Secondary Schools Citizenship Awards 2016

Information to assist schools nominating a student

*Please read before completing nomination form on next page*

(1) Only students in year 12 may be nominated.

(2) Only a school can nominate a student for an award; students may not nominate themselves.

(3) A nomination consists of the nomination form (next page) and a one (1) A4 page statement of the student’s community service. Additional material over and above the one A4 page statement of community service will not be considered.

(4) The member of staff who writes the one page A4 statement of community service must sign the statement and include their name and position in the school.

(5) The nomination form needs to be endorsed by the School’s Principal (or equivalent).

(6) A nomination must reach the SSCA Coordinator no later than **Monday 1 August 2016**.

**ADDRESSING THE ONE PAGE STATEMENT OF COMMUNITY SERVICE**

This statement needs to address the student's commitment to his/her school and to the community under the following five broad headings. It must not be longer than one A4 page.

- participation in social service activities at the school
- engagement with the community outside the school
- involvement in the school's co-curricular life such as music, sports, societies and clubs
- examples of leadership shown by the student in school life (formal and/or informal)
- comment on the student's character

This profile should be provided by a member of staff with good knowledge of the student’s achievements. The success of a nomination is determined by how well the information in this Statement is presented.

**Advice for school principals & students about the status of the awards.**

These awards are presented by The Order of Australia Association, a separate entity to the Order of Australia under the Australian Honours system. A successful student should refer to their award as a "Secondary Schools Citizenship Award" received from The Order of Australia Association, Queensland Branch". These awards are NOT awards in the Order of Australia and do not carry a post nominal after the successful student’s name.

Enquiries: Geoff Cowles OAM, SSCA Coordinator
phone 07-3351 4991 or email: geoff.cowles@aanet.com.au

Nomination form – next page ➔
**The Order of Australia Association (Qld Branch)**

**Secondary Schools Citizenship Awards 2016**

**NOMINATION FORM**

Please use BLOCK letters (except for Email addresses)

### (1) DETAILS ABOUT THE STUDENT BEING NOMINATED:

<table>
<thead>
<tr>
<th>Name of Student:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 12 →</td>
<td><strong>Age</strong></td>
</tr>
<tr>
<td>Please insert “Yes”</td>
<td></td>
</tr>
</tbody>
</table>

Email

### (2) DETAILS ABOUT THE NOMINATING SCHOOL

<table>
<thead>
<tr>
<th>Name of School</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School Address</td>
<td></td>
</tr>
<tr>
<td>Name of Principal</td>
<td></td>
</tr>
</tbody>
</table>

School Daytime Phone | **Mobile** (state name of person assigned mobile)

School Email

### (3) DETAILS OF A REFEREE WHO CAN BE CONTACTED, if required:

<table>
<thead>
<tr>
<th>Name of Referee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime Phone</td>
<td><strong>Mobile</strong></td>
</tr>
</tbody>
</table>

Email

### (4) ENDORSEMENT OF SCHOOL PRINCIPAL

I endorse this nomination and the comments made on the accompanying Statement of Community Service with respect to this student.

Signed ………………………………………………………………………...Date / / 2016

Name of Principal, Head of School (or equivalent)…………………………………………………………………………………………

Submit form via email or post, before Monday 1 August 2016 to:

Geoff Cowles OAM, SSCA Coordinator  
The Order of Australia Association, Qld Branch  
16 Kanturk Street, Ferny Grove, Qld 4055

Phone: 3351 4991  
Email: geoff.cowles@aanet.com.au

PLEASE CHECK THAT THE ACCOMPANYING STATEMENT OF COMMUNITY SERVICE IS SIGNED.