

# CERTIFICATE OF APPRECIATION

## For Presentation upon Completion of Service on a Board, Council, or Commission of Catholic Education Order Form:

Everyone likes to be appreciated. Receiving expressions of gratitude for a job well done is key to a person's sense of satisfaction with the task and coworkers, and to his or her willingness to again give time and energy when asked to do so on another occasion. A certificate of appreciation is an easy, time-honored way to maintain bonds and to establish a tradition.

Each certificate is printed on formal certificate paper, with an official NCEA gold seal, and is ready for your signature. It is mounted in an elegant navy blue presentation folder and can be removed for framing. Perfect for diocesan, local, regional, or any type of board, council, or commission.

Use a separate form for each certificate ordered, but you may combine payment.

### **Information to be printed on the certificate:** *(Please print or type as you want it to be printed.)*

Name of person being recognized \_\_\_\_\_

Name of the board/council as it will appear on certificate  
\_\_\_\_\_

City and state of the board \_\_\_\_\_

Number of years of service being recognized \_\_\_\_\_

Date to be presented \_\_\_\_\_

Name of person who will sign the certificate \_\_\_\_\_

Title of person signing (principal, president, superintendent, etc.) \_\_\_\_\_

### **Person ordering this certificate:**

Name \_\_\_\_\_

Institution Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_



**National Catholic Educational Association**  
Boards and Councils Department

**PAYMENT:**

(Select one of the following forms of payment. We will not send an invoice.)

Total \$ \_\_\_\_\_

☐ Check enclosed (Made out to NCEA)

☐ Credit Card

Master Card ☐ Visa ☐

Name on card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

(Allow at least 3 weeks for regular delivery.)

**Send a separate copy of this form plus \$15 for each certificate (includes U.S. postage) to:**

NCEA Department of Boards and Councils  
1005 North Glebe Road • Suite 525  
Arlington, VA 22201  
Fax: (703) 243-0025  
Phone: (800) 711-6232  
Email: [boards@ncea.org](mailto:boards@ncea.org)