



## Mount Hawthorn Primary Schools Board Commendation Scheme

The Board Commendation Scheme enables formal recognition of parents and community members who have made exceptional, outstanding or meritorious contributions significantly benefiting the school. This contribution may be in the form of a single act or for service extended over a period of time. The scheme allows for both individual commendations and group commendations.

Recipients of a Board Commendation receive a certificate signed by the Board Chair and Principals and, when possible, a public recognition at a school event, such as an assembly.

### *Nomination Process*

Any member of the school community may nominate a person or a group for a Board Commendation by completing the online form. Nominations may be submitted at any time and commendations may be awarded throughout the year. However, most commendations are given in Term four and coincide with the recipient's youngest child completing primary school and the family exiting the school.

### *Selection Process*

All nominations will be considered by the Board. The Board has absolute discretion in determining whether or not to approve the nomination and award a Commendation.



**Nominee Name:** *(person/group being nominated for commendation)*

**Contact Details of Nominee:** *(email, phone number)*

**Nominator's Name:** *(person submitting the nomination)*

**Nominator's Contact Details:** *(email, phone)*

**Reason for Nomination:**

Please be as detailed as possible by including all information you have (consider years, dates, numbers, dollars). This is the information that will be used to determine if the nominee is a worthy recipient and also to inform wording on the commendation certificate.

*Example – Sarah Smith was an active member of the school community from 2010 to 2020. During this time Sarah was on the P&C for three years in the role of uniform shop convenor. Sarah was instrumental in negotiating contracts with new suppliers, enabling uniform prices to remain stable, and saving the collective parent group thousands of dollars. Sarah also performed in the role of parent liaison no less than five times and was a constant volunteer at school events whether it be as swimming carnival timer or supervising at a disco. No matter the event, Sarah could be relied on to volunteer.*