

Guidelines for the Nominating Process

In order to nominate either an adult or youth for an award, the criteria is:

1. They have never received the same award in the past.
2. The *Nomination Form* needs to be filled out completely and signed by the **PASTOR** of the parish.
3. The *Nomination Questionnaire* must be filled out to the best of your ability. Please use only the enclosed sheet. **Do not include the nominee's name, parish, school, etc in the body of the text except on line provided!**
4. The **absolute deadline** to submit nominations is at the end of business on September 23, 2005! **No nominations will be accepted after this deadline.**

The Nomination Process

1. The Office for Youth Ministry receives one Nomination Form and one Nomination Questionnaire for each nominee.
2. As our office receives the nomination questionnaires they are numbered 1 through --999. Each member of the committee receives his/her own copy of each nomination. At no time does any member of the selection committee know the name, parish or any other identifying information of the nominee. Each committee member reads the nomination, making notes for consideration. It is then discussed among the committee members and a decision is made.
3. The nomination committee is comprised of approximately 6 adults from the Youth Ministry, CYO and Scouting community along with Fr. Tom Dunne and myself, Gail Mattulina. Fr. Tom and I are not involved in the selection process. We are facilitators for the evening.
4. The following day, congratulatory letters are sent to the 1) the award recipient, 2) the nominator and 3) the parish. Banquet information will be enclosed at that time. The list of recipients and all banquet information will also be posted on our web site at that time.
5. If a nominee is not chosen for an award at this time, the nominator will be sent a letter informing him/her of the selection committee's decision.