

## TOTUS TUUS Parish Coordinator Checklist

**Housing:** Host families are asked to provide sleeping arrangements, a morning continental breakfast and possibly snacks to refuel.

- Housing for Men
- Housing for Women

**Meals:** Please plan to provide all of the team’s meals while they are in your parish. The teachers eat lunch with the children - lunch can be prepared for the teachers or they can fix their own plates. Please arrange for families in the parish to invite the team to dinner. A family may prepare and serve the meal, have the food brought in, or take the team out to eat, whichever the family prefers.

- Sign-up sheet for teachers lunches. Noon each day.

If there are restaurants within your town, consider asking them to donate prepared lunches. This has worked for a number of parishes in the past. It also allows businesses the opportunity to get involved with community activities.

Sun:	Mon:	Tues:	Wed:
Thurs:	Fri:	Sat:	

- Sign-up sheet for teacher’s dinners. Sat, Sun, Mon, Tues, Thurs, Fri (5:30 pm)

On the sign-up sheet it may be wise to have a place for the main course, so that each family knows what the other is going to prepare.

Sat:	Sun:	Mon:	Tues:
<b>Wed: Potluck</b>	Thurs:	Fri:	

- Potluck Dinner on Wednesday. Be sure to invite the parish a few weeks in advance. The team will send home flyers with the children.

**Advertising:** In addition to Sunday bulletin announcements, you may also send information home with school or religious education students, place flyers in the back of the church, or make pulpit announcements at Mass. Unlike in years past, teams will not be available to do pulpit announcements this year.

- Announcements in the Sunday bulletin

**Sample Bulletin Announcement**

TOTUS TUUS (Totally Yours), a summer catechetical youth program, is being held at St. Paul's church July 25-30. For grade school children (grades 1-6) the program runs Monday-Friday 9:00am- 2:30pm. The day includes catechetical instruction, daily Mass, songs, games and recess. For junior and senior high school youth, the program runs Sunday-Thursday 7:30pm-9:30pm. TOTUS TUUS combines catechesis and having FUN! The youthfulness and energy of the teachers is contagious - come out and join us! All are invited to a potluck dinner on Wednesday at 6:00pm. Registration is available through the parish office. Cost is \$20. Participants in the grade school program should bring a sack lunch and recess equipment.

- Registration for the program (you may need to do this on several weekends).

**Facilities:** In order for the grade school program to run smoothly, the team needs one large hall or room for main assemblies (this room may be used as a lunchroom or classroom, if necessary). The amount of participants and the number of teachers assigned to each parish will determine additional rooms.

- Readyng of teaching facilities for the summer program
  - A. \_\_\_\_\_ Chalk/ Dry Erase markers and erasers.
  - B. \_\_\_\_\_ Chalk boards/ Dry erase boards.
  - C. \_\_\_\_\_ Bibles (if available).
  - D. \_\_\_\_\_ Bathrooms --marked "boys", "girls" and "adults"(if possible).
  - E. \_\_\_\_\_ Lunchroom -- place for volunteers to prepare lunches and drinks.
  - F. \_\_\_\_\_ Gathering area for songs and announcements
  - G. \_\_\_\_\_ Playground area and possible equipment.
  - H. \_\_\_\_\_ Trash cans.
  - I. \_\_\_\_\_ Choice of classrooms (3-4 for one team, 7-8 for two teams, 11-12 for three teams; team members will set up.
- Please have a First Aid Kit available for use if any injuries should occur
- Equipment for water activities (2 hoses, clean trash cans or large containers)

**Mass:** TOTUS TUUS encourages the celebration of Holy Mass at 11:15am every day. If a parish priest is unable to preside at Mass, it is up to the pastor to find a substitute if they wish to do so. Otherwise, the team will accommodate by leading the children in another spiritual activity.

- ❑ Inform parish priest of the Confession schedule (10:45am daily), Mass schedule (11:15am daily) and Tuesday night Eucharistic Adoration and Sacrament of Reconciliation (8:30pm, Tuesday).
- ❑ Invite parishioners and parents to attend Holy Mass (bulletin or pulpit announcement from the pastor).

**Volunteers:** We ask that a few volunteers be present throughout much of the day. The number will depend upon the number of participants and your desire. The main times (although they are certainly welcome the whole day) that they are needed are between 11:00am and 1:30pm for lunch and water break. We have found that help is needed in the first and second grade classrooms as well. We also require adult small group leaders to be present for the evening program.

- ❑ Volunteers to help during the day with lunch, recess, and first and second grade classrooms.
- ❑ One volunteer for every 8 expected youth for the evening program.