



# Service Awards General Instructions

Each school is responsible for submitting names of service awardees. An online form is available for you to enter names (cut-and-paste is allowed). Don't forget to click Submit at the bottom of the form when you are done.

A December edition of the Pastor/Principal Weekly Mailing will alert you that the current year online form is available through our website. Or visit **SCL**, under **My Tasks** click on **Monthly Tasks**, and open **Service Award Form** to enter your current service awards.

## Service awards

10 years: Silver Pin  
15 years: Gold Pin  
20 years: Year-engraved gold pin  
25 years: Year-engraved gold pin and plaque  
30, 35, 40, ... years: Year-engraved gold pin  
50 years: Year-engraved gold pin and plaque

## Administrative (Principal/President) service awards

Every 10 years: Engraved plaque

## Important dates:

Deadline for submitting names: **mid January**.

Award deliveries will be made at the **March** Principals' Meeting at Palisades.

Each school will schedule its own award ceremony

## Guidelines:

We suggest that you survey your faculty to obtain the names of awardees in the fall. This archdiocesan recognition reflects **all years of service to catholic education, regardless of the position or archdiocese**. The year count includes the current academic year.

Administrative awards are for Principals, Presidents, and Heads of school only. They are in addition to any service award earned.

**The name engraved on a plaque will be exactly as entered on the form.**

You may submit additional names, before the deadline, even if you have a previous submission. After the deadline, the awardees will be recognized the following year.

An award certificate template is also available for download from the December monthly tasks on [SeeCelebrateAndLive.org](http://SeeCelebrateAndLive.org). It is PDF fillable for name, school, and year.