
College View High School Cap Decorating Guidelines 2020

Please take into consideration the following rules when decorating your graduation cap. Decoration of your graduation cap is not required. Graduation caps will be reviewed and approved in advance of the ceremony. Failure to follow these rules will result in the removal of the cap before the ceremony.

Expectations:

- Designs must not be inappropriate or privilege will be taken away.
- No objects such as signs, stuffed animals, bells, flowers, or any 3D object may rest on the cap.
- ALL decorations MUST lay FLAT on the cap.
- Nothing can lay perpendicular thus allowing us to see the decoration beyond eye level.
- Nothing can hang down from any side of the cap.
- Your cap CANNOT make noise.
- No bells, horns, or anything that makes noise.

Suggested Cap Designs May Include:

- Thank a parent, grandparent, teacher, friend
- Recognize your post-secondary plans (college, trade school, military)
- Recognize your high school activities (ex. sports, clubs, co-curricular activities)
- Your graduation year
- Include an inspirational message
- Leave it blank. Decoration of your graduation cap is optional.

Must also be school appropriate and cannot include:

- Offensive language, flags, derogatory names or statements
- Contain any advertisement, symbols, abbreviations, initials, words, slogans, patches, or pictures that: refer to drugs or controlled substances, tobacco, alcohol, or weapons or be of a sexual nature.
- Nicknames (unless approved)
- Gang-related signs/slang
- Boyfriend or girlfriend's name
- Political affiliation
- Alcohol, drugs, weapons, or be of sexual nature
- Threaten the safety or welfare of any person

Students, we highly suggest you trace your cap onto cardboard and decorate the cardboard. In case you make a mistake, you can start over with a new piece of cardboard. We will not furnish new caps if you damage yours when decorating. You may purchase extras from Herff Jones. After you decorate it, stick it to your cap with double-sided tape or Velcro stickers.

Administration will reserve the right to disallow anything that is not considered appropriate for the commencement ceremony.

**College View High School
Graduation Cap Decorating Cap and Design Student**

My graduation cap will include one of the following designs:

- Thank my parent, grandparent, teacher, friend
- Recognize my post-secondary plans (college, trade school, military)
- Recognize my high school activities (ex. sports, clubs, co-curricular activities)
- My graduation year
- Include an inspirational message
- Leave it blank. Decoration of my graduation cap is optional.

- I understand that my cap decorations on my actual mortar must match exactly the design on the contract, including, but not limited to: color, design, size/proportions.
- Any changes made after approval will result in my cap being taken up and a loaner graduation cap given for the ceremony. I am responsible for returning the loaner cap at the end of the ceremony.
- I agree with the design that I submitted for the ceremony. I also understand that designs submitted after June 8, 2020, will not be permitted.

Please create your design in the box provided attached to this contract.

My graduation cap will look exactly like the pictured mortar board below:







