

Dear MHS Parents/Guardians,

Each June Montclair High School hosts a wonderful and moving Awards Ceremony where hundreds of our students receive recognition for achievements in the areas of service and academics. We encourage our students to begin documenting service as early as their freshman year. Many of the awards in later years are based on having been recognized for service during previous years in high school. First year awardees receive a service pin, second year a bronze pin, third year a silver pin and fourth year a gold pin. Prior meritorious service is also a factor considered when selecting Owl Pin recipients in the senior year. Pins are traditionally worn on the graduation gowns. **Forms must be filled out by both the student and then completed and signed by the sponsor/advisor of the program. The deadline for students to submit their fully completed and signed forms is April 17, 2019.**

Every student is eligible for a service award if he or she has performed a service to the school and/or the community. However, service for which a student is paid, receives a course grade, or is awarded a varsity letter is not given recognition with a Service Award. Examples of eligible services are listed in the Student Handbook, which is available for review on our website at [www.montclair.k12.nj.us](http://www.montclair.k12.nj.us) Membership in a club or organization does not automatically entitle a student to receive a service award, however, students should check with club advisors.

It is very important to keep in mind that in order for students to be considered for service awards, students must submit a self-nomination form (click on pdf below or download from the MHS website) to the sponsor or advisor of their club or outside community sponsor. If you wish to be considered for service for activity in a school sponsored club, the student must submit a self-nomination form to the advisor for each qualifying activity. The club advisor will review the nomination form; add their input and signature and return the form to the student. If you wish to be considered for a service award for community service completed outside of school, bring the form to the advisor/sponsor of each program you participate in and ask them to complete it and return the form to you. **Please remember that it is the student's responsibility to submit only completed forms by placing them in the Blue Box labeled Self-Nomination Forms in the Principal's Office by the deadline of April 17, 2019.**

Please take a moment to read the information below entitled **Everything You Need to Know about MHS Service Awards**. Extra forms can also be picked up in each team office, the Guidance Center and on the MHS website. **It's not too early to get started accumulating your community service hours as the deadline to submit is April 17, 2019.**

**To summarize the process for submitting:**

1. The student should complete the top section of the self-nomination form by clearly printing the top portion of the Self-Nomination Form.
2. After you have completed the top portion, give the form to your sponsor or advisor of the club or program you participate in and ask them to complete it and **return the form to you.**
3. For community service completed outside of school, bring the form to the advisor/sponsor of the program and ask them to complete it and **return the form to you.**
4. **Please remember that it is the student's responsibility to submit completed forms by placing them in the Blue Box labeled Self-Nomination Forms in the Principal's Office by the deadline of April 17, 2019.**

## **EVERYTHING YOU NEED TO KNOW ABOUT MHS SERVICE AWARDS**

Service Awards are self-nominating awards for documented service performed above and beyond the required standards, or completed under the student's own initiative.

Some students volunteer through their religious affiliation or perform service for charitable services to help the community, while others work with clubs or other civic organizations to which they belong in ways that exceed the expected. In the past, we had students who even created their own organizations to serve the needs of those less fortunate.

It is important for students who enter Montclair High School to have knowledge of the rich legacy of service by our students. The only way for students to qualify for a Gold Pin in their senior year is to have received a service award during their freshman year (Service Pin), sophomore year (Bronze Pin) and junior year (Silver Pin) at Montclair High School. Previous Service awards are a prerequisite when selecting Owl Pin recipients in senior year. Four years of service is encouraged for consideration as an Owl Pin recipient. The prestigious **MHS Award Winner** (one senior each year) is selected from the Owl Pin recipients. The bronze plaques of MHS Winners beginning at the turn of the century to the present are displayed in the hallway outside of the Main Office. Service Pins have been awarded at MHS since the early part of the 20<sup>th</sup> century.

### **To recap:**

- First year service award is a Service Pin and is presented to students of any grade level who have completed the minimum hours for one year of service.
- Two years of service is recognized with a Bronze Pin and is presented to students who have completed additional hours for two years of service.
- A Silver Pin is presented for three years and is presented to students who have completed three years of service, and
- Four years of service is rewarded with a Gold Pin

The pins are traditionally worn on your gown at commencement.

Sincerely,

Anthony M. Grosso

Principal