



## TOTUS TUUS 2024

# PARISH COORDINATOR CHECKLIST

### General

- Recruit prayer support for the program. **Intercessory prayer is a beautiful reality!** This is also a great way to involve parishioners who don't have school-aged children attending Totus Tuus.
- Photo Release Form
  - Please make sure every camper has turned in a photo release form. Unless otherwise notified, we will operate under the assumption that all campers have provided this to the parishes.
- Camper Registration
  - Camper registration is handled at the parish level. Contact Katie Hazen with any questions.
- T-shirts
  - Please fill out the T-shirt form sent by Katie Hazen by the Friday before the start of your Totus Tuus week.
  - Shirt sizes are: YS, YM, YL, YXL, AS, AM, AL, AXL, A2XL
- Fire Truck
  - Please have a fire truck arrive in time for the firefighters to be “hooked up” and ready to go by **2 p.m. on Friday** – the water fight starts shortly after.
- Facilities
  - Teams should know what spaces they're working with, and what building(s) and room(s) will be available.
  - For registration – please have tables, chairs, and sign-in/registration forms ready.
  - Requests: one large hall or gym for the main assemblies. Three to four classroom spaces.
  - Each classroom should have a chalkboard or dry-erase board, and chalk or dry-erase markers.
  - Tables and chairs for their activities.
  - Spare room for a team room where missionaries can leave their supplies for the week.
  - Outdoor space – something like the parish's parking lot or grass area. **If a parking lot, please block off the area for campers.**
  - Keys – if the team is not provided with keys, please make sure the Team Leader knows who will have facility keys for the week. Please provide them the cell phone number they can call.
- Teacher Bathroom
  - Please have a separate bathroom for the teacher team.
- Volunteers
  - All volunteers must be compliant with archdiocesan standards for interacting with children (see page 9 of the Parish Program Guide). It is the parish's responsibility to confirm the compliance of volunteers. (Note: This is not required for host families.)
  - Please provide at least 5 volunteers per parish (approximately 1 volunteer for 15 campers).

- Volunteer tasks:
  - Volunteers should always manage taking kids to/from bathrooms.
  - Registration, check in, and dismissal.
  - T-shirt organization and distribution.
  - Setting up drinks and snacks (please see “Snacks and Water” section on page 4 of this document or consult the Parish Program Guide for more details).
  - Cleaning up the kitchen area after snacks/lunches.
  - Helping to lead recess games.
  - Helping anyone hurt or ill.
  - Classroom helpers.
  - Help set up for the water fight on Friday.
- Daily Review Cards – these cards are given to parents so the parents can be helped with specific questions to ask their children at the end the day, so they can inquire beyond, “my day was good.” But it’s very difficult for missionaries to hand these out while doing everything else. To balance the workload, please have volunteers in charge of distributing these to parents as campers are picked up.

Promotional Material

- If you’d like our communications design team to prepare promotional material for your parish, please let Katie Hazen know.

### Supplies Provided By The Parish

Please note that this list is tentative. Please confirm with your missionaries that they need the following items and let them know if there is anything that you are unable to provide.

Microphone

- This is high on the list, because it is **very important** to have a microphone and speaker system available. If the missionaries have to shout over 50+ kids for five days, they could lose their voices. Please have this ready to go, thank you!!

Water balloons

- These **must** be the “bunch-o-balloons” type. Sorry if this is difficult, but there is no room for negotiation here.
- Please ask parents for balloon donations.
- **Containers for water balloons** – these can be big garbage cans, tubs, a small pool, etc.

Shaving Cream

- Not scented or gel (it can be more prone to burn eyes).
- This is for the Thursday night shaving cream fight.

Access to photocopier

White copy paper

Dry erase markers or chalk

Pens or pencils

Bibles

Large crucifix, religious statue or image (to put in the main space to pray towards)

**Water hoses** (Thursday night for shaving cream fight, and Friday for water fight)

- Must be close to where the shaving cream fight will take place to ensure efficient and quality clean up.

Human Sundae

- If the parish is doing the human sundae on Friday, the parish provides whipped cream, chocolate syrup, etc. Or kids can provide the supplies. Honey is not allowed.

Recess

- Parish provides sports equipment, chalk, bubbles and access to playground or play area.

## Host Families and Meals

- Host Families
  - One family for the men.
  - One family for the women.
  - Housing takes place from **Saturday evening until missionary departure Friday morning.**
  - No missionary is to be housed alone.
  - Men can stay in a rectory if one is nearby. Women can stay at a nearby convent.
  - Please have the families close to the parish, because the missionaries will have one car to drive to/from the parish and both host families. Strive for a family within 15 minutes and account for rush-hour; **absolute max driving time is 30 minutes.**
  - The missionaries can be paired in one room together, two bedrooms are not necessary.
  - Separate beds or air mattresses are necessary, along with sheets, pillows, and blankets.
  - Please communicate to the Team Leader what time missionaries are to arrive at host families' homes.
    - Note: Please let host families know that missionaries may not be able to return on time at night if kids are picked up late, or for other possible reasons.
  - **Please communicate the addresses to the missionaries.** Please provide maps if locations are difficult to access.
  - Host families or parish provide a morning continental breakfast. Cereal, fruit, toast, coffee, etc. Please communicate who will be providing breakfast, as sometimes missionaries are given two breakfasts every day.
  - If the host family has the ability to have missionaries do laundry at their home, that would be very helpful.
  - Bathroom – Missionaries are to have a separate bathroom from the family. If this is not possible, we ask to find another host family.
  - Each missionary should be given towels, soap and shampoo (they can just use what the family has).
  - Missionaries will bring their own toothbrush, toothpaste, and additional toiletries.
- Lunches for Missionaries
  - Sunday: Can be at host families' homes or at the parish.
  - Mon-Fri: Should be provided by the parish or a parish family at 12pm.
- Dinner for Missionaries
  - Dinner will be eaten within the missionary teams either on their own or with a host family only.
  - There is also an option to eat dinner with the night program. (See Parish Program Guide for schedule.)
  - Dinners also must be dropped off/provided by the parish or parishoners every evening.
- Snacks and Water
  - Missionaries are not responsible for providing lunch, snacks or drinks for campers. Parishes or families provide this nutrition and hydration.
  - **It is very important for drinks to be available throughout the day.** Water or other hydration drink. No soda.
  - Have campers bring a water bottle.
  - If the families have to provide their own drinks and snacks/lunch, please let them know.
  - **Drinks should be set out by the volunteers at three points throughout the day:**
    - 1. Morning snack break (9:50 a.m.)
    - 2. Lunch (12 p.m.)
    - 3. After recess (12:55 p.m.)
    - Please have these ready 5 minutes before each break.
- Ice Cream for Friday Fun Day – this can be popsicles, ice cream sandwiches, etc.

# CALLING PARISH COORDINATORS

## Introduction

Introduce yourself and make some small talk and then tell them that you need to go over information for the upcoming week.

“Hi, I’m \_\_\_\_\_, the team leader for Totus Tuus. We’re so excited to visit your parish next week! Do you have a few minutes to go over some details?”

## Important Foundations

Here are our team allergies:

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## Arrival

What time would you like us to arrive at the parish? \_\_\_\_\_

Would Father like us to speak at the weekend Masses? \_\_\_\_\_

What time are the weekend Masses? \_\_\_\_\_

## Attendance

How many children are expected for each grade?

1st \_\_\_\_\_ 2nd \_\_\_\_\_ 3rd \_\_\_\_\_ 4th \_\_\_\_\_ 5th \_\_\_\_\_ 6th \_\_\_\_\_

7th \_\_\_\_\_ 8th \_\_\_\_\_ 9th \_\_\_\_\_ 10th \_\_\_\_\_ 11th \_\_\_\_\_ 12th \_\_\_\_\_

How many of each t-shirt size do you need?

YSM \_\_\_\_\_ YM \_\_\_\_\_ YL \_\_\_\_\_ YXL \_\_\_\_\_

ASM \_\_\_\_\_ AM \_\_\_\_\_ AL \_\_\_\_\_ AXL \_\_\_\_\_ 2XL \_\_\_\_\_

## Host Families

What time are the host families expecting us to arrive? \_\_\_\_\_

Will there be a potluck? If yes, on what day at what time? \_\_\_\_\_

## Evening Program

As communicated in the registration form, we have had a change in the evening program time. This means that we will no longer have to host family dinners.

What time will the evening program run at your parish?

Will we have dinner with the students or on our own?

Options:

- Option 1: 6:30 – 8:15 p.m. Sunday–Wednesday (no dinner with night program),  
6:30 – 8:45 p.m. Thursday (dinner for missionaries and students and social).
- Option 2: 6:30 – 8:45 p.m. Sunday–Thursday (dinner provided to students and missionaries every night).

## Facility

What building will we be using for the grade school and middle school/high school program?

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How many classrooms will we have access to? \_\_\_\_\_

## Mass and Confessions

Will Father be available for:

Confessions during the weekdays at 11 a.m.? \_\_\_\_\_

Daily Mass at 11:15 a.m.? \_\_\_\_\_

Church tour with the 1st and 2nd ? Confirm the day and time \_\_\_\_\_

Confession and Adoration on Tuesday at 6:45 p.m.? \_\_\_\_\_

What day will Father be available to vest in front of the kids and explain the different vestments and liturgical colors? \_\_\_\_\_

Will Father be available to expose the Blessed Sacrament (if there isn't perpetual Adoration at that parish) for the grade school children on Thursday from 1:40–2:40 p.m.? \_\_\_\_\_

Is an adorer available for this hour? \_\_\_\_\_

If there is perpetual Adoration, have the adorers been informed that the children will be in the Adoration Chapel during this time? \_\_\_\_\_

## Water Games

Will a fire truck be available at 2:00 p.m. on Friday for the water games? \_\_\_\_\_

How many stock tanks will be available on Friday? \_\_\_\_\_

Will the kids have a snack after the water games? \_\_\_\_\_

Will you be having the human sundae? \_\_\_\_\_

## PRIEST CHECK LIST

### Mass

Would you like us to sing an entrance, offertory, communion and closing song? \_\_\_\_\_

Would you like the Mass parts sung? \_\_\_\_\_ If yes, would you like us to lead them or will you start them?

\_\_\_\_\_

How many servers would you like? \_\_\_\_\_

How old should the lectors be? \_\_\_\_\_

Would you like us to come up with intercessions for the kids to do or will you do those?

\_\_\_\_\_