



# The Order of Australia Association QUEENSLAND BRANCH

## Secondary Schools Citizenship Awards 2024

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 can 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 **Wednesday 31 July 2024.**

### 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:  
[geoffrey.cowles@bigpond.com](mailto:geoffrey.cowles@bigpond.com)

**Nomination form – next page →**



The Order of Australia Association (Qld Branch)  
**Secondary Schools Citizenship Awards 2024**  
**NOMINATION FORM**

Please use BLOCK letters (except for Email addresses)

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

<b>Name of Student:</b>					
<b>Year 12 ** →</b> Please insert "Yes"		<b>Age →</b>		<b>Phone →</b>	
<small>** If the Student is not in Year 12 he/she is not eligible to be nominated</small>					
<b>Email</b>					

**(2) DETAILS ABOUT THE NOMINATING SCHOOL**

<b>Name of School</b>					
<b>School Address</b>					
<b>Name of Principal</b>					
<b>School Daytime Phone</b>		<b>Mobile</b> (state name of person assigned mobile)			
<b>School Email</b>					

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

<b>Name of Referee</b>				
<b>Daytime Phone</b>		<b>Mobile</b>		
<b>Email</b>				

**(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 / / 2024

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

**Submit form via email (preferred) or post, to be received by Wednesday 31 July 2024 to:**

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

Phone: 3351 4991  
Email: [geoffrey.cowles@bigpond.com](mailto:geoffrey.cowles@bigpond.com)

*Include the words "Secondary Schools Citizenship Award Nomination" in the subject heading*

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