

CHECKLIST

Housing

Host families are asked to provide sleeping arrangements, a morning continental breakfast, and possibly some snacks to refuel during the day.

Housing for Men _____
Housing for Women _____

Meals

Please plan to provide all of the meals for the team while they are in your parish. You may arrange for families in the parish to invite the team to dinner.

The Sunday meal can be at the host families' home. Please ask the host family not to plan any activities for the team on Sunday after Mass and/or lunch.

Parishes can decide if students should bring their own bag lunch or if they want to provide meals for their students. Weekday lunches for the team should be provided by parish families to be eaten with the students for 12 p.m.

Missionaries will eat dinner at 5:00 p.m. A potluck dinner will be held on Wednesday. Be sure to invite the students families along with parishioners from your parish to the potluck dinner a few weeks in advance.

Family Providing Lunch (12:00 p.m.)	
Sunday _____	Wednesday _____
Monday _____	Thursday _____
Tuesday _____	Friday _____

Family Providing Dinner (5:00 p.m.)	
Saturday _____	Tuesday _____
Sunday _____	Wednesday POTLUCK
Monday _____	Thursday _____

CHECKLIST

Advertising

In addition to Sunday bulletin announcements, you may send information home with your school or religious education students, place fliers in the back of church, or make pulpit announcements. Feel free to advertise at neighboring Catholic parishes that may not offering Totus Tuus to their students.

<input type="checkbox"/> Bulletin Announcement	<input type="checkbox"/> Social Media Sites
<input type="checkbox"/> Pulpit Announcement	<input type="checkbox"/> Parish Website
<input type="checkbox"/> School Newsletters	<input type="checkbox"/> Bulletin Boards
<input type="checkbox"/> Faith Formation Class	<input type="checkbox"/> Area parishes

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 also be used as a lunchroom or classroom. The number of participants and the number of missionaries assigned to each parish will determine additional rooms.

<input type="checkbox"/> Chalk board/dry erase board	<input type="checkbox"/> Large gathering space
<input type="checkbox"/> Chalk/dry erase markers	<input type="checkbox"/> Playground area
<input type="checkbox"/> Bibles	<input type="checkbox"/> 2-4 classrooms
<input type="checkbox"/> Large Crucifix	<input type="checkbox"/> Separate girls and boys bathrooms, clearly marked
<input type="checkbox"/> Trash cans	<input type="checkbox"/> Daily scheduled posted
<input type="checkbox"/> 1 hose, clean trash can or container (Friday)	

CHECKLIST

Mass

Totus Tuus encourages the celebration of Holy Mass at 11:15 a.m. every day. If a parish priest is unable to preside at Mass at any point during the week, Liturgy of the Word, a Rosary and/or Stations of the Cross can be done instead.

Please inform your priest of the following times his presence will be required. Please let a team leader know if the time needs to be adjusted or of any changes.

- Reconciliation: 10:50 a.m. daily, Monday-Friday
- Mass: 11:15 a.m. daily, Monday-Friday
- Eucharistic Adoration and Sacrament of Reconciliation
8:00 p.m., Wednesday
- Eucharistic Adoration for grade school:
1:40 -2:30 p.m., Thursday

Volunteers

We ask that a few volunteers be present throughout the day. Although the exact number will depend upon the number of participants, **there should be at least one adult on site at all times** children are present. Although volunteers are welcome the whole day, they are especially needed between 9:30 a.m. and 1:30 p.m. for lunch and breaks and in the first and second grade classrooms, and welcome in other classrooms, and necessary when a class size is over 15 or more students. Often, we invite the participants in the high school program to help during the day.

1 volunteer for every 15 students

Name:	Phone:	Day/Time:
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