



**DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DIRECTOR, EUROPE  
UNIT 29649, Box 7000  
APO AE 09002-7000**



January 10, 2012  
11-EUR-11

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

SUBJECT: Graduation Venues

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. In support of these events, DoDDS-Europe will provide reasonable support to principals and graduating classes to make possible the use of host nation historical and cultural sites and to assist in the video recording or transmission of graduation ceremonies.

C. CONDITIONS FOR DoDDS-EUROPE SUPPORT:


1.) The principal of the high school shall submit a request for graduation ceremony support to the Director, DoDDS-Europe through the District Superintendent no later than the end of the first semester of the current school year. 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. Note: DoDEA appropriated funds may not be used for transportation of students, families etc.
- h.) Estimated total cost of venue rental, fee for use etc.

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

3) The Director, DoDDS-Europe will review each proposal forwarded by District Superintendents and provide approval of up to \$50.00 per graduating senior not to exceed the total cost of venue rental/fees for use.

D. EFFECTIVE DATE: With the exception of those schools who have received DoDEA funding for support of Class of 2012 graduation ceremonies, this guidance is effective immediately and remains in effect until canceled.

  
for Nancy C. Bresell  
Director, DoDDS-Europe

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