



2019-2020

Office of Catholic Schools
144 West Wood Street
Youngstown OH 44503
(330) 744-8451

INTRODUCTION AND PURPOSE OF THE AWARD

Through the generosity and kindness of the Donahue Family Foundation, the *Golden Apple Award*, already established in the Diocese of Pittsburgh, has been extended to the Diocese of Youngstown to honor outstanding individuals who devote their lives to teaching in Catholic schools. The diocese recognizes and deeply appreciates the unique charge these teachers and principals have to the development of each student. In the words of Saint John Paul II, “...teachers and educators fulfill a specific Christian vocation and share an equally specific participation in the mission of the Church, to the extent that ‘it depends chiefly on them whether the Catholic school achieves its purpose.’” (CATHOLIC SCHOOLS ON THE THRESHOLD OF THE THIRD MILLENNIUM, #19, 1998)

In light of the valuable contribution made by Catholic school teachers and principals to the Church and society in general, the diocese welcomes this opportunity to express its appreciation through the *Golden Apple Award* program. The *Golden Apple Award* program, in the Diocese of Youngstown, follows the intent and general procedures established by the Donahue Family Foundation.

THE AWARD PROCESS

I. The Award

The *Golden Apple Award* will be given to a total of six teachers; four elementary teachers and two high school teachers. One principal will also receive a *Golden Apple Award*. The award will consist of a cash award* of \$5,000, a certificate, a Golden Apple paperweight, and a Golden Apple lapel pin, all presented at a ceremony during an awards banquet on a date to be announced. (* The cash award is for the teacher’s/principal’s unrestricted personal use.)

II. Eligibility Requirements

The candidate must be a practicing Catholic, full-time teacher/principal and have completed a minimum of three full years as a teacher or a principal in the elementary or secondary school at which he/she is currently employed. These schools must be listed in the current Diocesan Directory.

The teacher applicant must be nominated according to the nomination process below. The principal applicant may be nominated by a teacher or a parent and student. The applicant must have valid certification, both state and diocesan, for the position he/she currently holds. **Copies of the state license and the diocesan religious education certificate (if applicable) are to be included with the nomination materials.**

(Note: The *Golden Apple Award* may be received only once. Previous winners are not eligible.)

III. The Nominating Process

- A. Schools are strongly encouraged to participate annually in the *Golden Apple Award* program.
- B. Nominations for a teacher may be made in one of the following ways: by a teacher; by any parent; by an elementary student along with his/her parent; by a high school student. The Nomination Form included in this document is to be used.
- C. Nominations for a principal will be made in one of the following ways: by a teacher, parent, or student at the high school level, or a teacher, parent, or parent and student at the elementary school level. The Nomination Form included in this document is to be used.
- D. All nominations, for both teachers and principals, will be sent to the principal.
- E. The principal will verify the teacher's eligibility requirements (in II. above) and obtain letters of reference from the **nominee's pastor**, the pastor of the school (or pastor-delegate in a consolidation), or associate principal or the chaplain in a secondary school. The principal also includes a letter of reference for a teacher nominee.
- F. Once eligibility is verified, the teacher nominee will be asked to fill out the Application Form, included in this document, and return it to the principal. **The application MUST be typed.**
- G. Nominated principals will fill out the Principal Nominee Application form included in this document and send it to the superintendent's office with the required documentation.
- H. The principal will mail **seven (7) copies** of the teacher nomination application form, nomination form, letter of reference from the current pastor of nominee's parish, letter of reference from pastor of the school (pastor delegate/president in a consolidation, associate principals or chaplain in a secondary school) nominee's essay, **copies of all**

current, valid teaching certificates/licenses (including religious education certificate, if applicable), and a copy of the Nominee Checklist page.

- I. The principal, who is nominated, will mail **seven (7) copies** of the principal nomination application form, nomination form, letter of reference from the current pastor of nominee's parish, nominator's letter, nominee's essay, copies of all current, valid teaching certificates/licenses (including religious education certificate, if applicable), and a copy of the Nominee Checklist page to:

Mrs. Lori Crofford
Director of Professional Development
Diocese of Youngstown
144 West Wood Street
Youngstown OH 44503

IV. The Selection Process at the Office of Catholic Schools

- A. The selection committee at the Office of Catholic Schools will consist of:
 - Lori Crofford, Director of Professional Development
 - Mary Anne Beiting, Director of Accreditation and Government Programs
 - One or two representatives from a Catholic college/university
 - Up to three additional members appointed by the Steering Committee
- B. The selection committee will:
 - Review all applications and supporting materials.
 - Evaluate all applications using the following point system:

Points	Category
5	Service to the Church
5	Service to the community
10	Professional development
10	Applicant’s essay
10	Role model as a Catholic educator
<u>10</u>	Leadership qualities
50	Total

- Choose four teacher awardees from the elementary schools, two teacher awardees from the secondary schools, and one principal awardee from either an elementary or high school.
- The Superintendent of Schools will approve the choices and announce the winners of the Diocese of Youngstown *Golden Apple Award*.

V. The Awardees

A ceremony and banquet, arranged by the diocese, will be held to present the awards on **Wednesday, May 6, 2020**.



TEACHER NOMINEE APPLICATION

CONGRATULATIONS! You have been nominated for a Diocese of Youngstown *Golden Apple Award*. Please complete this **NOMINEE APPLICATION FORM** and return it to your principal.

NOMINEE INFORMATION:

Nominee's Name: _____

Nominee's Address: _____

Nominee's Parish: _____

SCHOOL INFORMATION:

School Name/City: _____
(current assignment)

School Principal: _____ Phone: _____

School Pastor or President: _____ Phone: _____

How long have you been teaching at this school? _____

How long have you served in the Youngstown Diocese? _____

Current date: _____

TEACHER PROFESSIONAL PROFILE

I. EDUCATION:

Dates	Institution and Location	Degree Earned

II. LICENSURE/CERTIFICATION:(including religious education certificate if applicable)

Date	Type	Areas

III. ONGOING PROFESSIONAL DEVELOPMENT:

Include what you have participated in, **outside of the required diocesan or school professional development**, in the **past three years**. **Label as coursework, workshops, etc.** Also, include any articles, books, or educational materials which you have had published. Include citations.

Dates	

IV. PROFESSIONAL ORGANIZATIONS:

List professional organizations to which you **currently** belong. Indicate any leadership roles and describe any significant involvement.

V. PROFESSIONAL LEADERSHIP POSITIONS:

List leadership positions you presently hold. Also indicate leadership positions you have held in the past and **dates**.

Dates	

VI. PROFESSIONAL SERVICES:

List and briefly explain professional services you have **provided to your school and/or the diocese as a whole beyond typical teaching duties**.

Dates	

VII. EXPERIENCE:

Dates	School and Location	Grades/ Courses/ Position

VIII. SERVICE TO CHURCH:

List service within the last five years. (Do not list services that are part of the school routine. School services can be listed under Professional Services.)

Dates	

IX. SERVICE TO COMMUNITY:

List community service within the last five years. (Do not list services to the parish and school in this section.)

Dates	

X. AWARDS AND RECOGNITION: (please date)

Date	

XI. ESSAY:

The role of the teacher in a *Catholic* school has many dimensions. What **personal characteristics** and **teaching skills** do you possess which enable you to be an effective in a *Catholic school teacher*? **Why do you teach in a *Catholic* school?** (No longer than 500 words.) **(Please type on this page or on a separate page.)**

OTHER REFERENCES

Letters of reference from the following people are required to accompany the application:

- **The school principal** (Included in the principal's letter of recommendation must be a description of how the nominee is a Catholic role model to students and fellow educators.)
- **The nominee's pastor**
- **The pastor or president of the school**



TEACHER NOMINEE CHECKLIST

Name: _____

School: _____

School's city: _____

Grade(s) presently teaching: _____

(The following materials must be **attached to this sheet in the order listed below**. Applications containing **incomplete** or **invalid** materials, or **missing materials will be removed from consideration**. Please prepare seven (7) complete copies, using the checklist below.)

(Please check)

- _____ Copy of this "Nominee Checklist" (page 10)
- _____ Nominee Application Form (pages 4-9)
- _____ Nomination Form(s) (pages 1-2)
- _____ Letter of reference from current pastor of nominee's parish
- _____ Letter of reference from pastor or president of the school
- _____ Letter of reference from the principal
- _____ Copies of all current, valid teaching licenses or certificates (including religious education certificate, if applicable)
- _____ Typed essay

Principal will mail seven (7) copies to:

Mrs. Lori Crofford
Director of Professional Development
Diocese of Youngstown
144 West Wood Street
Youngstown OH 44503

Teacher's Signature

Principal's Signature

Date

Date



2019-2020 TIMELINE

January 2020

Golden Apple Award process begins. Principals receive packet of materials with copies of Nomination Form and Nominee Application Form for duplication as needed. Article in the *Catholic Exponent* informing parents, students and teachers that nominations are being accepted.

January and February 2020

1. School and parish bulletins announce the nomination process
2. Office of Catholic Schools staff will remind principals to encourage nominations
3. January - mid-February - All teacher and principal nominations are to be received by the principal.
4. January February: Principal's Local Selection Committee convenes and select teacher nominees (if applicable).

February 2020

1. All *Golden Apple Award* applications due (7 copies of all materials) in the Office of Catholic Schools by **February 11, 2020**.
2. Chairperson convenes the Diocesan Selection Committee to discuss the process for judging. All committee members receive all applications for review.

February and March 2020

The Diocesan Selection Committee meets to discuss the final selections. Winners are sent to the Selection Committee for final approval.

March 2020

1. During the week of March 23, 2020 (or another date depending on approval), the *Golden Apple Award* winners will be announced. Letters and certificates will be sent to all other nominees.
2. The *Catholic Exponent* will announce the winners in an article and all other media will receive a diocesan news release that includes the names of all winners.

April and May 2020

1. Names and addresses of guests and pictures of winners are due at the Office of Catholic Schools by Monday, April 6, 2020 (or one week after the announcement).
2. Invitations to the dinner mailed approximately Wednesday, April 15, 2020
3. RSVP's returned to the Office of Catholic Schools by Monday, April 27, 2020
4. **Wednesday, May 6, 2020**--*Golden Apple Award* Banquet at Youngstown Country Club
5. The *Catholic Exponent* will carry an article on the awardees and the event.