



Christ Church Grammar School

Father Frank Sheehan Award for Service to Community Nomination guidelines

Introduction

The Father Frank Sheehan Award for Service to Community is awarded by the School in recognition of actions and achievements that have enhanced communities in Australia or around the globe.

Guidelines

Calls for nominations

Christ Church Grammar School invites nominations for the Father Frank Sheehan Award for Service to Community from July each year via advertisements in community newspapers and in the following School newsletters: CCGS World, Centre for Ethics, Queenslea Club and Old Boys' Association.

The closing date for receipt of nominations is 1 December 2017 with the Award presented in February of the following year.

Eligibility

All Christ Church Grammar School community members listed below are eligible for nomination:

- old boys
- staff members (current and past)
- parents of Christ Church Grammar School boys (current and past)
- grandparents of Christ Church Grammar School boys (current and past)

Nominations may be made by any community member with a close connection to the candidate.

Those nominated will have made ongoing contributions to the betterment of their own communities or those which they serve. This may be in the areas of ethics, social impact, education, sport, music, health, science or business.

Nomination process

Nominations should be in writing using the *Father Frank Sheehan Award for Service to Community* nomination form. The following documentation must be completed for each nomination:

- *Father Frank Sheehan Award for Service to Community* nomination form
- A letter of recommendation (no more than three A4 pages)
- TWO supporting letters endorsing the candidate (no more than two A4 pages)

All requested documentation must be completed for the nomination to be valid.

A person may be nominated numerous times over a period of years but will only be able to receive one *Father Frank Sheehan Award for Service to Community*.

Nomination forms are available on the Christ Church website. For further information or to receive the nomination guidelines document and nomination form in hard copy, please contact Kim Song on +61 8 9442 1535 or via email on giving@ccgs.wa.edu.au

Awards process

Nominations will be reviewed by the Award Committee chaired by the Principal with additional Committee members nominated by the Principal at the Principal's discretion. The Award will be presented to the selected recipient(s) at the Founder's Assembly in February each year.

There is no obligation for the Award Committee to bestow an award annually. The decision of the Award Committee on the successful recipient will be final.

If the candidate for the *Father Frank Sheehan Award for Service to Community* dies after the nomination has been recommended, the Award may be offered posthumously. Nominations presented to the Awards Committee for a deceased candidate will not be considered.

Acceptance

Acceptance of the Award includes permission for the School to photograph and publicise the awarding of the *Father Frank Sheehan Award for Service to Community* in any form of media deemed appropriate for an Award of this calibre.

Recipients of the Award will be invited to major school events and their Award will be recognised on an honour board.