



Golden Apple Award 2023 Eligibility Requirements

The candidate must be:

1. A practicing Catholic
2. A full-time teacher
3. Completed a minimum of three consecutive full years in their current Archdiocesan parish based or independent elementary or secondary school in the Archdiocese of Washington
4. The teacher must be state-certified to teach in MD, VA or DC and certified to teach religion by the ADW (if the teacher only teaches religion, they are not required to be state-certified)

The Nominating Process

One or a combination of the following may nominate teachers in an elementary or secondary school:

- A) A teacher
 - B) A parent
 - C) A student—with support of a parent
- ✓ All nominations will be sent to the principal by February 10, 2023
 - ✓ Before the principal approves the nomination, the nominee's pastor will verify the eligibility requirements listed above
 - ✓ Once eligibility is verified, the nominee will be asked to fill out an application and return it to the principal by February 28, 2023

Each nominee should be certain to include the following for submission to the principal:

1. Application Form
2. Nominator's Letter (one letter only)
3. Pastor's Letter
4. Principal's Letter
5. Nominee's Essay
6. Proof of State Certification
7. Catechetical Certificate

At the behest of the chief school administrator, the school will form a nominating committee consisting of:

Elementary school:

- ✓ Canonical Administrator
- ✓ Principal
- ✓ President of the Parent/Teacher Associations (unless a teacher, in which case, holds the position the vice president will serve)

Secondary school:

- ✓ Canonical Administrator
- ✓ Principal
- ✓ President of the Advisory Committee
- ✓ Dean or Vice Principal of Academic or Student affairs

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

- ✓ Verification of eligibility
- ✓ Application and applicant's essay
- ✓ Professional development
- ✓ Nominator's letter of recommendation
- ✓ Commitment to students and school
- ✓ Leadership qualities
- ✓ Service to Church and community
- ✓ Teaching skills
- ✓ Role model as a Catholic educator

After reviewing the nomination and applications forms, a committee at each school will select one teacher that will represent the school by March 10, 2023.

***Each school may nominate one full-time teacher.**

The schools' selected teacher's completed application and appropriate documentation should be scanned into one PDF document and attached to an email to Chris Buchleitner (buchleitnerc@adw.org) at the Catholic Schools Office by March 21, 2023. No late applications will be accepted.

Applications are only be accepted electronically. Please do not include extra documentation. The Catholic Schools Office will send an email to the principal upon receipt of the application.

2023 Golden Apple Timeline

February 10, 2023	All nominations to principal
February 28, 2023	School level nominees submit application to principal
March 10, 2023	School's nominating committee chooses school's nominee
March 21, 2023	Application of school's selected nominee to Chris Buchleitner
Mid-April 2023	Winners announced
May 2023	Winners celebrated