

Everything You Need To  
Know About  
Eighth Grade Graduation  
~ and ~  
Kindergarten Graduation



Office of Education  
Rocky Mountain Conference

2011

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(Sample Aims, Mottos, Texts submitted to circle.org by various teachers as listed)

# Everything You Need to Know About Eighth Grade Graduation and Kindergarten Graduation

*Office of Education*

*Rocky Mountain Conference*

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## **Introduction**

Graduation is an important moment in life to celebrate accomplishments, prepare for new experiences, and begin a more personal walk with Jesus. Graduation is a big step in anyone's life, declaring a spiritual sense of purpose, hope, and faith. For the SDA Christian educator, graduation is the public moment we acknowledge God's plan for His children. "For I am confident of this very thing, that He who began a good work in you will perfect it until the day of Christ Jesus." Phillipians 1:6.

This booklet contains suggestions for planning a successful, meaningful graduation program. The details mentioned in this booklet are not policy, nor are considerations made for local school customs, interests, or needs. For further information, please contact the Rocky Mountain Conference Office of Education.

## **Before We Get Started**

Graduation is more than just an event. In addition to event planning, a general understanding of five fundamental facts is vital.

1. The graduates, and their family members, consider graduation to be the year's most important event.
2. Teacher communication and organization are essential to a successful graduation.
3. Sometimes a graduate, or family member, can feel anxious or stressed about the idea of graduation; so share your positive, energetic attitude towards graduation as much as possible. For example, a graduate may have nothing appropriate to wear, or divorced parents will be in conflict. Lend regular support and encouragement.
4. Expectations and opinions will come from several different groups, such as, the graduates, the family members, and the school board. Therefore, it is important to balance priorities and respect each group's perspective.
5. Graduation is a celebration, but more so, the event is formal, academic, and of sacred nature. An ideal graduation has an appropriate balance of fun and seriousness. Carefully done, a graduation program that includes a bit of creative fun can be memorable and meaningful.



## **Difference Between Kindergarten Graduation and Eighth Grade Graduation**

The timeline described on the following pages describes the eighth grade graduation. A kindergarten graduation is different in several ways.

- The length of time is much shorter. Refer to the sample kindergarten graduation program to notice omissions.
- There are typically more songs, and most songs (if not all) are presented by the kindergarten students. Songs will often have visuals/objects which the students wave or hold-up. Ideal recorded music for the slideshow includes songs such as “Let Them Be Little,” by Billie Dean, children songs by Steve Greene or Michael Card, or instrumentals.
- The processional and recessional selection is younger sounding in nature. For example, the processional may be “Jesus Loves the Little Children,” and will seldom, if never, be the traditional graduation march.
- Overall, the kindergarten graduation is presented *by* the graduates, rather than a program *for* the graduates.
- Kindergarten graduates typically wear a home-made graduation cap signed by classmates. The homemade graduation cap is an adorable keepsake. Girls wear a church dress, and boys wear a dress shirt and tie.
- The diploma presentation and tassel “switch” (moved in any direction) is presented by the kindergarten teacher and the school principal. The kindergarten teacher will read the names and present the diploma, and then the principal will “switch” the tassel.
- Kindergarten graduations do not include boutonnieres and corsages. As the only flowers, graduates will present a homemade flower to their parents after their “What I Learned” speech. The homemade flower includes a keepsake photo of the graduate, with a “thank you” poem or a “growing up” poem attached. Students of divorces parents make two flowers.
- Kindergarten graduations exclude a graduation address. Class aims and mottos (seldom used), are simple, such as “Jesus loves me,” etc.
- Optional: The kindergarten teacher may present each student with a certificate, recognizing classroom achievement or personal growth. Some kindergarten teachers

present a career award, such as “Super Star Nurse Award,” based on each student’s personality, interests, abilities, and gifts.

- Two excellent websites for kindergarten poems, songs, and graduation craft ideas  
<http://www.hummingbirded.com/end-of-year.html>  
<http://www.littlegiraffes.com/graduation.html>



## **Timeline**

- **School Registration:** Parents should be notified of the graduation date. This event will be listed on the school year calendar.
  
- **Eight to Six months prior (September to December):** Graduation speaker is selected. If your speaker is a local individual, such as a pastor, then the speaker does not need to be selected this early. Elect class officers, if desired. Conduct parent information meeting concerning fundraisers, and wardrobe expenses.
  
- **Three months prior (Beginning of February):** Time and location of event is selected. A “save the date” announcement is placed in church bulletins and school newsletter. Invite a group or individual to have special music. Secure a pianist or instrumentalist for the processional, etc., or plan to use recorded music. Give school board a summary of the graduation plans, and get approvals if necessary.
  
- **Ten weeks prior (Mid-March):** Graduation gifts are ordered. Diploma order is placed with the conference office. Order printed invitations, if desired. Order caps and gowns, if desired.
  
- **Eight weeks prior (Beginning of April):** Jobs are assigned to volunteers, including reception coordinator. Students select class colors, text, aim, motto, and class gift. Eighth grade skip day plans are finalized, announced, and approved. Parents are asked to collect baby photographs for the slide-show, as well as collections for a memory book. Select individuals for welcome, opening prayer, closing prayer, etc. Print reminder in parent newsletter that student accounts must be cleared to receive diploma and report card.
  
- **Six weeks prior (Mid-April):** Announcement is printed in church bulletins and school newsletter, inviting all to attend. Announcement prints each week until the event has passed. Instruct students on class speeches. Mail printed invitations, if desired. If planned, tell each parent to have a three-minute speech prepared.
  
- **Four weeks prior (End of April):** Cake is ordered, florist order is placed. Assistants are selected for cake server, punch server, greeters, PA operator, and clean-up crew.
  
- **Three weeks prior (Beginning of May):** Wardrobe is approved. Decorations are purchased. All baby photographs are given to the slide-show producer. Current and

past-years' photos are collected from school events. One color 5x7 photo is printed and framed of each graduate. Slide show begins production.

- **Two weeks prior:** Memory books are finalized. Oral announcement is made in church for the next two weeks. Slide-show is finalized. Preview class speeches, and edit as necessary.
- **One week prior:** Printed programs are created. Remind floral coordinator to arrive ten minutes early to pin corsages and boutonnieres on delegates and graduates. Remind stage delegates to arrive ten minutes early, in order to receive corsages and boutonnieres.
- **Three days prior:** Floral coordinator confirms order with florist. Reception coordinator confirms cake order with baker.
- **Two days prior:** Chairs, tables, stage, projector, projector screen, and PA system are set-up. Program is rehearsed.
- **Day of:** Florist order is picked-up, cake and reception food are picked-up. Location is decorated, reception tables are set. Stage is prepared. Podium materials are placed. Programs are placed on chairs (unless handed at door).
- **Following Reception:** Assist seventh-grade students in clean-up.
- **Day After:** Thank-you cards are written to speaker, reception coordinator, and musicians.





## **Planning Details**

**Cake-** The cake is the focal point of the reception. The cake is usually a decorated sheet cake with a message such as “Congratulations Graduates”, or “Congratulations David, Josh, Sarah, and Megan” (each student name). If ordering more than one cake, you can have different names or messages on each cake, with different flavors and fillings. The baker is told the class colors so that the cake will match nicely. Leftover cake should be sent home with the graduate families. Order enough cakes to serve each guest one average slice. Estimate your number of guests based on the average number of guests at previous school events, plus a little more per graduate because more relatives attend graduations than they do other school events. The number of guests attending also depends on whether or not the K-7 students are singing special music for the event. Most schools order from King Soopers, Costco, or Sams. Students should have a say in cake choice. If the cake is made by a “friend,” make sure the taste and appearance match professional quality. Be sure to contact baker three days ahead of pick-up time to confirm order has not been lost, whether using a professional or a volunteer.

**Church Communication-** A printed invitation should appear in the bulletin for six Sabbaths (or less) preceding the kindergarten and eighth grade graduations. Example, ending with the class motto: “David Jones, Josh Smith, Sarah Evans, and Megan Meyers invite you to attend their eighth grade graduation, on May 26, 2011, at 7:00 pm, in the Crestview SDA Elementary School gymnasium. Reception following. Come help us celebrate our accomplishments and wish us continued success in our next educational journey. Joy is knowing you are exactly where God wants you to be.” The students or a teacher should give enthusiastic oral announcements for two preceding Sabbaths, or more.

**Class Colors-** Students pick two class colors for their eighth grade graduation, unless they are instructed to use school colors, or unless they must use existing school graduation decorations. For students, the most exciting part of the graduation event is the right to select their own colors. The class colors will determine the color of decorations, flowers, printed programs, reception supplies, and wardrobe. Even though students select what may seem poor color choices, by the time decorations are place, the color choices will look fine.

**Class gift-** If funding is available, the class purchases a gift for the school. This item can be something inexpensive, such as a DVD player, computer software, PE equipment, or something more expensive such as hand bells, computers, projectors, etc. At most schools, classes are not required to purchase a gift. The class chooses the item, with teacher leadership. Kindergarten classes do not select a class gift for the school.

Class Officers- Optional. Depending on the class size (three or more) and dynamic, students elect class officers, such as president, vice president, secretary, treasurer, and pastor. Class officers are usually elected in late September, although some elections are held later in the year. The class president makes a five-minute (approx.) speech at graduation, for the purpose of speaking on behalf of the class. The president speech includes appreciation for teachers, parents, and classmates; a summary of the value of the elementary Christian education; a summary of how the class has grown spiritually, academically, and emotionally; and a report of their desire to continue in Christian education. The class president should have a solid character and possess integrity as a school leader. All student speeches should be previewed, edited, and approved by the teacher.

Class or Parent Speeches- Options of Student and Parent Speeches include:

- A. Class president speech, see above.
- B. A speech by each student, in alphabetical order. These three-minute speeches are similar to the president's speech, and are usually followed by each student presenting their family members with flower stems.
- C. Parent speeches, in alphabetical order. Each parent (one parent per graduate, or both parents in case of divorce) gives a short speech to their child, followed by each student presenting family members with flowers. Parent speeches are not previewed, but are limited to three minutes each. The parent speech is for the purpose of congratulating their child, sharing memories, expressing love, and giving advice. *Very Important:* If parent speeches are given, make sure each graduate has a parent speaking.

Note: Base the "speeches" choice on class size. A class of one or two should choose B *and* C. A class of three to five can choose A and B *or* A and C. A class of six or more should stick to choice A.

Class Text, Aim, and Motto- Students choose an aim and a motto, or a class text, or all three. See attached list of information found on [circle.adventist.org](http://circle.adventist.org).

Class Trip- Please refer to the Union Education codebook, and consult your superintendent for instructions concerning overnight trips. Most schools, particularly small schools, do not take overnight trips every school year.

Clean-up Crew- In honor of the graduates, the clean-up crew does not include graduate families. Graduate families enjoy an evening ending in fellowship, celebration, or relaxation. A simple solution to clean-up needs is to create a tradition of "seventh-grade clean-up crew." The seventh grade families will appreciate knowing they will be on the receiving end the

following year. Kindergarten graduation clean-up crew can include non-parent school volunteers.

**Date and Time-** Most schools hold kindergarten graduation three days (or so) before eighth-grade graduation, beginning at 6:30 or 7 pm. Eighth grade graduation is usually the evening of the last day of school, or the evening before, beginning at 7. There is potential for an eighth grade student to not cheerfully attend school post-graduation. Most schools prefer the two graduations to be held on separate nights; however, if that is not possible, then the combined graduation begins at 6:30, starting with a condensed fifteen minute kindergarten graduation, and ending with a **regular** length eighth grade graduation. A condensed kindergarten graduation includes one special song, "What I Learned" speeches, and diplomas.

**Decorations** - Decorations depend on location and funding. Typically, decorations include helium balloons, crepe paper, door curtains, confetti, colored cloths for each table, and flowers. A large congratulations banner with graduate names serves as a nice focal point for the stage or a large wall. Party supply stores, such as Party America, charge less than twenty dollars to print a professional banner. Some schools have a memory wall of photos of the school year, or only photos of the graduates at different ages. For a personal touch, K-7 students can have loads of fun with sidewalk chalk on the front entry walkway, writing congratulations messages. Platform/stage decorations most commonly include borrowed silk plants, balloons, or a painted backdrop. Most schools prefer a simple look for the stage, and a more festive look for the gym and reception area. Primarily, eighth grade graduates choose their own decorations.

**Diplomas-** The conference office will supply professional eighth grade graduation diplomas and velvet or vinyl diploma covers, which every school must use. If a student's bill is unpaid, do not place the diploma in the cover. The student will receive an empty diploma cover during graduation, and the diploma will be mailed when the student's account is paid. If the conference office has a supply of kindergarten diplomas, they are unofficial store-purchased diplomas. Most kindergarten teachers purchase kindergarten diplomas from an outside source, such as a teacher supply store.

**Floral Order-** It is customary for female graduates to wear a wrist corsage of fresh flowers, and male graduates to wear a boutonniere of fresh flowers. Any non-graduate who sits on the platform should have a boutonniere/corsage (not wrist) as well, though of a smaller size. If funds allow, a floral arrangement can be ordered for the stage, though such an expense is seldom chosen. Students present "stems" to family members during the program, which are either a single stemmed flower with baby's breath wrapped in tissue paper and tied with ribbon, or simply a single stemmed flower. Store these stemmed flowers in a bucket, near the stage, hidden behind an object such as the piano, labeled with student names, so that the

graduates can quickly grab them during the program at the right time. Stems are given usually to parents only, but some schools allow students to also present stems to siblings, grandparents, etc., if funds allow. Flower choices are based on class colors, and limited to available funding. Common flower choices are carnations, roses, lilies, and orchids. Most schools find King Soopers floral services to be dependable, attractive, and least expensive. If a volunteer makes your corsages and boutonnieres, be cautious of quality and dependability. Always call three days ahead of scheduled pick-up to confirm that the order is not lost, whether using a professional or a volunteer. Be sure to assign a volunteer to pin flowers ten minutes prior to event start time. Store flowers in the refrigerator prior to use, safe from spills and freezing. Kindergarten graduations rarely have flowers for graduates or any attendants.

**Gift Table-** Be sure to set-up gift tables in the reception area. Most attendees will bring a card or a gift bag for each 8<sup>th</sup> grade graduate. One oblong table can hold gifts for up to three graduates. Identify each graduate's space by placing a 5x7 framed photo (or a place card) on the tabletop. The gift table is not a common need at a kindergarten graduation.

**Graduation Gifts-** The school presents a gift to each graduate during the eighth grade graduation program, purchased with school funds. The principal/classroom teacher presents identical gifts to each graduate, in alphabetical order. This is also a perfect time for the teacher to add a nice word about each graduate. Suggested gifts include a Bible, a prayer journal, a worship book, or Messages To Young People. The gift should include a hand-written message on the front fly-page, and the student's name should be engraved on the front cover. Union College and Campion Academy may also present items at this time.

**Greeters-** If programs are placed on each chair, greeters are not necessary. Suggestions for greeters for the eighth grade graduation include teachers, seventh grade students, or first grade students. Suggestions for greeters for the kindergarten graduation include eighth grade students, teachers, or first grade students.

**Invitations-** Eighth grade students and kindergarten students seldom, if never, mail-out invitations. If a student requests invitations for mailing, and the school has not planned to create invitations, perhaps the requesting parent can create and purchase their own invitations, to be approved by the principal.

**Invocation-** This is the formal term used for opening prayer. This term is seldom used in a kindergarten graduation. The class pastor, a teacher, a pastor, or a school volunteer usually has the opening prayer. This privilege is mostly given to an individual who is particularly close to the graduates, but has not been chosen as the main speaker.

Location- A number of factors determine the graduation location: school tradition, crowd size, class size, convenience, and funding. Most often, graduations are held in the school gymnasium, with the reception held in the back portion of the gym. If a graduation is held in a sanctuary, be mindful to keep the program reverent, and keep sanctuary decorations appropriate and compliant with church policy. If your school has more than one constituent church, then the church location is determined either by “taking turns”, or by a majority of the graduates’ membership. Outdoor graduations are a challenge weather-wise and sound-system-wise, but an option as well.

Memory Book- Optional. A memory book is a surprise gift for each graduate, placed on the gift table, and created by the parent and teacher, from identical empty binders. The memory book contains graduate photographs, school photos, a copy of the graduation program, and personal letters to the graduate from the principal, pastor, teachers, school volunteers, mentors, relatives, classmates, and friends. The memory book is a beautiful, meaningful keepsake; however, if a parent puts little effort into the book, a graduate can be disappointed. So, be prepared to improve books before the event, making sure each book is equal in quantity and quality.

Music- Traditionally, the eighth grade processional is the pomp and circumstance graduation march, and non-contemporary sacred music is selected for the prelude and postlude. Sacred songs are also played during the slide show and the presentation of flowers. It is not necessary to print song titles or composers in the program, unless it is for the special music. If graduates request non-traditional or secular music, it is most often granted if the selection is appropriate and in keeping with the ceremonial atmosphere, unless the graduation is held in a sanctuary. To help personalize the event, effort should be made to comply with student interest without compromising the school’s principles. An up-beat song that is not rocky can be appropriate. Songs are most-often played on a piano, violin, flute, or trumpet, but prerecorded music will suffice if necessary.

Parent communication- Refer to the timeline for suggested dates on parent notification. To minimize stress and frustration, communicate graduation plans as soon as possible, repeating information several times. It is seldom too early to correspond, and communication is essential to a successful event. In addition to written notes, a parent meeting two months prior to graduation may be helpful.

Platform Delegates- Those seated on the stage include: graduates (alphabetically by surname), school board chairperson, principal, and anyone speaking during the program (graduation address, opening and closing prayer, etc.). If space is tight, then seat only the graduates, graduation speaker, principal, and chairperson.

Podium Supplies- Place, in order of use, the following materials on a shelf in the podium: printed program, graduate gifts, letters from Union or Campion Academy to be read to graduates, student speech notes, parent speech notes, and diplomas.

Postlude- This is the formal word used in place of “the song that is played while the audience is exiting.” This song is played immediately after the recessional. See “Music” for more information.

Prelude- This is the formal word used in place of “the song that is played while grades K-7 march in.” This song is played immediately before the processional (the graduation march). Most schools have grades K-7 students march in to this song, and then stand in front of their chairs on the front row of the audience, and sit uniformly when the prelude ends. During rehearsal, determine student pace.

Presentation of Diplomas- This presentation is formal and professional.

1. The principal and the school board chairperson stand, and take their position.
2. The principal speaks into the microphone, “May the graduates please stand.”
3. Graduates stand. They are already in alphabetical order, with the first graduate seated on the aisle nearest the podium.
4. Principal states first graduate’s first and last name. If student requests (prior to program), include the graduate’s middle name.
5. Principal steps out from behind podium, holding the diploma.
6. Graduate walks to principal.
7. Principal extends right hand out for a shake.
8. Graduate shakes hand with principal, using right hand. Do not release handshake yet.
9. With left hand, principal extends diploma to student.
10. Graduate receives diploma with left hand. Diploma is not released yet.
11. Principal and Graduate freeze, with hands in a shake and holding diploma, for photos. Look into nearby cameras.
12. After photos are complete, hands are released. Graduate deeps diploma. Principal returns to podium.
13. Graduate, with diploma in hand, walks to school board chairperson.
14. If graduation caps are worn, the chairperson will switch the tassel to the other side during the handshake.
15. Graduate and school board chairperson shake hands, freezing hand shake for pictures.
16. When photos are complete, handshake is released, and the graduate returns to the back of the line of graduates. To return to the back of the line, graduates follow a path that is the least distracting.

17. All graduates remain standing throughout the diploma presentation.
18. Principal calls the next name, and procedure is repeated.
19. After the last graduate receives the diploma, and returns to the back of the line of graduates, the graduates should now be standing in their original alphabetical (by surname) order.
20. Principal states into microphone, "The (name of school) graduating class of 2011."
21. Principal starts a clap, and audience claps.
22. Graduates sit when clapping is ended. If the closing prayer is next, graduates remain standing, and the prayer person asks the audience to stand for the closing prayer. All remain standing during the recessional.

Presentation of Flowers- After each graduate speech, the graduate will walk into the audience and give their stemmed flower(s) to family members. The next graduate can begin their speech while the previous graduate is still presenting flowers, unless the graduate notices there is too much noise or distraction. If there are no student speeches, then each student will present flowers to family members at the same time, while a song is played.

President's Speech- See "Class Officers" and "Class or Parent Speeches"

Printed Programs- Printed programs may be placed on each chair. In this case, there is no need for greeters at the door. Greeters hand-out programs at the door, and welcome guests. See printed program examples. Programs are usually printed on colored paper, matching class colors. If finances allow, programs can be printed in color on white glossy paper. Depending on class colors, Hobby Lobby or Michaels may have classy stickers (in the scrapbooking section) which will look very attractive on the programs. Most kindergarten graduations have printed programs.

Processional- This is the formal word used for "the song that the graduates march down to." Most eighth grade graduations use the traditional graduation march song. Audience remains seated during the processional. A seated audience will not block views, and cameras can get better shots.

Reception Coordinator- Secure a reception coordinator six weeks prior to graduation. This volunteer will coordinate assistants, servers, shopping, decorations, set-up, cake order, and pick-ups. Schedule a meeting with the graduates, reception coordinator, and yourself to determine menu. Graduates should have primary input on reception choices, mindful of financial limitations and appropriateness. Note: It is tradition at some schools for the seventh grade class to handle the reception.

**Reception Food-** Simple is better. A reception with cake, punch, and nuts is plenty. See “Cake” for more information. If funding and volunteer help is available, some graduations include mints, cheese and crackers, fresh fruit (fruit bouquets), fresh veggies, Manhattan meatballs, and other hors d’ourves. Stray from messy food items such as ice cream, since students are wearing formal attire. Reception volunteers should never include graduate family members-- before, during, or after the reception. Set-up reception tables in such a manner to alleviate long lines. For example, tables can serve from both sides, and there can be two identical rows of food tables which serve the same food items.

**Reception Location-** The reception area is usually the back-half of the gymnasium, or a fellowship hall. Location must be near a sink and kitchen counter. Tables are seldom set for eating, unless the reception food is extravagant.

**Reception Servers-** Select one or two adult servers, each, for punch and cake. These volunteers must not be family members of graduates.

**Recessional-** This is the formal word used for “the song that the graduates march out to.” See “Music” for more information. When this song is played, graduates march out, down the center aisle, followed by platform delegates, then followed by grades K-7 students. Seldom will an audience need ushers. Graduates should stand at the back of the graduation area, so that the audience may form a receiving line.

**Rehearsal-** Conduct a grades K-8 rehearsal one to two days prior to graduation.

**School Communication-** Include announcements and details of the graduations in parent newsletters. See timeline for details. Remember to state time which students should arrive (15 minutes prior), and attire for grades K-7 (church attire).

**Skip Day-** This activity must be approved by students, school board, and parents. This student-selected activity is scheduled during a school day, and students are not counted absent from school if they attend the Skip Day activities. This activity must be at minimum four hours in length, supervised at all times by at least one male adult supervisor and one female adult supervisor, and financed by class funds. Students are not allowed to “pocket” class funds, nor use it as a shopping spree. Unused funds will be rolled –over as a credit to next year’s eighth grade class. Transportation policies apply for Skip Day as they would for school field trips. Class funds should pay for transportation costs and supervisor expenses. Suggested activities include theme parks, activity centers, laser tag, bowling, etc. All conference field trip policies apply. Kindergarten classes do not have a skip day.



**Slideshow-** Most schools have a slideshow during the graduation program. The kindergarten slideshow is a collection of snapshots throughout the school year, and is shown while music is playing, toward the end of the program. Make sure graduates sit where they can view the show. The eighth grade graduation has one or two slide shows:

1. A slideshow of various baby pictures of each graduate. First, a slide of the student's name appears, followed by a number of slides of baby pictures, progressing to current age.
2. A slideshow of school year snapshots, as individuals or as groups.

Slideshow #1 can be shown as each graduate marches in, or during each parent's speech.

Slideshow #2 can be shown when the students present flowers to their parents, or as its own portion of the program.

**Speaker-** Eighth grade graduates select a speaker, and their choice is approved by the principal. Graduates select an adult with whom they revere, such as a favorite teacher, a favorite youth pastor, or a favorite school volunteer. Occasionally a class chooses to invite a popular speaker who will need to travel. Class funds should cover travel costs. Nonetheless, graduates should write a personal letter of invitation to the speaker, including the date, time, and location of the event. Later correspondence should include the class aim and motto. Students should send the invitation as soon as possible. Be sure to include a "introduction of speaker" in the program.

**Special Music-** The kindergarten class presents their own pieces of special music. Eighth grade graduates will request one of the following musical groups: school choir, friends, a parent, or themselves. The special music should be a sacred song that is not too contemporary.

**Stage Set-up-** Traditionally, the stage will have a row of graduates on one side of the stage, delegates on the other side of the stage, and a podium near the middle. Platform delegates include principal, school board chairperson, speaker, and if there is room, those praying. For stage decorations, please see "Decorations."

**Student/Parent Speeches-** See "Class/Parent Speeches."

**Valedictorian-** Schools neither figure nor report a valedictorian for grades K-11. Most unions have a written policy forbidding such reference.

**Volunteers-** Volunteer opportunities include reception coordinator, decorators, printed programs, slide show, stage design, tables and chairs, PA, flower coordinator, and clean-up crew (7<sup>th</sup> grade class). With the exception of decorating, graduates and their families should

not be burdened with volunteer tasks, unless they request. Remind volunteers to keep their receipts for reimbursement.

**Wardrobe-** Kindergarten graduates commonly wear church attire (ties and dresses) and a home-made graduation cap. Most schools have eighth grade graduates wear formals and suits, while some schools follow a tradition of caps and gowns. Dress code for formals: no bare shoulders, no low necklines, and no bare backs. Dress length can be floor length to four inches above the knee, or match current school handbook guidelines. Each girl will select a different formal gown, usually in black or a class color, or a combination thereof. Boys can represent class colors in tie or shirt choice. Be sure to help students who cannot afford formal graduation attire. Find a sponsor to purchase a gift certificate or write a check, or request church Samaritan funds. Some schools have a Samaritan fund. Occasionally, class funds can provide wardrobe assistance for needy students. Financial assistance for wardrobe should be handled privately. Oftentimes, a girl's formal gown is far more affordable than a suit, shirt, tie, and dress shoes. Comparison shop the price of suit rental versus purchase. If school funds or class funds are used to purchase a black suit, it is highly likely that the same suit will fit another eighth grade boy the next school year, so a "school suit on loan" is an option.



## **Funding**

Class expenses include graduation, skip day (optional), class trip (optional), and class gift. Graduation expenses include flowers, decorations, cake, reception food, reception supplies, and speaker travel expense (if travel is involved). Before volunteers make purchases, provide them with a “maximum amount” figure. Remaining funds carryover to next year’s eighth grade class. If sufficient funds are lacking, simplify expenses, or request donations. Are there any school funds which can ethically and wisely be transferred to graduation expenses? Would the graduates’ parents happily donate expenses? A September eighth grade parent meeting is imperative for creating partnerships. Parents and students must be prepared to support fund-raising efforts. Encourage parents to share in the fundraising work equally, since the graduation cost is a group expense. Fundraising suggestions include fall festival booth, food sales at school events, read-a-thon, car washes, yard sales, and weekly pizza sales in school.



## Sample Programs

Eighth grade graduation printed program. Front and Back:

<p style="text-align: center;"><b>Class of 2010</b></p> <p><u>Student Name</u> (bio of birth place, birth date, likes, schools attended, and 9<sup>th</sup> grade plans, career plans)</p> <p><u>Student Name</u> (bio)</p> <p><u>Student Name</u> (bio)</p> <p><u>Student Name</u> (bio)</p>	<p style="text-align: center;"><b>Crestview Christian School Eighth Grade Graduation May 27, 2010</b></p> <p style="text-align: center;">(place class photo here)</p>  <p style="text-align: center;"><b>Student Name, Student Name, Student Name, Student Name</b></p> <p style="text-align: center;"><b>Class of 2010</b></p>
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Inside:

<p style="text-align: center;"><b>Crestview Christian School Eighth Grade Graduation May 27, 2010</b></p> <p><u>Class Officers</u>  President: Student Name <span style="float: right;"><i>insert school logo</i></span>  Vice President: Student Name <span style="float: right;"><i>as watermark in</i></span>  Treasurer and Secretary: Student Name <span style="float: right;"><i>center of program</i></span>  Class Pastor: Student Name</p> <p><u>Class Aim:</u> (list)  <u>Class Motto:</u> (list)  <u>Class Text:</u> (list)  <u>Class Colors:</u> (list)  <u>Class Gift:</u> (Describe)</p> <p>(insert a text box here, with frame, that is a thank-you paragraph from the graduates to the school staff, including one thing about each teacher they are a thankful for. End with "To all our classmates—we're going to miss you! To our parents—thank you for sending us to CCS!")</p> <p>PA System- (name) <span style="float: right;">Piano- (name)</span></p>	<p style="text-align: center;"><u>Graduation Ceremony</u></p> <p>Prelude, Entrance of Grades K-7  Graduate Processional  Invocation  <small>Teacher Name</small>  Scripture Reading  <small>Youth Sabbath School Teacher's Name</small>  "Song Title of Special Music"  <small>Grades K-7 Choir</small>  Class President's Speech  <small>Student Name</small>  Parent Tribute to Graduates  Slide Show  Introduction of Speaker  <small>Teacher or Student</small>  Graduation Address  <small>Pastor's Name</small>  Presentation of Scholarships and Gifts  <small>Campion Academy, Union College, CCS</small>  Presentation of Diplomas  <small>Principal's Name and Chairperson's Name</small>  Benediction  <small>Class Pastor's Name</small>  Graduate Recessional  Postlude  <i>Reception Following</i></p>
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Kindergarten Program:

Front and Back:

<p style="text-align: center;"><b>Kindergarten Class of 2010</b></p> <p><u>Student Name</u> (bio of birth place, birth date, likes, what he/she says she learned in school, what he/she liked best about school)</p> <p><u>Student Name</u> (bio)</p> <p><u>Student Name</u> (bio)</p> <p><u>Student Name</u> (bio)</p>	<p style="text-align: center;"><b>Crestview Christian School Kindergarten Graduation May 24, 2010</b></p> <p style="text-align: center;">(place class photo here)</p>   <p style="text-align: center;"><b>Student Name, Student Name, Student Name, Student Name</b></p> <p style="text-align: center;"><b>Kindergarten Class of 2010</b></p>
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Inside:

<p style="text-align: center;"><b>Crestview Christian School Kindergarten Graduation May 24, 2010</b></p> <p>(copy artwork here: Teacher draws stick figure of self, then each student draws self, include class pet, and title "We Love School!")</p>   <p>(List a special Bible verse here pertaining to children)</p>  <p>(insert a text box here, with frame, that is a thank-you to class volunteers, graduation volunteers, and reception volunteers)</p> <p>PA System- (name) <span style="float: right;">Piano- (name)</span></p>	<p style="text-align: center;"><u>Graduation Ceremony</u></p> <p>Graduate Processional</p> <p>Opening Prayer <small>Student Name</small></p> <p>Scripture Reading <small>Student Name</small></p> <p>"Song Title"</p> <p>"What I Learned This Year" <small>Kindergarten Students</small></p> <p>"Song Title"</p> <p>"Song Title"</p> <p>Slide Show</p> <p>Presentation of Awards <small>Teacher Name</small></p> <p>Presentation of Diplomas <small>Teacher's Name and Principal's Name</small></p> <p>Closing Prayer <small>Student Name</small></p> <p>Graduate Recessional</p> <p style="text-align: center;"><i>Reception Following</i></p>
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## **Sample Aims, Mottos, and Texts**

Attached from Circle.Adventist.org

[http://circle.adventist.org/download/Class\\_Aims\\_Mottos.pdf](http://circle.adventist.org/download/Class_Aims_Mottos.pdf)



## **GRADUATING CLASS AIMS & MOTTOS**

Each school year, sponsors and class officers face the task of selecting a class aim, motto, scripture, song, flower, and color(s) that represent the spirit of the graduating class. Recently, teachers have requested suggestions. We thought it would be great to gather ideas from as many schools as possible and provide these ideas as a resource, truly creating a CIRCLE of information that would be helpful to us all. Here are a few pointers:

### **AIM**

The class aim is a short, concise statement--often a fragment--that begins with an action word. For example, follow the dream, build a better future, climb to heights beyond. The statement may also begin with the infinitive—to rise, to live, to follow. Above all, the aim states something the class intends to do.

### **MOTTO**

The class motto is often an inspirational saying or adage that reflects what the class hopes to exemplify or live. This, too, is rather short and concise. The book of Proverbs is an excellent source of wise sayings.

### **SCRIPTURE & SONG**

Often, the class scripture and song will mirror the aim and motto so that all four elements present a unified idea.

Below is a list of submissions, by school. For your convenience, we have also provided the necessary contact information. If you would like to add to this collection, feel free to do so by submitting your ideas to [webmaster@circle.adventist.org](mailto:webmaster@circle.adventist.org). You may also go to the CIRCLE web page at <http://circle.adventist.org> and select the submit option. We look forward to hearing from you.

## **Graduating Class Aims and Mottos 1961 - 2007**

### **Columbia Adventist Academy**

Submitted by Debbie Hendrickson, Registrar (hendde@caaschool.org)

#### AIMS:

Shoot for the moon. Even if you miss, you'll land among the stars.

We will risk going to far, and only then will we discover just how far we can go.

To allow God to put us where we belong.

We must be the change we wish to see in the world.

To dream the impossible; to achieve the improbable.

To question the expected and overcome the impossible.

To infinity and beyond!

To put our dreams in our hearts, our hearts in God's hands.

To be God's gift.

If my mind can conceive it and my heart can believe it, I know I can achieve it.

In our hands we hold today; in our dreams, we hold tomorrow; in our faith, we hold forever.

To grow with friends as with Christ.

Watch out world, here we come!

Give to the world the best you have and the best will come back to you.

Nothing short of the highest.

Climb and attain!

To climb the highest mountain. To reach the highest peak.

We aim to claim those promises, making our nights like day.

To meet you in heaven.

To do all the good we can, in all the way we can, to all the souls we can, in every place we can,  
at all the times we can, with all the zeal we can, as long as ever we can.

To know Him.

Success through service.

To meet the challenge of the hour.

Promises to keep.

Victory.

Discovering new horizons.

To finish His work.

To answer His call.

Heights Beckon Us.

Eternal Life.

Heaven Our Port.



MOTTOS:

Each for the other and all for Christ.

Christ our Captain.

In His Steps.

Not at the top, but climbing.

Not prepared, but preparing.

God's wish, our command.

Through Space with God.

He conquers who conquers himself.

Miles to go.

The world's need is our call.

Peace through understanding.

It isn't the individual, not the army as a whole, but the everlasting teamwork of every single soul.

Living by His grace and moving out in faith.

God's promises are like the stars. The darker the night, the brighter they shine.

With Christ as our guide.

Christian quality, not class quantity.

Behind is infinite power, ahead is unlimited possibility.

What we are is God's gift to us, what we make of ourselves is our gift to God.

The set of the sail determines the port. Our sails are set Heavenward.

He has achieved success who has lived well, laughed often and loved much.

Success our future, Christ our present, treasured our past.

Together we have been friends, together we have special memories, but our togetherness in  
Christ will keep us going.

Success is not a matter of chance; it is a matter of choice. It is not a thing to be waited for, it is  
a thing to be achieved.

Do not follow where the path leads. Rather, go where there is no path and leave a trail.

Give me a place to stand and I shall move the earth.

Success comes to those who make it happen, not those who let it happen.

We met as strangers, grew as classmates, and leave as friends.

We know not what the future holds, but we know who hold the future.

Cherish yesterday, live today, dream tomorrow.

The dreams of the future are better than the history of the past.

To be a light when all other lights go out.

Do not be afraid of going slowly, be only afraid of standing still.

Those who say it can't be done should get out of the way of those who are doing it.

## Graduating Class Aims and Mottos

John Vixie, [jvixie@thevision.net](mailto:jvixie@thevision.net)

Modesto Adventist Academy Principal

### AIMS

1. Eternal Harbor
2. Forward in His Name
3. We Have Crossed the Bay; the Ocean Lies Before Us
4. To Follow Our Pilot's Course
5. Heights Beckon Us
6. For God and Humanity
7. Onward and Upward
8. Through Straight Paths
9. To Live for Him, Higher
10. To Finish His Work
11. Success Through Service
12. Others First
13. To the Unfinished Work
14. To His Greater Glory
15. Keep Smiling
16. Watch Us Climb
17. To Go Forward Ever, Backward Never
18. Deeds, Not Dreams
19. Perfection in Christ
20. Surrender, Determine, Achieve
21. A Light to All the World
22. Christ as Our Captain
23. Earth Our Challenge
24. Heaven
25. Success
26. To Seek First the Kingdom
27. Anchored in Heaven
28. Anywhere, Provided It Be Forward
29. Onward to the Finish
30. Onward, Forward, Upward
31. Willing Messengers for Christ
32. His Grace Sufficeth
33. In His Footsteps
34. The Heights Beckon Us
35. Not at the Top, but Climbing
36. Each for the Other and All for God
37. Always Upward
38. At the Foot hills, Climbing
39. Deeds, Not Words
40. Ever On
41. Look Forward, Not Backward
42. Look Up—And On
43. No Victory Without Labor
44. Not Finished; Just Begun
45. On to Victory
46. Onward
47. Sail On!
48. Something Yet to Be Gleaned
49. Strive for Higher Honor
50. Success Waits at Labor's Gate
51. Toward the Light
52. Thus Endeth Our First Lesson
53. Up and On
54. Without Labor There is Nothing
55. Loyalty and Service
56. Today We Follow, Tomorrow We Lead
57. Prepared for Better Things
58. Aim High and Hold your Aim
59. Be Good, Do Good, Make Good
60. Conquering and Still to Conquer

### MOTTOS

1. Our Sails Are Set Heavenward
2. Duty, Our Guiding Star

- 37. The Beginning, Not the End
- 38. On to Heights Ahead
- 39. Service About Self
- 40. The Past Gone Forever; the future Lies Ahead
- 41. And We'll Ever Stand, Every Heart and Hand
- 42. Growth Through Service
- 43. The Bible Our Guide 44. Power, Unity, Confidence
- 45. Deeds Survive the Doer
- 46. It's the Set of the Sail That Determines the Port
- 47. Heaven Our Goal
- 48. Christ Is All and In All
- 49. New Earth Our Goal
- 50. To Find God's Plan for Our Life
- 51. Victory Follows Effort
- 52. Find a Path or Make One
- 53. There is Victory With God
- 54. The Bible, The Whole Bible, Nothing But the Bible

#### AIMS AND MOTTOS

He who is afraid of failure is afraid of success.

Every successful journey begins and ends in faith, regardless of the events in between.

Living faith always leads to obedience.

The church does not go forward because it is perfect, but because God is gracious.

Joy is knowing you are exactly where God wants you to be.

"God...will pay back trouble to those who trouble you." (2 Thessalonians 1:6)

"I resolved to know nothing while I was with you except Jesus Christ and Him crucified." (1 Corinthians 2:2)

The gospel is deep enough for an elephant to go swimming, and shallow enough for a small child to go wading.

Friendships are forged by fire.

You do make a difference.

No reserve, No regrets, No retreats.

You cannot do what God alone can do, but He will not do what He has asked you to do.

"If anyone is thirsty, let him come to me and drink." (John 7:37)

Decisive battle has been won!

Jesus is the Master Sculptor who looks beyond the rough edges that are, to the faces that could be.

He wanted them to stand and deliver, and they did...together.

Jesus is the only bridge in town.

When constructing a building or a life, a solid foundation is essential.

“Each one should use whatever gift he has received to serve others.” (1 Peter 4:10)

God does new things for his people, regularly.

The fire of persecution lighted a fire of evangelism.

The Lion of Judah has set the world free from endless winter.

When Jesus said, “You will be my witnesses,” He wasn’t speaking to angels.

God’s promises always exceed our expectations.

God does not provide escape from our problems but strength to face them.

Victory in our lives is praise to our God.

Sin always lengthens the journey.

Before we meet the law, we need to meet the Lawgiver.

“Do not be discouraged, for the Lord your God will be with you wherever you go.” (Joshua 1:9)

Sometimes judgement means suffering the consequences of our choices.

Our only hope is a compassionate God.

In God’s eyes your greatest ability is your availability.

We are more likely to leave the church than God is.

People who have turned away from God still need to worship.

To refuse to forgive is to continue to hurt yourself.

There is such a thing as right and wrong.

If you don’t change directions, you’ll end up where you’re headed.

God’s grip of grace doesn’t easily let go.

God is willing to let you go if it is the only way He can get you back.

Being grounded in reality can prepare you to become grounded in Christ.

Ordinary people can do extraordinary things for God.

“Not by might, nor by power, but by my Spirit.” (Zech. 4:6)

Cherish God’s presence, even when He is silent.

Staying on the trail takes you safely home. Don’t worry about when. It’s who is coming back that is important.

Jesus began His earthly ministry in the face of staunch criticism – not to the applause of the crowd.

“I once was lost, but now am found. Was blind, but now I see.”

Jesus was born to die.

Every human being is intended to have character of his own: to be what no others are, and to do what no other can do.

No amount of ability is of the slightest avail without honor.

It is more important to know where you are going than to see how fast you can get there.

A golden character needs no gliding.

Better to keep yourself clean and bright; you are the window through which you must see the world.

Life is a grindstone. Whether it grinds you down or polishes you up depends on what you are made of.

Character is not in the mind. It is in the will.

Character is what you are in the dark. The inner braces of a man’s heart must be equal to the outer pressure of life’s circumstances.

It is not the brains that matter most, but that which guides them – the character, the heart, generous qualities, progressive ideas.

Character, not circumstances, makes the man.

God leaves nothing to chance and everything to choice.

## **Graduating Class Aims and Mottos (1995-2001)**

Vida Giddings, vidag@andrews.edu

Ruth Murdoch Elementary School Administrative Assistant

### **AIMS**

Heaven

To reach the heavenly Gates

Strive to be the best

Today we follow, tomorrow we lead

The past gone forever, the future lies ahead

Live the life in Christ

### **MOTTOS**

There are two ways of spreading light:

To be the candle or the mirror that reflects it --Edith Wharton

Who you are is more important than what

You accomplish

To walk with Him

United we stand,

Divided we fall

Standing steadfast on the edge of the millennium

Life is a journey, live it to its fullest

### **FLOWER**

White Rose

### **COLORS**

Black and Forest Green

Regal Blue and Black

Royal blue and Navy

### **SONG**

Count on Me by Whitney Houston & CeCe Winans

## Class Aims and Mottos

Brenda Muth, brendamuth@aol.com  
Paradise Adventist Academy Registrar

### AIMS

Knowledge itself is power.  
Heaven is our goal.  
Live truth.  
No man's knowledge here can go beyond  
his experience.  
If we can't find the road to success we'll fly.  
To reach for the moon, but strive for the  
stars.  
Finding fulfillment as we follow His  
footsteps.  
What we become is our gift to God.  
Separate paths, same destination.  
One God, One Aim, One Destiny.  
Eternity Together.  
Seize the Day.  
Victorious in Christ.  
Forever Young.  
Together we'll make it.  
Pursuing our goals in harmony with Christ.  
Success through service.  
Climbing Ever Higher.  
Today we follow, tomorrow we lead.  
Yesterday is but a dream, Tomorrow is only  
a vision, But today well-lived, Makes  
yesterday a dream of happiness, and  
tomorrow a vision of hope.

### MOTTOS

Feed the flame.  
Onward, forward, upward.  
Risk faith.  
It's only those who do nothing that  
never make mistakes.  
Only those who risk going too far,  
can possibly find out how far  
one can go.  
Not at the top, but still climbing.  
God maintains our path, we must  
maintain our walk.  
What we are is God's gift to us.  
We'll be His hands and He'll be our  
strength.  
Each for the other, All for God.  
Unity in Diversity.  
The set of the sail, determines the  
port.  
Not at the top, but climbing.  
Today we follow, tomorrow we lead.  
Each for the other and all for God.  
With our eyes looking upward, we  
strive ever forward. With our  
feet on the ground, We  
reach for stars.  
Forward in His Name.  
Life is good as you make it.

