01 March, 2021

Principals

Primary Schools

Secondary Colleges

DIOCESE OF BALLARAT

**To:  All Principals, Diocese of Ballarat**

**Re:  Nominations for the Diocese of Ballarat Catholic Education Limited - Education Community 30 Year Service Awards**

Dear Principal

The 2021 Thirty Year Service Awards will be celebrated and acknowledged at the proposed Diocesan Leadership dinner on Friday 14 May at the Mercure Hotel and Convention Centre.

To enable Catholic Education Ballarat to plan for the awards, we need to identify staff members who have become eligible this year for their 30 Year Service recognition.  Please note that any staff member who has been recognised in previous years will not be included, and that any maternity leave or leave without pay taken by staff throughout their career is not included when calculating years of service.

Could you please take the time to identify your staff members who may qualify for recognition in 2021, then follow the [link](https://forms.gle/ZUZ9LEEAxRSaW2xeA)and complete the form by ***Friday 12 March***.

We would like to include a photo of each recipient in the souvenir program, however we respect people’s privacy and understand that not all recipients may feel comfortable with a photo.  We request that you forward an electronic/digital photo to Debbie (dstabek@ceob.edu.au) for staff members who agree to have their photo included, along with their nomination that you send in by Friday 12 March.

Thank you for your help in ensuring that our long serving staff members can be recognised for their valuable contributions to Catholic education.

Best wishes



Ms Tracey O’Neill

**Chair, Diocese of Ballarat Catholic Education Limited (DOBCEL)**

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| **DOBCEL 30 YEAR SERVICE AWARDS**  |
| Name of Staff Member: |
| Name of Staff Member’s spouse or partner for invitation: |
| Current school: |
| Location: |
| Position at current school: |
| **Brief record of service to Catholic Education:****Year/s                                                                Location                                                           Position***Example –**1985-2019                                                       St Mary’s, Ballarat                                          Classroom Teacher* |
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