



## **The Diocese of Harrisburg 2024 Golden Apple Award Principal Eligibility, Nomination and Selection**

*Through the generosity and kindness of the Donahue Family foundation, the Golden Apple Award has been established to honor outstanding individuals who devote their lives to teaching in Catholic schools.*

*The Diocese of Harrisburg recognizes the unique responsibilities Catholic school educators have with regard to the holistic development of those students entrusted to their care. These educators are not only state-certified, but must also meet diocesan catechetical certification standards, which helps to ensure the integration of Gospel values and the Catholic Faith in all subject areas. As such, the Catholic school educator is a special person who guides students as they strive to reach their full intellectual and spiritual potential.*

*In light of the valuable contributions made by Catholic school educators to the Church and society, the Diocese of Harrisburg demonstrates its appreciation through the Golden Apple Award program.*

### **Principal Eligibility Requirements**

1. A nominee must be a practicing Catholic, and must have completed a minimum of three (3) full years in the elementary or secondary school at which he/she is currently employed.
2. A nominee must have an Instructional II certificate, an Administrative I certificate, and the Basic Catechetical Certificate.

### **Principal Nomination and Application Process**

A principal may be nominated by a parent or a teacher, and the nomination must be approved by the pastor of the school's parish (for elementary school principals), or the school chaplain (for secondary school principals).

1. Principal nominations are submitted online to the Office of Catholic Education by **February 2, 2024**. Nominations are forwarded to the nominee's pastor (for elementary school principals) or the nominee's school chaplain (for secondary school principals) for approval.

2. Before the nomination is approved, the nominee's pastor (for elementary school principals) or school board chairperson (for secondary school principals) verifies that all of the eligibility requirements have been satisfied.
3. Once eligibility has been confirmed and the nomination has been approved, the nominee who wishes to be considered for the award completes and submits an online application to the Office of Catholic Education. Applications are then forwarded to the applicant's pastor or school chaplain, who is asked to submit a letter of recommendation for the applicant.

**Completed applications are to be submitted online no later than February 23, 2024.**

### **Principal Selection Criteria**

The selection process takes into consideration the following criteria:

1. Verification of nominee's eligibility
2. Applicant's essay
3. Nominator's letter of recommendation
4. Applicant's professional development (including evaluation of applicant's submission of Act 48 hours from the Pennsylvania Department of Education)
5. Applicant's commitment to students and school
6. Applicant's leadership qualities
7. Applicant's service to the Church and community
8. Applicant's witness/example of Christian discipleship as a Catholic administrator