



Service Awards General Instructions

Each school is responsible for submitting *First Name, Last Name, and Years of Service* for each teacher, school employee, and administrator who has reached an award year.

This year, please submit this information using the online form found at [this link](#).

Important dates:

Deadline for submitting names: **Friday, April 12, 2019**

Award deliveries will be made at the **May 23 [All Principals' Meeting at St. Thomas, Tukwila](#)**. Each school will schedule its own award ceremony.

Guidelines:

- OCS suggests that each school survey faculty to obtain the names of awardees.
- 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.
- **Any names will appear exactly as entered on the form**. Additional names may be submitted until the deadline. After the deadline, the awardees will be recognized the following year.
- An award certificate template is also available for download in the Resource Library on the [MyCatholicSchool site](#), as well as under Materials and Forms-Awards. It is PDF fillable for name, school, and year.