

ARCHDIOCESE OF HARTFORD RELIGIOUS EMBLEM BOARD OF REVIEW POLICY GUIDELINES

Ad Altare Dei Pope Pius XII

The Archdiocese of Hartford Catholic Committee on Scouting has established a new process for boards of review that are held at the conclusion of the Scout's completion of the Ad Altare Dei or Pope Pius XII Religious Emblems programs. It is now required that the counselors or facilitators of these programs submit notification to the Catholic Committee of the proposed board of review members, date, time and location. The purpose of this requirement is to maintain a list of boards of review information to serve as an opportunity for other Scouts who may be in need of a review.

Once the counselors or facilitators have completed the above noted Programs with your Scouts and are ready to hold a board of review, please follow the guidelines listed below with respect to planning your review, completing the attached form, and forwarding it to the Catholic Committee for approval within the designated time frames.

- Schedule Board of Review and forward the completed attached form to the Office of Religious Education by the first 1st week in January
- Counselors should receive Catholic Committee approval by 1/15/XX.
- The counselor or facilitator will send a notice of the board of review to the District Catholic Committee or Representative, District Executive, District Chairman, and District Commissioner within five days of approval. The counselor or facilitator will follow up to insure the board of review is appropriately publicized prior to 2/1/XX
- The Catholic Committee will post the date, time, and place of Boards of Review on the Office of Religious Education website by 2/1/XX
- Boards of Review to take place no later than 3/10/XX
- All completed applications for the above noted religious Emblems Programs with all appropriate signatures and payment for the awards must be received at the Office of Religious Education before 3/15/XX.

**REQUEST FOR CATHOLIC SCOUTING
RELIGIOUS EMBLEM BOARD OF REVIEW**

Council: _____

District: _____

I/We hereby submit the following request for a Board of Review for Catholic Scouting
Awards: Please circle one: Ad Altare Dei, Pope Pius XII

Date: _____

Time: _____

Place: _____

Means of Publication : _____ (not later than 30 days prior to Board
of Review)

Proposed Board members:

I hereby certify that at least one Board member has completed Adult Religious Emblems Counselor Training, has completed Virtus Training, is current with Youth Protection Training and registered as a Religious Emblems Counselors with the Archdiocese of Hartford Office of Religious Education. Others on the board must be practicing Catholics and may also include 2 Catholic Scouts who have earned the award which the board is reviewing. I further certify that the Board of Review will be conducted in conformity with the rules and regulations of the Catholic Committee on Scouting and the Boy Scouts of America.

Respectfully submitted,

Catholic Committee member

Address _____

Telephone _____

E-Mail _____

Approved on _____ by _____

Catholic Committee Chaplain,
Chairperson, Emblems Chairperson, or Committee Secretary

Forward form to:
Archdiocese of Hartford Office of Religious Education
Catholic Scouting Division

467 Bloomfield Avenue, Bloomfield, CT 06002

Phone: (860) 243-9465 ext 2675, Fax: (860) 243-9690 E-Mail: JMcClintock@adh-ore.org