

# OK Totus Tuus Parish Coordinator Check List

The responsibilities of the Parish coordinator for the program are as follows:

- Reserve facilities (see p. 5, 12 and 14 in the Blue Book):
  - Classrooms and gathering space for the week and help the team set up if possible.
  - Fields or other play area for recess and Friday afternoon "fun time."
  - Large room for Wednesday potluck.
- Arrange for Friday afternoon "fun time" supplies, e.g., fire department, stock tank, popsicles (see p. 13-14 in the Blue Book).
- Promote the program and collect registrations.
  - Collect the *Enrollment Forms*.
  - Ensure all youth have an *Annual Youth Consent Form* on file.
- Recruit covered volunteers to help during the day program (see p. 6 and 16 in the Blue Book).
  - At least 2 covered volunteers (those who have met arch/diocesan safe environment standards) on-site all times children are present.
  - Additional covered volunteers dependent upon the number of participants, most needed between 9:30am and 1:30pm for lunch and breaks.
  - At least one covered volunteer for each classroom, help is most needed in the 1<sup>st</sup> & 2<sup>nd</sup> grade classrooms for the duration of the day.
- Recruit intercessors to cover the team and your young people in prayer (see p. 15 in the Blue Book).
- Arrange how snacks and drinks will be provided for the day and evening programs (see p. 12 and 14 in the Blue Book).
- Find separate host families for men and women (see p. 8-9 in the Blue Book).
  - Host families are asked to provide sleeping arrangements, a morning continental breakfast, and possibly snacks to refuel.
- Arrange team meals during the week (See p. 8-9 in the Blue Book).
  - Lunches

Sun \_\_\_\_\_

Wed \_\_\_\_\_

Mon \_\_\_\_\_

Thurs \_\_\_\_\_

Tues \_\_\_\_\_

Fri \_\_\_\_\_

- Dinners

Sat \_\_\_\_\_

Sun \_\_\_\_\_

Mon \_\_\_\_\_

Tues \_\_\_\_\_

Wed \_\_\_\_\_  
(if no potluck)

Thurs \_\_\_\_\_  
(if not part of social night with JHS/HS  
program)

Fri \_\_\_\_\_  
(if the team is staying Friday night)

- Arrange Thursday Evening Social (see p. 14 in the Blue Book).
- Schedule a priest(s) for daily Mass and Confession (see p. 4, 12-13 in the Blue Book).
  - Confessions: 11:05am daily, Monday-Friday.
  - Mass: 11:30am daily, Monday-Friday.
- Schedule a priest for Adoration and Confession Tuesday night, 8:30 pm.
- Organize and promote the potluck, as well as set-up and clean-up. Be sure to invite the parish a few weeks in advance. The team may send fliers home with the children (See p. 15 in the Blue Book).
- Meet with the team upon their arrival (See p. 9 in the Blue Book).

NO LATER THAN 5:00pm the Tuesday prior to arrival, the team leader will contact the parish coordinator listed on the Parish Registration Form\* to make all necessary arrangements. The team will arrive on the Saturday of the scheduled week, unless other arrangements have been made.

\*The Parish Registration Form and other forms that the parish coordinator may need are available on our website at [www.dioceseoftulsayouth.org](http://www.dioceseoftulsayouth.org).