

South Paulding High

Senior Graduation Regalia Distribution

Objective

To distribute senior graduation regalia in a safe and efficient manner. The items that will be distributed will include cap and gown, stoles, cords, and t-shirts using guidance from the Department of Public Health.

Distribution Method

- We will utilize a drive-thru method in which students will be invited to collect their senior items according to last name at a specified time.
- Distribution tables will be set up along the curb in the back parking lot.
- All parties must remain in their vehicle while on campus.
- All vehicles will form a line around the back parking lot.
 - As the vehicle nears the distribution station, volunteers will identify the student (student ID/license), collect their items, and place them in the trunk of the vehicle.
 - If a parent is picking up items, they must show their ID.
 - **Students and parents must leave campus immediately after items are obtained.**

Safety Precaution

- **All staff will be required to wear a mask and gloves.**
- All items to be distributed will be bundled in alphabetical order in advance of the distribution date.
 - Recommended Social Distancing guidelines will be used during this time which will include proper spacing, masks, and gloves.
- Items will be placed in the trunk by school staff.

Payments: All payments to Herff Jones must be complete prior to this date before they will release your items to the school for distribution. To avoid delay, we recommend using the following link and settling any balance prior to May 4, 2020.

<https://www.herffjones.com/schools/highschool/10003628000/>

Date: Thursday, May 7, 2020, according to the schedule below.

Last Name	Time
A	9:00 - 9:30
B	9:30 - 10:00
C-D	10:00 - 10:30
E-G	10:30 - 11:00
H-J	11:00 - 11:30
K-L	11:30 - 12:00
M-O	12:00 - 12:30
P-R	12:30 - 1:00
S-T	1:00 - 1:30
U-Z	1:30 - 2:00

Notice: Items will only be available during the times as listed. That is, we will only bring one cart of items out of the building at a time and return that cart after the time. Therefore, you must arrive during the designated time frame for your last name.

If unable to pick up items on above date, we have a scheduled makeup date on Tuesday, May 12, 2020.