



TOTUS TUUS 2023

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
 - Since there are often last-minute registrations, please email Katie Hazen on Wednesday with the current status, but please especially email me on the Friday before your Saturday start with the # of t-shirts you need. We will do our best to accommodate late registrants, but there are no guarantees.
 - Shirt sizes are: YS, YM, YL, YXL, AS, AM, AL, AXL, A2XL
- Fire Truck
 - The kids LOVE ending the week with getting hosed down by a fire truck. This is really one of the best things.
 - 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. Please communicate this info to the Team Leader when they call.
 - 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 or dinner 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.
- To have volunteers be more engaged, they are asked to perform a skit on Friday. This is a "win-win" for everyone – it helps the volunteers better learn the program and have a specific part to give back to the program, while alleviating some of the work for the missionaries.

Program Sizes

- How many children are expected for each grade? (1st grade, 2nd grade, ... 12th grade)
- Please communicate this to the Team Leader.

Parish Arrival Time/Place

- What time would you like the missionaries to arrive on Saturday?
- Where should they go?
- Please communicate this to the Team Leader.

Kids' Bibles

- Please have campers bring their bibles. This helps families be involved with preparing their children for the program, and has kids have something tangible to remember when they leave.

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

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!!

Projector

- Will there be a projector?
- In which room?
- This isn't needed, but it would be helpful in the classroom if available.

- Water balloons (about 800-1,500 – think about 15 per child, but there’s no maximum; kids will go through thousands if they’re available)
 - These **must** be the “bunch-o-balloons” type. Sorry if this is difficult, but there is no room for negotiation here.
 - Parents sometimes donate these.
 - Also – please no water toys, as they take a long time to continually refill.
 - **Containers for water balloons** – these can be big garbage cans, tubs, a small pool, etc.
- Shaving Cream
 - Not scented or gel (allegedly 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 (if the kids don’t bring theirs from home)
- 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.
- Access to broom, mop, garbage bags, cleaning supplies, etc.
- 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 (bats, balls, etc.)
 - Parish provides sidewalk chalk, etc.
 - Is there a playground?

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 cannot stay at a rectory.
 - 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. But we will try to be as on schedule as possible.
 - **Please communicate the addresses to the missionaries (both for host families and dinner families)**. Please provide maps if locations are difficult to access.

- Host families provide a morning continental breakfast. It doesn't have to require effort. Cereal, fruit, toast, coffee, etc.
- 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.

Dinner Families

- These are different from Host Families.
- **Dinners are for Saturday through Thursday** (with exceptions noted in this list).
- Schedule **no earlier than 5:15 p.m.** The team has to **depart no later than 6:30 p.m.**
- Dinner families are where the missionaries go to eat dinner each evening.
 - We ask for one evening for the team to not have dinner at a family's home, which gives them a chance to recharge and regroup as a team (around the middle of the week, Tuesday if possible). If possible, please see if a family from the parish will donate money for the missionary's dinner. If no one donates, we will reimburse the missionaries.
 - The team will not need dinner on the potluck night if the parish is providing a potluck.
 - **If your parish has an extra missionary, please let the families know to provide another meal.**
- While it is good to have dinners at families' homes, one thing to keep in mind is the **distance from the parish to the home**. The goal is to have it less than a 15-minute drive (account for rush-hour traffic during the week), **absolute max is 30 minutes**.
- If you're not able to find dinner families for each night, it's okay. Missionaries can buy their own dinner and turn in receipts for reimbursement. Other options include the parish providing dinner, or the pastor taking the missionaries out for dinner.
- Note – check for allergies.

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.

Potluck

- Will there be a potluck?
- What day?
- What time?
- What location?
- Please communicate all of this to the Team Leader.

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 (noon)
 - 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.

Liturgy and Needs For Priests:

- Mass Announcements on Saturday and Sunday
 - Would Father like them to make announcements at all Masses?
 - What time are all of the Masses?
 - Is a Spanish announcement necessary? Not all missionaries will be able to speak Spanish. Let Katie Hazen know far in advance if a Spanish announcement is needed.
 - Please communicate all of this to the Team Leader.
- Mass
 - Monday through Friday at 11:15 a.m.
 - Please communicate any different Mass times to the Team Leader.
- Music for Mass
 - Missionaries will provide the music for daily Totus Tuus Masses (not the Saturday/Sunday Masses).
- Confession for the kids
 - Confession runs from 10:45 to 11:10 a.m. (or starting a little earlier if the priest[s] is ready).
 - Please have at least 2-3 days of confession for the kids (about 1 priest for every 15 students).
- Tuesday Night Adoration and Confession (please see page 6 of Parish Program Guide for more info)
 - This is usually Tuesday from 7:45 to 9 p.m. Generally, Exposition occurs at ~8 p.m.
 - Have the ability to play music in the background, either a CD player, speaker system, etc.
 - Have the music/soundtrack available and ready to play.
- Father Vesting
 - Before one of the daily Masses, it would be wonderful if Father could vest in front of the kids one day and explain the different vestments and liturgical colors.
- Church Tour
 - Will Father be available? It's not necessary for Father to be available, but it is edifying for the campers.
 - This is done whenever the priest is available, generally on Wednesday or Thursday afternoon, during a class period.