

# *Totus Tuus*



## Parish Coordinator Guide



2026

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# Getting Started

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At Totus Tuus, we're committed to bringing kids 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 Diocese Youth Office, 308-382-6565, [yya@gidiocese.org](mailto:yya@gidiocese.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 Grand Island Office of Youth and Young Adult Ministry sincerely appreciates 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 behaviors from kids, and any scheduling issues that fall outside of their usual plan.

## Student Participation/Registration

It is suggested that you begin marketing Totus Tuus in the month of March and open registration the first part of April. As a diocesan program, we use a universal online registration process. Participants will register through the diocese for the program in their parish and registration will include a minimal fee of \$40 with a \$120 family maximum for more than 3 students participating. Moving to this model will allow us to reduce the direct cost for the parish, better prepare the missionaries for their program weeks, and give the diocese a list of participants for liability purposes.

**Register at [gidiocese.org/totus-tuus](http://gidiocese.org/totus-tuus). If your parish prefers not to charge participants a fee, please contact the youth office for instructions.**

Registration will remain open for any walk-in participants the week of your program, we encourage you to offer online registration for all walk-ins. If this is not possible, please submit the late registration information to the youth office. Those that register within three weeks of your program week will not receive a t-shirt.

## A Note for Father

Thank you for hosting Totus Tuus at your parish! We recognize the intense amount of time and resources this program requires. Time and time again, teams will tell us 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:**

<b>Mass</b>	Monday – Friday 11:30 AM Day program
<b>Reconciliation</b>	Monday - Thursday 11:00 AM Day program Tuesday 8:15 PM Evening program Wednesday 8:15 PM Evening program
<b>Adoration</b>	Thursday 1:40-2:40 PM Day program Wednesday 7:00 PM Evening program
<b>Church Tour (grades 1 &amp; 2)</b>	Wednesday 2:10-2:40 PM Day program

# 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**

- Coordinate host homes (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

## **Registration/Marketing**

- Begin marketing program the month of March
- Open registration for the month of April
- Recruit volunteers to assist missionaries.

## **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 Adoration
- Coordinate with parish priest for daily Mass/Reconciliation/Adoration
- Coordinate snacks/drinks for snack break each day
- Coordinate Friday afternoon fun activity
- Recruit safe environment screened and trained volunteers/high school helpers for the Grade School Program.
- Organize and promote an optional parish potluck (see page 14).

## **Middle/High School Program**

- Coordinate parish priest for Reconciliation.
- Reserve church for Adoration/Reconciliation
- Prepare church for Adoration, supplies: 5-6 votive candles, large Crucifix.
- Coordinate with parish priest for Adoration/Reconciliation nights (recruit additional priests if needed).
- Coordinate Thursday evening fun activity.

# Program Fees

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

Number of Teams	Max. Youth Served*	Cost
1 team (4 teachers)	80 students	\$2,000 + \$500 fee for any additional missionary when available

\*“Maximum youth served” applies only to the day 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 teach and connect with kids freely. Please close registration once you reach the maximum number of students. We cannot guarantee additional missionaries but when there is an extra missionary available to help at a parish, you will be billed an additional \$500 to help cover their costs. **Please note** teams will not be split to assist at a different parish.

## Registration/Payment

Registration for parishes will open in November of each year for the following summer. Registration is online and you are asked to identify the three weeks that you are willing to host this program. We ask that you be flexible with the dates chosen as we try to accommodate each parish’s needs. A non-refundable deposit is required at registration to hold your week. Registration is complete upon receipt of your deposit and the parish agreement. Your week will be confirmed once registration closes. All additional payments are non-refundable as of the date they are due.

## Program Funding Tips

Throughout the years many Knights of Columbus councils and parish groups have assisted financially in bringing the program to various parishes.



# The Team

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Each Totus Tuus team will generally consist of two men and two women, but may differ in certain years. The missionaries 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 missionaries adhere to a well-defined, hectic schedule, which has a structured prayer life as its foundation.

## Arrival/Setup

The team leader will contact you the week before your week of Totus Tuus. If you do not hear from your team, please call the Diocese Youth Office.

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

It is important for the team to meet with the parish coordinator and pastor (if available) for a formal meeting and for touring the facilities when they arrive on Saturday. During this meeting, please provide the team with any details relating to the facility, the program week, and the host families. Also at this time, please share with the team arrangements made for meals.

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.

## Host Families

Responsibility for housing missionaries during the program week falls to the parish. Appropriate accommodation should be provided. These include staying in host homes, rental/hotels, or in the parish rectory. **Male and females cannot be housed together. When minor children are in the house there must be a minimum of two missionaries staying together. All adults over the age of 19 in a home that is hosting missionaries must be safe environment screened and trained.** Host families are asked to provide sleeping arrangements and a continental breakfast. It is easier for the team and the parish if the host homes are close to each other and within 5 miles, not more than 10 miles, of the parish. The team is grateful for the housing that is provided. Each team will provide their own transportation to and from the parish. The housing of team members takes place from their arrival Saturday afternoon/evening until their departure the following Friday evening or Saturday morning. It is important to stress to host families that the team may occasionally be late getting home or may not be available some afternoons due to responsibilities.

Missionaries endure a tough schedule and housing should be a place of respite for them. In a sense the time they are in their host homes is a time when families can minister to them, and a time when they can detach from their role as missionary. Suitable host homes are best found with active parishioners, who have been safe environment trained and have a strong charism of hospitality. When choosing host families, please consider family dynamics and how the missionaries fit into these dynamics through the week. Things to consider when choosing host families: will they be welcoming, hospitable, generous? Will they be available? Do they have a hectic family life? etc. **It is also important that host families be within 5 miles of the parish so travel time does not become a burden for the missionaries. Two weeks prior to your program week, please inform the Youth Office which families will be hosting the missionaries or other arrangements that have been made.**

## Meals

Plan to provide all the team's meals while the team is in your parish. However, please give the team one meal "off" on Sunday as this is a necessary time of rest and recreation for the team. It is recommended to simply allow the team to eat Sunday meals with their host families if possible. Because the schedule for the week and the entire summer is so demanding, please observe Sunday as a day of rest for the team to have "downtime" for rest, recreation, fellowship, and to prepare for the coming week.

The host family provides a continental-style breakfast at 7:30 AM each morning. Please inform the host family that cereal, fruit, or toast is acceptable.

Lunch each day should be provided by a parish family or the parish at 12:15 PM. 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.

For the evening program, dinner is provided at 6:00 PM., for missionaries and students. We ask that all meals be served at the parish as the middle / high school program begins at 6:30 PM. Wednesday evening has traditionally been reserved for a parish potluck. We leave the decision to continue this tradition to the parish and adjust the dinner schedule accordingly. (See page 14 for more on parish potluck.)



# The Totus Tuus Curriculum

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

Year Three: The Sacraments

## **Year Four: The Commandments - 2026**

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 - 2026**

The Sorrowful Mysteries

The Glorious Mysteries-



## Daily Schedule (Grand Island)

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). This is not ideal but is possible. Please coordinate any changes with your team.

### DAY PROGRAM Students who have completed grades K-6 school year 2025/2026

9:00-9:30 a.m.	Opening Prayer, Songs and Skits
9:30-10:00 a.m.	Class Period #1
10:00-10:15 a.m.	Break / Snack
10:15-10:30 a.m.	Music Preparation for Mass
10:30-11:00 a.m.	Class Period #2
11:00-11:25 a.m.	Mass Preparation/Individual Classes to Confession
11:30 a.m.	Mass
12:15-1:15 p.m.	Lunch and Recess
1:15-1:30 p.m.	Cool Down-Water Break
1:30-2:00 p.m.	Class Period #3
2:00-2:10 p.m.	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
6:00 p.m.	Dinner with Youth

### EVENING PROGRAM Students who have completed grades 7-12 school year 2025/2026

6:00 - 6:30 p.m.	Meal with students
6:30 p.m.	Evening begins
6:30 - 8:00 p.m.	Games/Catechesis/Prayer
8:00 p.m.	Night Prayer
8:15 p.m.	Evening Ends. Opportunity for reconciliation Wednesday & Thursday

# Day Program

The Totus Tuus Day Program is designed for children who have completed K-6<sup>th</sup> grades by the summer of 2026. This program begins on Monday and concludes on Friday. **NOTE:** The missionaries are not trained for the physical/emotional needs of pre-school children. **Please do not accept students who have not attended kindergarten by summer of 2026.**

The evening program is designed to include students who have completed grades 7<sup>th</sup>-12<sup>th</sup> by the summer of 2026.

## 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 size of the student body and number of teams assigned to each parish will determine how many classrooms are needed. For one team, this will mean having four classrooms available for use. The team will generally use one of these as a “teacher’s space” for their supplies and afternoon meeting.

Each classroom should have a chalkboard or a dry-erase board. For the 1st and 2nd grade classroom, 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 kids 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 song during their time in Adoration, but if he is not available, the team will do so. We understand parish life may require a shift in the use of the church from time to time, but we encourage you to seek an alternate location. Due to the way this program is developed, we discourage canceling classes for any reason.

## Lunch/Snacks/Recess

Totus Tuus infuses catechetical instruction with authenticity and fun! 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. The children will need drinks set out for them three times during the day during breaks, at lunch, and after recess. 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, trail mix) for the snack break. The children should be asked to bring sack lunches. 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



Understanding that all we do is intrinsically linked with the whole Liturgical and Sacramental Life, **Totus Tuus** encourages the celebration of Holy Mass at 11:30 a.m. every day. **(Please note that the Totus Tuus schedule can be adapted to meet the needs and special circumstances of your parish.)** It is in the sacraments, especially in the Eucharist, that Christ Jesus works most fully for the transformation of all mankind. The students will participate in serving, bringing up the offertory gifts, and proclaiming the readings and petitions.

If a priest is unable to preside at Mass at any point during the week, the team will bring the students to the church to pray the Rosary, Mid-day Prayer, or the Stations of the Cross. We suggest that opportunities for the Sacrament of Reconciliation be made available every day at 11:00 a.m. Once again, this is the suggested schedule and can be adapted as necessary. The oldest students will be sent on Monday and younger grades as the week progresses. If your parish has a lot of students, the pastor may want to invite a fellow priest to assist.

We realize that this can be a lot to ask of our priests who are already so busy, but we have found over the years that celebrating and participating in the sacraments on such an intimate level has a tremendous effect on children. We strive to help the students 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.

## **Friday Afternoon**

On Friday, the daily schedule will be altered. We will follow the schedule through lunch, but then it is modified to allow for “fun time” on Friday afternoon. Students can 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 classes.

Friday afternoon can be spent in a nearby park or recreation area. After lunch, there will be a water-balloon toss, and a “water fight” in which students can bring water guns, squirt bottles, buckets, etc. By about 2:40 p.m. or earlier, the water fight ends, and students help the team clean up the area. NOTE: The parish is asked to provide water hoses and wading pools or a stock tank, etc. Parishes may also choose to provide popsicles, ice cream, or other treats at the conclusion of Friday afternoon. The day is closed with song and prayer.

# Evening Program

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Totus Tuus offers an evening program for middle/high school youth which includes students who have completed grades 7-12 by the summer of 2026. These students meet Sunday through Thursday.

## Facilities

Similar to the Day 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.

On **Tuesday & Wednesday** students have the opportunity to receive the Sacrament of Reconciliation. A priest (or priests) will be needed from 8:15-9:15 PM.

## 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 Adoration on Wednesday evening.

## Schedule

Each evening session runs from 6:00 p.m. until 8:15 p.m. Thursday night closes the week with a fun activity.



## Evening Program Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday
6:00 PM	Dinner provided for students and missionaries together	Dinner provided for students and missionaries together	Dinner provided for students and missionaries together	Dinner provided for students and missionaries together	FUN NIGHT Dinner Included
6:30 PM	Welcome/Break into Teams	Welcome	Welcome	Welcome	
6:45 PM	Games	Games	Games	Testimony/Talk on Adoration/Confession	Fun Activities (On or off campus)
7:00 PM			Talk – The Need for the Cross	Adoration	
7:15 PM		Talk – Salvation History, and YOUR Story Prayer/Vocations/Mission			
7:30 PM	Talk – Be Open	Small Group/ Discussion Questions	Small Group/ Discussion Questions	Commitment prayer	
7:45 PM	Small Group Expectations/ Scripture Verse/Lectio			Small Groups/Pray together	
8:00 PM	Night Prayer	Night Prayer	Night Prayer	Night Prayer	Night Prayer
8:15 PM	Depart	Depart	Depart/ Confessions Available	Depart/ Confessions Available	Depart

# Promotion/ T-Shirt Sales/ Tips

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## Marketing - Use of Logo and Theme Art

The Totus Tuus Marian logo to use on your website, in your bulletin and in other promotions for Totus Tuus can be found at [gidiocese.org/totus-tuus](http://gidiocese.org/totus-tuus). All we ask is that you do not alter the logos/art in any way. Posters have been printed and mailed by the Diocesan Youth Office for your use. Sample bulletin and pulpit announcements are also included.

While many of your participants may be faithful returners, marketing Totus Tuus 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. In addition to Sunday bulletin announcements, you may also send information home with school or religious education students, place fliers in the back of the church, or make pulpit announcements at Mass.

## T-Shirts

A t-shirt is included with each registration received 2 1/2 weeks prior to the start of the parish's program week. Registration will remain open throughout your program week, but those that register late will not receive a T-shirt.

## Tips

Each summer some parishes and/or parishioners have thanked their missionaries with a tip. This generosity is appreciated and is a great gift to our missionaries. In order to ensure this practice is equal for all the missionaries, we have instructed them to turn all tips into the Diocesan Youth Office so they can be evenly distributed.

Parishes are encouraged to send such gifts as a check to the youth office when possible. Please identify your gifts as TT missionary tip. The gifts will be collected throughout the summer program and then shared equally among all missionaries in a final paycheck.

## Diocesan Appeal



The Totus Tuus Program for the Diocese of Grand Island is supported by the Diocesan Appeal. All costs that are not covered by parish fees and registration fees are paid by the Diocesan Appeal.

# 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

Traditionally, the parish has sponsored a potluck supper for the children, their families, and parishioners on Wednesday evening. We leave the decision to continue this tradition to you as a parish community, based on previous attendance. The potluck dinner should begin around 5:00 p.m. and be finished by 6:15 p.m. to allow time to prepare for the Evening Session. Once again, this activity and the time are suggested; the day and time can be adapted to meet the needs of each individual parish. Some parishes have changed the day to Saturday or Sunday as a way to promote Totus Tuus.

We encourage this to be a parish-wide event. This gathering gives the team the opportunity to meet with families and other parish members. This is an excellent opportunity for our missionaries to meet parents and for parents to get to know the missionaries. During the evening, the Team Leader will introduce the team and explain a little about the history and mission of Totus Tuus. To close the night, the team will lead the children in song for the parish.

## 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 Altar Society, 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; offer Masses, Holy hours, Rosaries, Chaplets; intercede with petitionary prayer; recite the traditional memorized prayers; offer a day of fasting—the possibilities are as numerous as your parishioners.

# Safe Environment Protocol

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**Please keep the following information in mind when preparing for your parish's Totus Tuus.**

- All Totus Tuus volunteers 19 years old and older must be safe environment screened and trained before volunteering with youth.
- Youth 18 years old and younger are welcome to help with Totus Tuus, but there must always be at least one adult present. It is important that youth volunteers are not placed in a supervision role.
- Any minor should be accompanied to the restroom in any venue where access to the building/restroom is not controlled.
- “Know the Rules” will be reviewed at the beginning of the week by the team.
- For questions about Diocesan Safe Environment protocol, please contact the Diocesan Safe Environment Coordinator at 308-382-6565.

## High School Helpers

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A parish of any size can utilize high school helpers to assist during the day program. This is a great way to engage high school volunteers for their service hours and is also an opportunity for the missionary team to further connect with them. High school helpers can expect to serve as a teacher's assistant. Please recruit and select mature individuals who will actively assist in the classroom. It is recommended that high school helpers be safe environment trained of the basic concepts or be accompanied by trained adults when working with minors. It is important that all high school helpers are considered to be part of the program, not placed in a leader role.





## Contact:



Office of Youth and Young Adult Ministry

[yya@gidiocece.org](mailto:yya@gidiocece.org)

Katie Clark – Coordinator of Youth and Young Adult Ministry  
2708 Old Fair Rd.

Grand Island, NE 68803  
[kclark@gidiocece.org](mailto:kclark@gidiocece.org)  
308-382-6565 x212

Michalene Iversen  
Administrative Assistant  
2708 Old Fair Rd.  
Grand Island, NE 68803  
[miversen@gidiocece.org](mailto:miversen@gidiocece.org)  
308-382-6565 x220

## RESOURCES:



Diocese website: Youth & Young Adult  
[gidiocece.org/yya](http://gidiocece.org/yya)

Registration:  
[gidiocece.org/totus-tuus](http://gidiocece.org/totus-tuus)

Totus Tuus Forms:  
[gidiocece.org/totus-tuus](http://gidiocece.org/totus-tuus)

National Totus Tuus Website:  
[totustuus.church](http://totustuus.church)

# PARISH AGREEMENT

Parish Name \_\_\_\_\_

Parish Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

2nd Parish Coordinator \_\_\_\_\_ Phone: \_\_\_\_\_  
(as applicable)

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

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

## **The Parish Coordinator(s) and the Pastor agree to the following:**

**Parish Coordinator** The Parish Coordinator(s) should be present at all times during the week of Totus Tuus programming. If for some reason the Parish Coordinator cannot be present, you agree that another parish representative will be present. When the Parish Coordinator is not available, he or she will inform Totus Tuus staff of emergency procedures, be available via cell phone, provide keys, etc.

The Parish Coordinator(s) is responsible for duties set forth in the 2026 Totus Tuus Parish Coordinator Guide.

**Parish Volunteers** In addition to the Parish Coordinator, it is necessary to provide a minimum of two volunteers to support the missionaries in their needs when working with students. The adult to student ratio in the classroom should be 1:8. Please provide extra volunteers to meet this requirement.

**Registration** The Parish Coordinator and the Parish will be responsible for marketing Totus Tuus to its parishioners. Totus Tuus is a Diocesan program, and all participants must register through the diocese. Registration will be on-line for all participants and parish coordinators will be provided with an updated list regularly prior to their program week.

Registering for Totus Tuus commits a participant to stay for the entire duration of the program, unless prior arrangements have been made with the Parish Coordinator and Totus Tuus staff. The Parish Coordinator will handle any participant who wishes to leave the Totus Tuus program early by contacting the parents/guardians.

**Location** The Totus Tuus programming will occur at the Location listed above.

**Off Site Events** Any off-site event (usually only one evening allowed for middle/high school programming) requires prior planning and notification to the Totus Tuus staff prior to the dates of the program. All off-site events require parental consent, the appropriate number of qualified chaperones (1 adult per 8 student ratio), and transportation which must be arranged by the Parish Coordinator. Totus Tuus staff **will not** drive participants. Parish Coordinator will assure that adult drivers have met the Diocesan Safe Environment requirements 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.

**Participant Code of Conduct** Parish and Parish Coordinator will assist Totus Tuus staff and teachers 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 Staff and Parish Coordinator and, where appropriate, the Pastor. The Parish Coordinator will notify parents/guardians 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.

## **Payment Schedule: Parish cost of program is \$2000**

Cost for the 2026 program is \$2000 for parishes and \$40 for each participant with a \$120 family maximum. Parish fees are due in two non-refundable payments of \$1000. Monies will be refunded if the Grand Island Diocese is unable to provide this program to your parish.

\$1000 Non-refundable due with signed agreement

\$1000 Non-refundable fee due March 1, 2026

Parish Coordinator(s): Signature(s)

Pastor: Signature

