

Pope John Paul II Award



Award Participant Registration Process

As the Award Leader it is hoped that you will guide participants through the registration process and also coordinate the activities if you have several young people wishing to take part. The following is a simple guide to help you through the process.

Step 1 – The young person (or you the Award Leader) will log onto the Pope John Paul II Award web site. www.thepopejohnpauliiaward.com

Step 2 – Select Diocese of **Hexham and Newcastle** from the list of participating Dioceses on the right-hand side of the home page.

Step 3 – Under the box titled Downloads, select **Application Form** from the list and print the form. (Note: the form within the **Hexham and Newcastle** section must be used. If you download the form from the site home page the wrong version will be provided)

Step 4 – The participant and her/his parents must complete the form.

Notes for completing the form:

- (i) The form is the **consent form** as well as providing details of the participant so appropriate signatures must be provided.
- (ii) The parish attended should be the church the participant hopes to use to do their parish work (not necessarily the closest to where they live). Where a parish has several churches then the specific church details should be provided.
- (iii) If the Award Leader is working with several potential participants, it may be helpful to print the form off double sided in advance and fill in their details under the Award Leader section and sign it. You can then provide forms to the young people pre-populated with your details and save you work later

Step 5 – If possible collect all the forms together, along with the **payment** (£15 registration fee per participant) and send them off to:

The Pope John Paul II Award
Youth Village
Pemberton Road
Allensford
Consett
DH8 9BA

Step 6 - Under the box titled Downloads, select **Record Cards**. This will take you to a page with several downloads (including the Hexham and Newcastle Handbook) scroll down the page and select the appropriate Record Card i.e. Gold, Silver or Bronze and print it for the participant. (Note: for the participants this is the most important document and they must keep it in good order for the full duration of their involvement in the award. It will need to be handed in to us when the Award has been completed so we can do the necessary verification.)