

# RECORD CARD GUIDELINES

## POPE JOHN PAUL II AWARD

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To achieve the Pope John Paul II Award, you are required to make an on-going commitment to complete parish and social awareness activities each week. These activities should be recorded on the Award Record Card which can be downloaded from the Award website.

### Completing the Award Record Card correctly

- You must only complete one parish AND one social awareness hour/activity each week.
- Record Cards must be signed by the activity facilitator when you, the Award participant completes EACH hour/activity. *The Record Card should not be signed as a block or as a repeated signature at the end of a period of hours.*
- You are responsible for ensuring the Record Card is signed at the end of each hour/activity. The Record Card should be carried with you when completing Award activities. Printing the Record Card on card instead of paper or keeping it in a poly pocket is helpful.
- You can complete your parish hours in a local parish of your choice. You can use reading at school masses, taking part in school liturgies, etc, as some of your parish hours but only up to a maximum of 50% of the hours in your chosen Award level. The remaining 50% should be carried out in the actual parish.
- You can use peer mentoring, homework clubs, tutoring, Guardian Angel Scheme, Dissolving Boundaries Project or similar, as some of your social awareness hours but only up to a maximum of 50% of the hours in your chosen Award level. The remaining 50% should be completed outside of school hours and in the community. For example, 10 hours of the Gold Award could be for the homework club and 10 hours for volunteering in a charity shop.
- Participants who are members of Youth Groups such as SEARCH, Youth 2000, Alpha Youth and the IOSAS (Island Of Saints And Scholars) Community can use their attendance at the weekly meetings as 1 Top-Up. Any work outside the weekly meetings can be used as additional hours.

### Gold Award Activities

- Parish Involvement - 1 hour x 20 weeks
- Social Awareness - 1 hour x 20 weeks
- Day Activity (5 hours or more) - recorded as 2.5 hours
- Weekend Activity (2-3 days) - recorded as 4 hours
- Week Activity (5 days or more) - recorded as a Top-Up of 6 hours

### Silver Award Activities

- Parish Involvement - 1 hour x 14 weeks
- Social Awareness - 1 hour x 14 weeks
- Day Activity (5 hours or more) - recorded as 2 hours
- Weekend Activity (2-3 days) - recorded as 3 hours
- Week Activity (5 days or more) - recorded as a Top-Up of 4.5 hours

### Bronze Award Activities

- Parish Involvement - 1 hour x 8 weeks
- Social Awareness - 1 hour x 8 weeks
- Day Activity (5 hours or more) - recorded as 1.5 hours
- Weekend Activity (2-3 days) - recorded as 2 hours
- Week Activity (5 days or more) - recorded as a Top-Up of 3 hours

### Papal Cross Award Activities

- Parish Involvement - 1 hour x 26 weeks
- Social Awareness - 1 hour x 26 weeks
- Day Activity (5 hours or more) - recorded as 3 hours
- Weekend Activity (2-3 days) - recorded as 4.5 hours
- Week Activity (5 days or more) - recorded as a Top-Up of 7.5 hours