

ACE Advocates for Catholic Schools



**REGIONAL
LEADERS
GUIDE
2011 - 2012**

Welcome *and Thank You!*

June 2011

Dear ACE Advocates Regional Leaders,

First, thank you! We are grateful for the time and energy that you dedicated to supporting Catholic schools on top of your many responsibilities as teachers, administrators, lawyers, business professionals, students, parishioners, and parents.

Then, **we invite you to apply for ACE Advocates' support of your regions' 2011-12 commitment to community, spirituality, and service to Catholic schools.**

For those regions already in our network, this year's application is largely the same as last year's, with only minor edits based upon your feedback. One particular item to note when preparing your proposal: **pay special attention to your regions' successes, challenges, and 2010-11 expenditures.** We've found that many regions have previously requested significantly more than they end up spending. While we appreciate such sound stewardship, we hope this year to approve investments that are more in line with actual spending so that we can redirect funds to other activities and programs. Your year-end report (due on June 30), as well as your previous expenditures, will be considered when your proposal is reviewed and resources are divided.

Here are some highlights of the application process:

- If your region is applying for the first time and you haven't already been in touch with a member of the Advocates staff, contact us at aceadvocates@nd.edu.
- We will send you a link to an online Google Workbook, which includes a blank application.



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- Apply as a Group 1, Group 2, or Group 3 Region of the ACE Advocates for Catholic Schools. This guide, especially the matrix found on page 9, will be helpful to you in completing your application.
 - In this guide we've also provided [regional spending and reimbursement protocols](#) and [frequently asked questions](#).
 - We'll use the pages in the Google Workbook to communicate through the year.
 - Applications will be due **Monday, August 15**; the ACE Advocates staff will be in touch by the end of August regarding funding decisions.
 - If you have additional questions, please feel free to [contact a member of the ACE Advocates staff](#).

As always, we look forward to conversations with you as you plan for the year to come. Again, we can't thank you enough for the work you do to sustain and strengthen Catholic schools.

Warmly,

The ACE Advocates Staff

Fr. Lou DeFra, CSC

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Introduction

As passionate believers in the transformative power of Catholic education, ACE Advocates seek to strengthen, support, and extend the educational mission of the Catholic Church in the United States.

Catholic education is an outstanding apostolate of hope, seeking to address the material, intellectual and spiritual needs of over three million children and students...[Catholic schools'] long-term sustainability must be assured. Indeed, everything possible must be done, in cooperation with the wider community, to ensure that they are accessible to people of all social and economic strata. No child should be denied his or her right to an education in faith, which in turn nurtures the soul of a nation.

Pope Benedict XVI
Address to Catholic educators
Catholic University of America
April 17, 2008

Catholic schools around the country, especially those in our inner cities, face unprecedented challenges. The dramatic decline in consecrated religious teachers coupled with shifting Catholic demographics has led to over 1,600 urban Catholic schools closing their doors and left 500,000 students displaced since 1990. In direct response to these challenges, Frs. Tim Scully, CSC and Sean McGraw, CSC founded the Alliance for Catholic Education (ACE) in 1993. The ACE program has emerged as a powerful means of meeting the urgent need for dynamic, talented, faith-filled Catholic schoolteachers, leaders, and advocates.

So quickly and powerfully has this Spirit-led program grown, in fact, that the late John Cardinal O'Connor, Archbishop of New York, encouraged ACE to see itself as an "apostolic movement" in service to the ministry of Catholic schools. It is a visionary challenge ACE Advocates strive to meet throughout their work on behalf of Catholic education.

Overview

of ACE Advocates Regions

In nearly every American city, latent goodwill exists for Catholic schools and the value they bring to communities. In over twenty cities, members of the ACE movement are harnessing this goodwill and setting it in motion via ACE Advocates Regions – hubs of Catholic school supporters committed to ACE’s pillars of spirituality, community, and service.

ACE Advocates Regions are:

- **Praying communities.** A relationship with God is essential for both an individual and a Christian community, as well as for the work of sustaining and strengthening Catholic schools. Prayer draws ACE Advocates into communion with one another, and inspires their service.
- **Serving communities.** Our service to others flows from the example of Jesus and the conviction that all men and women are connected within the family of God. We believe that Catholic schools are good for children, families, communities, the nation, and the Church, and as ACE Advocates, we work to ensure that a high quality Catholic school education is available to all families who want it for their children.
- **Communities of friendship and collaboration.** In drawing together committed and faith-filled individuals, the Holy Spirit makes present the Body of Christ in new ways. By sharing our lives and talents with one another, we become powerful signs of God's self-gift.

In order to assist regions as they grow in their contributions to the Catholic school community, we invite Regional leaders to apply as either a Group One, Two, or Three region, based on their plans and capacity. This tiered approach allows new regions, as well as regions with new leadership, to have much greater success while encouraging deeper commitments from more established regions.

In Brief

ACE Advocates Talking Points

WHO WE ARE

*A movement
to strengthen
and sustain
Catholic
schools*

ACE Advocates for Catholic Schools is...

People – people like parents and teachers, religious, professionals, and administrators, who love Catholic schools

Building a Network – a national network of like-minded people united by the desire to serve Catholic schools

Which Creates a Movement – a movement of the Holy Spirit to encourage more

commitment to,

support of, and

innovation in Catholic schools.



ACE Advocates offers...

RESOURCES so you can:

Lead a retreat or Bible study

Host a fundraiser

Start a region of advocates in your area

INFORMATION, so you can:

Stay on top of the latest news and policy developments on Catholic schools

Hear from the experts about Parental Choice and the Catholic School Advantage Campaign

Promote access to Catholic schools where you live

WHAT WE OFFER

*Resources
Information
Formation
Communication*

FORMATION PROGRAMS, so you can:

Serve on a Catholic school board

Sponsor Parental Choice efforts in your district or state

Learn to address the latest hot-button issues related to Catholic schools

COMMUNICATION, so you can:

Connect with other Catholic school supporters via social networking on our website, Facebook, and Twitter

Find regular spiritual, service, and community events in your area

Find or post jobs in Catholic education

Catholic schools are "the responsibility of the entire Catholic community." ([United States Conference of Catholic Bishops](#))

ACE Advocates exists to meet that responsibility. To help Catholic school lovers join forces so Catholic education can thrive across the nation. With ACE Advocates, the whole becomes greater than the sum of its parts.

Become a part of this movement today. Join ACE Advocates in our work to sustain and strengthen Catholic schools. Learn more by visiting our website at aceadvocates.nd.edu.

THE ACE ADVOCATES PLEDGE:

I believe that Catholic schools must be sustained and strengthened for the good of children, families, communities, the nation, and the Church. I pledge to advocate for Catholic schools through ongoing participation in prayer, community, and service.

Suggested Text about Advocates *For Regional Website*

ACE Advocates (formerly ACE Fellowship) began in 2004 as a response to a challenge. The late John Cardinal O'Connor challenged ACE to build on its momentum to form a lay *apostolic movement in service to Catholic schools*. In only a few years, ACE Advocates has expanded from a few hundred graduates of ACE Service through Teaching and similar service programs to include all those who love Catholic schools.

Relying on the power of the Holy Spirit, ACE Advocates has a 3-fold goal:

1. To engage people in the mission of Catholic schools.
2. To educate Catholic school supporters through professional and spiritual formation.
3. To empower our members to provide direct and lasting service to Catholic schools.

[Add details about your region (e.g., ACE Advocates - Denver)]

For Email

After an opening sentence or two related to whatever brought you into contact with the person you're writing:

By the power of the Spirit, ACE Advocates is building a movement to strengthen Catholic schools. We are creating a national network of Catholic school supporters to harness their energy and so sustain the educational system that, in the words of Pope Benedict, "nurtures the soul of a nation."

We invite you to join the movement! It doesn't cost anything, and it offers resources, professional development, news updates, and more—support for you, so you can better support your school. Log on to our website at aceadvocates@nd.edu, and encourage your teachers/friends/_____ to join as well.

Group Structure Matrix

Requirements and Support

| Group 1 | Group 2 | Group 3 |
|--|--|---|
| VISION | | |
| Build ability to support local Catholic schools through intentional community-building, prayer, and service. | Continue formation of active community that serves the needs of local Catholic schools through prayer and service. | Develop and sustain significant long-term impact on local Catholic schools and the community of people that supports them. |
| MINIMUM EXPECTATIONS | | |
| <i>Regional Leadership Team Meetings (RLTs)</i> | | |
| Every other month | Every other month | Every other month |
| <i>Number serving in leadership roles (either on RLT or overseeing a particular activity)</i> | | |
| Two | Four | Six |
| MINIMUM ACTIVITIES OFFERED (see Appendix for samples and resources) | | |
| <ul style="list-style-type: none"> ● One community-building, celebratory event ● One service event ● One activity for spiritual formation | <ul style="list-style-type: none"> ● One community-building, celebratory event ● One service event ● One event focused on educating community on critical issue facing Catholic schools ● Two activities for spiritual formation | <ul style="list-style-type: none"> ● One community-building, celebratory event ● Two service events ● One event focused on educating community on critical issue facing Catholic schools ● Regular activities for spiritual formation |
| FALL SUMMIT (9/30-10/2/2011) | | |
| One regional leader attends | Two regional leaders attend | Two regional leaders attend |

| Group 1 | Group 2 | Group 3 |
|--|--|--|
| MOVEMENT BUILDING | | |
| <ul style="list-style-type: none"> ● Update regional website ● Maintain regular regional communications ● Share news for ACE Advocates national newsletter. | <ul style="list-style-type: none"> ● Update regional website ● Create and regularly send regional newsletter ● Share news for ACE Advocates national newsletter | <ul style="list-style-type: none"> ● Update regional website ● Create and regularly send regional newsletter ● Share news for ACE Advocates national newsletter |
| OTHER | | |
| <p>All groups maintain regular communication with ACE Advocates staff via Google Docs Workbook, email, phone. Actively support national programs (e.g., advertise, recruit participants, assist in updating national database).</p> | | |
| SUPPORT FROM NATIONAL ACE ADVOCATES OFFICE | | |
| <i>Financial Investment</i> | | |
| Up to \$1500 | \$1500 - \$2500 | \$2500 - \$4000 |
| <i>Program Support</i> | | |
| <ul style="list-style-type: none"> ● “How-to” resources for spiritual, service, and community-building events, including retreats, Bible study, Game Watch, Trivia night, prayer services ● Branded materials such as brochures, T-shirts, pens, letterhead ● Communications assistance, including ACE Advocates newsletter, regional newsletter, regional website, ACE Advocates talking points, access to ACE Advocates online community and database. ● One annual site visit and ongoing communication via phone and email. ● Full funding for two regional leaders to attend the Fall Summit. ● Full funding for one regional leader to attend the ACE Summer Forum ● Resources for and training on Parental Choice and Catholic School Advantage Campaign | | |

Spirituality

In ACE Advocates Regions

ACE Advocates Regions are **praying communities**. A relationship with God is essential for both an individual and a Christian community, as well as for the work of sustaining and strengthening Catholic schools. Prayer draws ACE Advocates into communion with one another, and inspires their service.

The regional application asks: How will your ACE Advocates Region assist members in the deepening of their spiritual lives? In an increasingly secular world, the need for men and women with vibrant lives of faith is perhaps the most fundamental issue facing Catholic schools. ACE Advocates recognize their personal need for prayer, and through their Regions, invite others to a closer relationship with God.

Regions are encouraged to think creatively in assisting members to deepen their spiritual lives. Below are sample activities which have been successful in other regions. An asterisk indicates that resources are available from the ACE Advocates Staff to help regions plan these activities. [Contact an ACE Advocates staff member](#) to access these resources.

Sample Activities

- Host a monthly Bible study.*
- Host a retreat or day of recollection.*
- Sponsor a Mass or a series of Masses.*
- Form a spiritual book club.
- Attend Mass as a community at a local parish.
- Attend a local Theology on Tap as a region.

Service

In ACE Advocates Regions

ACE Advocates regions are serving communities. The regional application asks: How will your ACE Advocates Region serve the needs of local Catholic schools? How will your region work to make a high quality Catholic school education more accessible for children and families?

In the last fifteen years, 1,400 Catholic schools have closed. While stories of success and great hope can be found in dioceses across the country, the United States Catholic school system is facing challenging times. Most tragically, countless families – primarily those who are poor – are unable to access the Catholic school education they desire for their children. ACE Advocates Regions leverage the talent, expertise, and entrepreneurial energy of members to address this pressing injustice.

Regions are encouraged to think creatively in serving the needs of Catholic schools. Below are sample activities which have been successful in other regions. An asterisk indicates that resources are available from the ACE Advocates staff to help regions plan these activities. [Contact an ACE Advocates staff member](#) to access these resources.

Sample Activities

- Host a Trivia Night fundraiser.*
- Educate your community on parental choice public policy.*
- Educate your community on the Catholic School Advantage Campaign.*
- Host a silent auction or other fundraising event.
- Sponsor a professional development event (such as curriculum sharing days, visiting speakers, or a day of reflection) for teachers from a group of local schools.

- Sponsor a day of service and invite local teachers, high school students, parents, Notre Dame club members, and anyone else to provide needed service for a particular school. Some groups have schools apply for this service and choose a project each semester!
- Develop a “signature event” that you can improve from year to year.
- Create a website where schools in your diocese can publicize their fundraisers and community events. Recruit people to attend as many as you can!
- Sponsor a “school supply” drive for a school or a group of needy families.
- Help community members donate their own professional expertise to a local Catholic school.
- Write letters to the editor of a local newspaper about the value of Catholic schools or parental choice.

Community

In ACE Advocates Regions

ACE Advocates regions are communities of friendship and collaboration. In drawing together committed and faith-filled individuals, the Holy Spirit makes present the Body of Christ in new ways. By sharing our lives and talents with one another, we become powerful signs of God's self-gift.

The regional application asks: How will your ACE Advocates Region build a community where spirituality and service to Catholic schools are fostered and celebrated? Experience has shown that a number of characteristics – in addition to spiritual and service programs - lead to a successful Region. An asterisk indicates that resources are available to help regions with these items. [Contact an ACE Advocates staff member](#) to access these resources.

Best practices in building community within an ACE Advocates Region include:

- **Leadership**

- Creating a Regional Leadership Team with a division of leadership responsibilities. At a minimum, we ask that each region has a Coordinator and a Communications Chair. (See Appendix 1 for a sample set of responsibilities for a [Regional Coordinator](#).)
- Taking part in ongoing formation of Regional leaders through the annual Regional Leaders Summit and the ACE Summer Forum.*

- **Communications**

- Ensuring regular communication (meetings / email / phone calls) between Regional Leadership Team members.
- Maintaining a Regional website which is integrated with the main ACE Advocates site.*
- Providing a regular newsletter for the Region's members.*

- Maintaining consistent communication with the ACE Advocates staff contact.*
 - Submitting news and photos to be included in the national ACE Advocates newsletter.*
 - Maintaining a contact database of regional members.*
- **Welcoming and celebrating environment**
- Inviting new individuals and groups who share the Region's commitment to Catholic schools to participate in the Region.
 - Offering events (such as a Game Watch in the Fall) that recognize and celebrate the work of Catholic school supporters.*

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!

Spending *and Reimbursement Protocol*

Financial Guidelines and Directives

To enhance the ACE Advocates' mission-driven engagement with local schools and educators, the national ACE Advocates will invest in regions submitting strong proposals, at the following levels:

- Group 1: up to \$1500
- Group 2: up to \$2500
- Group 3: up to \$4000

In return for this investment, Regional Leadership Teams and other designated point people will be responsible for carrying out the projects and programs contained in the proposal.

Guidelines for Expenditures

Regional leaders will be reimbursed for **expenditures that directly involve regional members** in supporting the mission of the ACE Advocates:

- 1) Winning friends to the mission of Catholic schools.
- 2) Preparing members spiritually and professionally to be agents of change in Catholic education.
- 3) Organizing and mobilizing members to have a lasting impact on children, families, communities, the nation, and the Church, by championing Catholic schools.

Reimbursements will not be made for expenditures that do not engage the direct participation of regional members. For example:

- A gift to a school may not be purchased using ACE Advocates funds unless it is essential to an activity that involves Advocates. For instance, supplies for a service day at the school may be purchased, and may then be left at the school afterward.

- Likewise, if a school wishes to make a particular purchase and the region desires to help, funds may be used as seed money for a fundraiser run by the local ACE Advocates, and proceeds may be given to the school for this purchase.
- Outside groups or contractors may not be hired with ACE Advocates funds to provide services (e.g. leading a retreat, hosting a professional development day) that can reasonably be offered by Advocates themselves.
- Gift cards may NOT be purchased using regional funds. All gift cards purchased with University funds legally become the taxable income of the recipient.

Guidelines for food and drink purchases:

- As with all expenditures, we ask that food and drink (including alcohol) purchases made with ACE Advocates funds be made in a spirit of thoughtful, responsible stewardship.
- In budgeting for meals, use \$15 per person as a maximum.
- If you have questions regarding a particular alcohol purchase, please call or email your ACE Advocates staff contact prior to the purchase. Contact information may be found [here](#).

Reimbursement Protocol

- All reimbursements must be processed by the Notre Dame business office within 60 days of the purchase. If they are not processed within 60 days of purchase, the IRS requires that the reimbursement be taxed. To avoid this, **please mail receipts to the ACE Advocates office, care of your staff contact, at least two weeks prior to the 60-day mark.**
- An original receipt or PDF duplication, showing both the **amount** and that it was **paid in full**, must be submitted to your ACE Advocates staff contact.
- A reimbursement form, accompanied by a list of people present and/or the minutes for the meeting or event in question, must

accompany each receipt. A sample form is included as Appendix 3 in this guide. For downloading, go to the [ACE Advocates website](#) or email your [ACE Advocates staff contact](#).

- Please note that if you have ever been employed by the University of Notre Dame, it is likely that you still have an open direct deposit account. If you submit a reimbursement form and do not receive a check, the funds may have been direct deposited into the account you used as a Notre Dame employee. *This may occur even if you have received checks earlier in the year.* If you suspect this may be the case, we encourage you to contact Human Resources at (574) 631-5900, especially if you no longer have access to the account and need to cancel all future direct deposits. Your staff contact in the ACE Advocates office can help you determine whether a direct deposit was made, but only by contacting HR can you verify the account number or cancel direct deposit.

Appendix 1

Regional Coordinator Responsibilities

The ACE Advocates for Catholic Schools, a branch of the University of Notre Dame's Alliance for Catholic Education (ACE), is building a movement in service to Catholic schools. We invite networks of Catholic school advocates to apply to become an ACE Advocates Region. Regions are led by an **ACE Advocates Regional Coordinator**, whose responsibilities are detailed below.

Position Expectations:

- A passion for Catholic schools, and a commitment to the mission of the ACE Advocates
- Excellent interpersonal, written and verbal communication skills
- Basic computer, Internet, and office software skills
- Experience with ACE Advocates regional activities
- Travel during one weekend per year
- A varying time commitment based on the Region's planned activities

The Regional Coordinator will collaborate with the ACE Advocates staff in coordinating the growth of an impactful regional network of Catholic school supporters. Specific tasks include:

- Coordinating the drafting of a manageable year-long plan for the ACE Advocates region.
- Recruiting and empowering volunteers to lead regional activities related to spirituality, service, and community-building.

- Along with others, leading the region's communications efforts by creating the regional newsletter on a regular basis, updating the region's website, and occasionally writing an article for the national ACE Advocates newsletter.
- Collecting contact information for ACE Advocates participants.
- Cultivating relationships within the local Catholic school community.
- Communicating regularly and collaborating with an assigned ACE Advocates staff contact.

In the performance of this position, the Regional Coordinator will gain:

- Recognition as a leader in the national movement in service to Catholic schools
- Communication and outreach skills
- Knowledge of the local and national Catholic school system
- Grassroots organizing and volunteer management skills
- Experience within a national non-profit organization
- An opportunity to network with other like-minded professionals and volunteers

Appendix 2

Sample Application Group 1 Region

ACE Advocates regions are praying communities. A relationship with God is essential for both an individual and a Christian community, as well as for the work of sustaining and strengthening Catholic schools. Prayer draws ACE Advocates into communion with one another, and inspires their service.

How will your ACE Advocates Region assist members in the deepening of their spiritual lives?

| Region's Response (Activity/Program/Project/etc.) | Target Date(s) | Point Person/ Coordinator | By what criteria will you measure the success of this activity? |
|---|----------------|---------------------------|---|
| Using ACE Advocates resources, we will host a retreat for our region. | Early December | Joe Smith | Number of participants; Evaluation form |

ACE Advocates regions are serving communities. Our service of others flows from the example of Jesus and the conviction that all men and women are connected within the family of God. We believe that Catholic schools are good for children, families, communities, the nation, and the Church, and as ACE Advocates, we work to ensure that a high quality Catholic school education is available to all families who want it for their children.

How will your ACE Advocates Region serve the needs of local Catholic schools? How will your region work to make a high quality Catholic school education more accessible for children and families?

| Region's Response (Activity/Program/Project/etc.) | Target Date(s) | Point Person/ Coordinator | By what criteria will you measure the success of this activity? |
|--|----------------|---------------------------|---|
| Using ACE Advocates resources, we will host a Trivia Night fundraiser for scholarships to St. Mary's School. | March 15 | Elizabeth Jones | The number of people who attend; the amount of scholarship money we raise |

| <p>ACE Advocates regions are communities of friendship and collaboration. In drawing together committed and faith-filled individuals, the Holy Spirit makes present the Body of Christ in new ways. By sharing our lives and talents with one another, we become powerful signs of God's self-gift.</p> <p>How will your ACE Advocates Region build a community where spirituality and service to Catholic schools are fostered and celebrated?</p> <p>Please consult _____ for a list of expectations, sample activities, and a description of available resources.</p> | | | | |
|---|--|--|----------------------------------|---|
| <p>ACE Advocates regions are communities of friendship and collaboration. In drawing together committed and faith-filled individuals, the Holy Spirit makes present the Body of Christ in new ways. By sharing our lives and talents with one another, we become powerful signs of God's self-gift.</p> <p>How will your ACE Advocates Region build a community where spirituality and service to Catholic schools are fostered and celebrated?</p> <p>Please consult _____ for a list of expectations, sample activities, and a description of available resources.</p> | | | | |
| Region's Response (Activity/Program/Project/etc.) | | Target Date(s) | Point Person/Coordinator | By what criteria will you measure the success of this activity? |
| Regional Leadership Team | We have recruited four people to serve on our Regional Leadership Team | Meetings in September, November, January, March, and May | Joe Smith | Successful planning for our upcoming events. |
| Community building celebratory event | Using ACE Advocates resources, we will host a Game Watch in September in order to network and kick off the year. | September 15 | Bill Thompson | Number of people who attend; Number of new people who join the ACE Advocates website |
| Regional communications | Using ACE Advocates resources, we will send out a newsletter a few weeks before each of our major events | September, November, March, May | Mary Miller | Successfully sending out our newsletter; Recipient list of at least 100 by May |
| Ongoing formation of members: ACE Advocates Regional Leaders Summit and ACE Summer Forum | We will send one person to the Summit and the Forum. | October, July | Joe Smith (Summit) & TBD (Forum) | We will ask Joe and the Forum participant to report back at the next Regional Leadership Team Meeting |

Reimbursement Form

ACE Advocates Regional Reimbursement Form

2011 - 2012

Reimbursement to (Name) _____

Email _____

Address _____

City, State, Zip _____

Date of Event _____ Type of Event/Gathering _____



| Purchase for/Receipt from | Dollar Amount |
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****Note**** Include **original receipts** for each purchase. (If you don't have original receipts, call or email your the ACE Advocates staff contact.) Print and send this form with original receipts to your ACE Advocates staff contact at

Alliance for Catholic Education
 University of Notre Dame
 107 Carole Sandner Hall
 Notre Dame, IN 46556

ACE Advocates: Building a movement in service to Catholic schools

Join the movement: <http://aceadvocates.nd.edu>

Contact *Information*

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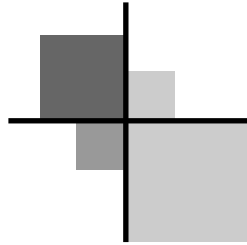
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Save the Dates!



Regional Leaders Summit
9/30 - 10/2/11

