

Ad Altare Dei and Pope Pius XII Religious Emblems Boards of Review

Background

Each year, the Catholic Committee on Scouting in the Archdiocese of Los Angeles (CCSALA) presents the Ad Altare Dei and Pope Pius XII Religious Emblems at a special Mass at the Cathedral of Our Lady of the Angels in downtown Los Angeles. On average there about 140 Scouts each year, throughout the archdiocese, that are honored.

Each Scout recipient, their counselor(s), their parish pastors, and the Scout Executives for their respective councils will receive a mailed invitation to this event. In all, CCSALA expects to mail about 260 invitations each year.

In advance of this event, the member councils within CCSALA conduct their Boards of Review for the recipients, usually in the March time frame. However, CCSALA needs to order the medals and parent pins before the Boards of Review, usually in February, so that sufficient time is allowed for processing and shipping.

Previously, CCSALA would ask all counselors and facilitators to confirm the medal quantities in February so that the order could be placed. Then all the other information was gathered at the Boards of Review. In CCSALA, the award processing would commence in April after all member councils had completed their Boards of Review.

With the sheer amount of data entry for the entire archdiocese, it has been very challenging to ensure that all awards are properly ordered on time and to complete all award processing by the time of the presentation Mass in May.

This necessitated a change in our process.

The Award

At the Board of Review, a fee of \$25 will be collected from each Scout. This fee covers the cost of the medal (either Ad Altare Dei or Pope Pius XII) and one miniature parent pin. Additional parent pins may be purchased for \$5 each.

For example:

1 medal and 1 pin (total) = \$25

1 medal and 2 pins (total) = \$30

The New Process

All of the required information will be collected by a data entry form found at the CCSALA website. The page may be accessed from the Board of Review page (www.ccsala.org/bor.html) – look for specific information and a link at the top of this page.

Note: Each Scout is still required to present a completely signed sheet from their workbook. The new process does not change this.

Prior to entering the information on the website, the counselor will need to gather the following information for each Scout:

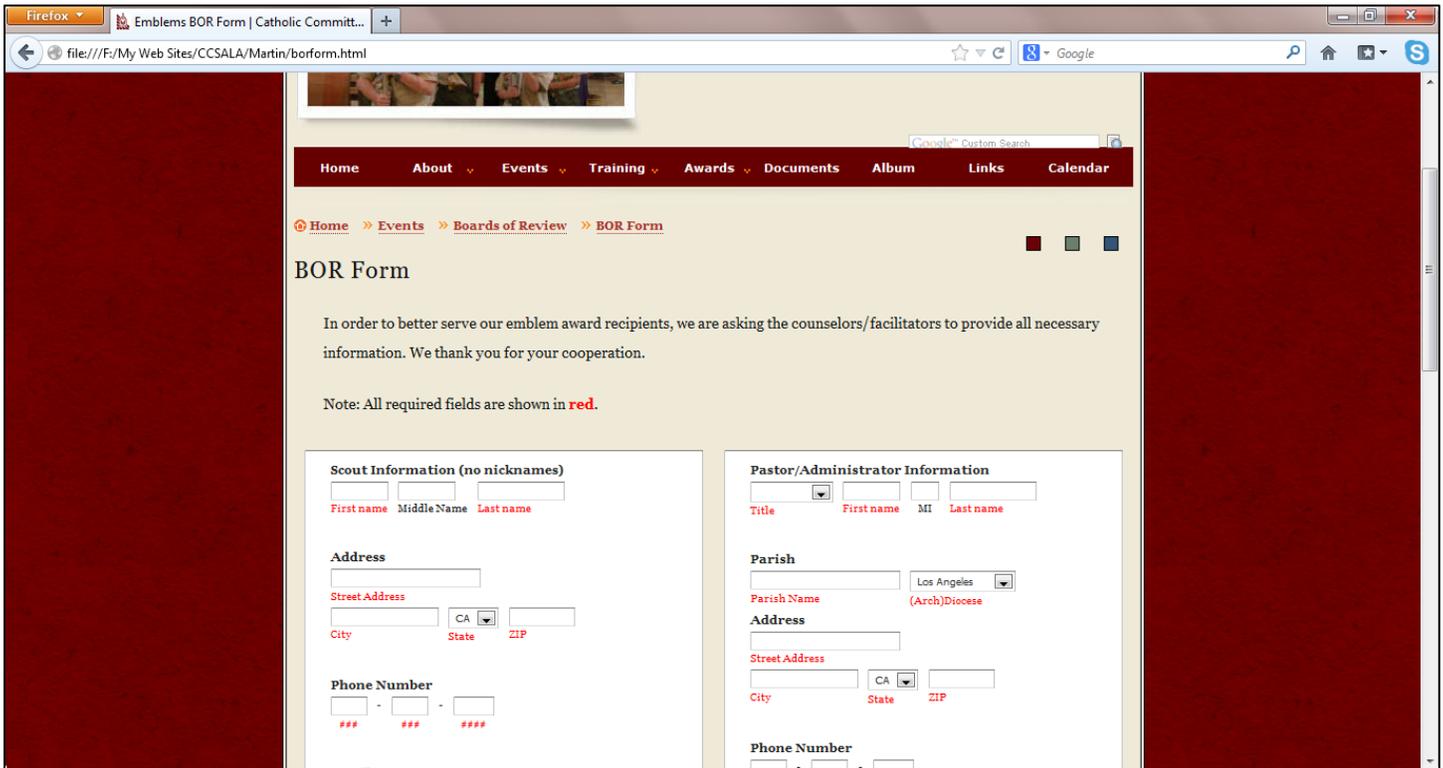
- Scout Information
 - Name
 - Address
 - City, State, ZIP
 - Phone number
 - Email address (optional)
 - Unit information
 - Desired Location for Board of Review
- Award information ⇐ See Note 1.
 - Award Type (Ad Altare Dei, Pope Pius XII)
 - Number of additional parent pins
 - Any prior religious emblems earned (used to determine if Chi Rho Award can be presented).
- Pastor/Administrator Information
 - Name
 - Parish Name
 - Parish City, State, ZIP
 - Parish phone number
- Counselor Information (main counselor)
 - Name
 - City, State, ZIP
 - Phone number
 - Email address ⇐ See Note 2.
- Counselor Information (secondary counselor) – Optional, see Note 3.
 - Name
 - City, State, ZIP
 - Phone number
 - Email address

Notes:

1. For the purposes of this form, we only need to know the desired quantities. The corresponding monetary amounts will be collected at the time of the Board of Review. Please ensure that the desired totals have been entered correctly, as those amounts will be used place our medals/pins.
2. The main counselor's email address is used for sending the confirmation email. Great care should be taken to ensure that this address is entered correctly. The confirmation email will provide a good secondary check that all data entry was performed correctly.
3. Although the information for the secondary counselor is optional, if the information is supplied, that person will also receive a mailed invitation.

Data Entry

Once all the needed information is known, access the Board of Review page (www.ccsala.org/bor.html) and follow the link to the Board of Review Data Entry page. The Data Entry page will look similar to Figure 1 below:



The screenshot shows a web browser window with the address bar displaying "file:///F:/My Web Sites/CCSALA/Martin/borform.html". The page title is "Emblems BOR Form | Catholic Committ...". The browser's search bar contains "Google". The website's navigation menu includes "Home", "About", "Events", "Training", "Awards", "Documents", "Album", "Links", and "Calendar". The breadcrumb trail is "Home > Events > Boards of Review > BOR Form". The main heading is "BOR Form". Below the heading is a paragraph: "In order to better serve our emblem award recipients, we are asking the counselors/facilitators to provide all necessary information. We thank you for your cooperation." A note states: "Note: All required fields are shown in red." The form is divided into two columns. The left column is titled "Scout Information (no nicknames)" and contains fields for "First name", "Middle Name", "Last name", "Address" (with sub-fields for "Street Address", "City", "State", and "ZIP"), and "Phone Number". The right column is titled "Pastor/Administrator Information" and contains fields for "Title", "First name", "MI", "Last name", "Parish" (with a dropdown menu showing "Los Angeles" and "(Arch)Diocese"), "Address" (with sub-fields for "Street Address", "City", "State", and "ZIP"), and "Phone Number". All required fields are highlighted in red text.

Figure 1. Board of Review Data Entry Form

All required information is indicated in **red font**. Once all required information is entered, press the red "Submit" button at the bottom of this page to forward the information to the awards processor.

The counselor will receive a confirmation email sent to the email address supplied above.

There will be a thank you message similar to the Figure 2 below.

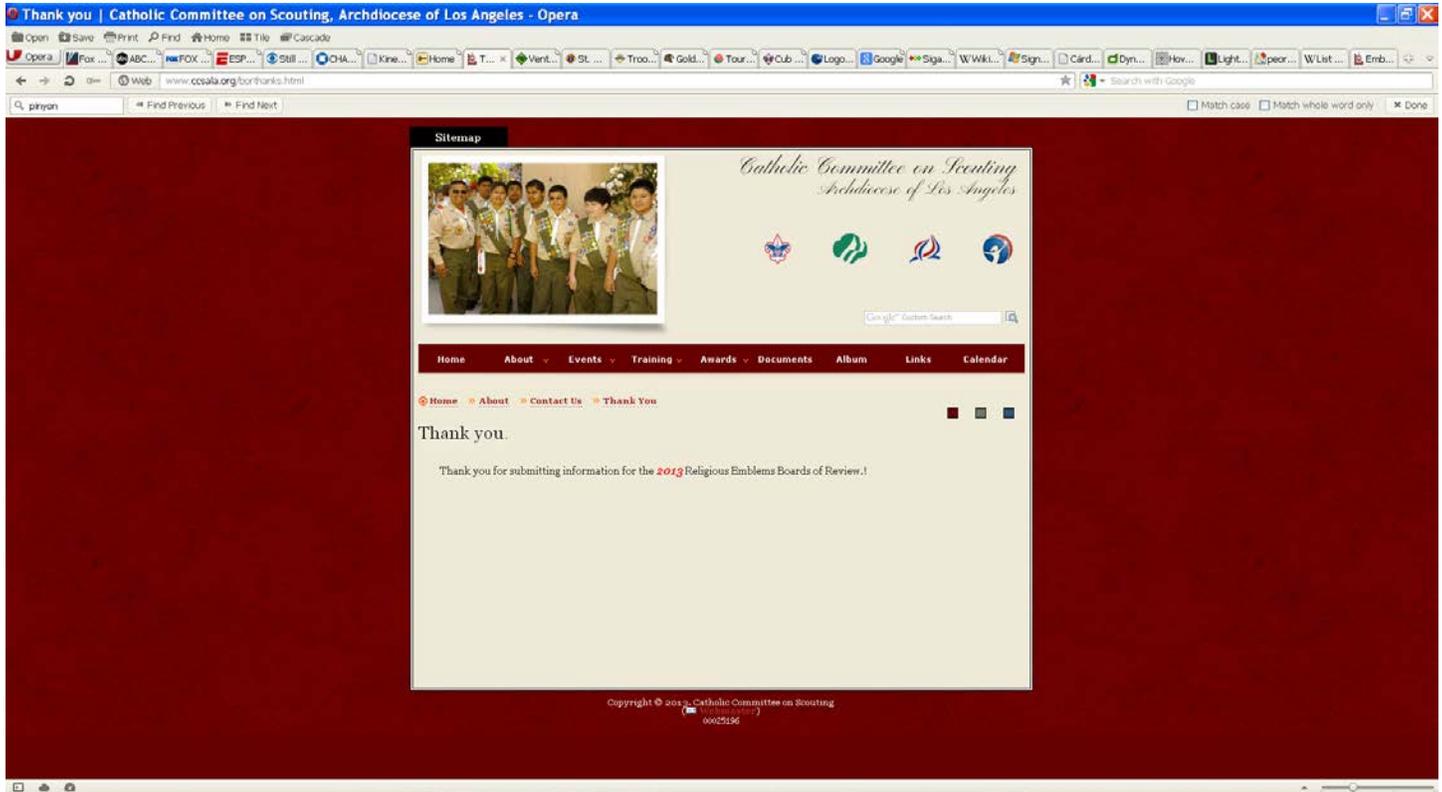


Figure 2. Thank You page after Successful Submission.

Failure to supply all required information will result in an error page that identifies the missing items. At an error page, pressing the browser's "Back" button (usually a Left arrow) will return to the previous page, where all previously entered information is still present, and will therefore allow the entry of the missing information. Press the Submit button when all information has been supplied.

For a counselor with multiple Scouts:

If a counselor has multiple Scouts, it is recommended to first enter all information correctly for the first scout, and then submit it using the "Submit" button. This is the process explained above.

After successfully submitting the information for the first Scout, and arriving at the "Thank you" screen described above, most browsers will allow you to use their "Back" button (usually a Left arrow) to return to the data entry screen, with all your previously entered data already present. A convenient side-effect of this is that the common information for the next Scout will already be present.

At this point, only the necessary fields pertinent to each new Scout will need to be updated. However, at a minimum, the counselor information will not need to be changed.

It is still a very good practice to meticulously verify all the information on each screen before pressing the submit button.