



**NIAGARA CATHOLIC  
EDUCATION AWARD OF DISTINCTION POLICY**

ADMINISTRATIVE OPERATIONAL PROCEDURES

The following Administrative Operational Procedures have been established to meet the requirements of the Board's policy on the Niagara Catholic Education Award of Distinction.

A Wall of Distinction is erected in a prominent location in the foyer of the Catholic Education Centre, to publicly proclaim the Board's esteem for those who have provided outstanding contributions to Catholic Education in the Niagara Region.

## ELIGIBILITY

Any individual or group (school, parish, home, community) who has participated in, or contributed to the growth of Catholic Education in the Niagara Region.

## CRITERIA

Nominees must have:

- Made a notable, significant and positive contribution to Catholic Education in the Niagara Region over a sustained period of time;
- Demonstrated recognized leadership that has had an identifiable impact and has made a significant transformation to the Catholic character of the Board
- The fundamental, all-pervasive quality that distinguishes our system as a Catholic system.
- The belief that education in the faith is possible in every aspect of education.
- Strive to build community and the ideal of the Christian community among Catholic schools and the Niagara Catholic District School Board and the Diocese.
- Accompanied students on their sacred journey of faith.
- Demonstrated tangible sacrifice for Catholic Education;
- Been an advocate for Catholic Education in the Niagara Region.

## NOMINATION PROCESS

1. Each year, nominations will be invited from the public at large (through newspaper advertisements, forms available at the CEC, the schools and on the Board's website. Nominations will also be sent to the Parishes, Catholic School Councils, Diocesan Office, and groups such as past and present leaders of the Board).
2. [\*Nomination Forms\*](#) will require detailed documentation and substantiation of a nominee's contribution to Catholic Education in Niagara. This may include input from the group being nominated.
3. Each nomination will require the signed endorsement of three individuals.
4. Nominations must be sent to the Communications Officer, who will forward them to the designated Superintendent of Education.

5. Nominations must be received by the Communications Officer at the Catholic Education Centre as announced on the Nomination Form.

## SELECTION COMMITTEE

Each fall, the Director will establish a Niagara Catholic Award of Distinction Selection Committee, which will consist of the following members:

- The Chairperson of the Board or their designate
- The Vice-Chairperson of the Board or their designate
- The Director of Education or their designate
- The Bishop or his designate
- A Superintendent of Education
- A member of the Niagara Catholic Principals' Association
- Board Chaplaincy Leader
- Up to three additional members representative of the Niagara Catholic Parent Involvement Committee (NCPIC), Special Education Advisory Committee (SEAC) and Student Senate as selected by the Director, in consultation with Senior Administrative Council. The Chairperson of the Board, or designate, will be the Chairperson of the Selection Committee.

The Selection Committee will be required to maintain confidentiality on all discussions and decisions of the committee.

The Selection Committee will review all submissions and arrive at a final decision. Once the Committee makes a decision, it will be promptly recommended to the Board for consideration

## PRESENTATION OF THE AWARD

1. The Award will be announced and presented annually. The recipient(s) will also be publicized through the local media.
2. The Award will consist of a commemorative plaque which will be presented to the recipient. A permanent acknowledgment plaque will also be placed on the Wall of Distinction. Recipients will be invited to view the commemorative plaques on the Wall of Distinction.

<b>Adopted Date:</b>	<b>October 26, 2004</b>
<b>Revision History:</b>	<b>February 22, 2005</b> <b>December 18, 2012</b> <b>February 27, 2018</b>



# THE NIAGARA CATHOLIC EDUCATION AWARD OF DISTINCTION NOMINATION FORM

FOR THE YEAR \_\_\_\_\_

*This information is being collected pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act and under the Authority of The Education Act., and will be used to identify nominees for The Niagara Catholic Education Award of Distinction. Questions about this collection should be directed to Frank Iannantuono, Superintendent of Education, Niagara Catholic District School Board, 427 Rice Road, Welland, Ontario, L3C 7C1 905-735-0240*

## NOMINEE

FIRST NAME	LAST NAME	GROUP NAME (if applicable)
STREET ADDRESS		
CITY	POSTAL CODE	TELEPHONE

## NOMINATED BY

FULL NAME	PHONE NUMBER
ADDRESS	SIGNATURE

See Contribution to Catholic Education form to be completed on reverse

## ENDORSED BY

FULL NAME	PHONE NUMBER
<b>1</b> ADDRESS	SIGNATURE
FULL NAME	PHONE NUMBER
<b>2</b> ADDRESS	SIGNATURE
FULL NAME	PHONE NUMBER
<b>3</b> ADDRESS	SIGNATURE

DATE OF SUBMISSION \_\_\_\_\_

**TO BE FORWARDED TO THE COMMUNICATIONS OFFICER  
NO LATER THAN:**

**CONTRIBUTION TO CATHOLIC EDUCATION FORM**

*(not to exceed one page)*

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY : \_\_\_\_\_