The Order of Australia Association, Queensland Branch

Secondary Schools Citizenship Awards Project

APPROVED POLICY FOR ADMINISTERING THE PROJECT

Introduction:

The Secondary Schools Citizenship Awards (SSCA) Project is a highly successful community-focussed program which has been conducted by The Order of Australia Association, Queensland Branch (OAAQ) since 1999. The intention of this paper is to assist in further refining its purposes as well as to provide additional guidance as to the accompanying processes. This document has been approved as official OAAQ policy at a duly constituted meeting of the branch committee of OAAQ held on Thursday 16 August 2012. For subsequent policy amendments please refer to section 15 – Amendment to policy. This policy will be posted on the OAAQ website under the relevant SSCA section.

The policy:

1. **Purpose of the SSCA**

    To promote the ideals of good citizenship;

    To recognise students who model good citizenship;

    To promote the Order of Australia and the Association through creating awareness in senior schools; and

    To carry out worthwhile and cost effective local community programs in line with Association objectives.

2. **Eligible recipients of SSCA**

    Only Yr 12 Queensland Students may apply.

    While school principals may nominate a student on more than one occasion, the student will only be awarded a Secondary Schools Citizenship Award by OAAQ once in his/her secondary schooling.

3. **Criteria for Selection**

    Schools will be expected to demonstrate:

    - *superior and extended community/school service undertaken by the nominated student; and*

    - *recognized valuable impact on the school and wider community resulting from the nominated student's community/school service; as well as the student being an excellent role model..*

    Judges are to agree to a written set of criteria.

4A. Method(s) for seeking nominations

SSCA seeks nominations through direct email to all school principals via EQ, ISQ, CathED, EQ online bulletins, ISQ and CathEd on-line newsletters.

Personal reminder email to participating schools already registered on OAA database

Advertising in Awards Columns in education publications may be undertaken.

The OAAQ segment of the OAA website shall also be a means for school principals to download application forms and will provide all necessary information to assist school principals when nominating students.

4B. Nomination requirements

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

(2) Only a school can nominate a student for an award; <u>students can not nominate themselves.</u>

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

(4) A member of the teaching staff of a School is to write the one page A4 statement of community service and must sign the statement and include their name and position in the school.

(5) The nomination form must be endorsed by the School's Principal (or equivalent).

5. Selection Process

A panel of judges will shortlist candidates according to the agreed criteria.

Shortlists will be consolidated and merits of potential winners assessed again.

6. Notification procedures to successful and unsuccessful candidates

*Letter/email to relevant school principals to advise of winners **in their own school***

Letter/email to winning students advising them of their selection

*Letter/email to **all** schools to advise list of winners*

Follow-up letter/email to students with all details of presentation

7. Structure of the presentation ceremony

As per following program, depending on guest of honour:

Welcome from Branch Chairman- includes purpose and structure of Awards and information about the Order of Australia and the Association;

Presentation of Community Service Awards to selected local students, usually by award sponsor. when available. ;

Address by member of Education sector responding on behalf of all schools and students in attendance at the Presentation.

Presentation or awards to finalists by guest of honour, with brief acceptance speeches from students,

Address by guest of honour;

Vote of Thanks to guest of honour.

Programme may include musical interludes (to give substance and to break up speeches)

Photographs

Afternoon tea

8. Schedule (running sheet) for preparation for the ceremony

Running sheet template for committee members will be prepared.

9. *Responsibility for the Program*

The OAAQ Branch Committee will establish a subcommittee to undertake responsibility for the successful conduct of the SSCA Program. From within the subcommittee, the Branch Committee will appoint a convenor who shall be required to report regularly to Branch Committee monthly meetings on progress of the Program.

10.. *Operational Procedures*

A document, providing the operational procedures will be developed and utilized by the subcommittee to guide its work.

11. Follow-up after the presentation ceremony

Certificates of Community Service and relevant letter to principals will be sent to all other participating schools; certificates to be publicly presented at speech night or similar occasion wherever possible.

12. Publicity

Media releases may be sent to local papers and to Courier Mail with winners list

Schools are encouraged to follow-up with their own local press. (request included in letter to principal advising of student winners)

Local contacts and TV advised of presentation and guests of honour

13. Resources required
Sponsorship
Members of the Qld Branch Committee to fill necessary role

14. **Budget:**

   Budget items:

   Commemorative plaques

   Printing costs

   Postage

   Frames

   Catering (VIPS and Students/up to 2 winning student's guests) – complimentary

   Catering (paying members and guests) – Subscription helps offset costs of complimentary guests.

   Travel subsidies for distance students

15. **Amendment to policy:**

   This policy may be amended from time to time, as required, by the OAAQ Branch Committee.

   The section headed "**Eligible recipients of SSCA**" was amended at a meeting of the branch committee of OAAQ held on Wednesday 18 May 2016 by limiting awards to year 12 students from 2016 onwards.