

FAQs

About the Application

Group Designation

- 1) What if we don't know whether to apply as a Group 1, Group 2, or Group 3 region?** Look at your activities, regular members, leadership and spending for the 2010-2011 year, and consider where you could practically envision success in the coming year. Compare this to the [Group Structure Matrix](#) on page 9 to help you determine the most appropriate group. You can also call or email a staff member, and we're happy to help you sort through the options.

Application Part I: *Mission and Purpose*

- 2) We don't yet have a specific partner school or service project in mind. If we are still trying to identify the specific needs in our area, then how should we answer that first question?** In part, the needs of your region may include the need to find the best way to serve Catholic education locally. You might also want to start with a small project addressing needs you do know of, perhaps from a member's school. You don't need to have an exhaustive list of needs before you begin to address them.
- 3) How should we propose events like masses, meals together, prayer groups, leadership team meetings, etc., that don't directly address the needs of Catholic schools?** Remember that your proposed activity for the year should also address the spiritual and communal needs of your local ACE Advocates. Ask yourselves as you propose each activity, "What/whose needs does this activity address?" and complete the application accordingly. Keeping in mind the call to responsible stewardship, it follows that all activities must address some sort of need.
- 4) How should we fill out the chart if we have more than one event that addresses a single need, or one event that addresses more than one need?** It works best to list one event/activity per line. This may

mean listing a need more than once or listing more than one need in a single first-column cell.

- 5) What if our activities relate to two or three of ACE's pillars?** We recognize that many activities involve more than one pillar. Please give a full description of how your region will respond to spirituality, service, and community.
- 6) How specific do our dates need to be?** We recommend being as specific as possible—setting a master calendar at the beginning of the year has been a “secret to success” for several regions. If you can’t set a particular date, we recommend at least shooting for a specific month.
- 7) With regard to the Group 1, Group 2, and Group 3 requirements, will the ACE Advocates staff count a recurring series of gatherings (e.g. monthly prayer groups, masses and meals) as only one event?** Each gathering counts separately. If your community gets together for ten Mass-and-dinners, then you’ve held ten spiritual development events.
- 8) What do you mean by “point person”?** Through conversations with our regional leaders, we have found that designating a person responsible for overseeing each specific event leads to more successful events and less stressful planning processes. We ask that each of your events, whether it’s a series of monthly masses and dinners or a one-time fundraiser, have a specific leader responsible, with other regional leaders supporting him or her by taking on smaller related tasks. These point people may be members of your Regional Leadership Team, or they may be other active members of your ACE Advocates region.
- 9) What do you mean by “criteria for success”?** For each event, please indicate one or more key measures that you will use to determine whether the event was a success. Think observable! Examples may include the following:
 - Attendance: “An average of 10 members will attend each service day.”
 - Money: “The fundraiser will bring in \$7500.”

- Number of people served: “Our tutoring program will have at least 25 students attend on a regular basis.” “At least 30 local teachers will attend our Teacher Appreciation dinner.”
- Improvement: “We will increase our core group size by 25% by the end of the year.” “We will invite 50% more people to our signature fundraiser.”
- Frequency: “We will attend six school board meetings.” “We will attend our partner school’s functions at least three times as a group.”
- Deadline: “By December, we will have found a partner school and scheduled a spring Service Day.”
- Follow-up Survey: “At least 80% of participating teachers will rate our professional development day as an excellent source of new ideas.”

Part II: Budget

10) Are you requiring regions to apply for funding from other sources? Not necessarily, although we know that many communities, if not most, benefit from some local donations, from service supplies to dinners. However, we have been asked in recent years about opportunities for funding beyond the \$4000 level. We as an organization are able to invest up to the stated limits, but you are certainly welcome and encouraged to form any additional partnerships that will help you take your efforts even further.

11) How specific do you expect our budget to be? We expect some calculations or descriptions to demonstrate that your numbers are logical. Itemize supply purchases as much as you can. Use a \$15 per person maximum for meals. Consult your expenditures from previous years to help determine reasonable numbers. If you would like help, especially if you are a new region and can’t rely on last year’s numbers, please give us a call and

we'd be happy to take a look at our financial records from past years to help you with this process.

- 12) When we list our activities in the budget, should we include those with no cost?** This is up to you. We expect that the activities listed here should align with those listed in Part I of the application, but we realize that some of them (i.e. attending a partner school faculty meeting or Christmas program) may not cost anything. There's no need to list these events in the budget, but if it helps your organization to include them, feel free to do so.

Part III: *Leadership/Statement of Intent*

- 13) Why are Regional Leadership Teams required to meet regularly? Can we just meet when we have an event coming up?** The Regional Leadership Team (RLT) is responsible not only for the success of individual events, but also for the overarching development of the region as an entity. This team ensures that the community is being a good steward of the mission and financial resources of the ACE Advocates. The RLT evaluates its region's efforts and progress, to be sure they are addressing and meeting critical needs in Catholic education, offering quality opportunities for spiritual and professional formation, welcoming new members and partners, and achieving their short- and long-term goals.
- 14) What's the difference between a "point person" and the "Regional Leadership Team"?** The Regional Leadership Team (RLT) is responsible not only for the success of regional events, but also for the ongoing development of the Regional Fellowship (see question #13). Its members meet regularly throughout the year to guide this development. A point person is an individual responsible for leading a specific event or series of events. A region may have members who do not serve on the RLT but who are still particularly poised to take on a leadership role for a particular event. Thus, regions are encouraged to include such members as point people. Certainly, RLT members might also coordinate individual events.

15) What is the Regional Leaders Summit? The Regional Leaders Summit is the only time when leaders from every region gather together to focus on the pressing needs of this movement, especially as these needs relate to the regional network. It is therefore extremely important that all regions be well represented—so much so that the national ACE Advocates budget covers all travel and substitute teacher costs for two members of each Regional Leadership Team. For these reasons, we require two leaders from each region (at least one from Group 1 regions) to commit to attend the Summit before we commit our financial investment for the year. This year’s Summit will be held the weekend of September 30 at Notre Dame.

16) What if my question is not answered here? [Contact a member of the ACE Advocates staff.](#) We look forward to talking with you!