

# Golden Apple Award

## **Eligibility Requirements for a Principal**

The candidate must be a practicing Catholic, have completed a minimum of three full years in the elementary or secondary school at which he/she is currently employed.

The applicant must have an Instructional II and Administrative II certificate and completed the appropriate catechetical certification/requirement.

## **The Nominating Process**

The principal may be nominated by a teacher or parent and must be approved by the pastor/chaplain.

Principal nominations will be sent to the pastor/chaplain.

**Before the nomination is approved, the nominee's pastor will verify that the eligibility requirements have been met.**

The principal's nomination only needs the pastor's/ chaplain's approval.

Once eligibility is verified, the nominee will be asked to fill out an application and return it to the pastor/chaplain.

## **The Principal Selection Process**

The **principal selection process** at the local level will take into consideration the following:

- Verification of eligibility
- Application and applicant's essay
- Professional development – Please print and attach the list of Act 48/45 hours from PDE
- One Nominator's letter of recommendation
- Commitment to students and school
- Leadership qualities
- Service to Church and community
- Leadership skills
- Role model as a Catholic administrator

The principal submission packet includes:

1. A completed application form – **(Please make certain you have included all required documents).**
2. Nominator Letter – **Please include one nominating letter only.** Additional letters will not be reviewed.
3. Pastor/priest/chaplain Letter
4. Nominee essay

Please submit the above 4 items in the appropriate order (1-4), for proper verification of paperwork.

The pastor/priest/chaplain will forward **five (5)** copies of the packet to Livia Riley, Superintendent of Schools by **February 22, 2019.**