

Drive Through Cap and Gown Delivery Instructions
For
Northside and Southside High Schools

Attention Seniors and Parents/Guardians of Seniors:

Balfour will be at Ramsey Junior High May 13-14 for curbside pick-up of cap and gowns, announcements, and any other **previously ordered** senior items. Northside invitations arrived prior to the COVID-19 closures. The Southside invitations were ordered but delayed by plant closures. Northside students who ordered invitations may pick them up at this time. The leadership at Southside will notify SHS seniors when their invitations arrive to make arrangements for pick-up.

Chromebooks will also be collected at this time. Chromebooks for students who need them to complete AP testing or credit recovery will be collected on May 28. If you need to retain your Chromebook, [please complete this form](#).

Northside and Southside Band and Orchestra rooms will be open for seniors to **turn in school-issued instruments** on the days of cap and gown distribution. Students will be required to show verification that instruments and chromebooks have been returned before they can receive their caps and gowns.

Northside Pick-Up Day is May 13th from 9am-3pm

Southside Pick-Up Day is May 14th from 9am-2pm

Pick up location will be at the front of Ramsey Junior High (parallel to Jenny Lind and enter across from CV's grocery store).

Be sure to provide the Balfour representative your student's name as it was written on their order form on a piece of paper or note card so we can get the correct products to each student (many students have similar names).

To help reduce traffic congestion, we are asking that you arrive in the time slots by last name:

NORTHSIDE DELIVERY TIMES

9:00 am -10:00 am	A-C
10:00 am -11:00 am	D-G
11:00 am-noon	H-L
12:00 pm -1:00 pm	M-Q
1:00 pm -2:00 pm	R-T

2:00 pm -3:00 pm U-Z

SOUTHSIDE DELIVERY TIMES

9:00 am -10:00 am	A-F
10:00 -11:00 am	G-L
11:00 am -noon	M-P
12:00 pm-1:00 pm	Q-S
1:00 pm - 2:00 pm	T-Z

IMPORTANT: Everyone should remain in their vehicles to abide by social distancing guidelines.

Due to COVID-19 safety precautions: No balance payments will be accepted, late orders will not be taken on this date of delivery.

Balances must be paid 24 hours in advance. Please call 479-444-8822 to make a payment. You can also email gradsalesnwar@gmail.com with questions about payment or late ordering.

If you aren't able to make your allotted time slot, we (Graduate Sales) can get your items to you at one of the other time slots. However, please make every effort to abide by the organized time slots in an effort to reduce traffic congestion.

If you aren't able to pay your balance by the delivery date or need to place a late order for your cap and gown, contact the local Balfour office by phone at 479-444-8822 or by email at gradsalesnwar@gmail.com.

We will notify you in advance if any changes or updates are made to this delivery plan due to weather issues.

Thank you,

Balfour NWA & River Valley