

Diocese of Pensacola-Tallahassee

Totus Tuus



**Parish Informational
Guide
2020**

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Getting Started

Through Totus Tuus, we are committed to bringing children/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, Sister Margaret Kuntz, ascj at 850-435-3523 or kuntzm@ptdiocese.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 Pensacola-Tallahassee, the Office of Faith Formation, and the diocesan Totus Tuus coordinator, Sister Margaret, 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 will 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 Father

Thank you for hosting Totus Tuus at your parish! We recognize the intense amount of time and resources this program requires. Repeatedly, 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:

Confession for day program

Mass: Monday – Friday

Adoration and **Confession** for evening program: Wednesday beginning at 6:30 p.m.

Church tour for 1st & 2nd grade: Wednesday

Children's Adoration: Thursday

Parish Coordinator Check List

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

Hosting the Totus Tuus Team

- Register for Totus Tuus with the Office of Faith Formation.
- Submit deposit and Parish Partnership Agreement (p. 15) to Office of Faith Formation
- 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
- Remit remaining balance after program concludes

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
- Provide and coordinate snacks/drinks for snack break each day
- Coordinate Friday afternoon fun activity
- Conduct parish registration, collect medical release form and registration form from each family (p.16)
- Recruit in compliance (background checked for the Diocese of Pensacola-Tallahassee and Ameritus formation) adult volunteers for both programs and high school helpers for the Grade School Program
- Organize and promote the potluck, as well as set-up and clean-up if having

Middle/High School Program

- Reserve Church for Wednesday night Adoration/Confession
- Prepare Wednesday night supplies: 5-6 votive candles, large Crucifix
- Coordinate with parish priest for Wednesday night Adoration/Confession (recruit additional priests if needed)
- Coordinate Thursday evening fun activity
- Conduct parish registration, collect medical release form and registration form from each family (p.16)

Program Fee

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

<u>Number of Teams</u>	<u>Max. Youth Served*</u>	<u>Cost</u>
1 team (4 teachers)	90 youth	\$1,600

*“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 teach and connect with the kids as freely. Please close registration once you reach the maximum number of youth. We cannot guarantee additional temporary teachers.

Funding Tips

The amount the parish charges for participating youth is entirely up to the parish. We recommend \$20 per child or \$50 for families of three or more. .

Registration/Deposit

Registration for parishes will open on November 15 for the next summer. When you register online, you can request three dates. Your date will be confirmed once you submit a deposit to the Office of Faith Formation and all parishes are registered.

<u>Number of Teams</u>	<u>Deposit</u>
1 team (4 teachers)	\$400



The Team

Each Totus Tuus team consists of two men and two women. The teachers 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 teachers adhere to a well-defined schedule, which has a structured prayer life as its foundation.

Arrival/Setup

The team leader should call you the weekend before their Saturday arrival in your parish. 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.

Host Families

Since the teachers are "out on the road" in this ministry, we ask that the parishes find host families to provide **sleeping arrangements** and a morning **continental breakfast**. The team needs two "host homes," one for the men and one for the women. **Men and women are to be housed separately**. It is easier for the team and the parish if the host homes are close to each other and to the parish, but the team will be grateful for any housing.

Housing of team members takes place from their arrival Saturday afternoon/evening until their departure the following Friday evening or 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 family provides a continental style **breakfast**.

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. This is "team time" and needs to be protected. The teams follow a demanding schedule each week. 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 should be provided by the parish or a volunteer. Volunteers assisting in the kitchen can prepare the lunch.

Dinner on Sunday through Friday can be brought in or the team can go to host families. A family may prepare and serve the meal, have food brought in, or take the team out to eat.

The need for dinner on Friday will be determined when the team leader calls the parish coordinator during the week before the program.



Daily Schedule

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 not impossible. Please send any adjustments to Sister Margaret at least three weeks before you are scheduled to host Totus Tuus. Sister will 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

6:30-6:45p.m.	Introduction and Icebreakers
6:45-7:15 p.m.	Session #1
7:15-7:45p.m.	Session #2
7:45-8:00p.m.	Snack Break
8:00-8:30 p.m.	Session #3
8:30 p.m.	Dismissal

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 with this summer being **The Commandments**

To complement this six-year cycle, Totus Tuus follows a four-year cycle dedicated to the mysteries of the Rosary with this year being **The Glorious Mysteries**

Grade School Program

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 needs a room for their supplies and meetings.

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 will determine how many classrooms are needed. For one team, this will mean having four classrooms available for use.

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 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 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. 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. Be sure that you have checked the allergies part of the registration form. The children should be asked to bring sack 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. We also suggest that opportunities for the Sacrament of Reconciliation be made available every day. This schedule can be adapted to meet the needs and special circumstances of your parish. If you would like to discuss alternative schedules, please work with your team and Sister Margaret Kuntz.

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, bringing up the offertory gifts and proclaiming the readings and petitions. 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. The team will lead this and involvement from the pastor is 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 can be held in a nearby park or recreation area, or just in a large, open area on your church grounds. (Please keep in mind that water events held in a parking lot or another hard, paved surface, may increase the risk of children getting hurt). If you choose there can be water games including a water-balloon toss and a “water fight” for which students can bring water guns, squirt bottles, buckets, etc.

Many parishes choose to do a “human sundae”. However, this is not required. You can substitute chocolate syrup with shaving cream for a less messy experience. 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

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

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 teachers assigned to each parish will determine how much **classroom space** is needed. Generally, the team will need two classrooms available for use. The church needs to be available for Adoration and Confessions one evening of the week, preferably Wednesday. 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 Wednesday evening.

Schedule

Each evening session runs from 6:30 p.m. until 8:30 p.m. There will be time for fellowship, snacks, and two instructional sessions most evenings. Wednesday evening allows for Adoration and Confession. Thursday night closes the week with a fun activity.

Promotion

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 Sister Margaret Kuntz at kuntzm@ptdiocese.org. All we ask is that you do not alter the logos/art in any way.

Poster

The Office of Faith Formation 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. For art files, email Sister Margaret Kuntz at kuntzm@ptdiocese.org.

Parish Involvement

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 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.

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.

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 do not have school-aged children attending Totus Tuus.

Safe Environment Protocol

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

- All Totus Tuus volunteers 18 years and older must be Ameritus trained and background checked before volunteering with youth.
- Youth younger than 18 years of age are welcome to help with Totus Tuus, but there must always be at least one Ameritus trained adult present. Youth may not volunteer without an Ameritus trained adult present.
- Because they will have regular contact with youth under 18, 18 year-old high school youth who will be participating in Totus Tuus should have a background check and attend Ameritus training before Totus Tuus begins.
- An Ameritus trained adult in any venue where access to the building/restroom is not monitored should accompany any minor under 18 to the restroom. The adult does not necessarily need to remain inside 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 Jeanne Blake at 850-435-3570 or blakej@ptdiocese.org](mailto:blakej@ptdiocese.org).

High School Helpers

A parish of any size can utilize high school helpers to assist during the grade school program. This is a great way to engage high school volunteers for their service hours and is an opportunity for the team to connect with them. High school helpers can expect to serve as a teacher's assistant, passing out materials, and helping with crowd control during large gatherings. Please recruit and select mature individuals who will actually assist in the classroom rather than sitting in the back on their phone. High school helpers should be accompanied by an Ameritus trained adult when working with minors .



PARISH PARTNERSHIP AGREEMENT

Totus Tuus & _____ Parish

Parish Coordinator(s): _____ Phone: _____

_____ Phone: _____

Pastor: _____ Phone: _____

Date(s) of Totus Tuus Program: _____

Location of Totus Tuus Program: _____

Totus Tuus, the Parish Coordinator(s), and the Pastor agree to the following:

Parish Coordinator Generally. The Parish Coordinator(s) will be available, if not present, at all times during Totus Tuus programming at the Location. If the Parish Coordinator is not present, he or she will inform Totus Tuus personnel of emergency procedures, be available via cell phone, provide keys, etc. The Parish Coordinator(s) will perform the additional duties set forth in the 2020 Totus Tuus Informational Guide, attached.

Registration. The Parish Coordinator and the Parish will be responsible for registration. All Totus Tuus programs will allow only registered participants. Registration must include a completed medical release form for each participant, complete with emergency contact information. 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 representative and the Parish Coordinator. 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 (on-site at the Parish if blank).

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 representative and teachers 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 6 student ratio), and transportation which must be arranged by the Parish Coordinator. Totus Tuus representatives and teachers will not drive participants. Parish Coordinator will assure that all chaperones are Ameritus certified and are at least 21 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 meet the diocesan requirements.

Participant Code of Conduct. Parish and Parish Coordinator will assist Totus Tuus representatives and teachers in assuring that, during Totus Tuus programs, participants will not

- a) possess weapons of any kind, including pocketknives;
- 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 representative/teacher 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.

Coordinator

Printed Name: _____

Diocesan Coordinator _____

Date _____

Pastor

Printed Name: _____

Printed Name: Sister Margaret Kuntz, ascj

Totus Tuus

Parish Agreement

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

1. Reserve facilities for the team and helping them set up if possible.
2. Promote the program and collect registrations and medical release forms for participants.
3. Find volunteers to help during the day program.
4. Make sure that all volunteers meet the diocesan requirements for Safe Environment.
5. Collect medical release forms for all volunteers.
6. Arrange how snacks will be provided for the day and evening programs.
7. Find separate host families for men and women.
8. Arrange families (different than those providing housing) to provide meals for the team during the week.
9. Schedule a priest(s) for daily Mass and Confession.
10. Schedule a priest for adoration and Confession Tuesday night.
11. Organize and promote the potluck, as well as set-up and clean-up.
12. Recruit prayer team to cover the Totus Tuus team and your young people in prayer.

We have read and will follow any directives in the Diocese of Pensacola-Tallahassee Totus Tuus Parish Informational Guide.

Signature of Parish Contact

Date

Signature of Pastor

Date

Media Release Form

It is the promise and commitment of the Diocese of Pensacola-Tallahassee to use pictures and videos from Diocesan and/or parish youth events in a dignified and respectful manner.

I hereby authorize the Diocese of Pensacola-Tallahassee, including its parishes, schools, and institutions (hereinafter referred to as "Diocese of Pensacola-Tallahassee") to use, prepare, reproduce, record, video tape, publish, distribute, broadcast, electronically store, and exhibit my name, image, portrait, likeness, words, and/or voice in connection with interviews, sessions, or events conducted, sponsored, or arranged by the Diocese of Pensacola-Tallahassee and its employees, volunteers, and agents. I acknowledge that any notes, photographs, motion pictures, digital images, recordings, or other media format taken of me will become the property of the Diocese of Pensacola-Tallahassee, and I specifically waive any right to compensation for the foregoing. I understand that my likeness, name, image, or voice may be used by the Diocese of Pensacola-Tallahassee without limitation for any professional purpose, now or in the future, and I consent to the same. This permission extends to any authorized print or broadcast media organization that may participate in such preparation, use, reproduction, publication, or distribution.

I release the Diocese of Pensacola-Tallahassee and its employees, volunteers, agents, and designees from liability for any violation of any personal or proprietary right I may have in connection with such use. I also hereby waive any right I may have to inspect and approve in advance the photographs, videos, sound recordings, or publications or media in which I am included. I agree to release the Diocese of Pensacola-Tallahassee and its employees, volunteers, agents and designees from any liability by virtue of the use of the photographs or video recordings, regardless of any blurring, distortion, optical illusion, or alteration which may occur when the photographs or videos are taken, printed, or displayed.

A photocopy of this release shall be as valid and enforceable as the original.

Child Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____

Parent/ Guardian Signature: _____ Date: _____

*Parent/ Guardian (print name): _____



I DO NOT authorize or release the Diocese of Pensacola-Tallahassee, to use, prepare, reproduce, record, video tape, publish, distribute, broadcast, electronically store, and exhibit my name, image, portrait, likeness, words, and/or voice in connection with interviews, sessions, or events conducted, sponsored, or arranged by the Diocese of Pensacola-Tallahassee and its employees, volunteers, and agents.

Parent/ Guardian Signature: _____ Date: _____

*Parent/ Guardian (print name): _____

**The consent and signature of a parent or guardian is required for minors (under the age of 18).*

PARENT /GUARDIAN CONSENT AND EMERGENCY MEDICAL RELEASE EVENT FORM

Name of the Event: _____

Destination: _____

Parish Name _____

Group Leader Name _____

Date and Anticipated Time of Departure: _____

Return: _____

Cost to Youth: _____

Method of Transportation: _____

Name of Youth:

Date of Birth _____ **Grade** _____

Gender: Male ___ Female ___ (check one)

Home Address: _____

Parent / Guardian's Name: _____

Home phone: _____ **Work phone:** _____ **Cell phone:** _____

MEDICAL INFORMATION

Please list all information pertaining to allergies, diet, special medications, health conditions or any other information necessary in an emergency situation.

Explain fully: _____

Medications: My child is taking the following medication(s):

Description _____ Dosage _____

Description _____ Dosage _____

Medical / Hospital Insurance

Carrier: _____

Name of Policy Holder _____ Relation to participant _____

Policy Number: _____ Group Number: _____

ou would like your youth to participate in this event, please sign and return the following statement of consent and
se of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result
i personal actions taken by your youth.

eby consent to participation by my youth _____ in the event described above.
erstand that this event will take place on the parish grounds and that my youth will be under the supervision of the
gnated supervisor on the stated dates. I further consent to the conditions stated above on participation in this event,
iding the method of transportation.

nsideration for the opportunity for my child to participate, and fully recognizing that such an undertaking involves an
ent of risk, we assume all risks and hazards incidental to such participation and do hereby release, absolve, indemnify
agree to hold harmless the Diocese of Pensacola-Tallahassee and _____ Parish, and
employees, agents, volunteers, and other persons acting on their behalf. Neither the Diocese of Pensacola-
ahassee, _____ Parish, nor said agents, employees, or volunteers, shall be held
cially responsible for any injury, illness or death incurred as a direct or indirect result of this activity. We the
rsigned have read this release and understand all its terms and execute it voluntarily and with full knowledge
s significance.

EMERGENCY MEDICAL TREATMENT: In the event of an emergency, I/we hereby authorize the Diocese of
acola-Tallahassee, and _____ Parish, through its authorized representatives, to
port my child to a hospital or other doctor's office or medical facility for emergency medical attention. I/We
tionally authorize such representatives of the Diocese and/or School to obtain and give consent to whatever medical
ment the representative deems necessary, including the administering of anesthetic and surgery, and do hereby release
Diocese and _____ Parish, and their authorized representatives from any and all
ns which may arise from the above-referenced obtaining and consenting to medical treatment. I/We wish to be advised,
ssible, prior to the providing of any non-emergency medical treatment by any physician or hospital. If I/we are unable
eached, please contact the following:

Emergency contact and relation to participant _____

Address and Phone Number _____

Print Parent/Guardian Name

Signature of Parent/Guardian

Date

This form must be with the head chaperone at all diocesan and parish events