

### **Calling All 6<sup>th</sup> and 7<sup>th</sup> Grade Parents:**

As you are certainly aware, our 8<sup>th</sup> graders are graduating soon! We are both excited and sad to see these students, many who have been a part of City Tree for so long, move on. Soon the same will be true of your students. In an effort to cultivate the a spirit of support and even a family-like atmosphere that exists between the middle school students already, 6<sup>th</sup> and 7<sup>th</sup> grade families traditionally help with the 8<sup>th</sup> grade graduation reception. Hopefully this tradition will continue for years to come, so when you have graduating students, there will always be a group of families supporting yours!

### **The Schedule – Tuesday, June 13:**

- Set-up for the Graduation Reception: 10:00am in the West Room
- 1<sup>st</sup>-8<sup>th</sup> Awards Ceremony: 11:00am-12:00pm in the Sanctuary (school is dismissed at this point except for 6<sup>th</sup> and 7<sup>th</sup> jazz band students)
- 8<sup>th</sup> Grade Graduation: 1:00-2:00pm in the Sanctuary (all Middle School families invited, 6<sup>th</sup> and 7<sup>th</sup> grade Jazz Band will be playing in the ceremony)
- 8<sup>th</sup> Grade Graduation Reception: 2:00-2:45pm in the West Room
- Clean-up for Graduation Reception: 3:00pm (approx.)

### **Specific Needs:**

- Decorate West Room (10:00am, Tuesday, June 13). The school has all decorations except balloons.
- Plate and put out reception desserts: (Tuesday, June 13, 10:00am). The school will provide the desserts.
- Purchase and bring balloons on the day of graduation and have them on campus by 10:30 for the decorators.
- Set up beverage station (12:00-1:00pm)

\*Please note: all costs associated with this event are covered by the school. You will be reimbursed for the purchases you make. Submit receipts to the office.

### **If you can help:**

\*Sign up on your child's clipboard for the tasks needed.

**Or**

\*Please contact the office if you can offer other assistance.



## **Graduation Assistance Sign-Up – Your Help is Needed!**

**Yes, I can help support our graduating 8<sup>th</sup> grade class by assisting with graduation festivities! Please sign up by Friday, May 26 if you can assist!**

**\*All costs are covered by the school. Purchases will be reimbursed if receipts are submitted.**

**Purchase and bring balloons for Graduation Reception (deliver to school by 10:30am):**

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**Decorate for the Graduation Reception, Plate desserts and lay out:  
Tuesday, June 13, (10:00am)**

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**Set up beverage area:  
Tuesday, June 13, (12:00pm)**

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**Clean-up after Graduation Reception:  
Tuesday, June 13, 3:00pm (approx)**

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