AD ALTARE DEI YOUTH MANUAL – ELECTRONIC VERSION (e-AAD)

FAQ'S—ANSWERS AND RECOMMENDATIONS

Ad Altare Dei Religious Emblem—general statements

- ➤ The intent of the Ad Altare Dei religious emblem is to help youth members, currently registered in BSA who are of the Roman Catholic rite, develop fully a Christian way of life within their parishes.
- ➤ The program is *NOT* designed as a substitute for any formal religious education program offered in a parish.
- ➤ Ad Altare Dei is designed to be administered by a trained and a Safe Environment certified religious emblems counselor no matter if the *Ad Altare Dei Youth Manual* (2014 edition, hard copy Printed version) or e-AAD is used.
- ➤ Completing the Ad Altare Dei program demonstrates that Scouting is youth ministry.
- ➤ A Scout's Oath to "do my duty to God" is also demonstrated through the completion of the emblem.

Comments related to the use of the Electronic Version of the Ad Altare Dei Youth Manual (e-AAD)

Benefits and features of the e-AAD

- ➤ A Scout will have his/her own electronic workbook. The workbook is linked with the Counselor(s).
- ➤ A Counselor can view the work completed by all Scouts in the group, but Scouts cannot view the work of other Scouts.
- ➤ Parents can log into the Scouts workbook to check their progress if desired.
- ➤ The e-AAD is not meant to substitute for group meetings. It is an alternative method for the workbook and not a stand-alone means to accomplish earning Ad Altare Dei.
- ➤ The e-AAD can be used in special circumstances when a group is not readily available or desirable (Lone Scout, geography, differing learning abilities, social interaction concerns etc.)

- With the advent of ZOOM and other virtual meeting venues, the use of the e-AAD is enhanced. Two deep leadership for youth protection must always be implemented, no matter the venue.
- The Ad Altare Dei Youth Manual - electronic version (e-AAD) has the <u>same content</u> as the Printed version. The e-AAD is simply an <u>alternative method </u>of recording and approving answers by the Scout and Counselor.
- The e-AAD is essentially a copy of the 2014 edition of the AAD Youth Manual with the exception of a change in wording in the Introduction Chapter.
- All requirements in the AAD Youth Manual (hard copy Printed version) are the same. The content has not changed. Thus, all service projects included in the program are still required.
- Features *within* the e-AAD include links to the *New American Bible* on the USCCB website and approved YouTube videos of an Ordination to the Priesthood, Marriage Ceremony and Baptism.
- For ease in carrying out the program for both Scouts and Counselors, all Scouts in the AAD group should use the same format (all e-AAD or all Printed version). (If there is a need to mix the formats, that is the decision of the Counselor.)
- The workbook is intended to be accessible only by the Scout, parent and counselors. A unique parent email is required to set up the workbook.
- The content of the workbook is not visible to other diocesan or DCCS personnel.
- Access to the Internet is required. WiFi or a "hot spot" works.
- A Scout must use an electronic device to access the e-AAD. Examples include a desktop PC, laptop, Chromebook, tablet, or Smartphone.
- The workbook is available at all times, 24/7 (barring any problem with the Internet).
- A Scout is trustworthy and as such, is expected to do their own work.

Using the e-AAD

- The <u>Application to Begin Working on the Ad Altare Dei Emblem</u>, generally found in the front of the Printed version of the Manual, can be downloaded and printed out through the e-AAD. A link to the form can be found under the *Foreword* on the landing page or within the Introduction chapter.
- Approval signatures to begin the Ad Altare Dei emblem are to be gained BEFORE starting the program. If needed, the form can be emailed, signed and returned

and the Scout can keep the signed forms in a folder until the Board of Review. Electronic signatures would be accepted as well.

➢ The lead Counselor should keep a copy of the signed Application as a backup.

➢ There should be at least 2 Counselors with a group. More can be included as well. They would all need to be trained and follow the steps to become certified.

➢ The Counselor is able to set the Calendar in the workbook so that each chapter has a start and end date. This is a guideline for the Scout to use when working on requirements. The calendar does not cause anything to "close", but the color coding will show whether work has started or been completed within the time frame. The calendar is visible in the workbooks of all Scouts in the group.

➢ The Counselor can also insert a Class Message that is visible to all Scouts in the group. The message cannot be set for just one Scout.

➢ For Boards of Review, the DCCS can provide a laptop, tablet or other electronic device for the Scout(s) to use to access the workbook to show to the Board Members OR a Scout can be asked to bring their own electronic device. Either could be used but it would be more difficult for the Board to see the workbook on a Smartphone.

➢ A Scout's e-AAD Manual will remain online and accessible by the Scout *for two years.* There should be no concern that the workbook would be deleted before a Board of Review.

➢ If a Scout does not finish the Ad Altare Dei program in the year (session) that was set up, the Scout's e-AAD manual will still be accessible in the future. *Contact the e-AAD Administrator to update the session.*

➢ Work the Scout does in the workbook *must be SAVED before* submitting to the Counselor.

➢ Once saved, the e-AAD would reflect the new work. The e-AAD is backed up so there should never be a loss of the entire workbook.

➢ In order to edit an answer *before* submitting it to the Counselor, the Scout goes to the saved answer and edits the current entry and re-saves the answer. When the Scout is satisfied the answer is complete and accurate, Submit Answer. The response will go to the Counselor and the color changes to orange.

➢ An AAD counselor should obtain and use the *Ad Altare Dei Counselor Guide* (hard copy, 2016 edition). This Guide provides techniques for working with junior-high aged youth and insights into each Chapter and the Sacrament.

➢ It is also recommended that the AAD Counselor have the *AAD Youth Manual* (hard copy Printed version) in order to have their own copy to write notes on for

discussion etc. (Both are available for purchase in the NCCS Online Store. The *Counselor Guide* is part of a Package deal available for Counselors. Click on the image of the blue Religious Emblems brochure to find the Printed Version of the Youth Manual. All items can be added to the Cart.)

Purchasing the e-AAD and other materials

➢ When purchasing the e-AAD, all information in the Checkout form should be entered, including the Session Code provided by the Counselor and names of the Scout and Counselor (typed in under the Notes section at the bottom of the Checkout form). This will help ensure that the Scout is placed in the proper group.

➢ Multiple e-AAD manuals can be purchased by a Counselor or DCCS for Scouts who are enrolled in the same group ***but the required information must be provided to the e-AAD Administrator via email.*** This includes Scout name and address, Parent email, Arch (diocese), Counselor name and Session Code.

➢ The Session Code is created by the e-AAD Administrator who will send it to the Counselor, who will then send it to the parents of group participants.

➢ However, the ***timeframe for the Session is to be sent by the Diocesan Catholic Committee on Scouting to the e-AAD Administrator*** so that the Session Code can be created. For example, the "year" for working on religious emblems could be from July 1-June 30 or from March 1- February 28. The time frame usually depends on the timing of the Boards of Review and annual awards ceremony hosted by the Arch(diocesan) CCS.

➢ Counselors need to complete and have signed the e-AAD Access Application, which can be provided by our NCCS Program Administrator or the e-AAD Administrator. ***The form must be completed, signed and returned to the e-AAD Administrator before a group can be set up***.

➢ In subsequent years, the Counselor can counsel another Group without paying the fee for a new e-AAD Counselor Manual. However, the Counselor would ***need to submit the e-AAD Access Application to the e-AAD Administrator*** in order to confirm compliance in the areas requested and to ensure the contact information is current.

➢ If additional Scouts want to join a group after the group is set up, the Counselor simply needs to provide the information to the e-AAD Administrator, and those Scouts will be added to the group.

<u>Boards of Review</u>

- ➢ It is recommended that each Scout have a folder or small binder to hold their AAD Application, the Puzzle, Prayer Service outlines, photos, drawings and other resources used during the program. The folder or binder should be brought to the Board of Review to share.
- ➢ If the Board of Review is virtual, the items can be scanned into their computer and "shared" on the screen.
- ➢ In order to quickly show that the Scout has completed the workbook, the Scout or Counselor can provide access to <u>the Summary page</u> of the Scout's Progress Report All requirements should show 100% completion and be green in color.
- ➢ It is recommended that a <u>screenshot of the Summary page</u> showing completion of all requirements be saved and included in the Scout's folder or binder. This can be shared on the screen during a virtual Board or the Scout can access that page in the workbook and show it. There is no "certificate" per se.
- ➢ The e-AAD cannot be printed out. However, screen shots can be taken of pages, saved and printed out. Mementos should be kept in the folder or small binder.
- ➢ If a district is split between two dioceses, a group could potentially be created that includes Scouts from both dioceses. The location of the lead Counselor would determine which diocese the group will be formed under. However, the Catholic Scouting committees of both dioceses should be consulted. It is not an issue with setting up workbooks but a courtesy to both committees.

CONTACTS—

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