

OK Totus Tuus Parish Coordinator Check List

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

- Reserve facilities (see p. 5, 13, and 16 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. 14-15 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. 5 and 18 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.
 - Covered volunteer help is needed in the 1st & 2nd grade classrooms for the duration of the day.
- Recruit intercessors to cover the team and your young people in prayer (see p. 17 in the Blue Book).
- Arrange how snacks and drinks will be provided for the day and evening programs (see p. 13 and 16 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. 16 in the Blue Book)*.
- Schedule a priest(s) for daily Mass and Confession *(see p. 4, 11-14 in the Blue Book)*.
 - Confessions: 11 am 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. 17 in the Blue Book)*.
- Meet with the team upon their arrival *(See p. 8-9 in the Blue Book)*.

NO LATER THAN 2:00pm 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.