



The Pope John Paul II Award

Guidelines for Completing Record Card

1. Record cards should be signed by facilitators as the participant completes an activity or hour. The record card should not be signed at the end as a block signature.
2. The participant is responsible for getting the record card signed and should carry it with them when they are completing activities (printing the record card on card instead of paper or keeping it in a poly pocket is helpful).
3. The participants complete their parish hours in a local parish of their choice. However, they can use reading at school masses/taking part in school liturgies, etc, as some of their parish hours but only up to a maximum of 50% for their chosen level. The other 50% should be carried out in the actual parish.
4. The participants can use peer mentoring, homework clubs, tutoring, guardian angel scheme, dissolving boundaries project, etc, as social awareness hours but only up to a maximum of 50% of their hours for the chosen level. The other 50% should be completed outside of school hours and in the community. For example, for a Gold Award - 10 hours could be for the homework club and 10 hours for volunteering in a charity shop.
5. The participants who are members of Youth Groups such as COR, Search, Youth 2000 and the IOSAS 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.
6. The award requires young people to make an on-going commitment and therefore they should only record one hour/activity per week in each strand.
7. There are additional hours available for day commitments or weekend commitments as follows:

Gold Award

Day activity (5 hours or more) can be recorded as 2.5 hours

Weekend activity (2/3 days) can be recorded as 4 hours

Week activities (5 days or more) can be recorded as a Top-Up - 6 hours

Silver Award

Day activity (5 hours or more) can be recorded as 2 hours

Weekend activity (2/3 days) can be recorded as 3 hours

Week activities (5 days or more) can be recorded as a Top-Up - 4.5 hours

Bronze Award

Day activity (5 hours or more) can be recorded as 1.5 hours

Weekend activity (2/3 days) can be recorded as 2 hours

Week activities (5 days or more) can be recorded as a Top-Up - 3 hours