



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. It is PDF fillable for name, school, and year.