

Graduation:

(General Requirements)

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and 'cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

(Committee Specific Requirements)

- Send out letter of notification/invite for all graduates
- Provide information to be posted to website to the Webmaster by October 1st
- Provide information to be posted in publications by September 1st (blurb about graduation, etc.)
- Provide letter of application to those who inquire or request via website
- Select graduates based upon Board criteria
- Notify graduates of selection and deadlines
- Collect all pictures and develop Power Point presentation for ceremony
- Submit order for caps and gowns
- Setup graduation ceremonies
- Send all Graduate names/parents' names to Publications by March 1st
- Prepare graduation program using information obtained from graduates and Board
- Schedule and conduct practices
- Post-Convention send thank you notes to volunteers that served in your committee
- Post-convention sends any reports requested by Convention Coordinator or Board within 30 days of convention
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.