

# 2022 Annual Diocesan Committee Report and Quality Diocesan Committee Award Application

## User's Guide

### FREQUENTLY ASKED QUESTIONS

#### ***When can the application be submitted?***

The online application will be available from November 1, 2022, until **March 15, 2023**.

#### ***Who can submit the application?***

Preferably, the committee chair would complete the online application, but the chaplain or diocesan liaison can also complete it.

#### ***Why has the diocesan annual report been merged with the quality diocesan committee award application?***

Previous applications required committees to “provide your Regional Chair a diocesan year-end summary of activities of your committee, including strengths and areas needing improvement” and to “send a report to your Regional Chair that identifies the number of religious awards presented. Include numbers of participants attending other programs offered by your diocesan committee.” Standardizing the report will hopefully reduce the reporting burden on committees and improve the usability of the data collected.

#### ***What information will I need to complete the application?***

The information you want to have when completing the application is on page 2.

#### ***Do I need to complete the application in one sitting?***

No, you can save your progress by clicking “Save” on the bottom right of the form and sending a link to your e-mail so you can continue editing the application later.

#### ***Does our chaplain or diocesan liaison need to sign the application?***

Your chaplain and diocesan liaison do not need to sign the application. They will automatically receive a copy of the application by e-mail when you submit it.

#### ***Can I get a copy of our application?***

Your confirmation e-mail will include your responses in the body of the e-mail and as a PDF attachment. You will also receive a copy of the approved report from your region chair. All e-mails will come from [notifications@cognitofrms.com](mailto:notifications@cognitofrms.com).

#### ***What if I need to edit a response after I have submitted the application?***

Please contact Allan Medwick at [allan.medwick@catholicscoutingkzoo.org](mailto:allan.medwick@catholicscoutingkzoo.org) to submit any changes.

***What if our committee did not meet the criteria for the Quality Diocesan Committee Award?***

Please submit your annual diocesan committee report using the online form. We encourage you to work with your regional chair on ways to meet the quality diocesan committee award requirements next year.

***Are the Quality Diocesan Committee award requirements the same as last year?***

We updated the requirements and added new objectives. Please see page 3 for more information.

***Who should I contact if I have any technical issues?***

If you have questions about completing the online form, please contact Allan Medwick at [allan.medwick@catholicscoutingkzoo.org](mailto:allan.medwick@catholicscoutingkzoo.org) or (267) 872-0336.

## INFORMATION YOU WILL NEED

*Committee Chair Contact Information*

- Mailing Address
- E-mail / Telephone Number
- BSA ID (if applicable)

*Chaplain Contact Information*

- Mailing Address
- E-mail / Telephone Number
- BSA ID (if applicable)

*Diocesan Liaison Contact Information*

- Mailing Address
- E-mail / Telephone Number

*Directory Information*

- Website and Social Media Links
- Number of Committee Meetings Held
- Number of Active Committee Members
- Approximate Number of Trained Religious Emblems Counselors
- List of BSA Councils with which you work

*Catholic-Sponsored Units*

Number of Catholic-sponsored packs, troops, crews, ships, and posts

*Committee Self-Assessment*

- Committee Strengths
- Areas for Improvement

- Ideas on how the regional chair and NCCS can better support your committee

*Youth and Adult Awards*

- Number of youth awards presented
- Number of adult awards presented

*Local Awards and Medals*

- Name of Award
- Number of Awards Presented
- Link to Award Website
- Description

*Adult Training*

Number of Emblems Counselors Trained

*Committee-Sponsored Events*

- Name and Date of Event
- Attendance
- Event Description

*Additional Comments*

*Attachments (Optional)*

- Event Flyers and Materials
- Newsletters and Other Communications
- Training Materials
- Bylaws/Position Descriptions

## QUALITY DIOCESAN COMMITTEE AWARD OBJECTIVES

### REQUIRED OBJECTIVES

#### ***Catholic Events and Programs***

Conduct a Catholic retreat, day of recollection, pilgrimage, faith walk, or history-themed program.

#### ***Promotion of the Religious Emblems Program***

Promote and work to increase the number of religious emblems and awards presented over prior years for youth and adults.

#### ***Catholic-Chartered Unit Formation and Growth***

Promote the formation of new Catholic-chartered units and the retention of existing units through outreach to pastors and diocesan leadership.

#### ***Sharing Information with Units***

Keep the units in the diocese informed of Catholic events during the year. The contact does not need to be in-person; it can be done by phone, e-mail, social media, or other means.

#### ***Adult Leader Training***

Offer an adult leader training program (e.g., religious emblems counselor training) or the National Catholic Leadership Development program. This activity can be conducted with neighboring dioceses.

### OPTIONAL OBJECTIVES (MUST COMPLETE AT LEAST 5).

#### ***Diocesan Scout Mass, Convocation, or Awards Ceremony***

Host a diocesan Scout Mass or Convocation and invite the (Arch)Bishop and other clergy. This event may celebrate Scout Sunday, an awards ceremony, or other appropriate occasion.

#### ***Relationships with Diocesan Entities***

Build and maintain relationships with diocesan programs and entities that provide ministry to youth (e.g., the Catholic Youth Organization/CYO, Faith Formation, Family Life, Hispanic and other culturally-focused ministries, and Evangelization).

#### ***Relationships with Local Council and Districts***

Build and maintain relationships with local councils and districts. For example, have council/district liaisons for each council and district in your diocese, have at least one committee member serve on the council's Religious Relationships Committee, or have at least one committee member serving as an Assistant District/Council Commissioner for Catholic Units.

#### ***Chaplaincy and Mass Coverage Planning***

Develop and implement a plan to have chaplaincy at a local council's Scout camp or mass coverage for district/council camporees, trainings (e.g., Wood Badge), or other events.

***Event and Activities Promotion***

Present your committee's schedule of activities at a council/district roundtable; University of Scouting; Scout expo, preview, or kick-off event; or training event. Publicize activities on local council and Diocesan websites and social media.

***Social Media or Web Presence***

Host a website for Scouters to obtain information about the committee; include links to [www.nccs-bsa.org](http://www.nccs-bsa.org), [www.catholicscouting.com](http://www.catholicscouting.com), and the Catholic Scouting Facebook group.

***Promotion of the Pope Saint Paul VI National Catholic Unit Excellence Award***

Promote and encourage Catholic-sponsored units to participate in the Pope Paul VI National Catholic Unit Excellence Award program.

***National Training and Events Promotion***

Promote adult attendance at Scouting in the Catholic Church, Scouting in the Local Church, and the NCCS Annual Meeting. Promote youth attendance at the St. George Trek.

***NCCS Annual and Regional Meeting Attendance***

Attend the NCCS Annual Meeting or a regional training event/meeting.