Glen Eira City Council's *Student Achievement Awards* recognise and encourage outstanding achievements by students who attend secondary schools within the municipality.

Student Achievement Awards — Year Level Awards

Year Level Awards are awarded to students who have demonstrated an outstanding achievement, leadership skills, volunteering pursuits and/or role model behaviour at school or within the community.

Glen Eira secondary school principals can nominate one student per secondary year level.

Nominations are made online and must be endorsed by the principal.

Students nominated for the *Year Level Awards* will receive a non-cash prize to the value of $40*.

Student Achievement Awards open Monday 18 October and close Friday 19 November (5pm).

Candidate for the Glen Eira Young Citizen of the Year

In recognising student contributions to the school and local community, principals are encouraged to identify one of their *Year Level Award* nominees as a candidate for *Glen Eira Young Citizen of the Year.*

To be eligible, the student must be listed on the last page of the *Student Achievement Awards* online form to ensure that the official *Young Citizen of the Year Award* nomination form can be forwarded to the school.

Please note: the proposed candidate for *Glen Eira Young Citizen of the Year* must be a resident of Glen Eira and must also be nominated for a *Year Level Award*.

The student nominated for the *Student Achievement Award* and *Young Citizen of the Year Award* will receive a non-cash prize to the value of $100*.

Glen Eira Young Citizen of the Year

The *Glen Eira Young Citizen of the Year* is a prestigious award that recognises the achievements of a young Glen Eira resident under the age of 25 as of 31 December 2021.

The *Young Citizen of the Year Award* nominations will open late 2021.

*Any prizes awarded will aim to support local Glen Eira businesses where possible.

Starting a nomination form for your school

1. Go to: gleneira.smartygrants.com.au

2. Click 'Student Achievement Awards 2021'.

3. Click 'Log In' at the top of the page.

4. Register using your school's name, generic email address and password.

5. Click 'Continue' to confirm your registration. **Please note:** you should write down the registered email address and password so it can be shared between staff members to complete the same nomination form for your school.

6. Click 'Start a Submission'.

7. Fill in the form and save your progress regularly.

Please note: you can download the nomination form as a PDF file, whether draft or completed, by clicking 'Download PDF' at the bottom of the nomination form navigation panel.

Completing a nomination form within a team

1. A number of people can work on a nomination form using the same log in details as long as only one person is working on the form at a time.

2. If you wish to leave a partially completed nomination form, you must press 'Save' and 'Log Out'.

3. To reopen your school's nomination form, go to gleneira.smartygrants.com.au and log in with the same details.

4. Click 'My Submissions' at the top of the page and click on 'Student Achievement Awards 2021' and continue where you left off.

Submitting your nomination form

1. You will find a 'Review and Submit' button at the bottom of the 'Form Navigation' panel to review your nomination form before you submit it.

2. Once the form has been submitted, no further changes can be made.

For further information on the guidelines or online application form, contact Council's Youth Services on 9524 3676.