer and had them printed on nice heavy paper or cardstock.

You can find many samples with different wording for diplomas online. Companies like <https://www.graduationsource.com> sell both stock diplomas and diploma covers in a variety of sizes and colors.



### Graduation Food Sign-Up

Thank you for helping our graduates and their families celebrate this wonderful occasion.

| <b>Food to Bring</b> | <b>Name</b> |
|----------------------|-------------|
|                      |             |
|                      |             |
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## Graduation Financial Planner

Plan on spending money for the following and discuss how to divide up these expenses between the graduates' families and the church, group, or co-op. Even if you don't pay for your people who help, please pass a thank you card for signatures or buy them flowers as a thank you.

| <b>Expenses</b>            | <b>Total Budget</b> | <b>Group Exp</b> | <b>Per Family Exp</b> |
|----------------------------|---------------------|------------------|-----------------------|
|                            |                     |                  |                       |
| Sound Person               |                     |                  |                       |
| Pastor                     |                     |                  |                       |
| Commencement Speaker       |                     |                  |                       |
| Piano Player               |                     |                  |                       |
|                            |                     |                  |                       |
| Special Senior Year Events |                     |                  |                       |
|                            |                     |                  |                       |
| Graduation Announcements   |                     |                  |                       |
|                            |                     |                  |                       |
| Commencement Programs      |                     |                  |                       |
|                            |                     |                  |                       |
| Decorations                |                     |                  |                       |
|                            |                     |                  |                       |
| Caps, Gowns & Tassels      |                     |                  |                       |
|                            |                     |                  |                       |
| Diplomas                   |                     |                  |                       |
| Diploma Covers             |                     |                  |                       |
|                            |                     |                  |                       |

## Powerline Church



# POWERLINE CHURCH

Powerline Church is a nondenominational, Bible-believing church in Central Florida committed to loving Jesus and making disciples with services every Sunday morning and Wednesday evening. Sunday morning services can be viewed online at [facebook.com/PowerlineChurchFL](https://www.facebook.com/PowerlineChurchFL). For more information about the church, please visit [powerlineecc.com](https://www.powerlineecc.com). Listen to past sermons [here](#).

## Powerline Productions, Inc.



Powerline Productions provides inspiration, encouragement, and resources for homeschooling families. Meredith and I, two homeschooling moms who have graduated nine children between us, met at church and began homeschool co-oping together. Our one day a week exploring history, cooking themed dinners, and hands-on adventures turned into a homeschool co-op and homeschooling high school conference. We began to share our unit studies, Bible studies, homeschool courses, and ideas with other homeschool families—and a publishing company was born!

Please visit us at [powerlineprod.com](https://www.powerlineprod.com) to find inspiration and resources. Read our [blog](#), listen to our [podcast](#), and shop at our [store](#). We teach homeschooling parents like you how to make homeschooling fun and focused on Jesus by using living books, hands-on learning, and unit study fun to set your children up for godly success.