National Service Project 2023-2024

Young Citizen Award

Table of Contents

[Introduction 2](#_Toc155442292)

[About the Project 3](#_Toc155442293)

[Apex Australia Young Citizen Award Procedure 5](#_Toc155442294)

[Example of Letter to Schools 6](#_Toc155442295)

[Apex Australia Young Citizen Award Nomination Form 8](#_Toc155442296)

[Apex Australia Young Citizen Award Example Nomination Form 9](#_Toc155442297)

[Example Certificates & Letters to Students 10](#_Toc155442298)

[Example Invitation 15](#_Toc155442299)

[Winner’s Envelope Contents 16](#_Toc155442300)

[Apex Spiel (to be read by host school) 16](#_Toc155442301)

[Schools List 17](#_Toc155442302)

[Acknowledgements 17](#_Toc155442303)

# Introduction

The 2023-2024 National Service Project is the Young Citizen Award. This award seeks to recognise the exceptional service provided by young people to the community through extra-curricular activities. It also seeks to grow Apex by introducing young people who are already contributing to their communities to Apex.

I have composed this template to assist clubs in administering this award. This is a guide only; clubs may choose to administer the award how they see fit.

**Cost and time commitments**

It is important to consider the cost and time commitments the club is prepared to make before committing to administering this award. Once nominations start being received, the club is committed to awarding the prizes, except in exceptional circumstances. The cost may vary depending on the prize money the club decides to award, the number of prizes, the cost of Changeover tickets, and administrative expenses. The time commitments will also vary, depending on the number of schools in your area, the number of nominations received, travel time, etc. This award requires a dedicated person to organise it, to reduce the administrative burden on the club’s secretary. Award Ceremonies are often held during school hours, so having members available during the day would be an advantage. This award may increase the number of membership enquiries the club receives, so be prepared.

**Follow-up**

While one of the purposes of this award is to get new members, it is important that young people not feel pressured to join. Contact with the young person is to be co-ordinated through the school. Generally, the first time the student hears about Apex is when they receive their award.

**Conclusion**

I wish you all good luck administering this award. It involves a lot of time, money, and effort, but the results will be worth it.

# About the Project

**Overview:**

The Apex Australia Young Citizen Award is awarded to a male and a female year 12 student who has performed exceptional service to their community through extra-curricular activities. Secondary School Principals nominate candidates, before being shortlisted by a committee. The club will vote on a male and female winner from the shortlist. The winner will be presented with a certificate and a prize of $200, and two tickets to the club’s changeover dinner, at their school’s annual award ceremony.

**Criteria:**

1. Is a year 12 or equivalent student at a Secondary School within the (*Local Government*) Area.
2. Has performed exceptional service to their community through extra-curricular activities, which can be verified.
3. Is nominated by the school principal or authorised representative. A school may nominate only 1 Male and 1 Female student. Single-sex schools may only nominate 1 student.

**Implementation:**

February 2024: Contact Secondary School Principals and ask them to nominate a male and a female student for the award.

July: Last year’s winners attend Changeover Dinner.

August: Assemble a committee to shortlist award recipients.

September: Committee meets to shortlist award recipients. Committee presents shortlisted candidates to the club.

September: Club votes on shortlisted candidates. Club notifies the principal of the winning student. Certificate and prize posted to school.

October: Students are presented with certificates and prizes at school’s award ceremonies.

July 2025: Students and Guests are invited to attend Changeover Dinner. The club covers the cost.

**Cost:**

Prizes $400

Changeover Dinner $300 (4\*$75)

Admin costs $50

**Time**: Admin 1 person 6 hours, Committee meeting 3 people for 2 hours, meeting time for vote 20 minutes, award ceremonies 2 people for 2 hours

# Apex Australia Young Citizen Award Procedure

* **January/ February:** Raise motion at club level: That the Apex Club of (x) participate in the Apex Australia National Service Project 2023-2024 by awarding the Apex Australia Young Citizen Award, with a budget of ($x) from the (Service?) Account.
  + Create schools contact list. This will involve looking up schools and their contact details online.
  + Send out emails to schools.
  + Respond to each nomination with a nomination certificate.
* **June:** Send out reminders to nominate students.
* **July:** Send out reminders to nominate students.
* **August:** Final reminders to nominate students.
  + Assemble Committee to shortlist candidates. Candidates are judged on how well they fit the criteria, as well as whether we would like them as a member. Nominations close 31 August
* **September:** The Committee meets to shortlist candidates. The Committee presents these candidates to the club to be voted on, giving a 2-minute speech on each candidate.
  + The club votes on the candidates, and the winning school is notified.
  + All schools are notified of the results.
  + Purchase Prepaid Visa Cards.
* **October:** Winners are presented with their certificates at their school assemblies. This should be done in person, if possible, otherwise the certificates can be posted. In the winner’s envelope, insert the winner’s letter, an Apex brochure with the club’s contact details, an invitation to changeover for the winner and their guest, and a $200 prepaid Visa card. Send photos to the local newspaper, and to [comms@apex.org.au](mailto:comms@apex.org.au).

**Cost:**

Prizes $400

Changeover Dinner $300 (4\*$75)

Admin costs $50

**Time**: Admin 1 person 6 hours, Committee meeting 3 people for 2 hours, meeting time for vote 20 minutes, award ceremonies 2 people for 2 hours.

# Example of Letter to Schools

Dear (*Principal)*,

**Apex Australia Young Citizen Award**

**Overview:** The Apex Australia Young Citizen Award is awarded to a male and a female year 12 student who has performed exceptional service to their community through extra-curricular activities. Secondary School Principals nominate candidates. The club will vote on a male and female winner. The winner will be presented with a certificate and a prize of $200, and two tickets to the club’s annual changeover dinner, at their school’s annual award ceremony.

**Criteria:**

1. Is a year 12 or equivalent student at a Secondary School within the (*Local Government*) Area.
2. Has performed exceptional service to their community through extra-curricular activities, which can be verified.
3. Is nominated by the school principal or authorised representative. A school may nominate only 1 Male and 1 Female student. Single-sex schools may only nominate 1 student.

Apex Australia is a community organisation dedicated to fellowship, self-improvement, and community service. We are looking to recognise young people that have performed exceptional service to their community through extra-curricular activities.

**How you can help:**

We are asking schools to nominate a male and a female student. Single-sex schools may only nominate 1 student. Nomination forms are attached. Exceptional service means service beyond what most students their age has performed. Last year’s winners were Isabella Gratwick from Concordia Lutheran College, who was nominated for her service to the Mount Campbell Rural Fire Brigade and the Student Representative Council, and Matty Wise from Toowoomba Grammar School, who was nominated for his contributions to the Pinnacle Challenge Kokoda Team, and to the school’s Interact Club, as well as other activities. The club appreciates the time and effort taken to collect nominations.

Nominations close on 31 August 2024. Please send nominations to (*club email address*)

If you have any more enquiries regarding this award, please contact me.

Yours sincerely,

(Your Name)

(Your Position)

(Your Club)

(Your Email)

www.apex.org.au

# Apex Australia Young Citizen Award Nomination Form

Name of Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sex: (M/F)\_\_\_\_\_\_\_\_\_\_

Name of School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Criteria:

1. Is the student a year 12 or equivalent student at a Secondary School in the (*Local Government*) Area (Yes/ No)? \_\_\_\_\_\_\_.
2. Has the student performed exceptional service to their community through extra-curricular activities? If so, please give details below: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Please give contact details of someone who can verify what the student has done.
   1. Name of Referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. Contact details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send completed form to (*club email address)*

# Apex Australia Young Citizen Award Example Nomination Form

Name of Student: Harry Potter

Sex: (M/F) M

Name of School: Hogwarts School of Witchcraft and Wizardry

Criteria:

1. Is the student a year 12 or equivalent student at a Secondary School in the Wizarding Realm (Yes/ No)? Yes.
2. Has the student performed exceptional service to their community through extra-curricular activities? If so, please give details below: Harry has done an outstanding job at extra-curricular activities this year. In terms of service learning, Harry has 78 hours of verified service hours. He gives a lot to developing youth through youth programs. His cultural leadership at Service Day was outstanding. In full uniform, he joined cultural dancers and conducted himself with confidence and dignity. Harry has also worked and supported underprivileged youth at various homeless support activities at the college. Harry is a confident performer as a singer, actor, and dancer, and is proud to represent his school, family, and his people. He is a man of faith, action, integrity, and excellence.
3. Please give contact details of someone who can verify what the student has done.
   1. Name of Referee: Albus Dumbledore
   2. Position: Headmaster
   3. Contact details: 1800 WIZARD

Nominated by: Albus Dumbledore

Position: Headmaster

Please send completed form to example(at)example.com

FOR EXAMPLE USE ONLY.

# Example Certificates & Letters to Students

Apex Australia

Young Citizen Award

Congratulations to

***(Student’s Name)***

***(Student’s School)***

Nominated

For exceptional service to the community through extra-curricular activities

Apex Australia

Young Citizen Award

Congratulations to

***(Student)***

***(School)***

Winner

For exceptional service to the community through extra-curricular activities

Dear (*Student*),

**Apex Australia Young Citizen Award**

Congratulations on winning the Apex Australia Young Citizen Award. This award recognises Year 12 students who have performed exceptional service to the community though extra-curricular activities. You have been chosen by the club because we recognise the exceptional effort you have put in and your commitment to your community.

The club was impressed at the standard of nominations received. Your commitment to your community is exactly the quality we seek in our members. If you would like to be added to our mailing list, please email (*Club email address*).

Please find enclosed a certificate, a $200 Prepaid Visa Card, and an invitation for you and a guest to attend the clubs Annual Changeover Dinner (approximate value $70pp).

**What is Apex?**

Apex Australia is a vibrant and energetic volunteer service organisation focused on harnessing the ideas, ideals, and intelligence of primarily younger Australians. Although some of our clubs are open to people of all ages, most welcome members aged from 18 to 45. We are an authentic Australian icon - established in 1931 and going strong. We have helped more than 200,000 younger Australians make a difference to their community, learn valued skills, and make great friends. The Apex story is one of fun, fellowship, and friendship. We offer you the opportunity to give others a fair go, practical help, and positive role models to reach their own potential. Its Apex, Its Australian!

Apex volunteers can be located from Alice Springs to Wodonga, from Brisbane to Goondiwindi. They are lawyers, carpenters, schoolteachers, council workers, students, and farmers. There is no typical Apexian - gender, geography and gainful employment are no guide as to why people joined or how they get involved. We have a policeman who project manages a state-wide fashion show and a publican who runs a multi-layered national organisation. To find our more, visit https://www.apex.org.au.

**What is a Changeover Dinner?**

The club’s Annual Changeover Dinner is a formal dinner at a nice restaurant to celebrate the achievements of the previous board of directors, to present awards, and to introduce the new board of Directors. It is attended by club members past and present, their wives, husbands and partners, members of other clubs, Apex Australia board members, Apex Foundation board members, Councillors, heads of charities, and members of the community who are interested in attending. It is a formal occasion, with men wearing suits and women wearing evening dresses. We will assign someone to guide you through the proceedings and introduce you to everyone.

Thank you for your contribution to your community and enjoy your prizes. If you would like to know more about Apex, visit [www.apex.org.au](http://www.apex.org.au). If you have any questions regarding the Apex Club of (x), contact (club email) or find us on Facebook.

Yours sincerely,

(*Your Name*)

(*Your Position*)

Apex Club of (*x*)

Dear (*Student*),

**Apex Australia Young Citizen Award**

Congratulations on being nominated for the Apex Australia Young Citizen Award. This award recognises Year 12 students who have performed exceptional service to the community though extra-curricular activities. The club was impressed by the standard of nominations received. Your commitment to your community is exactly the quality we seek in our members. Unfortunately, on this occasion, your nomination was not successful. We encourage you to stay engaged with volunteering and thank you for your contributions to your community. We would welcome you to check us out online or on Facebook.

**What is Apex?**

Apex Australia is a vibrant and energetic volunteer service organisation focused on harnessing the ideas, ideals, and intelligence of primarily younger Australians. Although some of our clubs are open to people of all ages, most welcome members aged from 18 to 45. We are an authentic Australian icon - established in 1931 and going strong. We have helped more than 200,000 younger Australians make a difference to their community, learn valued skills, and make great friends. The Apex story is one of fun, fellowship, and friendship. We offer you the opportunity to give others a fair go, practical help, and positive role models to reach their own potential. Its Apex, Its Australian!

Apex volunteers can be located from Alice Springs to Wodonga, from Brisbane to Goondiwindi. They are lawyers, carpenters, schoolteachers, council workers, students, and farmers. There is no typical Apexian - gender, geography and gainful employment are no guide as to why people joined or how they get involved. We have a policeman who project manages a state-wide fashion show and a publican who runs a multi-layered national organisation. To find our more, visit https://www.apex.org.au.

Yours sincerely,

(*Your Name*)

(*Your Position*)

Apex Club of *(x*)

# Example Invitation

The Apex club of (X) would like to invite

(*Winner*) and Guest

to attend our

Annual Changeover Dinner, at no cost to you at (Venue, Date, Time, Dress Code)

# Winner’s Envelope Contents

Prepaid Visa Card ($200)

Winner’s Letter

Winner’s Certificate

Changeover Invitation

Apex Brochure

Copy of Nomination form

# Apex Spiel (to be read by host school)

The Apex Australia Young Citizen Award is awarded to a male and a female year 12 student who has performed exceptional service to the community through extra-curricular activities. Students are nominated by their school principals, shortlisted by a committee, and voted on by the club. (*Student*) was nominated for *(reason nominated*).

 Apex Australia is a vibrant and energetic volunteer service organisation focused on harnessing the ideas, ideals, and intelligence of primarily younger Australians. Apex runs activity camps, builds childcare centres, raises money for homeless charities, helps refugees settle into the community, runs a chalet in the snow, and was a driving force behind the Flying Doctor Service, Guide Dogs, and many other charities.

# Schools List

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **School** | **Title** | **First Name** | **Last Name** | **Position** | **Street** | **Town** | **State** | **Postcode** | **Email** | **Phone** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

# Acknowledgements

I would like to acknowledge the assistance of everyone who makes this award possible, including members of the Apex Club of Toowoomba, school principals, deputy principals, year level co-ordinators and other school staff, other community organisations, and many others. I would also like to thank Renee Eccles, who provided guidance establishing this award, which is based on an award issued by their own club.