

Canyon del Oro High School

Paul DeWeerd, Principal

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Dear Senior Students, Parents, and Guardians:

On behalf of the entire faculty and staff of Canyon del Oro High School, I would like to congratulate you on how far you have come! Graduation is scheduled for May 18th at 7:00 PM. It is our hope and goal that each member of the Senior Class of 2016 and their families will join us in Dorado Stadium to accept their diploma and enjoy an evening you will long remember. We also hope that each graduating senior will join us at the Project Graduation event following the ceremony.

We are currently making preparations for the Graduation Ceremony and I would like to request your support in maintaining the tradition of making the graduation program a "ceremony" rather than a "celebration". We understand how hard all of the students have worked to reach this milestone in their lives and our desire is for everyone in the CDO community to honor the significance of this moment together. As such, I would ask for your cooperation with the following requests:

- Please refrain from using air horns during the ceremony. Unfortunately, the use of air horns makes it impossible for other families to hear their student's name read at the podium. Air horns, or any loud noisemakers, are simply inappropriate and not acceptable.
- Attached are guidelines for student dress during the Honors Assembly and the Graduation Ceremony. We ask that graduates review and follow these guidelines to help honor the significance of their accomplishments.
- Seniors are reminded not to engage in any unsafe or inappropriate behavior that might jeopardize one's right to remain in school and finish the year. Disciplinary consequences can include denial of the privilege of participating in the graduation ceremony and related festivities. We ask that you remain conscious of and compliant with the Student Code of Conduct.

This packet contains critical information regarding the Graduation Ceremony and the Honors Assembly. Please review the attached information included in this packet:

- The information sheet with dates and times of school sponsored events and activities for seniors.
- The Graduation Policies and Procedures each graduate is expected to follow during all graduation related activities. (Signed Graduation Policies or Non-Participation Form must be turned in to the Administration Office no later than 2:00 PM on Friday, April 22nd.)
- In order to have a student's name in the Honors Assembly Program, the College Scholarship Report must be received by the Administration Office no later than 2:00 PM on Friday, April 22nd.

To reserve handicap parking and seating, please contact Mrs. Farrell at 696-5569 no later than April 29th. Handicapped seating is located on the field and will be limited to the handicapped person and two family members.

As always, if you have any questions or concerns regarding these events, please contact the school.

Sincerely,


Paul DeWeerd
Principal

CDO SCHEDULE OF ACTIVITIES FOR GRADUATING SENIORS/2016

DAY/DATE/TIME	EVENT	LOCATION
Wednesday, April 6 3rd period 9:59 AM	Senior Class Meeting **MANDATORY ATTENDANCE	Fine Arts Auditorium
Friday, April 22 2:00 PM	Students submit list of scholarships and/or admittance to colleges/universities for inclusion in the Honors Assembly Program. (See Attached)	Admin Building
Friday, April 22 2:00 PM	Signed Graduation Policies due. (See Attached) Non-Participation form due. (See Attached)	Admin Building
Friday, April 22 2:00 PM	All library books must be returned & all library fees cleared. Books can be checked out on an overnight basis.	Library
Monday, April 25	Bookstore will send list of Seniors who have outstanding obligations to teachers.	Bookstore
Friday, April 29	Final day for handicap parking and seating reservations, 696-5569. Handicapped seating is located on the field and will be limited to the handicapped person and 2 family members	Mrs. Farrell
Friday, May 6	Pima Community College Early Grade Report form must be completed and turned in. Forms available in Counseling.	Ms. Matthews Registrar
May 10-12	SENIOR FINAL EXAMS	Classroom
Friday, May 13 9:00 AM	SENIOR HONORS ASSEMBLY REHEARSAL (Caps & Gowns will be handed out in South Gym after rehearsal.) ** MANDATORY ATTENDANCE FOR THOSE RECEIVING HONORS	Fine Arts Auditorium
Friday, May 13 12:00 Noon	All course work must be completed and submitted in order to participate in Honors Assembly & Graduation Ceremony.	Teacher
Friday, May 13 2:00 PM	All Textbooks must be returned and all fees must be cleared to be eligible to participate in graduation activities.	Bookstore
Friday, May 13 2:00-4:00 PM	Athletic Equipment must be turned in to be eligible to participate in graduation activities.	Admin Building Ms. Harris
Friday, May 13 Report @ 5:15 PM	6:00 PM HONORS ASSEMBLY **Mandatory for those receiving honors	Fine Arts Auditorium
Tuesday, May 17 9:00 AM	GRADUATION REHEARSAL **MANDATORY ATTENDANCE	Lanny Williams Gym
Wednesday, May 18 9:00 AM	GRADUATION REHEARSAL **MANDATORY ATTENDANCE	Lanny Williams Gym
Wednesday, May 18 Report @ 6:00 PM	7:00 PM GRADUATION	Dorado Stadium

Seniors are required to attend ALL CLASSES through May 12, 2016

** If you are unable to attend **MANDATORY** activities for any reason, you **must** contact Rhonda Ellerd at 696-5566.

“Project Graduation Activities” will begin immediately following graduation in the North Gym

CONGRATULATIONS GRADUATES!

GRADUATION POLICIES & PROCEDURES 2016

• CHECK-OUT PROCEDURES

Each graduate must complete the checkout procedures before a cap and gown are issued and the individual is allowed to participate in any graduation activities.

1. A signed copy of the "Graduation Policies/Procedures Agreement"/Project Graduation General Release" (or Non-Participation) must be returned to the Admin Office by 2:00 PM on Friday, April 22nd.
2. A signed copy of the Scholarship/College Acceptance form must be returned to the Admin Office by 2:00 PM on Friday, April 22nd.
3. Library books must be returned to the Library by 2:00 PM on Friday, April 22nd. Books can be checked out on an overnight basis after this date.
4. On Monday, April 25th, a list of seniors who owe the school for fees and/or equipment costs, etc. will be provided to teachers.
5. All textbooks must be returned and all fees must be cleared in the Bookstore by 2:00 PM on Friday, May 13th.
6. Return equipment to Ms. Harris in the Admin building between 2-4 PM by Friday, May 13th.

• GRADUATION CREDITS

1. Students must have completed ALL credits and requirements for graduation to participate in the graduation ceremonies.
2. Incomplete work must be finished no later than 12 NOON on Friday, May 13th. Any course work not completed by that date will NOT be counted toward the student's participation in graduation programs.
3. If an individual is dual-enrolled in Pima College for graduation purposes they must obtain the Pima Community College Early Grade Report form from the CDO Counseling Office. This form MUST be returned to the Registrar by Friday, May 6th.

• ATTENDANCE

1. Students who are invited to attend the Honors Assembly must participate in the Honors Assembly Practice at 9:00 AM on Friday, May 13th, in the Fine Arts Auditorium.
2. It is mandatory for all those participating in the graduation ceremony to be at the graduation rehearsals. All participants are to report at 9:00 AM on Tuesday, May 17th and Wednesday, May 18th, in the Lanny Williams Memorial Gymnasium (South Gym). Failure to attend both practices may result in reassignment of seat location for graduation.

• DRESS CODE

1. Students are expected to be in compliance with the District Student Dress Code as the guideline for the graduates' dress for all graduation practices and events.
2. Specific regulations include:
 - a) Practice sessions - casual dress allowed within regular school guidelines.
 - b) Honors Assembly - caps and gowns required (long pants, dresses, shirt, and shoes – no flip flops). **On the evening of the Honors Assembly, participating seniors will report to the Fine Arts Auditorium with their cap and gown.**
 - c) Graduation - caps and gowns required (long pants, dresses, shirt, and shoes – no flip flops). **On the evening of Graduation, all graduates will report to the Lanny Williams Gym entering through the southwest entrance ONLY. Students must carry their cap and gown to this area. Upon entering the gym, students will not be allowed to leave. Please leave all bags, cameras, cell phones, keys and personal items with your family and/or guests as you will not be allowed to keep them with you during the ceremony.**
3. Parents/Guardians are asked to dignify the ceremonies with appropriate dress.

- **BEHAVIOR**

Graduates will be held responsible for any action that would bring embarrassment to themselves, their family, or the school. Any disruption of graduation ceremonies resulting from such actions will be cause for immediate removal. Air horns and noise makers distract from the dignity of the program and are not permitted.

- **ISSUANCE OF DIPLOMAS**

1. Graduates will receive their diplomas during the commencement ceremony.
2. Students dual enrolled in Pima classes for graduation requirements will not receive their diplomas until the Registrar receives an official transcript from Pima Community College.
3. Graduates who choose not to participate in the graduation ceremony will be able to pick-up their diplomas starting May 19th in the Administration Building. Picture ID must be shown.

- **PICTURES DURING THE CEREMONY**

Parents/guardians and friends are not allowed to enter the graduation area during the ceremony to take pictures. Grad Images will take a graduation picture of each graduate. For more information or to purchase photos, please visit www.gradimages.com or 1-800-261-2576

- **IMPORTANT REMINDERS**

On the evening of the **Honors Assembly**, participating seniors will report to the Fine Arts Auditorium with their cap and gown.

On the evening of **Graduation**, all graduates will report to the Lanny Williams Gym entering through the southwest entrance **ONLY**. Students must carry their cap and gown to this area. Upon entering the gym, students will not be allowed to leave. **Please leave all bags, cameras, cell phones, keys and personal items with your family and/or guests as you will not be allowed to keep them with you during the ceremony.**

Fill out only the portion that applies to you!

GRADUATION POLICIES/PROCEDURES AGREEMENT

I, _____
PRINT NAME **STUDENT ID#**

agree to abide by the Graduation policies and procedures as set forth in this document. I understand that failure to comply with any of these procedures or policies will result in my not participating in the Canyon del Oro High School Graduation Ceremony on Wednesday, May 18, 2016 at 7:00 PM.

Signature of Graduate Date

Best phone # to contact parent/guardian

**CDO GRADUATION NON-PARTICIPATION
2016**

I, _____
PRINT NAME **STUDENT ID#**

am a graduating Senior but **will not participate** in the ceremonies. My parent/guardian is aware and supports my decision to not participate in the graduation exercise.

Student Signature Date ID#

Parent/Guardian Signature Date

**RETURN TO THE ADMIN BUILDING
NO LATER THAN
2PM FRIDAY, APRIL 22, 2016**

**See Reverse Side
If your student will be or may be attending Project Graduation,
please read and sign the release on the reverse side.**

PROJECT GRADUATION GENERAL RELEASE

In consideration of my participation in any and all recreational activities at Canyon del Oro High School Project Graduation Event Night sponsored by Canyon del Oro High School Project Graduation, Satyr Entertainment, Eagle Vending, Extreme Mobile Gaming, Freaky Deaky Tattoos, About Faces Entertainment, O'Aces Casino, Party Professionals, Creco Rentals, United Rentals, Tool Rent Shop, The College Agency and Dan Lornitis, Kathryn Marshall, Sa'adia Memon, Rembrandt Photography, The Acme Group, American Fence Co., Hilton El Conquistador Resort and any other participating sponsor or participant in the activities; I acknowledge that I am voluntarily participating in these activities with knowledge of the danger involved and agree to accept any and all risks of injury, death or property damage, and to be fully responsible for my physical safety and well being. I further agree to hold harmless any of the above listed sponsors and anyone related to any of those said organizations.

All guardians and participants of Canyon del Oro Project Graduation release, indemnify, discharge and covenant not to sue Canyon del Oro Project Graduation, Satyr Entertainment, Eagle Vending, Extreme Mobile Gaming, Freaky Deaky Tattoos, About Faces Entertainment, O'Aces Casino, Party Professionals, Creco Rentals, United Rentals, Tool Rent Shop, The College Agency and Dan Lornitis, Kathryn Marshall, Sa'adia Memon, Rembrandt Photography, The Acme Group, American Fence Co., Hilton El Conquistador Resort and any other participating sponsor or participant in the activities; their affiliates, officers, directors, agents and employees, in connection with any and all injuries, claims, demands, costs, damages and liabilities of any kind and of any manner arising out of, or in connection with, my participation in Project Graduation recreational activities. I further agree to be fully responsible for and indemnify the above referenced participants against any and all damages to persons or property, which I may cause, as the result of my participation in said recreational activities.

It is understood that the purpose of Canyon del Oro Project Graduation is for the enjoyment and entertainment of those attending. All those attending agree to participate in the manner prescribed and to maintain a high level of consideration of the equipment, sponsors and other guests around them. Project Graduation is not responsible for any lost or stolen personal items.

All guardians and participants of Canyon del Oro Project Graduation fully understand and acknowledge that professional photographers and videographers will be attending the event and have been requisitioned to take photographs and/or video of the event. Guardians and those participating in the event fully agree to permit any and all photographs and/or video of those attending to be utilized in any prospective manner and further hereby waive any privacy interests and claim for compensation attendant to the use of the photographs and/or video of those participating in the event.

All guardians and participants of Canyon del Oro Project Graduation have been fully informed and agree to all procedures and requirements established by Canyon del Oro Project Graduation attendant to the pre-event backpack inspection, including declaring all medication, and the participant check-in on the night of the event.

Any student wishing to leave the event prior to its end at 5:30 a.m. must report to the first aid office. If the student is under the age of 18 years on May 18, 2016 a call will be placed to their guardian or parent to arrange for permission for the student to leave the event. For students 18 years or older on May 18, 2016 a courtesy call will be made to the parent and/or guardian letting them know the graduate wishes to leave the event. Please list below the best phone number and person to be called. It is understood that this call may come at any time during the night, and a parent or guardian will be available at these phone numbers. If a graduate leaves the party, they will not be allowed to return.

I HAVE READ AND UNDERSTAND THAT BY SIGNING THIS RELEASE I WILL HOLD HARMLESS THOSE PARTICIPATING IN CANYON DEL ORO'S PROJECT GRADUATION. THIS APPLIES TO BOTH THE STUDENTS ATTENDING AND THEIR PARENTS OR LEGAL GUARDIANS. THE LIABILITY RELEASE INCLUDES, BUT IS NOT LIMITED TO PROJECT GRADUATION, VOLUNTEERS, CDO HIGH SCHOOL AND IT'S STAFF AND ADMINISTRATION, AMPHITHEATER SCHOOL DISTRICT, SATYR ENTERTAINMENT, EAGLE VENDING, EXTREME MOBILE GAMING, FREAKY DEAKY TATTOOS, ABOUT FACES ENTERTAINMENT, O'ACES CASINO, PARTY PROFESSIONALS, CRECO RENTAL, UNITED RENTAL, TOOL RENT SHOP, THE COLLEGE AGENCY AND DAN LORNITIS, KATHRYN MARSHALL, SA'ADIA MEMON, REMBRANDT PHOTOGRAPHY, THEACME GROUP, AMERICAN FENCE CO. IF I CHOOSE TO LEAVE THE PARTY, I AGREE TO FOLLOW THE CHECK OUT PROCEDURE LISTED ABOVE. **PLEASE SIGN AND DATE:**

Signature of Parent or Guardian _____ Print Name of Parent or Guardian _____ Date _____

Required Information

PLEASE CONTACT Between 9pm-5:30am: _____

PHONE NUMBER: _____ ALTERNATE NUMBER: _____

PG Use: Number Called: _____ Person Reached: _____ Time Reached: _____ Called By: _____ Notes: _____

College/Scholarship Report

DUE ON OR BEFORE: FRIDAY, APRIL 22, 2016 to the Administration Office

Canyon del Oro High School is required to keep statistical data regarding where our seniors go after graduation and what honors and/or scholarships they receive. If you have received any scholarships or awards, please list them below along with which colleges/universities/programs that you have been accepted to. In addition, this information is used to help determine who may be honored in our annual Honors Assembly. The Honors Assembly will be held on Friday, May 13th at 6:00 pm in the Fine Arts Auditorium.

Name _____ I.D.# _____
(PLEASE PRINT)

Please complete this form comprehensively and accurately.

1) This is the college/school/military branch/etc. that I will be attending in the fall: (do not abbreviate)

2) These are the other colleges/schools/etc. that I have been accepted to: (continue on back if needed)

3) These are the scholarships that I am accepting: (Please do not include need based aid)

Name of Scholarship (Please indicate which school it is to)	\$ Amount per year	Renewable for 4 years?	Renewable for 2 years?	Not Renewable ?

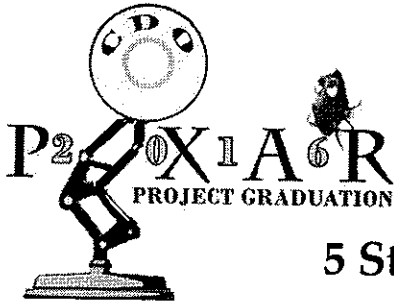
4) These are the other scholarships that I was offered: (Please do not include need based aid)

Name of Scholarship (Please indicate which school it is to)	\$ Amount per year	Renewable for 4 years?	Renewable for 2 years?	Not Renewable ?

To the best of my knowledge I certify that the information listed above is correct and complete.

 PARENT SIGNATURE

 STUDENT SIGNATURE



2016 CDO PROJECT GRADUATION

5 Steps to a Successful Grad Night

- 1. Get a Ticket and Order your Memory DVD! Deadline for Table Reservations: Friday, May 13th.** Watch for On Campus Ticket sales dates or purchase tickets in the bookstore anytime. *Tickets are available right up to the event, but table placement and souvenirs are not guaranteed.*
- 2. Read the enclosed Bag Check Procedures & Requirements.** Bags with personal items will *only* be received & checked-in on **Tuesday, May 17th**—following Graduation rehearsal.
- 3. Sign the enclosed Project Graduation General Release Form.** All grads attending Project Graduation must have this form on file with the school prior to the event. This is located on the back of the CDO Graduation Policy Agreement.
Deadline: Friday, April 22nd
- 4. Collect Photos of your graduate.** Create a **photo Collage** and email images for the **Slideshow!** Be sure to follow the detailed instructions for creating you collage. **DO NOT** send original photos, we cannot guarantee its return!! Only digital photos will be accepted for the slideshow.
EMAIL your JPG photos for the slideshow to: CDO.PG.SlideShow@gmail.com
Deadline: Friday, April 22nd
- 5. Write a personal letter to your graduate.** It may be handwritten or computer generated, but be sure it's clearly labeled with your student's name. **Please DO NOT send a greeting card**, and maintain a copy of your letter you're your records, we cannot guarantee it will be returned. Your letter will be sealed and placed at your graduate's table at the event.
Deadline: Friday, April 22nd
Email questions about letter or collage: CDO.PG.MemoryLane@gmail.com



CDO PROJECT GRADUATION TICKET FORM

Student: (Print) _____ Student Cell#: _____ Text (Yes/No) _____

Parent Name: (Print) _____ Parent Phone#: _____

Student Email: _____ Parent Email: _____

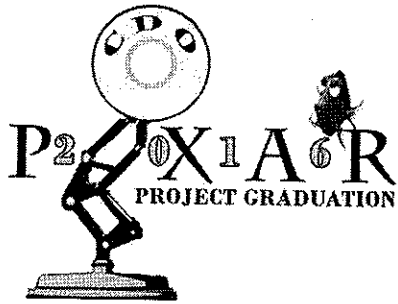
Special Dietary Needs: _____ YES, I'll donate to the PG Scholarship fund: \$ _____ YES, I want a DVD!(add 25.00): _____

Home Address: _____ ZIP: _____

T-SHIRT SIZE: S M L XL XXL

PG Admin Use Only:

Date _____ Total Pmt. _____ Cash / Check# _____ Ticket _____ DVD _____ Schol. Rcv / Donated _____



2016 CDO PROJECT GRADUATION

Emergency Number
During the Event
696-5693

Grad Night Memory DVD's

- Pre-order your commemorative highlight DVD of your Grad Night Event!
- Professionally created by JD Fitzgerald Photography, this reel will include all the fun highlights of the entertainment, activities and themed decorations as well as candid content with classmates!
- Just \$25 to order your DVD, Orders can be included on the Ticket form, or on a separate DVD order form. On sale every day in the CDO Bookstore, or during Project Grad Table Reservations

Preview the Event

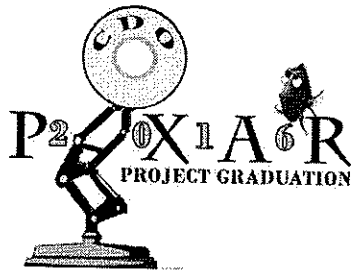
- Families of the Graduates are invited to take a sneak peak of the before commencement on **Wednesday, May 18th from 5:00-7:00 PM.**
- This is the only opportunity to 'take a peek' inside, no tours will take place after the graduation ceremony. No Exceptions.

Check In Time-line

- After graduation there's a short time for connecting with family and friends. Parents should collect all personal items (i.e. diploma, cap/gown) from the graduate.
- **STUDENT ID REQUIRED FOR CHECK IN.** All personal items should be checked in on **Tuesday, May 17th ONLY.** Cell phones, keys, yearbooks and a *small purse* may be brought into the event. ***Please Do Not bring valuables.***
- Then the adventure begins, doors open at **8:30PM**
- The doors will close at **9:45 PM with NO EXCEPTIONS.**
- For security reasons, if the graduate chooses to leave during the party, he/she **will not be allowed to return to the event.**

If the Graduate needs to leave BEFORE THE END of the event:

- Students must check out with an Event Chairperson at the Project Grad Security Office
- We will call the emergency contact number listed on the **General Release Form.** Please be sure the number listed will be able to receive a call during the event, 9:30pm until 5:30am.
- NOTE: Graduates must be present at the end of the event to receive the raffle prizes and Grand Prize drawings.



PROJECT GRAD BAG CHECK

TUESDAY, MAY 17TH following Graduation rehearsal, in South Gym.
Project Graduation will check in graduate's bags for event night.

For purpose of graduate's safety, the staff of Project Graduation will be conducting an inspection of grad's checked items. After personal items are inspected, each person will be provided a souvenir bag to transfer their personal belongings to. These bags will be tagged with the grad's ID and secured in a locked storage area. Personal bags will be available for access after 11:30pm during the party, bags will be safeguarded in the locker rooms by Project Grad staff throughout the event.

Check in AT THE DOOR:

NO bags or backpacks will be admitted into the event at the door. Small purses will be permitted following a security search. Security reserves the right to define 'small'. Cellphones, yearbooks, and cameras will be permitted in at the door.

SUGGESTED ITEMS TO PACK FOR GRAD NIGHT:

- Casual change of clothes and comfortable shoes
- Jeans or sweats
- Jacket or sweatshirt (It's cold after midnight!)

PROHIBITED ITEMS:

- Alcohol or any item(s) that contain alcohol
- Any and all narcotic and/or drug related substances (Medication Policy below)
- Any and all tobacco products
- Firearms, knives or any sharp objects or weapons of any sort
- Food and beverage items, water bottles, flasks, squirt bottles, cans, glass items and all other types of containers.
- Perfume, hairspray, lotion or other liquid cosmetics

ITEMS PROVIDED:

- Hairspray, lotion and hand sanitizer and other sundries will be provided in the locker rooms
- Contact lens solution will be available in the First Aid room.

PLEASE DO NOT PACK VALUABLES IN YOUR BAG. PROJECT GRADUATION IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

District Medication Policy: Check-In all medications

1. Prescription Medication(s) must be in pharmacy container, with students name on prescription label, send only the dosage required during the event.
2. Over the Counter Medication (OTC) must be in travel size dosage packs, dosage needed for length of event only. You can purchase OTC travel pack(s) at any drugstore or pharmacy.
3. All Liquid Medication(s) must be checked in Event Night.

In the event any of the above *prohibited items* are discovered during the inspection of personal belongings, *those items will be immediately confiscated*, and school and/or law enforcement personnel, in addition to parents, will be informed.



ATTENTION

CDO Senior Parents 2016

It's Time for Memory Lane!

Make your Graduate's Project Grad "Walk Down Memory Lane" Extra Special

MEMORY LANE PHOTO COLLAGE

Create a collage of your child's life through photos~to ensure all collages can be displayed on the Memory Lane display, **PLEASE FOLLOW THESE STEPS EXACTLY:**

- **COLLECT PHOTOS OF YOUR GRAD** - baby pictures, school pictures, accomplishments.
- **PRINT COLOR COPIES** of your photos so you can crop them to fit on the one page collage.
- **CREATE A COLLAGE** - Arrange your copied photos on an **8½ x 11 VERTICAL CARDSTOCK**.
- **LABEL IT** - Include your **student's name on the FRONT** and a **phone number on the BACK**.
- **LAMINATE IT** - A copy center like FedEx Office or The UPS Stores can print color copies and laminate.
- **DELIVER IT** - Get your collage to the CDO Office no later than **Friday, April 22nd at 3:00PM**.

Your collage **MUST FOLLOW THESE GUIDELINES** to fit the display. Grad's can collect their collages before they leave the party--***DO NOT send original photos WE CANNOT GUARANTEE THEIR RETURN.***

MEMORY LANE SLIDESHOW

A picture is worth a thousand words! Share memories of your graduate and CDO friends growing up together.

- **EMAIL** the Memory Lane committee up to **5** digital photos (**JPG format**)
- **ONLY DIGITAL PHOTOS** will be accepted for the Slideshow – our volunteers cannot scan your prints.
- Please limit photos to **CDO graduating seniors only**
- The slide show will run continually throughout the night for their enjoyment.
- **EMAIL** your jpeg photos to: **CDO.PG.SlideShow@gmail.com**
- **Deadline for submitting your digital photos: Friday, April 22nd at 3:00PM.**

PERSONAL LETTER

Get sentimental! Tell your child how proud you are of them, in a personal letter they'll receive when they arrive at their Grad Night celebration.

- **WRITE IT** - Handwrite or type **one (1)** personal letter on **standard 8.5x11" paper**.
- **LABEL IT** - Include your **student's FULL NAME** on the **legal size envelope**.
- **PRINT IT** - A printed copy of your letter is required--our volunteers cannot print your letter for you.
- **COPY IT** - We cannot guarantee your letter will be returned—please keep a copy!
- **DELIVER IT** - Get your letter, and photo collage, **to the CDO Office, no later than Friday, April 22nd!**
- Our Memory Lane Volunteers will make sure your letter is waiting for your child at their reserved seat
- **DO NOT SEND greeting cards or multiple envelopes!**

This should be a surprise for your Graduate. Please **keep it a secret!!** Thank you for making Project Graduation 2016 a memorable event! **The DEADLINE for all Memory Lane items is Friday, April 22nd!**

For more information please email: **CDO.PG.MemoryLane@gmail.com**
or call: Desiree Fitterer, 444-8783.

