

# *Totus Tuus*



## **Parish Coordinator Guide**

**2024**

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# Getting Started

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At Totus Tuus, we are committed to bringing children and youth closer to Christ through the sacraments, prayer and fun. In this guide, you will find helpful information about planning for Totus Tuus at your parish and what the team needs in order to thrive. If you have questions that cannot be answered from this document, please contact the diocesan coordinator, **Gloria Zapiain** at (603) 663-0159 or [gzapiain@rcbm.org](mailto:gzapiain@rcbm.org). We will help you in any way we can!

## Role of the Parish Coordinator

The parish coordinator may very well be the most important person involved in Totus Tuus. The success of a Totus Tuus Parish Program depends on you! We cannot thank you enough for your investment in the young people of our diocese. Please know, the Diocese of Manchester, particularly the Secretariat for Catholic Formation, sincerely appreciate you!

While the team that visits your parish will have training specific to catechesis, classroom management and teamwork, for many of these college-aged students, this is their first job. It will be a great learning experience and you'll help them grow professionally and personally. They will look to you for help with logistics at your parish, challenging behavior from kids and any scheduling issues that fall outside of their usual plan.

## A Note for the Pastor

Thank you for hosting Totus Tuus at your parish! We recognize the intense amount of time and resources this program requires. Teams often share that the involvement of the priest was one of the most meaningful aspects of the summer. As these young people learn, grow, and discern, your witness is invaluable. We understand that your schedule may not allow you to be present all the time, but we warmly invite you to be a part of Totus Tuus in any way that you can.

Here are the times that the team will need your help for Sacramental purposes:

**Confession** for day program: Monday – Wednesday (Possibly Thurs.) at 11:00 a.m.

**Mass:** Monday – Friday at 11:30 a.m.

**Adoration** and **Confession** for evening program: Tuesday beginning at 8:30 p.m.

**Church tour** for 1<sup>st</sup> & 2<sup>nd</sup> grade: Wednesday from 2:10-2:40 p.m.

**Children's Adoration:** Thursday from 1:40-2:40 p.m.



## **Parish Coordinator Check List**

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The basic responsibilities of the parish coordinator for the program are as follows:

### **Hosting the Totus Tuus Team**

- Register for Totus Tuus with the Diocesan Parish Faith Formation Office
- Submit the Parish Partnership Agreement (p. 16) to the Diocesan Office
- Submit half of the total payment as a deposit upon receiving confirmation of selected dates
- Coordinate housing (men and women should be housed separately)
- Coordinate team lunches and dinners
- Coordinate details with the team the week prior to Totus Tuus at your parish
- Submit balance of payment within two weeks after the completion of Totus Tuus in your parish

### **Grade School Program**

- Reserve large room (gym, cafeteria) for morning/afternoon gathering
- Reserve appropriate number of classrooms
- Reserve Church for Reconciliation and daily Mass
- Reserve Church for Wednesday Church tour and Thursday afternoon Adoration
- Coordinate with parish priest for daily Mass/Reconciliation/Adoration
- Coordinate snacks/drinks for snack break each day for the participants & Totus Tuus team
- Coordinate Friday afternoon fun activity
- Conduct parish registration, collect permission form and registration form from each family
- Recruit Safe Haven-trained volunteers/highschool helpers for the Grade School Program
- Organize and promote the potluck, as well as set-up and clean-up

### **Middle/High School Program**

- Reserve Church for Tuesday night Adoration/Confession
- Prepare Wednesday night supplies: 5-6 votive candles, large Crucifix
- Coordinate with parish priest for Tuesday night Adoration/Confession (recruit additional priests if needed)
- Coordinate Thursday evening fun activity
- Conduct parish registration, collect permission form and registration form from each family

# Program Fee

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Below is the cost to a parish for hosting a team and the maximum number of youth per team.

Number of Teams	Max. Youth Served*	Cost
1 team (4 catechists)	90 youth	\$2,450
2 teams (8 catechists)	180 youth	TBD
3 teams (12 catechists)	270 youth	TBD

\*“Maximum youth served” applies only to those youth served through the Grade School Program. We understand that turning kids away is not desirable, but please do not “overload” your team. It is not fair for them and does not allow them to catechize and connect with the kids as effectively. Please close registration once you reach the maximum number of youth.

## Funding Tips

The amount the parish charges for participating youth is entirely up to the parish. For example, a parish could charge \$25-\$35 per child or \$65-\$75 for families of three or more. At \$25/child, a parish with 80 youth in the Grade School Program and 30 youth in the Junior and Senior High School Program would cover the cost for one team. Many Knights of Columbus councils and parish groups have assisted in bringing the program to various parishes.

## Registration/Deposit

Registration for parishes will open in the fall/winter of each year for the following summer. When you register and receive confirmation of your date, half of the parish fee (\$1,225) is due. The remaining balance (\$1,225) is required within two weeks of the completion of Totus Tuus in your parish.



# The Team

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Each Totus Tuus team consists of two men and two women. The catechists are selected based on their commitment to the Catholic Faith, desire to teach the faith, love of children, energy, enthusiasm and leadership abilities.

In order to operate a week of Totus Tuus successfully, the catechists adhere to a well-defined schedule, which has a structured prayer life as its foundation.

## Arrival/Setup

The team leader should call you on the Wednesday afternoon prior to your week of Totus Tuus, usually between 3-5 p.m. If you do not hear from your team, please call the diocesan coordinator.

The team **arrives on the Saturday** afternoon or evening prior to the week of teaching. Please inform the team leader if they will be **speaking at the Masses** that weekend. Speaking at Mass is an excellent opportunity to publicize Totus Tuus and introduce the team. Often this brief presentation will help bring in more youth to participate in the week's program.

The team should **meet with the parish coordinator and pastor** (if available) for a formal meeting and touring of the facilities on Saturday. The team will set up the facilities on Sunday afternoon. Due to the early morning and late night scheduling of events, some parishes have found it convenient to provide the team leader with a key to the facilities. If you choose not to do this, please make sure the team leader knows who will have facility keys for the week.

## Housing

Since the catechists are travelling around the diocese for this ministry, parishes need to provide housing that offers **sleeping accommodations** and a morning **continental breakfast**. **Men and women are to be housed separately**. It is easier for the team and the parish if the men and women are housed close to each other and to the parish. Host families must be in compliance with the Safe Environment Program of the Diocese of Manchester, including successfully completing training on reporting suspected child abuse in accordance with New Hampshire law and also must undergo a criminal background check.

The interaction at host homes is valuable for both the team members and the households. However, because of the team's schedule, it is important to stress that the team may occasionally be late getting home due to team meetings. Also, team members may not always be present at the host families' homes in the afternoons due to planning and setup. The teams are asked to return to host homes by 11 p.m. and practice courtesy as guests.

Housing of team members takes place from their arrival Saturday afternoon/evening until their departure the following Saturday morning. Each team will provide their own transportation to and from the parish. It is helpful to give the team driver a list of the names, addresses, phone numbers and directions to the homes for housing and evening meals.

## Meals

Please plan to provide all of the team's meals while the team is at your parish. Depending on the specifics of the week's schedule at your parish, the team may not require dinner at a host family's home every night.

The host household provides a continental style **breakfast** at 7:00 a.m. Breakfast does not need to be anything fancy or requiring effort. Cereal, fruit, granola bar or toast is sufficient. Sometimes all the team wants is coffee.

**Lunch for Saturday** (if the team has arrived) **and Sunday** can be at the host families' homes. Please ask the host

households not to plan any activities for the team on Sunday after Mass and/or lunch. This is “team time” and needs to be protected. The teams follow a demanding schedule each week for six weeks. Like all of us, they require “down time.” Honoring God’s commandment to keep holy the Sabbath, Sunday afternoon is their time for rest, recreation, and team fellowship, as well as time to prepare for the coming week.

Dinner on Saturday should be scheduled for as early after Mass as possible. It would be ideal if the parish coordinator could host dinner on Saturday evening, as that would give everyone a chance to meet. If this is not possible, please find a family who can host them for dinner.

Lunch for Monday through Friday at 12:15 p.m. and should be provided by the parish or a volunteer. Volunteers assisting in the kitchen can prepare the lunch. Buffet style works best, and whoever is providing the meal may want to bring extra food for the volunteers, priest, etc.

Dinner on Sunday, Monday, and Tuesday should be provided at 5:30 p.m. Please arrange for families in the parish to host the team for supper. This allows for more families to be involved and provides an excellent opportunity for the team to interact with families of the parish. A family may prepare and serve the meal, have food brought in, or take the team out to eat.

Since the team is on a tight schedule, please do not schedule dinner any earlier or later than 5:30 p.m. unless the team leader is notified. The team will leave the family’s home no later than 7:00 p.m. to return to the parish for the evening program.

The team will not require a meal at the time the Parish Potluck is held. If a potluck is not held, please be sure that a family is lined up to host the meal for the team.

The team will not need dinner on Thursday if their evening social with the middle and high school youth involves a meal. If no meal is planned within the Thursday night activity, please find someone to host the team for dinner at 5:30 p.m.





# The Totus Tuus Curriculum

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The Sacred Scriptures and the *Catechism of the Catholic Church* provide the foundation of the catechetical instruction of the Totus Tuus summer catechetical program.

Consequently, Totus Tuus has divided the four pillars of the *Catechism* into a six-year teaching cycle:

Year One: The Mystery of Salvation

**Year Two: The Apostles' Creed - 2024**

Year Three: The Sacraments

Year Four: The Commandments

Year Five: The Virtues

Year Six: Prayer and the Our Father

To complement this six-year cycle, Totus Tuus follows a four-year cycle dedicated to the mysteries of the Rosary:

The Joyful Mysteries

The Luminous Mysteries

The Sorrowful Mysteries

**The Glorious Mysteries - 2024**





# Daily Schedule

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The following is the **usual** schedule for use during the week of Totus Tuus. Some parishes adjust for a different Mass time (9 a.m., Noon). Please coordinate any changes with your team.

## 1st - 6th GRADE PROGRAM

9:00-9:20 a.m.	Opening Prayer, Songs and Skits
9:20-10:00 a.m.	Class Period #1
10:00-10:15 a.m.	Restroom Break OR Snack Break
10:15-10:45 a.m.	Class Period #2
10:45-11:05 a.m.	Music Preparation for Mass
11:05-11:25 a.m.	Mass Preparation/Individual Classes to Confession
11:30 a.m.	Mass
12:15-1:00 p.m.	Lunch and Recess
1:00-1:15 p.m.	Cool Down-Water Break
1:15-1:50 p.m.	Class Period #3
1:50-2:10 p.m.	Restroom Break OR Snack Break
2:10-2:40 p.m.	Class Period #4
2:40-3:00 p.m.	Gather, Review and Closing Prayer
3:00 p.m.	Dismissal

## TEAM

3:15 p.m.	Clean-up/Set-up/Team Meeting
3:30 p.m.	Evening Prayer (Vespers) and Chaplet of Divine Mercy
4:00 p.m.	Team Recreation
5:30 p.m.	Dinner

## JUNIOR & SENIOR HIGH SCHOOL PROGRAM

7:30-7:45p.m.	Introduction and Ice Breakers
7:45-8:15 p.m.	Session #1
8:15-8:45p.m.	Session #2
8:45-9:00p.m.	Snack Break
9:00-9:30 p.m.	Session #3
9:30-9:45 p.m.	Night Prayer (Compline)
9:45 p.m.	Dismissal

# Grade School Program

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The Totus Tuus Grade School Program is designed for children entering first through sixth grades in the upcoming school year. The Grade School Program begins on Monday and concludes on Friday.

## Facilities

The team requests **one large hall or room for their main assemblies.** (This same room can be used as a lunchroom, if necessary.) It is helpful to provide a **microphone** for the team. All participants will begin in this room each morning and conclude here each afternoon.

The number of participants in each parish will determine how many rooms are needed. For one team, this will mean having four rooms available for use. The team will generally use one of these as a “catechists’ space” for their supplies and afternoon meeting.

Each room should have a chalkboard or a dry-erase board. For the 1st and 2nd grade room, it is ideal to have a large enough room to have some empty space near the board for the children to gather on the floor, as well as tables set up with chairs for their activities. Team members will set up the rooms.

It is very important that the church be available for Mass and confession every day. Each class will spend time in the Adoration Chapel on Thursday afternoon. If there is not an Adoration chapel, the team will take youth to the church. It is ideal for a priest to be available to expose the Blessed Sacrament. Father is invited to lead the kids in prayer and songs during their time in Adoration, but if he is not available, the team will do so.

## Lunch/Snacks/Recess

Totus Tuus provides a variety of activities. We balance time inside and outside of a “classroom setting.” Therefore, we have a short bathroom break in the morning, recess and “cool down” after lunch and a snack break in the morning and/or afternoon. Please speak with your team about when the best time for a snack break would be.

We ask the parish to provide drinks throughout the day. Water is a necessity, but we also encourage other drinks such as lemonade or Kool-Aid. The children will need drinks set out for them three times during the day: at lunch (12:15 p.m.), after recess (1:15 p.m.) and during snack break (9:50 a.m. OR 1:50 p.m.). We ask that volunteers have the snacks and drinks ready five minutes before each break.

We also ask that the parish provide snacks (crackers, fruit, veggies, granola bars, and trail mix) for the snack break. The children should be asked to bring bag lunches, but drinks may need to be prepared. Some parishes choose to provide lunch for the children, especially on Friday afternoons. The choice is yours, but please be clear so parents know what to expect. Recess follows lunch. The team will participate in recess with the children.

## Mass and Confession

It is in the Sacraments, especially in the Eucharist, that Christ Jesus works most fully for the redemption and sanctification of all mankind. We realize that Totus Tuus asks a lot of our priests who are already very busy, and for their presence and participation in the program, we are extremely grateful. We have found over the years that celebrating and participating in the sacraments on such an intimate level has a tremendous impact on the children. We strive to help the children participate fully and actively in the liturgy and consider this an integral part of our program. It is the responsibility of the parish coordinator to arrange the liturgical and sacramental events with the priest.

Since the Eucharist is the source and the summit of the Christian life, Totus Tuus encourages the daily celebration of Holy Mass at 11:30 a.m. We also suggest that opportunities for the Sacrament of Reconciliation be made available every day before Mass, beginning at 11:00 a.m. This schedule can be adapted if necessary to meet the needs and special circumstances of your parish. If you would like to discuss alternative schedules, please work with your team.

The oldest students will be invited to Confession on Monday and younger grades as the week progresses. If your parish has many young people involved in the program, the pastor may find it helpful to invite a fellow priest to assist.

The youth will participate at Mass by serving, and proclaiming the readings and petitions. If current guidelines permit, the youth may also serve bringing up the offertory gifts. Totus Tuus team members will lead the children in a few songs during Mass; therefore, it is not necessary to ask the music director or choristers to be there.

The team will prepare the children for Mass and Confession, and they will practice the songs as well. The children will be expected to behave during Mass—and at all times during the week. Their Friday afternoon fun depends on it!

If a priest is unable to preside at and/or secure a replacement for the Mass at any point during the week, the team will take the children to the church to pray the Rosary, Mid-day Prayer, or the Stations of the Cross.

**Children's Adoration** will take place on Thursday afternoon. If your parish has a perpetual Adoration chapel, the children will be taken there; if not, the children will be taken to the Church during this time. This will be led by the team and involvement from the pastor is completely optional. It is suggested to give notice to the scheduled Adorers that the children will be in the Adoration chapel.

### **Friday Afternoon**

On Fridays, the usual schedule is followed through lunch, but then it is modified to allow for “fun time” in the afternoon. Students still bring their lunches or some parishes like to take this opportunity to have a “cook out” (usually hot dogs and chips). After lunch there will be no formal classes.

Friday afternoon's festivities are scheduled to begin at 1:45 p.m. and can be held in a nearby park or recreation area, or just in a large, open area on your church grounds. The festivities can include water games, such as a water balloon toss. The team will provide the water balloons. By about 2:40 p.m. the festivities end and students help the team clean up the area.

Parishes may also choose to provide popsicles, ice cream, or other treats at the conclusion of Friday afternoon. Parents should be warned that children will be wet and possibly dirty when they are picked up. Please recommend that the students come wearing something that can get messy; they will not be allowed to change clothes. The team will talk to the children about Friday afternoon at the close of the day on Thursday, giving them the rules of the day, what to bring for the water games, and what to wear. The day is closed, as is every day, with song and prayer.

## Middle/High School Program

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Totus Tuus offers an evening program for middle and high school youth. Middle school youth are those entering the 7th or 8th grades, and high school youth are those entering grades 9-12 for the upcoming school year. These grade levels typically meet Sunday through Thursday, but this can be adjusted.

The middle school students will join the high school students for the evening program; however, their classes will remain separate to maintain an atmosphere and discussion level that is appropriate for both age groups.

### Facilities

Similar to the Grade School Program, the team needs **one large hall or room** for their main assemblies. If the group is large, it is helpful to provide a **microphone** for the team. If this is a smaller group, a youth room is fine.

The size of the student body and number of catechists assigned to each parish will determine how much **meeting room space** is needed. Generally, the team will need two meeting rooms available for use. The church needs to be available for Adoration and Confessions one evening of the week, preferably Tuesday. This is flexible based on the availability of your priest.

### Supplies

It would be helpful to have the following supplies for the high school sessions: 5-7 votive candles, a large crucifix, and a decorative cloth. These items are for the meditation on Tuesday evening.

### Schedule

Each evening session runs from 7:30 p.m. until 9:45 p.m. There will be time for fellowship, snacks, and two catechetical sessions most evenings. Tuesday evening allows for Adoration and Confession. Thursday night closes the week with a fun activity.



## Promotion

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Adequate promotion is necessary for a successful week. Consider using your parish's website, bulletin and social media to let parents and children know when Totus Tuus will be at your parish.

### Use of Logo and Theme Art

We are happy to send you files of our Totus Tuus Marian logo to use on your website, in your bulletin and in other promotions for Totus Tuus. **To obtain JPEGs or Adobe Illustrator files, please email Sky Creed at [creeds@catholicdioceseofwichita.org](mailto:creeds@catholicdioceseofwichita.org).** All we ask is that you do not alter the logos/art in any way.

### Poster

Upon request, the Parish Faith Formation Office will provide a generic poster design for all parishes to edit and print on their own. You can add your parish's date information and print as many as you want.

### T-Shirts

Your parish is welcome to print t-shirts at your own cost. You may print them at your preferred printer. You are welcome to use our design and add your parish's name. It is helpful if you do not use the same shirt color as our teachers.



## Parish Involvement

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The focus of the Totus Tuus program is obviously on the youth of your parish; however, the entire parish can be involved. We have already mentioned the need for volunteers to help during the day program and host families to house and feed the team(s) during the week. Here are two additional ways to include others in your parish.

### Parish Potluck Supper

The parish is asked to sponsor a potluck supper for the children, their families and all parishioners. You can host this any evening of the week. The potluck may also take place after the Saturday evening Mass or could be a breakfast following a morning Mass on Sunday. No meal plans will be needed for the team when the potluck takes place. If a potluck does not take place, please have a family host the team for the meal, but it is highly encouraged that the week include a potluck.

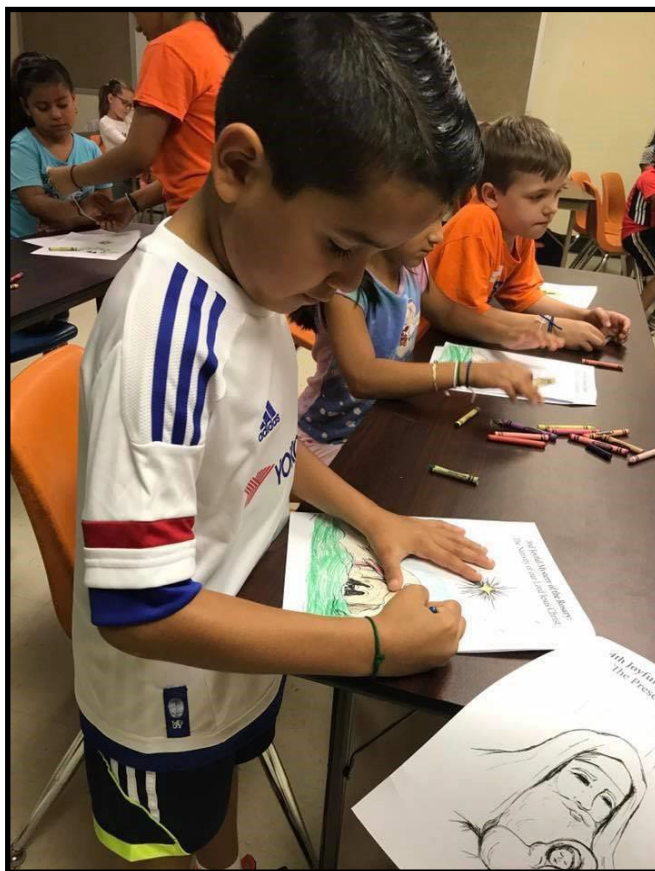
We encourage this to be a parish-wide event. This gathering gives the team an opportunity to meet families and other parish members. It is also an excellent opportunity for the parents to meet and get to know the teachers, where they are from, etc. During the potluck the team leader will introduce the team and explain a little about the history and mission of Totus Tuus.

Some parishes have adopted alternate means of having the parents and team meet. For example, one parish has “special lunches” for its grade school program. Parents and team members join the kids for a brown bag lunch at the parish; each grade, or cluster of grades, has its own special lunch on a different day, in a room separate from the rest of the grades. If you have an alternate plan that works well, please let the Parish Faith Formation Office know.

### Intercessors

While the team is at your parish, and even before they arrive, we recommend recruiting intercessors to pray for and provide spiritual assistance to the team, the youth, the coordinators and volunteers, and the pastor of your parish. This is a great way to involve parishioners who don't have school-aged children attending Totus Tuus.

Ask the regular Adorers, daily Mass goers, members of the Knights of Columbus, or the Rosary Guild—really, anyone you can think of—to commit to daily or weekly prayer for the team, the participants, and the program. They can pray in whatever way they like: Participate in Mass, observe a Holy Hour, recite the Rosary, Chaplets; intercede with petitionary prayer; recite the traditional memorized prayers; offer a day of fasting—the possibilities are as numerous as your parishioners are.





# Safe Environment Protocol

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Please keep the following information in mind when preparing for Totus Tuus.

- All Totus Tuus volunteers 18 years and older must be complete all Diocese of Manchester safe environment requirements, including Safe Haven training, all applicable background check(s), and acknowledgement of the Diocese of Manchester Code of Conduct before volunteering with youth.
- Youth younger than 18 years of age are welcome to help with Totus Tuus, but they must always be supervised by at least one adult who has completed all diocesan safe environment requirements.
- Any minor under 18 should be accompanied to the restroom by a Safe Haven trained adult in any venue where access to the building/restroom isn't monitored. The adult should not enter the restroom with the youth. Rather, the adult should monitor the restroom to make sure there is no one inside who could pose a threat to the youth.
- For questions about Diocesan Safe Environment protocol, please contact Cinzia Broketa at 603-663-0149.

## High School Helpers

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A parish can utilize high school helpers to assist during the grade school program. This is a great way to engage high school volunteers and is an opportunity for the team to further connect with them. High school helpers can expect to serve as a catechist's assistant, passing out materials, escorting children to the restroom and helping with crowd control during large gatherings. Please recruit and select mature individuals who will actually assist in the classroom rather than merely observing. High school helpers age 18 or older must complete all safe environment requirements and those under 18 must be supervised at all times when working with minors (this can be a Totus Tuus team member). See above section for details.



**TOTUS TUUS SUMMER 2024 PROGRAM**  
**PARISH PARTICIPATION CONFIRMATION**

Parish \_\_\_\_\_

Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

Parish Coordinator(s): \_\_\_\_\_ Phone: \_\_\_\_\_

additional names (if applicable) \_\_\_\_\_ Phone: \_\_\_\_\_

Date(s) of Totus Tuus Program: \_\_\_\_\_, 2024

Location of Totus Tuus Program: \_\_\_\_\_

Diocesan Totus Tuus Coordinator: Gloria Zapain at (603) 663-0159 or [gzapain@rcbm.org](mailto:gzapain@rcbm.org)

Pastor and the Parish Coordinator(s) of the Parish acknowledge and agree to the following with respect to holding a Totus Tuus Summer Program:

1. Review of Guide: The Pastor and Program Coordinator represent they have carefully reviewed the Totus Tuus Parish Coordinator Guide for 2024 ("**Guide**") and agree to follow its guidelines and recommendations. Any questions concerning programming or the information contained in the Guide can be directed to the **Diocesan Totus Tuus Coordinator** - Gloria Zapain.
2. Parish Coordinator Generally. The Parish Coordinator(s) will be available, if not present, at all times during Totus Tuus program at the Location. If the Parish Coordinator is not present, he or she will inform Totus Tuus personnel (the Totus Tuus Team) of emergency procedures, remain available via cell phone, provide keys, etc. The Parish Coordinator(s) will perform the additional duties set forth in the Guide.
3. Registration. The Parish Coordinator and the Parish will be responsible for registration. All Totus Tuus programs will allow only registered participants. All participants *must complete* the Totus Tuus Parish Registration Form attached as **EXHIBIT A** to this Confirmation, including, but not limited to the medical release and emergency contact information on said Form. A fully completed Totus Tuus Parish Registration Form will be collected by the Parish Coordinator for each participant attending the program. Registering for a Totus Tuus event commits a participant to stay for the entire duration of the program, unless prior arrangements have been made with the Totus Tuus Team and the Parish Coordinator. The Parish Coordinator will address any participant who wishes to leave the Totus Tuus program early, including contacting the parent(s)/ guardian(s) of the participant as needed.
4. Location. The Totus Tuus programming will occur at the Location listed above (on-site at the Parish if blank).
5. Off Site Events. Any off-site event (usually only one evening allowed for middle/high school programming) requires prior planning with, and notification to, the Totus Tuus Team prior to the dates of the program. All off-site events require parental consent permission slips, the appropriate number of qualified chaperones (1 adult per 8 student ratio), and transportation which must be arranged by the Parish Coordinator. The Totus Tuus Team will not drive participants. Parish Coordinator will assure that all chaperones have completed all safe environment requirements of the Diocese of Manchester and are at least 25 years of age. Appropriate transportation will be arranged by the Parish Coordinator and includes cars, mini-vans or buses; 11-15 passenger vans are not allowed. Parish Coordinator will see to it that Drivers are at least 25 years of age and have good driving records and current insurance coverage. The Parish Coordinator shall ensure that all drivers have reviewed and comply with the requirements of the Diocese of Manchester Driving Policies located on the Diocese Totus Tuus Parish Registration webpage.
6. Totus Tuus Team Needs. Parish Coordinator shall arrange Totus Tuus Team access to Location at all times including early morning hours and late evening hours for team arrival, set up, prayer time, and program operation, including meals (if applicable). Parish Coordinator shall arrange all audio visual requirements and make sure they are functioning throughout the program. Any questions concerning Totus Tuus Team needs should be addressed by the Program Coordinator to the Diocesan Totus Tuus Coordinator.
7. Spiritual Component of the Program. The Pastor and Program Coordinator shall be responsible to address and satisfy the spiritual component of the Program including, but not limited to, daily Mass, Adoration, and confession as recommended in the Guide.

8. Participant Code of Conduct. Parish and Parish Coordinator will assist Totus Tuus Team in assuring that, during Totus Tuus programs, participants will not a) possess weapons of any kind, including pocket knives; b) purchase, possess, consume, or distribute alcohol, illegal drugs, or tobacco; c) engage in any form of promiscuous activity or peer harassment; d) use profanity in any form; e) humiliate, ridicule, threaten, demean, or degrade anyone in any way; f) destroy or damage property; g) access or otherwise view pornography and other inappropriate social media content, including on personal electronic devices; or h) engage in any other behavior inconsistent with Catholic teaching. Failure to adhere to this code of conduct will be addressed immediately and cooperatively between the Totus Tuus Team and Parish Coordinator and, where appropriate, the Pastor. The Parish Coordinator will notify parent(s)/guardian(s) and request that the child leave the Totus Tuus program. Depending on the severity of the infraction, the participant may not be able to return to the Totus Tuus program
  
9. Housing. The Parish Coordinator, in consultation with the Pastor, will coordinate with the Diocesan Totus Tuus Coordinator to arrange housing accommodations (including meals) for the Totus Tuus Team members. Parish coordinator will engage to ensure housing accommodations, as well as arrival and departure of the Totus Tuus Team members, are in compliance with the Guide requirements. Any issues concerning Totus Tuus Team members housing accommodations shall be addressed to the Program Coordinator and Pastor, with notice to the Diocesan Totus Tuus Coordinator.
  
10. Prayer Team. The Pastor and Program Coordinator understand the critical importance of recruiting a Parish intercessory prayer team well in advance of the program date; and have the intercessory prayer team specifically pray for the Totus Tuus Team members, the participants, and all others involved with the program, and for the success of the event.
  
11. Report of Injury or Damage. Circumstances of any injury or damage to the Totus Tuus Team members, participants and/or Location during the Program shall promptly be reported by the Pastor or Program Coordinator to the Diocesan Totus Tuus Coordinator, as well as the appropriate insurance carrier.
  
12. Covid-19 Requirements. Parish Coordinator, shall insure compliance with the COVID-19 screening and prevention requirements as approved, recommended, and in effect for the Roman Catholic Bishop of Manchester, a corporation sole, as of the date of the Program, as set forth on the Diocese Totus Tuus Parish Registration webpage, as it may be updated from time to time.
  
13. Signed Original. Upon signing this Parish Participation Confirmation, the Parish Coordinator will return the signed original to the Diocesan Totus Tuus Coordinator.

By signing below the Pastor and Parish Coordinator acknowledge they have received and reviewed the Guide, and will comply with the terms of the Guide and this Confirmation in conducting the Totus Tuus Program:

**Pastor:**

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Parish Coordinator:**

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Additional Parish Coordinator (if applicable):**

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# TOTUS TUUS PARTICIPANT REGISTRATION FORM

Name of Parents/Guardians \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name(s) of Child(ren)	Allergies, Medications & Dosage, Medical Conditions, Food Restrictions	Grade in 2024-25

ADDITIONAL EMERGENCY CONTACT INFORMATION: Name and phone number of an adult to reach in case of emergency in the event that you cannot be reached at the numbers above.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Family Physician \_\_\_\_\_ Phone Number \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

**Medical Authorization:**

I understand that the Catholic Diocese of Manchester and Totus Tuus assume no responsibility for accidents which may occur in association with diocesan events and activities. I agree to use my/our personal insurance to cover any such incidents. I understand that, in the event medical intervention is needed, every attempt will be made to contact the persons listed above. In the event those individuals cannot be reached, I/We hereby give permission to the physician or any other qualified medical staff selected by the event leader to hospitalize, secure medical treatment, and/or order injection, anesthesia, or surgery for Participant as deemed necessary.

**Permission for Other Medical Matters:**

\_\_\_\_ YES, in the event it comes to the attention of the Diocesan and/or parish chaperones that my child complains of illness, I grant permission for non-prescription medication (such as Tylenol, lozenges, etc.) to be given to Participant.

**Release of Liability for Youth and Adults:**

I understand all reasonable safety precautions will be taken at all times by the Catholic Diocese of Manchester and Totus Tuus and its employees and agents during the events and activities. I understand the possibility of unforeseen hazards and know the inherent possibility of risk. I agree to indemnify and hold harmless the Catholic Diocese of Manchester and Totus Tuus, its leaders, employees and volunteer staff from any and all claims arising from or in connection with attending this event.

**Code of Behavior for Youth and Adults:**

I agree to abide by and/or instruct my child to abide by all rules and regulations as outlined by the aforementioned chaperones/representatives. I agree that if I/Participant fail(s) to abide in any way by the rules, that I/Participant can be dismissed from the event and sent home immediately at my/Participant's expense with no right of reimbursement or refund for any amount in connection therewith from the Catholic Diocese of Manchester or its chaperones/representatives.

**Photo release:**

\_\_\_\_ YES, I hereby authorize the Catholic Diocese of Manchester and Totus Tuus and its agents to utilize photographic and/or video images of me or my child by the Catholic Diocese of Manchester. In giving my consent, I hereby indemnify and hold harmless the Catholic Diocese of Manchester and Totus Tuus and its agents from any and all responsibility of liability. I understand that I will receive no compensation should any photograph and/or video of me or my child be used.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

# FORMULARIO PARROQUIAL DE INSCRIPCION A *TOTUS TUUS*

Nombre de los padres/apoderados: \_\_\_\_\_

Dirección: \_\_\_\_\_ Correo electrónico \_\_\_\_\_

Teléfono de casa \_\_\_\_\_ Teléfono del trabajo \_\_\_\_\_ Teléfono celular \_\_\_\_\_

Nombre de los niños	Alergias, medicinas y dosis, condiciones médicas, restricciones alimentarias	Grado en 2024-25

INFORMACIÓN ADICIONAL DE CONTACTO DE EMERGENCIA: Nombre y teléfono de un adulto con quien podamos comunicarnos en una emergencia, en caso de que no podamos comunicarnos con usted(es) a los números que figuran en la parte superior.

Nombre \_\_\_\_\_ Teléfono \_\_\_\_\_

Nombre del médico general \_\_\_\_\_ Teléfono \_\_\_\_\_

Compañía de seguros \_\_\_\_\_ Póliza # \_\_\_\_\_

## **Autorización médica:**

Entiendo que la Diócesis Católica de Manchester y *Totus Tuus* no asumen ninguna responsabilidad por accidentes que pudieran ocurrir relacionados con eventos y actividades de la diócesis. Me comprometo a utilizar mi/nuestro seguro personal (*aseguranza*) para cubrir cualquiera de estos incidentes. Entiendo que, en el caso de necesidad de intervención médica, se hará todo lo posible para ponerse en comunicación con las personas indicadas en la parte superior. En caso de no lograr comunicarse con dichas personas, yo/nosotros doy/damos autorización al médico o cualquier otro personal médico calificado, seleccionado por el líder del evento, a hospitalizar, asegurar el tratamiento médico, u ordenar inyecciones, anestesia o cirugía para el participante, si lo considera necesario.

## **Permiso para otros asuntos médicos:**

\_\_\_\_ **SÍ**, en el caso de que los chaperones de la diócesis o parroquia se den cuenta de que mi niño se queja por estar enfermo, otorgo permiso para que se le dé medicamentos sin receta (como Tylenol, pastillas para la tos, etc.).

## **Exoneración de responsabilidad de los jóvenes y adultos:**

Entiendo que se tomarán todas las precauciones de seguridad razonables en todo momento por parte de la Diócesis Católica de Manchester y *Totus Tuus* y sus empleados y agentes durante los eventos y actividades. Entiendo la posibilidad de riesgos imprevistos y conozco la posibilidad inherente de riesgos. Estoy de acuerdo en exonerar y liberar de responsabilidad a la Diócesis Católica de Manchester y *Totus Tuus*, sus dirigentes, empleados y voluntarios por cualquier reclamo que surja en relación con la asistencia a este evento.

## **Código de conducta para jóvenes y adultos:**

Acepto acatar e instruir a mi hijo a acatar todas las reglas y reglamentos expuestos por los mencionados chaperones/representantes. Estoy de acuerdo en que si el participante o yo no cumplimos en algún modo con las reglas, tanto el participante como yo podemos ser despedidos del evento y enviados a casa inmediatamente, con cargo a mi costo y el del participante, sin derecho a reintegro o devolución de ninguna cantidad en relación con ello, de parte de la Diócesis Católica de Manchester o sus chaperones o representantes.

## **Autorización para la toma de fotografías:**

\_\_\_\_ **SÍ**, autorizo a la Diócesis Católica de Manchester y *Totus Tuus* y a sus agentes a utilizar fotografías o videos de mi hijo o míos. Al dar mi consentimiento, exonero y libero de toda responsabilidad a la Diócesis Católica de Manchester. Entiendo que no recibiré compensación en caso de que alguna fotografía o video de mi hijo o míos sean usados.

Firma del padre/apoderado \_\_\_\_\_ Fecha \_\_\_\_\_