

Lighting the Fire for Catholic Education Award Nomination Packet

Catholic School Administrators Association of New York State
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Included in this packet:

- Nomination form
- Reference guidelines
- Reference coversheet

Nomination Category – Please select only one. See the addendum for descriptions.

- Current School Leader (Principal, President, Head of School)
- Religious Order
- Friend of Catholic Education (clergy, diocesan leader, active supporter)
- Service to Catholic Education (25+ years, not a current school leader)
- Spark award (less than 3 years' service)

Things to note about the nomination procedures:

- Each letter of reference must have a reference cover sheet attached.
- Nomination packets must be returned to your Executive Board representative.
- Complete nomination packets (nomination form, narrative and three letters of reference) must be postmarked no later than August 1, 2025.
- Nominees selected to receive the Lighting the Fire for Catholic Education Award will be notified in writing by September 1, 2025.

Lighting the Fire for Catholic Education Award Nomination
Catholic School Administrators Association of New York State

DUE: August 1, 2025

Nominee Information

Name: First _____ Last _____

School/Organization Name: _____

Address: _____

Phone _____ Email _____ @ _____

Nominated by:

Name: First _____ Last _____

School/Organization Name: _____

Address: _____

Phone _____ Email _____ @ _____

Nominee Name: _____

Please describe using as much detail as possible your reasons for nominating this individual for the Lighting the Fire for Catholic Education Award. You may use this space or attach a written narrative.

Guidelines for Nominee Reference Forms

To assist in the selection of awardees, each application must include three letters of reference. These letters must fall into one of the following categories: Superintendent, Peer Principal, Parent, Teacher, or Student.

Each letter should reflect the writer's assessment of the nominee's candidacy based on knowledge of his/her professional and personal skills.

Nominee Reference Form Lighting the Fire for Catholic Education Award

Name of Nominee _____ School: _____

The Lighting the Fire for Catholic Education selection committee appreciates your help in assessing this nominee's skill and knowledge in the area of school leadership. Please base your judgments on the nominee's professional performance. Limit your comments to on 8 ½ x 11" page, using at least 10 pt. type. Please return your completed reference letter along with this cover sheet to the individual listed below.

Nominated by: _____

Please print or type

Reference's Name _____ Title _____

Reference's Signature _____ Date _____

Address _____

Phone _____ Email _____ @ _____

Criteria for Selection

Current School Leader (Principal, President, Head of School)

- Is an active administrator at a Catholic school in New York State.

Religious Order

- Catholic religious orders have had a significant impact on Catholic education in New York.
- This nomination is aimed at recognizing the order for their service to our schools.
- One order per year will be recognized.

Friend of Catholic Education (clergy, diocesan leader, active supporter)

- Many people support our schools through their work to advance Catholic education.
- One person will be recognized in this category each year.

Service to Catholic Education

- Individuals who have spent their careers in Catholic education.
- 25+ Years
- Not currently in Catholic school leadership
- Recently retired school leader
- One person will be recognized in this category each year.

Spark award (less than 3 years' service)

- Encouraging those new to Catholic school leadership who are already making their mark.

Additional criteria for all categories

- Displays a commitment to excellence, as evidenced by programs designed to meet the spiritual, academic, and social-emotional needs of all students and teachers.
- The school where the administrator is employed or has recently retired is a member of the Catholic School Administrators Association of New York State.
- Has a clear philosophy of Catholic education.
- Shows a strong commitment to leadership through active membership in professional associations.
- Is respected by students, colleagues, parents, and the community at large.
- Shows strong educational leadership by setting high expectations for school staff and students.

Evidence of outstanding contributions to the well-being of the educational community includes:

- Ways in which the nominee's leadership has benefited Catholic education, curriculum, staff morale, community support, student interest, and /or the learning environment.
- Ways in which the nominee provides creative leadership to inspire others to achieve and contribute to their Catholic education communities.
- Examples of service or achievements above and beyond what is expected.
- Ways in which others have acknowledged the nominee as a force for positive change.