

Names to Be Placed on the Memorial School Plaque

Candidates for inclusion on the Memorial School plaque must have made a significant or memorable contribution to the town and/or school community. Through their behavior and character, the candidate can be shown to be/have been an excellent role model. This person, through service, volunteerism or dedication has made Medway school or town life better for those who follow.

Residents, past or present, who have sacrificed their lives or freedom in service to their country, either as members of the military or as civilians contributing to military or peace efforts may also be nominated.

The candidate must be nominated using the Nomination Form located on the Medway Public Schools website in the Quick Links section. The form, along with any supporting documentation, should be submitted to the superintendent of schools by May 1 each year. The school committee will make an announcement for submission of names at the first meeting in March; and the superintendent's office will send a press release to the local newspapers and post the announcement on the school district's website.

After names have been submitted by May 1 to the superintendent, the superintendent's office shall send a letter to the candidate(s) or their families to advise them the nomination has been made.

The first review of the letters of recommendation will take place at the first school committee meeting following May 1. Voting will be placed on the agenda for the next school committee meeting in May or at the first meeting in June. The process will be completed prior to the close of each school year.

A simple majority vote of the school committee will place the candidate's name on the plaque. Up to five candidates will be approved each year. Applications can be resubmitted if not accepted in a given year.

The list of approved candidates will then be given to the superintendent, who will arrange to have the names placed on the plaque in a ceremony to be held no later than November 1st of the following school year.

The superintendent and school committee will notify the final candidates' families in writing and copy all town boards and committees, as well as the local news media on this achievement.

First Reading: **September 4, 2008**

Approved: **September 18, 2008**

Revised: **July 21, 2016**

Office of the Superintendent
Medway Public Schools
45 Holliston Street, Medway, MA 02053

**BURKE-MEMORIAL SCHOOL PLAQUE
2017 NOMINATION FORM**

Please print:

Nominee:

(Last) (First) (Middle)

Current Address:

(Street Address) (City/State/Zip)

Nominee: Living Deceased

If deceased, nearest living relative:

(Last) (First) (Middle)

(Street Address) (City/State/Zip)

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Service to Town or School

Committee/Board/Other: _____

Years Served: _____

Role(s): _____

Committee/Board/Other: _____

Years Served: _____

Role(s): _____

Committee/Board/Other: _____

Years Served: _____

Role(s): _____

Committee/Board/Other: _____

Years Served: _____

Role(s): _____

Committee/Board/Other: _____

Years Served: _____

Role(s): _____

Volunteerism

Organization: _____

Years Served: _____

Role(s): _____

Organization: _____

Years Served: _____

Role(s): _____

Organization: _____

Years Served: _____

Role(s): _____

Organization: _____

Years Served: _____

Role(s): _____

Organization: _____

Years Served: _____

Role(s): _____

Military Service

Branch: _____

Years Served: _____

War(s) Served In: _____

Please note on the lines provided below the significant and/or memorable contribution to the town/school community:

(If needed, please attach a separate sheet of paper or other attachments)

Name as it should appear on the plaque (including military title/rank if appropriate):

Recommended by (your name):

(Last) (First) (Middle)

(Street Address) (City/State/Zip)

Relationship to nominee: spouse child other: _____
(specify)