

## AWARDS BANQUET GUIDELINES

### **The Nomination Process**

1. **Please** limit your nominations to 6 candidates per parish/school, in fairness to all.
2. The nominee must meet the Award requirements including never having received the same award in the past.
3. Each nomination application must be completed and submitted online. The link can be found at [www.oymboston.org](http://www.oymboston.org).
4. The **PASTOR** of the parish or the **PRINCIPAL** of the school (if from a secondary school) will be contacted to approve nominations.
5. We do not recommend prematurely notifying any of your nominees of their nomination as not every nominee will receive an award. Only Award recipients will receive notification of having been nominated.
6. The **ABSOLUTE DEADLINE** to submit nominations is **5pm on Friday, March 12<sup>th</sup>, 2010**. **Please Note: No nominations, complete or incomplete, will be accepted after this deadline! There will be no exceptions!**

### **The Selection Process**

- As our office receives the nominations, they are numbered 1-9999. Each member of the selection committee receives a 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.
- The selection committee is comprised of approximately 6 adults from the Youth Ministry, Young Adult, CYO, Catholic Schools and Scouting community, along with Fr. Matt Williams and Gail Mattulina representing the RCAB Office for the New Evangelization. Fr. Matt and Gail are neutral facilitators for the selection process.
- On the day following the meeting of the selection committee, congratulatory letters will be sent to the award recipient, the nominator, the parish/school, and the parent(s)/guardian(s) of minors. Banquet information will be enclosed in this same mailing. Recipients and banquet information will also be posted at [www.oymboston.org](http://www.oymboston.org).
- If a nominee is not chosen for an award at this time, the nominator will be sent a letter informing him/her of the final decision of the selection committee.
- The award category may be changed for certain nominations at the discretion of the committee.