



Distinguished Service Award Guidelines

The Distinguished Service Award was established by the Harbin family in 1997 and is presented annually. 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.

Award Guidelines:

1. The award will be given once in a year during an event held by Montgomery Catholic Preparatory School. (Starting in 2021 presented at Monte Carlo Night).
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 virtual committee will select the award winner each spring. Committee members may hold overlapping roles (such as a teacher who is also in the Booster Club), but it is the intention of MCPS 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. Or vdickson@montgomerycatholic.org