Nomination Guidelines

The Catholic Foundation is pleased to announce that nominations are currently being accepted for the 2020 Catholic Award for Teachers (CAT). These awards recognize excellence in teaching within the Archdiocese of Santa Fe Catholic Schools system. Each year, the committee gives awards of $1,000 to each recipient, and $100 is placed in a designated endowment fund for each recipient’s school. The awards will be given at the grade school level, the middle school level, and the high school level.

Eligibility
To be eligible for a CAT Award, a nominee must be a full-time, licensed teacher, or specialist (coach, librarian, counselor, etc.) with a minimum of five years experience in the Archdiocese of Santa Fe Catholic Schools system.

Selection
Nominations will be evaluated by a committee comprised of one school official and two lay, non-school-system members.

Careful consideration will be given to the nominee’s demonstrated ability to motivate and inspire intellectual and spiritual development, leadership, responsibility, enthusiasm, curiosity, and creativity. The nominee should be a role model in his/her professional, civic, parish and personal life.

Preparing a Nomination
Any faculty, staff, or parent is welcome to nominate someone for this award in collaboration with the school’s principal. To nominate someone for this award, the attached nomination form must be used. Forms should be thoughtfully prepared, as incomplete nominations cannot be considered.

Submitting the Nomination
All nominations should be delivered to the principal of the school at which the nominee is currently employed. A principal may submit to the Award Selection Committee a maximum of two nominations per category (see ‘Distribution’). Participating schools must send an original and one additional copy of the completed nomination form(s) to:

The Catholic Foundation
CAT Program
4333 Pan American Fwy NE, Suite D
Albuquerque, NM  87107

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Nomination forms must be postmarked for delivery to The Catholic Foundation by midnight on **Monday, April 27, 2020**. The nomination form may be hand-delivered to The Catholic Foundation no later than 4:00 p.m. on Monday, April 27, 2020. Late nominations cannot be considered.

**Information for Participating Schools**
Participating schools must agree to process the award as a separate payroll check, accounting for all payroll taxes and withholdings. Schools may not change any component of a recipient’s compensation in anticipation, or as a result of, the award.

**Award Decisions**
The Award Selection Committee will review and evaluate all nomination forms according to established guidelines. Awardees and their principals will be notified by Friday, May 22, 2020.

**For More Information . . .**
If you have questions or need additional information about completing a nomination form, contact Michele Benavidez at The Catholic Foundation, (505) 872-2901 or michele@thecatholicfoundation.org.
CATHOLIC AWARD FOR TEACHERS
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ARCHDIOCESE OF SANTA FE

Nomination Form

Nominee’s Information (to be completed by the nominee):

Nominee’s name: _______________________________________________________________

Home address: _________________________________________________________________

School: _____________________________ Grade(s) taught: ____________________________

Current grade(s) taught: _________________________________________________________

Subject(s) taught: _______________________________________________________________

Earned degree(s): _________________________ Subject area(s): ________________________

Total higher education hours, beyond last degree, earned to date: _____________________

Total years of teaching experience: __________________

Total years in Archdiocesan Schools system: __________________

Nomination Submitted By:

Name ________________________________________________

Address _______________________________________________

Phone & Email __________________________________________

Signature ______________________________________________

Relationship to nominee ________________________________

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I have chosen to nominate this person because:

1. Briefly relate one teaching experience nominee has had that has made a difference in the life of a student(s).

2. Briefly explain the nominee’s goals as they relate to the students in each of the following areas:
   a. Spiritual
   b. Professional
   c. Personal

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3. If the nominee could have his/her educational “dream,” what would it be?

4. Include two letters of recommendation (next 2 pages) from the pastor, principal/supervisor, a peer, parent, or student.

Nominee signature

Pastor/Principal signature
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Letter of Recommendation #1

You have been asked to write a letter of recommendation for ________________ from ________________ School. This award recognizes excellence in teaching within the Archdiocese of Santa Fe Catholic Schools. Please take a moment to reflect on how this nominee has enhanced the lives of Catholic school children and why he/she deserves this recognition.
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Letter of Recommendation #2

You have been asked to write a letter of recommendation for ________________ from ________________ School. This award recognizes excellence in teaching within the Archdiocese of Santa Fe Catholic Schools. Please take a moment to reflect on how this nominee has enhanced the lives of Catholic school children and why he/she deserves this recognition.
Follow-up Questions:

Briefly explain what you consider to be your concrete significant achievements in each of the following areas:

a. As an educator

b. In your faith

c. In your community