



Diocese of Springfield in Illinois Office for Catholic Schools

2023-2024 SCHOOL EMPLOYEE RECOGNITIONS

Please complete this form on your computer to utilize the drop down menu choices for each line.

The Office for Catholic Schools will be recognizing **ALL FULL-TIME, PAID SCHOOL EMPLOYEES** who have reached landmark years of service in our schools within the Diocese of Springfield. This recognition is for:

- **ALL** of your **full-time, paid** employees who will have completed exactly 5, 10, 15, 20, etc. years of experience at the end of this school year. (Ex: If hired fall of 2019, completing 5 years by June 30, 2024).
- If they worked in other Catholic schools in our diocese, those years of experience may be included.
- One certificate per employee recognized if shared between schools AND ADD UP TO FULL-TIME.
- Please **TYPE** the employees' names in the fillable chart below and indicate their category, job title, and which landmark year (multiples of 5 only) for persons to be recognized. Use drop-down menu options in some columns. *If someone was overlooked in prior years, please include them but put their years in the "Other" column w/title.*

**To make sure we get these signed by Brandi & Bishop Paprocki,
email this form **no later than May 10th** to Dawn at dklinner@dio.org.**

If you need more rows, use multiple forms.

Name of School:		City:	
Person completing this form:			

	Employee Name	Employee Role <small>(choose from drop down menu)</small>	If "Other", List Job Title	Years of experience Must be a multiple of 5 <small>(choose from drop down menu)</small>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				