



## ***Distinguished Service Award Guidelines***

The Distinguished Service Award was established by the Harbin family in 1997 and is presented annually in May. The purpose of the award is to honor the memory of Charles Harbin, Jr., an alumnus of St. Mary of Loretto and a great supporter of Montgomery Catholic High School. During his years as a student, alumnus, and school parent, Charlie Harbin lived a life of service and generosity. While he helped many people and organizations over the years, Charlie was especially supportive of Catholic education and in particular of Loretto & CHS. The Harbin Award seeks to encourage similar support of time, talent, and treasure from the adults in the MCPS community by honoring those who live by the same principles of service that guided Charlie's life.

### **Guidelines**

1. The award will be given once in the spring of the year during an awards ceremony held by Montgomery Catholic Preparatory School.
2. The award is administered by the St. Mary of Loretto/Montgomery Catholic Preparatory School Advancement Team. An award committee chosen by the Advancement Team will consist of one faculty member or school administrator, one Booster Club representative, one St. Mary of Loretto /Montgomery Catholic Preparatory School alumnus, one current MCPS parent and one interested "friend-at-large". The committee will convene each spring to select the award winner. Committee members may hold overlapping roles (such as a teacher who is also in the Booster Club), but it is the intention of the Alumni Committee to seek diversity in committee members. The Montgomery Catholic Development Director will serve as a non-voting member and secretary to the committee. It will be the responsibility of the Advancement Team Director of Development to initiate both committee member selection and the award selection process each spring.
3. Nominations for the award are accepted and encouraged from the entire Catholic community (but are not limited to the Catholic community), and the committee is not limited to nominations submitted prior to its meeting.
4. Nominations are valid for a period of 5 years, and if a nominee has not received the award after 5 years, they may be re-nominated to be considered for the award.
5. Any living or deceased adult, male or female, or adult couple may be selected, but no one may receive the award more than once.
6. The nominee(s) cannot have children presently enrolled in Montgomery Catholic Preparatory School.
7. Selection is based upon extraordinary and/or consistent service in the form of time, talent, or treasure.
8. The honoree will be given an inscribed gift to mark the honor. Furthermore, the honoree's name will be cumulatively inscribed on a plaque which hangs in a prominent place of honor in the school.
9. Please return nomination forms to MCPS Harbin Award Committee, attn: Vicki Dickson 5350 Vaughn Road, Montgomery, AL 36116.



## *The Charlie Harbin Distinguished Service Award Nomination Form*

The Charlie Harbin Distinguished Service Award was established by the Harbin family in 1997 and is presented annually in May. Its purpose is to recognize those selfless individuals who have significantly served Montgomery Catholic Preparatory School and exemplified its values in their lives. The award honors the memory of Charles T. Harbin, Jr., an alumnus of St. Mary of Loretto and a great supporter of Montgomery Catholic.

### *Previous Recipients*

Leonard J. Mrotek, 1997	Margaret Olive Jones, 1998	Edward P. Clark, 1999
Marty & Bebe Taylor, 2000	Dottie A. Dean, 2001	"Goose" DeLongchamp, 2002
Rod & Anne Ceasar, 2003	Bill & Marian Saliski, 2004	Jeff Downes, 2005
David & Jeanne Barranco, 2006	Nora Cammack, 2007	Dennis & Karen Weber, 2008
Chip & Lisa Vercelli, 2009	Bill & Debbie Barranco, 2010	Barr & Cappy Younker, 2011
Liz Sutton & Jerry Lopez, 2012	Jack Galassini, 2013	Gaylon & Mary McAlpine 2014
Marty Rupert Huett, 2015	Kevin Ryan 2016	Ann Karst, 2017
Col. Jack Lauer 2018	Pat '85 & Casie McGinn	

*Nominations are accepted and encouraged from the entire Catholic community.*

*Any living adult (or adult couple) may be selected, but no one may receive the award more than once.*

### CANDIDATE INFORMATION

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Length of service and support \_\_\_\_\_

Specific areas of interest and contributions (ex: time, talent, involvement with students)

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Why do you think the candidate deserves this award?

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Additional pertinent information about the candidate:

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*Please use the space below or additional sheet if needed for any of the information above.*

Nominator Information

First & Last Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_