



June 1, 2019

Hosted by NYS LEAH

**\*\*\*January 31<sup>st</sup> 2019 Registration DEADLINE\*\*\***

Registrations postmarked after January 31<sup>st</sup> will incur a \$25 LATE FEE

**No late registrations will be accepted after February 15, 2019**

### **General Information**

**Eligibility:** Your family must be a current member of NYS LEAH or a local LEAH Chapter at the time of registration. This is a change from the former two-year rule previously required by the NYS LEAH Board.

**Where/When:** The 2019 Commencement Ceremony will be held at The Smith Center for the Arts (an historic opera house) in Geneva, NY, on June 1, 2019 at 4:30 PM beginning with the graduate slideshow. Parents and graduates are required to attend the rehearsal tentatively scheduled for 1 PM on June 1st, at The Smith.

**Ceremony:** The commencement ceremony offers parents the opportunity to honor their graduate by presenting him/her with their diploma on stage, while a verse (chosen by the graduate) and future plans are read. Blue caps/gowns must be worn for the ceremony.

**Fee:** The non-refundable fee of \$100 includes: a cap, gown, and tassel (all royal blue); a diploma with matting and a plastic sleeve, the cost of mailing your gown package to you; your personal listing in the program (provided it is received by the deadline); and a 5x7 group photo of the graduates. Partial packages are available. We will personalize your diploma if purchased as part of your package if you are unable to do so yourself (required information must be supplied).

**Guests:** The commencement ceremony has been planned as a stand-alone event and seating space will not be limited. Therefore you may invite any family and friends that you would like to attend.

**Seating: NO TICKETS ARE NEEDED.** The Smith Center for the Arts has theater-style seating and includes a balcony. There are limited spaces for wheelchairs on the main level.

**Pre-Ceremony DVD:** To be included in a slideshow presentation shown before the ceremony, you must provide 2-3 photos of the graduate (age birth-present suggested). Copies, cds, or electronic photos are accepted, but, if you need them returned to you, include a self-addressed, stamped envelope large enough for your photos. If we do not receive a SASE, we will assume that you do not want the photos returned. **Please note that by sending photos, you agree that we are not responsible for lost or damaged photos.** Mail photos to the address for the registration form, or if electronic, send to: [upstatecommencement@nysleah.org](mailto:upstatecommencement@nysleah.org). The DEADLINE for ALL submissions is January 31st, 2019. **Please label EACH photo with first and last name.**

**Graduate Photos:** A photographer will be available for families who would like a professional photo of their graduate. Please see the order form on the last page for ordering information. Please note: the form **should not** be sent with your registration. It must be mailed to LRS IIMAGES at the address on the photo form.

**\*\*\*OPTIONS FOR 2019 Graduates\*\*\***

**Graduate Breakfast:** We are excited to be able to offer a Graduate Breakfast to be held at The Ramada Geneva Lakefront on the rear patio facing beautiful Seneca Lake on Saturday, June 1, 2019. The breakfast is for **graduates only** with parents to be included after the breakfast for the half hour of special speakers. The intended purpose of the breakfast is to provide a social event in which the graduates will meet the other graduates who will be participating in the commencement ceremony.

The breakfast will begin at 9 AM with the parents joining their graduates after the breakfast at 10 AM for the special speakers. The speakers will conclude by 10:30 AM in order to provide enough time to prepare for the remaining events of the day.

The cost of the Graduate Breakfast is \$15 and is all inclusive. The menu provided by The Ramada includes: Assorted Juices, Fresh Fruit, Freshly Scrambled Eggs, French Toast, Bacon, Sausage, Homestyle Potatoes, and Freshly Brewed Coffee/Teas.

The Ramada is located on Routes 5&20 about 3 ½ blocks from the Smith Center for the Arts. The patio is tented in case of inclement weather. The parking area leads to a paved lake walk for parents waiting for their graduates.

To register for the Graduate Breakfast, please circle **Breakfast** on the order form and include the additional \$15.

**Shout-Outs:** Shout-outs, or personal congratulations to your graduate, will be published in the Commencement program. The message must be appropriate and edifying. The commencement coordinator reserves the right to edit or refuse a shout-out if deemed inappropriate. Each shout-out will cost \$7.00 (non-refundable) for up to 20 words with any additional words \$ .35 (35 cents) each.

**T-Shirts:** We are offering 2019 T-Shirts for both graduates and parents again this year. The silk-screened shirts have an attractive design with the text: NYS LEAH Graduate 2019 and are available in male grad (w/ block text), female grad (w/script text and a heart) and parent (Proverbs 22:6, Proud Parent) designs. Each is available for \$15 and must be pre-ordered on the order form.



**NYS LEAH Commencement Coordinator:  
John and Holly Phillips**

UpstateCommencement@nysleah.org / 607-868-5518  
8761 Chidsey Hill Road, Branchport NY 14418

**PLEASE KEEP PAGES 1, 2, & 3**

**THE FOLLOWING MUST BE READ AND SIGNED** (on page 4):

## **NYS LEAH Board Guidelines for Commencement**

To the graduates and their families:

The purpose of the Commencement Ceremony during the NYS LEAH Conference is to allow a special time to acknowledge the Lord's part in each family's homeschooling efforts, and to give Him glory, honor, praise and thanksgiving for guiding each family through their years of homeschooling.

In keeping with that purpose, we want to guard against anything which might disrupt this special time by establishing some guidelines which are designed to protect those who want to participate in a reverent time of acknowledging God's goodness.

Participation in the LEAH Commencement Ceremony is a privilege extended to member families of LEAH, not a right of membership. The LEAH Board of Directors reserves the right to exclude from participation any member family if it is determined that their participation is not in the best interest of LEAH, or of the reputation of Christian homeschooling.

LEAH recognizes that participation in contests, competitions, honors programs, etc., can provide powerful motivation in the pursuit of excellence and wholeheartedly congratulates the graduates on the achievement of any honors, awards, and trophies that they may have received. However, inasmuch as NYS LEAH has no control over, and makes no judgments with respect to, any particular awards and honors received by our graduates, the wearing of any honor garb, regalia, or other award insignia, in order to distinguish one graduate from another, is NOT permitted DURING the Commencement Ceremony or DURING the official group photograph. The graduate **may** include mention of any awards or honors received in their personal biographical material which is printed in the program and/or read during the awarding of diplomas. The graduate may also adorn themselves with their honor insignia immediately AFTER the ceremony if desired, and for any personal photographs, whether taken by the official LEAH photographer or by family and friends.

In our vigilance to uphold the honor and dignity of the occasion, we require the following dress standards for those graduates who wish to participate in the NYS LEAH Commencement Ceremony.

**Modesty should be the standard for both ladies and gentlemen.** This applies to parents and graduates.

**Ladies:** Please wear a dress/skirt/top and dress shoes. Dress slacks are allowed but not preferred. Optional: jewelry and make-up.

**Gentlemen:** Please wear dress pants, dress shirt, tie, and dress shoes.

We urge each graduate and family to carefully consider how they present themselves.

**\*Is it honoring to God?**

**\*Does it show love and respect to your Christian brothers and sisters who may hold to different dress or achievement standards?**

**\*Does it contribute to an atmosphere of dignity and honor?**

The diploma presented by the parents is a personal choice and is not considered equivalent to a NY State issued diploma. The presenting of the diploma is not an endorsement by NYS LEAH of completion of studies. If you have any questions or concerns, the full and detailed wording of each particular policy is available upon request from the LEAH Board.

**SIGN on the next page (4), and KEEP THIS PAGE (page 3)**

**NYS LEAH BOARD Guidelines Agreement – Must be signed by each parent and the graduate**

We have read the guidelines on the previous page and understand the purpose of this ceremony. We (includes the graduate and parents) agree to abide by these guidelines established by the NYS LEAH Board and would like to participate in the NYS LEAH Upstate Commencement Ceremony. Non-compliance to the dress and regalia standards will be determined by the NYS LEAH Board. Any graduate who chooses not to follow the dress and regalia standards **may not be allowed** to participate in the ceremony.

**Parents:** \_\_\_\_\_ **Graduate:** \_\_\_\_\_

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

We will supply you with a blank diploma. If you need us to personalize it, please include the following information. If you are personalizing it yourself, leave the section below blank but return with registration form.

**Diploma Information: PLEASE PRINT CLEARLY**

**Full Name** (as you want it on your diploma): \_\_\_\_\_

**Name of School (optional):** \_\_\_\_\_

(This would be the name, if any, that you have given your homeschool. If you have not named your school, you may choose to use the words “Home School”, “Homeschool”, or you may leave it blank.)

**Shout-Out: PLEASE PRINT CLEARLY** (if more than 20 words are needed, submit the entire ‘shout-out’ on a separate piece of paper and include with your registration.)

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

_____	_____	_____	_____	_____
(word 1)	2	3	4	5
_____	_____	_____	_____	_____
6	7	8	9	10
_____	_____	_____	_____	_____
11	12	13	14	15
_____	_____	_____	_____	_____
16	17	18	19	20

Please fill out each section completely, even though it seems you are writing the same things twice.  
The forms may be sent to different individuals.

**Diploma Presentation Information**

Please PRINT **one** scripture verse from the version of your choice, or any special thought you'd like to share. We will include what we are able to, depending on the number of graduates.

**FULL NAME** (as you want it read on stage): \_\_\_\_\_

**PRINT ONE scripture verse from the version of choice** (include reference): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FUTURE PLANS or other thought to be read:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Example: Jane will be attending MCC in the fall to pursue a degree in Music, or, Jane would like to reach others for Christ.

\*\*\*\*\*

**Program Information**

A short biography of each graduate will be placed in the program **PROVIDING** it is received by the deadline. Please include the following information and we will include what we are able.

**PLEASE PRINT CLEARLY** – 50 word limit

**FULL NAME** (as you want it in the program): \_\_\_\_\_

**Verse Reference** \_\_\_\_\_ **lives in** (town) \_\_\_\_\_

**Has been homeschooled for (#) years** \_\_\_\_\_. **List activities, ministries, etc.** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Future Plans:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For administrative use only:

LEAH Member \_\_\_\_\_ Slideshow \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Breakfast \_\_\_\_\_ Shout-Out \_\_\_\_\_  
Dress Code \_\_\_\_\_ Return \_\_\_\_\_ Insured \_\_\_\_\_ Late fee \$ \_\_\_\_\_ T-Shirt \_\_\_\_\_ Diploma \_\_\_\_\_

**REGISTRATION FORM: ALL the information is required. Please print neatly.**

**REQUIRED information (needed for photo and gown):** HEIGHT \_\_\_\_\_ WEIGHT \_\_\_\_\_

(No one sees this info except the commencement coordinator!)

**PLEASE CHECK NEEDED ITEMS:** CAP \_\_\_\_\_ GOWN \_\_\_\_\_ TASSEL \_\_\_\_\_ DIPLOMA \_\_\_\_\_

**ORDERING and PAYMENT INFORMATION RETURN THIS PAGE (6)**

**PLEASE CIRCLE YOUR SELECTION:**

- Full Package:** Cap/Gown/Tassel/Diploma **\$100**
- Partial Package:** Cap/Gown/Tassel/No Diploma **\$90**
- Cap/Tassel/Diploma only **\$85**
- Cap/Tassel only **\$80**
- Cap/Diploma only **\$80**
- Gown/Diploma only **\$85**
- Tassel/Diploma only **\$85**
- Diploma only **or** Tassel only **\$75**

Please note: If ordering partial packages, dye lots may vary from items you may currently have. If providing your own diploma, we are unable to personalize.

**OPTIONAL ITEMS:**

- Additional Tassel** **\$15**
- Shout-Out** (Up to 20 words) **\$7**  
\$.35 per word for 21 words and over \$ \_\_\_\_\_
- Breakfast** **\$15**
- T-Shirt** (circle size(S) and type) (\$15 each) \$ \_\_\_\_\_
- Male S M L XL
- Female S M L XL
- Parent S M L XL

**Postal Insurance** (optional) **\$8**

**LATE FEE** (postmarked after January 31<sup>st</sup>) **\$25**

**\*\*\* TOTAL DUE\*\*\***

Please add together ALL items \$ \_\_\_\_\_

**Please make check payable to: NYS LEAH.** Forms with full payment **must be postmarked by January 31, 2019.**

**Send to: Holly Phillips**  
**NYS LEAH Commencement**  
**8761 Chidsey Hill Road**  
**Branchport, NY 14418**

**Graduate**

**Name:** \_\_\_\_\_  
(first and last)

**Address:**  
# and Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Parent Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**Email:** \_\_\_\_\_  
(only list if you check it regularly)

**Name of parent(s) participating in the ceremony:**

**Father's Name:** \_\_\_\_\_  
(first and last name)

**Mother's Name:** \_\_\_\_\_  
(first and last name)

(Due to space limitations, only 2 parents are permitted in the parent section and to accompany the graduate on stage.)

**Names of parents to be listed in the program:**

(Step-parent(s) may be included if desired)  
\_\_\_\_\_  
(first and last names)

**LEAH Chapter Name:** \_\_\_\_\_

**Chapter Leader Name:** \_\_\_\_\_

**Chapter Leader Contact:** \_\_\_\_\_  
(phone or email)

**Check List: Have you included the following?**

- NYS LEAH Board Agreement \_\_\_\_\_ Height and Weight \_\_\_\_\_
- Diploma Information \_\_\_\_\_ Photos for slideshow (opt.) \_\_\_\_\_
- Program/Narrative Information \_\_\_\_\_ Breakfast or T-Shirt order (opt.) \_\_\_\_\_
- Form - Pages 4, 5, and 6 \_\_\_\_\_ Shout-Out (opt.) \_\_\_\_\_
- Check Payable to NYS LEAH \_\_\_\_\_

**Did you send electronic photos? (deadline January 31<sup>st</sup>)** YES NO

**NYS LEAH Graduate Portraits & Ceremony Stage Photo order form**

Date: **June 1, 2019**

1st - Fill in info. Date \_\_\_\_\_

NYS LEAH Commencement 2019

Student Name \_\_\_\_\_ ID# \_\_\_\_\_ Office Use \_\_\_\_\_

Parents Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ email \_\_\_\_\_

**Orders can be placed online**

- **Order form and samples can be viewed at** [www.lrsiiimages.com/leahconv.html](http://www.lrsiiimages.com/leahconv.html)
- **Stage** - We are offering Ceremony Portraits. We take a picture of Mom & Dad with Grad on stage during the ceremony. Item #1 or #8. See web for samples.
- **Pre-Order Deadline Monday, May 5th 2019.**
- Orders made after this date add a \$5 late fee to the total.

**2nd - Select Print Package that suits your needs by indicating quantity in box adjacent to choice.**

As a courtesy we mail the graduate class photo with your portrait order.

Package Photo offers		8 x 10	5 x 7	Stage 5x7	Wallets 2" x 3"	Portrait Digital Image	Price	Qty.	Subtotal	Item Sales Tax
#1	Family Grand w/Stage Photo	3	4	2	16	Image File	\$57.00			\$4.56
#2	Family Pride pack - Portrait	2	2	1	24	Image File	\$47.00			\$3.76
#3	Family & Friends - Portrait	2	3		16		\$36.00			\$2.88
#4	Family Pack plus - Portrait		4		8		\$28.00			\$2.24
• Prints to add to your package order ( available only to add onto package orders 1-4 or 8 )										
#5	Package - mix - PM 5x7,3x5 Portrait		1	2			\$12.00			\$0.96
#6	Package - mix - SM 5x7 Stage Photo		2				\$12.00			\$0.96
<b>Event Images</b>		<b>5x7</b>			<b>Image file</b>					
#7	Digital Image File w/ reprint permission (Portrait & Stage)					1	\$38.00			\$2.88
#8	Ceremony Stage Photo (5x7 Print)			1			\$15.00			\$1.20
#9	Retouching blemishes						\$12.00			\$2.00
#10	Grad Photo Mug	see web page for sample			1		\$22.00			\$1.76

**3rd-Make Payment**

- Full payment due with portrait order.
- Pay by Cash, Check, Credit Card or PayPal.
- Make checks payable to **LRS IIIIMAGES**.
- Returned Checks are subject to \$25 fee.
- Complete separate order for each Graduate.

Order Sub-Total \$

NY State Sales Tax **8.00%**

Sales Tax

Shipping \$4.00

• Please send your order to our office address at top of page.

After May 6th Late Fee

NYS Sales Tax ID TF-4048617

*Thank you for your order!*

**Grand Total**

Total Payment \$

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