
Guidance for Diocesan Award Coordinator

Please share this information with each Award Leader

POPE JOHN PAUL II AWARD LEADERS

To be a Pope John Paul II Award Leader, each Leader must have gone through the vetting and safeguarding procedures through a school or the Diocese. Please liaise directly with your Diocesan Safeguarding Officer.

ANNUAL PROCEDURES AND GUIDELINES FOR THE AWARD COORDINATOR

The Award Coordinator should:

- meet with all Award Leaders at start of each year;
- notify Diocese Safeguarding Officer if there are any new Award Leaders; and;
- introduce the Award to pupils in all schools to encourage enrolment. The Award is voluntary.

Completing Award application and consent forms

ALL Award forms are updated in August/September each year.

The Award application and consent form should ONLY be downloaded from the official Award website. Each form will have the date of the current academic year in top right hand corner.

The Award Leader/Parish Coordinator section of the form has fields that can be typed in using Adobe Acrobat, and can be completed by each Award Leader/Parish Coordinator before printing.

Award Leader/Parish Coordinators do not give out their personal details but they must include their full name and the school address or parish address where they work with a school/office contact number.

A copy should be given to each Award participant for them to complete their own details and sign.

The Award Leader is responsible for gathering each completed application form, the Award fee and the completed the Award Activity Form from each participant. The Award Leader ensures organisations the Award participant is volunteering with comply to all safeguarding and insurance criteria. The Award Leader supplies all completed forms to the Award Coordinator.

It is important that the Award Leader keeps a copy of the completed application form of each participant in their charge.

Encouraging parish involvement

The Award Coordinator should:

- pass list of Award participants in each parish to the parish priest;
- liaise with participants, parish volunteers/council and priests in order to help Award participants get started in their parish; and
- arrange at least one follow up meeting with the Award participants over the year. Promote this in all parish bulletins.

Managing record forms and the Award reflection

Award participants complete the number of hours required in both parish and social strands in accordance with their chosen level. It is important to get the Record Card signed by activity facilitator regularly.

When the total hours have been completed, Award applicants will then write/record their Reflection and forward it along with their Record Card to the Award Leader.

Ratify record cards and Award reflections

The Award Leader collates and sends each Record Card and Reflection along with the Award participants photograph to the Award Committee.

Each Award participants Record Card and Reflection are ratified by the Award Committee.

Annual Award Ceremony

The Award coordinator notifies each Award Leader and Award participant of the date and details of Annual Award Ceremony.

Family and parish representatives are invited to the ceremony by the Diocesan Award Office.

