MEMORANDUM FOR SUPERINTENDENTS, DoDDS-EUROPE
HIGH SCHOOL PRINCIPALS, DoDDS-EUROPE

SUBJECT: Graduation Venues Class of 2014

A. PURPOSE: To provide guidance on the planning of commencement ceremonies and procurement of graduation ceremony venue.

B. POLICY: High school graduation ceremonies are community events that bring students, parents, teachers and communities together for acknowledgement and public recognition. Principals should coordinate with senior class sponsors, counselors, command officials, and other staff members in addressing the details that make graduation a memorable experience for all graduates and their families. Recognizing the importance of these events, DoDDS-Europe will provide reasonable support within available funding limits to principals and graduating classes to assist schools use of host nation historical and cultural sites.

C. CONDITIONS FOR DoDDS-EUROPE SUPPORT:

1.) Due to FY 2014 budget predictions, principals and class sponsors should not plan on a significant degree of DoDDS-E financial support.

2.) The principal of the high school shall submit a request for graduation ceremony support to the Chief of Staff, DoDDS-Europe through the District Superintendent no later than December 2, 2013. This request shall include the following information:

   a.) School name
   b.) Graduation ceremony date
   c.) Anticipated number of graduating seniors
   d.) Anticipated number of family members in attendance
   e.) Estimated number of deployed sponsors at time of graduation
   f.) Proposed graduation ceremony location/Proposed graduation ceremony venue. Include additional details regarding:
      (1) The historic/cultural significance of the venue
      (2) Security requirements
      (3) Other information relevant to understanding the choice of venue
      (4) Alternative cost free sites
g.) Other proposed activity costs such as video streaming, internet services related to broadcast or video production included in the request for DoDDS-E funding.

3.) Detailed breakout of estimated cost of request (rental, fee for use, etc.). DoDDS-Europe will not provide support for:
   a.) Transportation of students, families, etc.;
   b.) Rental of furniture, musical and lighting equipment;
   c.) Graduation speaker gifts.

4.) The District Superintendent shall review each proposal submitted by high school principals and forward to the Chief of Staff, DoDDS-Europe with his/her recommendation for approval, disapproval.

5.) The Director, DoDDS-Europe will review and approve/disapprove each proposal forwarded by District Superintendents.

D. EFFECTIVE DATE: This guidance is effective immediately and remains in effect until canceled.

[Signature]
Nancy C. Bresell
Director, DoDDS-Europe

cc:
Chief, RMO, DoDDS-Europe
Chief, Procurement, DoDDS-Europe