



## **Graduation Ceremony Toolkit**

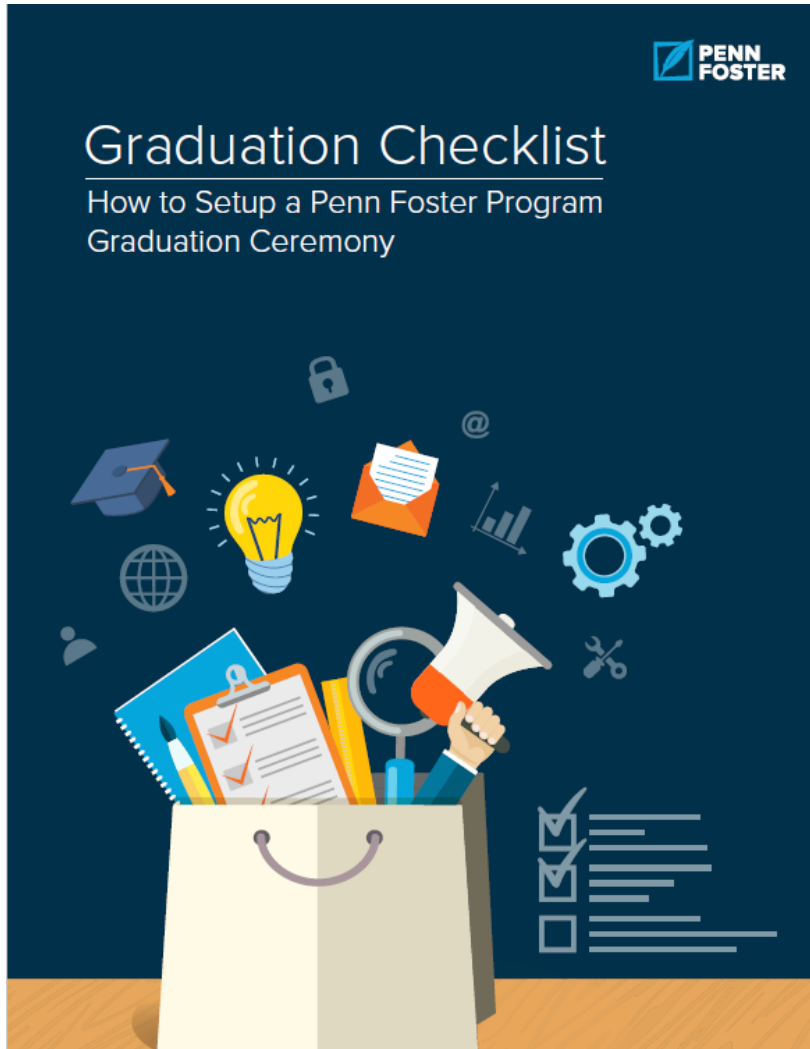
*Resources & Tools to Help You Organize and Implement a Graduation Ceremony*

# WHY HOST A GRADUATION CEREMONY?

- ❖ Acknowledging your students' achievements motivates them to complete the program faster and matriculate into your school
- ❖ Public event provides helps to drive leads and referrals by introducing family, friends and local community to the High School Completion program
- ❖ The ceremony creates an additional touchpoint for program coordinators or admissions to connect with graduates who have not yet matriculated into the school
- ❖ Graduation lets current students catch a glimpse of what's in store for them, provide motivation to keep progressing
- ❖ Pride and confidence that graduation gives students has the power to help them find success at your school and beyond



# GRADUATION CEREMONY CHECKLIST

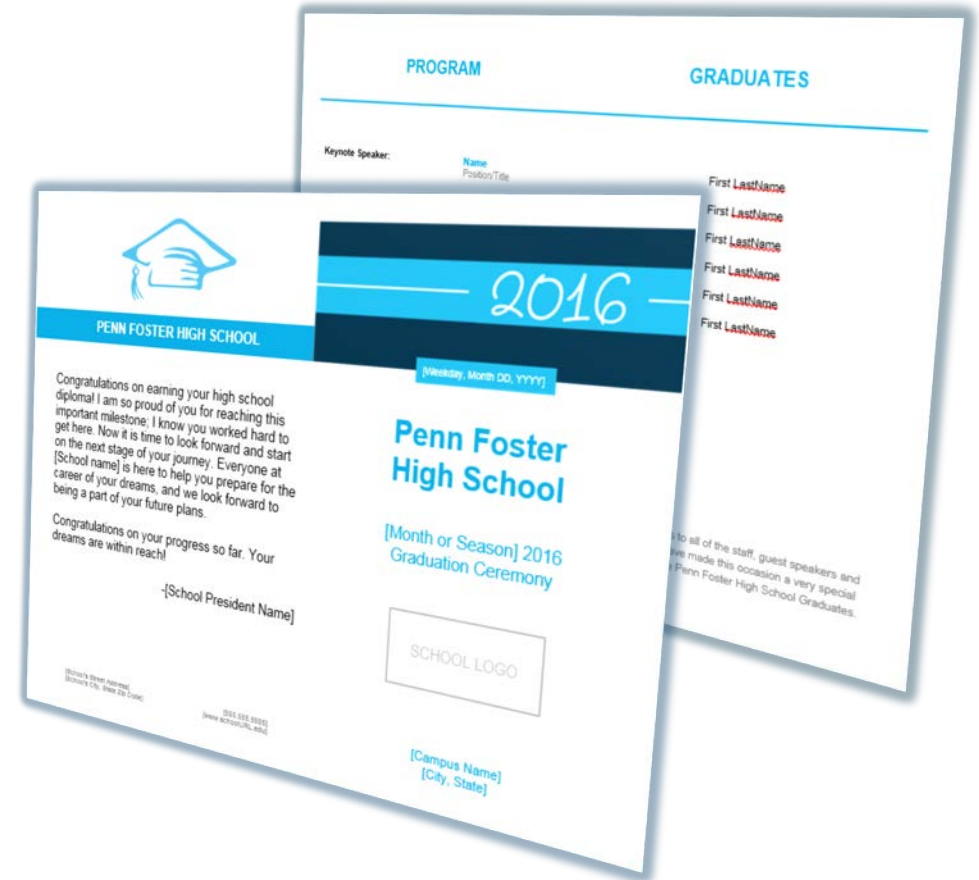


- ❖ The Graduation Checklist provides you with a step-by-step process for organizing a graduation ceremony
- ❖ Breaks down the planning process in a timeline, from logistical first steps to managing the ceremony on graduation day
- ❖ Checklist can be printed and notated as organizer progresses through the each element of the process

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# TEMPLATE: GRADUATION CEREMONY PROGRAM

- ❖ Fill out this quick-and-easy, customizable program template for your next graduation ceremony to acknowledge your graduating students
- ❖ Use the template to organize the timeline of the event, including guest speakers and diploma awarding ceremony
- ❖ Inclusion of graduate names gives additional special recognition of students
- ❖ Placing program on chairs prior to ceremony allows guest to follow along during the event



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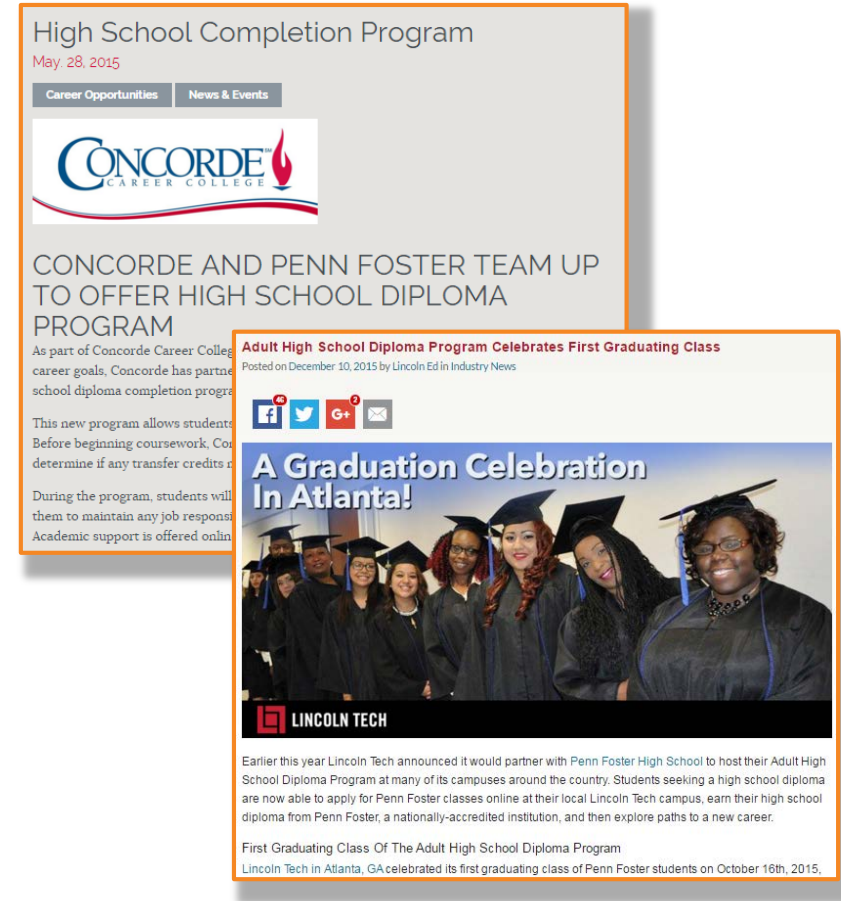
- ❖ Customize these PowerPoint slide templates to create a presentation for your graduation ceremony
- ❖ Raise awareness of the High School Completion program prior to the ceremony by playing “The Path to Success” slide; keep the audience visually engaged
- ❖ Insert graduate student photos and highlight the career program they plan to enroll in to recognize matriculating students during the ceremony

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# TEMPLATE: GRADUATION CEREMONY BLOG POST

- ❖ Three blog templates provide you with pre-written copy and formatting for three different blog posts
- ❖ Each post highlights the High School Completion Program in a new way to help build awareness of the program at your school
- ❖ The second blog template can specifically be used to highlight recent graduates from the High School Completion program

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# TEMPLATE: GRADUATION CEREMONY MEDIA ALERT

**Media Alert**

Contact: [NAME]  
[ORGANIZATION]  
[PHONE NUMBER]  
[EMAIL ADDRESS]

\*\*\* PRESS IS WELCOME \*\*\*

\*\*\* [STUDENTS, FACULTY] AVAILABLE FOR INTERVIEWS \*\*\*

**[INSERT ORGANIZATION] Announces [INSERT NUMBER] High School Completion Program Students to Graduate on [INSERT DATE] AT [INSERT TIME]**

*Program Serves as Pathway to College, Allowing Former High School Non-Completers to Further Their Career-Focused Education*

**What:** [INSERT ORGANIZATION] will hold a graduation ceremony for [INSERT NUMBER] high school completion program students, with [INSERT NUMBER] moving forward to earn their [COLLEGE/CAREER TRAINING] degrees after graduation.

These students have earned their diplomas through Penn Foster's accredited high school completion program, designed for anyone who wants to start college or career training but does not have the proper credentials—i.e., a high school diploma or equivalent. The Penn Foster High School Completion Program allows participants to achieve a high school diploma through a 21-credit curriculum delivered online or in a blended learning environment that combines online and classroom instruction. [INSERT ADDITIONAL DETAILS ABOUT PROGRAM]

**When:** [INSERT DATE]  
[INSERT TIME]

**Where:** [INSERT LOCATION]

**Who:** The following spokespeople are available for interviews:  
[INSERT SPOKEPEOPLE]

**Why:** This innovative collaboration between [INSERT ORGANIZATION] and Penn Foster allows more students to earn an accredited high school diploma so that they can pursue postsecondary education. This program relies on a mixed learning environment of independent study and in-classroom learning, which allows students to take ownership in the process of achieving their educational goals and functioning productively in the working world, in further academic settings, and in their personal lives.

- ❖ Fill out the details of your graduation in the media alert template to invite media to the ceremony
- ❖ Send to local reporters to get news coverage of the graduation ceremony
- ❖ Local media coverage will raise awareness of the program in your community and attract additional potential candidates

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