



Totus Tuus Parish Coordinator Check List

Mount Tabor Center

522 Second Street, Menasha, WI 54952

920-722-8918

Housing

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

1. _____ Housing for Men
2. _____ Housing for Women

Meals

Please plan to provide all of the team’s meals while they are in your parish. 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.

3. _____ Sign-up sheet for teacher’s lunches (12:15pm Sunday – Friday)

Lunch for Saturday (if the team has arrived) and Sunday can be at the host families’ homes. Please ask the host families not to plan any activities for the team on Sunday after Mass and/or lunch. Lunch for Monday through Friday should be provided by a parish family or the parish at 12:15 p.m. Volunteers assisting in the kitchen can prepare the lunch or the team can fix sandwiches from food brought in. Buffet style works best, and whoever is providing the meal may want to bring extra food for the volunteers, priest, etc. If there are restaurants in your town, consider asking them to donate prepared lunches.

Sun _____	Wed _____
Mon _____	Thurs _____
Tues _____	Fri _____

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

(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 _____	Wed _____ <i>(if no potluck)</i>
Sun _____	Thurs _____
Mon _____	Fri _____ <i>(if the team is staying Friday night)</i>
Tues _____	

5. _____ Potluck Dinner on Wednesday

(Be sure to invite the parish a few weeks in advance. The team may send fliers home with the children.)

Advertising

In addition to Sunday bulletin announcements, you may also send information home with school or religious education students, place fliers in the back of church, or make pulpit announcements at Mass.

6. _____ Announcements in the Sunday bulletin for the week of the summer program. We suggest that you begin right away.
7. _____ Registration for the summer program after weekend Mass(es). (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 number of participants and/or the number of teachers assigned to each parish will determine additional rooms.

8. _____ Ready teaching facilities for the summer program and have supplies on hand
 - _____ Chalk boards/dry erase boards
 - _____ Chalk/dry erase markers and erasers
 - _____ Bibles (if available)
 - _____ Bathrooms, marked "boys," & "girls"
 - _____ Lunchroom/place for volunteers to prepare lunches and drinks and for kids to eat
 - _____ Large gathering area for songs and announcements
 - _____ Playground area and possible equipment
 - _____ Trash cans
 - _____ Choice of 3-4 classrooms (team members will set up)
 - _____ Large Crucifix (for meditation with Jr. high/high school youth)
9. _____ Post copies of the Daily Schedule located in the Parish Info Packet
10. _____ Equipment for water activities (at least 1 hose, clean trash cans or large containers)

Mass

Totus Tuus encourages the celebration of Holy Mass at 11:15 am 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.

11. _____ Please inform the parish priest of the following (these times can be adjusted by Father; please let the team leader know if there have been any changes):
 - a. Confession – 11:00am daily, Monday through Friday
 - b. Mass – 11:15am daily, Monday through Friday
 - c. Eucharistic Adoration and Sacrament of Reconciliation for MS/HS – 8:15pm, Tuesday
12. _____ Invite parishioners and parents to attend Holy Mass (bulletin or pulpit announcement)

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 9:30am and 1:30pm for lunch and breaks and in the first and second grade classrooms. We suggest a ratio of one high school and one adult volunteer to every 15 students in the 1st and 2nd grade. We encourage you to invite participants in the high school program to help during the day.

13. _____ Volunteers to help during lunch, breaks and recess