

RHS Seniors and Parents,

Today, the senior class met with Herff Jones, the company that supplies RHS with caps & gowns and other achievement products. The purpose of the meeting was to inform students what products are available to them (caps & gowns, tassels, senior apparel, class rings, letter jackets, etc.), how to order these products, and make sure all students are aware of the deadlines they need to meet to have a successful and stress free graduation experience.

We understand that some students may not have been in attendance for today's meeting, and others would simply appreciate a reminder about this important part of senior year. Below, you will find a brief outline of the information that was covered in today's meeting.

Ordering Graduation Products:

Students will have an opportunity to order their cap and gown, graduation announcements & other achievements products, in-person at school on Friday, November 5th, 2021. Herff Jones representatives will be at RHS from 10:00am – 4:30pm. Students are encouraged to attend this event.

If your student cannot attend the event, there are a couple of easy ways they can order:

- Online: www.urherffjones.com (Order by Dec 12th, 2021)
- Phone: Call (866) 238-5336
 - o Customer Service Hours – M-F 7am - 3pm
 - o Due to the custom nature of some products, not all products are available for phone ordering.
 - o Please call (970) 663-2668 for questions specific to letter jackets.

Order Forms for In-Person Ordering:

If you or your student would like to order at the in-person order event, they were handed an order form during their senior meeting. Bring that with you on Nov. 5th. If you did not receive an order form, you can print off the appropriate order forms online at the www.urherffjones.com.

Click the **Graduation Packet Info** link at the top of the page and then select the PDF file the corresponds to RHS.

Representatives will also have order forms available at the event.

Order Deadline:

Please make plans to have your order for your cap & gown and any other products you may want to order through Herff Jones placed by **December 12th, 2021**. Pricing will increase on December 13th, 2021 and product/sizing availability is not guaranteed.

Product Delivery:

- **Senior 2022 Apparel Items (Hoodies, t-shirts, lanyards, etc.):**
 - **Ordered Online:** Shipped to home within 7-10 business days after ordering.
 - **Ordered In-Person:** Most items are delivered on the spot!

- **Class Rings:**
 - Ship to home once paid-in-full. Assume a production lead time of 8-10 weeks.

- **Letter Jackets:**
 - Ship to home once paid-in-full. Assume a production lead time of 12 weeks.

- **Graduation Announcements and Announcement Accessories:**
 - Delivered AT SCHOOL in March 8th 2022 (items do not ship to home).

- **Yard Signs:**
 - Ship direct to your home. Assume a production lead time of 3-4 weeks.

- **Caps and Gowns:**
 - Delivered AT SCHOOL in May during senior checkout (items do not ship to home).

Contact Information:

Please remember that RHS is not privy to any order information on business you conduct with Herff Jones. Additionally, the school does not accept orders or payment for Herff Jones products. Please work

directly with Herff Jones if you have any questions on ordering your cap and gown or other items. The contact information for Herff Jones can be found below:

Unique Recognition // Herff Jones

1128 N. Monroe Ave

Loveland, CO 80537

Appointment Only (In-person service)

Website (Online Ordering):

<http://www.urherffjones.com>

Customer Service Team:

Phone: (866) 238-5336

Email: highschoolcs@herffjones.com

Hours: 7:00am—3:00pm MST (M-F)

For questions specific to letter jackets, please call: (970) 663-2668

Thank you for taking the time to read this message. We look forward to celebrating the CLASS of 2022 this Spring!

Sincerely,