



## NOMINATION PROCESS – SPIRIT OF CATHOLIC EDUCATION AWARDS 2018

1. Nominations must be submitted electronically using the Spirit of Catholic Education Awards 2018 nomination form located on the [Catholic Education Week website](#).
2. All nominations must include the names of two (2) referees who are familiar with the person being nominated and with the details of the nomination. The judging panel may contact these referees.
3. Nominations must be endorsed by those making the nomination.
4. The nominations must also be endorsed by one of the following as appropriate:
  - a. if the person/team nominated is a member of a Catholic school/college community the nomination must be endorsed by the **school/college principal**.
  - b. if the person/team nominated is a principal of a Catholic school/college the nomination must be endorsed by a **member of the school/college leadership team**.
  - c. if the person/team nominated is a director/member of a Catholic school authority the nomination must be endorsed by a **member of the Catholic school authority leadership team**.
5. Nominations from **diocesan Catholic schools/authorities** should be forwarded electronically to the diocesan contacts listed at the end of the form.
6. Nominations from **Religious Institute Schools/PJP Schools** should be forwarded electronically to Maree Lacey at QCEC.
7. All nominations for the **Aunty Joan Hendriks Reconciliation Award** should be forwarded electronically to Amber Smith at QCEC.
8. The closing date for nominations is **5.00 pm Friday 11 May 2018**.

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