

**HOST FAMILY AGREEMENT AND GUIDELINES**

**TOTUS TUUS SUMMER 2024 PROGRAM**

Parish \_\_\_\_\_

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

Parish Coordinator(s): \_\_\_\_\_ Parish  
Coordinator(s) Cell Phone Contact Numbers: \_\_\_\_\_

Host Family Names & Housing Address (both parents if applicable) \_\_\_\_\_  
\_\_\_\_\_ (herein the “Host Family”)

Host Family Cell Phone Contact Numbers: \_\_\_\_\_

Date(s) of Host Family Lodging of Totus Tuus Team: Saturday \_\_\_\_\_, 2024 to Saturday  
\_\_\_\_\_ 2024.

Totus Tuus Team members names staying with the Host Family: \_\_\_\_\_  
and \_\_\_\_\_.

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

Diocesan Totus Tuus Coordinator: Gloria Zapiain at (603) 663-0159, email: [GZapiain@rcbm.org](mailto:GZapiain@rcbm.org)

The **Host Family** has met with the Pastor and/or the Parish Coordinator(s) of the Parish and have agreed to provide housing accommodations for some the members of the **Totus Tuus Team** (“**Team**”) on the dates stated above. The Team consists of two men and two women, and will provide their own transportation to the Host Family Housing (“**Housing**” or “**Home**”), and from the Housing to the Parish during the Totus Tuus Program.

We, the undersigned parties, as the Host Family, agreed to provide housing accommodations for the named Team members. By signing below we agree to comply with, follow, and live up to the following Host Family requirements, guidelines and expectations (collectively referred to herein as the “**Host Family Agreement**”).

We understand that, as a Host Family, we will not be reimbursed or compensated for housing and maintaining the Team members staying with us. Further, we understand that, as a Host Family, we assume the responsibilities of satisfying the requirements and guidelines of the Host Family Agreement, including but not limited to the following:

1. Review of Guide: We have carefully reviewed the Totus Tuus Parish Coordinator Guide for 2024 (“**Guide**”) and agree to follow its guidelines and recommendations applicable to Host Families. Any questions concerning programming or the information contained in the Guide or of this Host Family Agreement can be directed to the Pastor or the Program Coordinator.
2. No Minor Children in Host Family Home: The Host Family represents to the Parish and the Diocese of Manchester that there are no minor children (under the age of 18) residing in, or present at, the Host Family Home during the time the Team is staying with the Host Family.
3. Safe Environment Program of Diocese & Background Checks: Prior to Hosting the Team, and in consultation with the Parish Coordinator, **all adults** in the Host Family Home will voluntarily undergo criminal background checks and successfully complete all Safe Environment Program Protocols of the Diocese which can be found at the following link: [www.catholicnh.org/volunteer](http://www.catholicnh.org/volunteer). The Host Family is not authorized to Host or House Team members until the Host Family has

successfully completed criminal background checks and the Diocese Safe Environment Program Protocols. Upon successful performance of these requirements, the Host Family will promptly notify the Parish Coordinator and the Parish Coordinator shall contact the Diocese Safe Environment Office to verify completion.

4. Home Visit: The Parish Coordinator shall conduct a home visit with the Host Family, before a final placement decision is made.
5. Team Member Housed: The Host Family shall Host two team members, either the two young adult men, or the two young adult women, but not both men and women Team members at the same Home.
6. Host Family Rules: The Host Family can expect the Team members to live by the Host Family's rules. The Host Family will clearly explain the house rules and safety concerns from the first day (e.g. shower, faucets, appliances, equipment, security alarm, computer, etc.).
7. Daily Schedule:
  - a. Arrival & Departure: The Team members will typically arrive at the Host Family on Saturday, and will depart the following Saturday morning.
  - b. Hours & and Host Family Activities: On a daily basis, typically the Team Members will leave the Host Family home between the hours of 7:00 and 7:30AM, and often not return until 10:30PM (safe late night access to the Host Family home needs to be coordinated with the Team Members). While interaction with the Host Family is valuable, Team Members will also require downtime. Discussions between the Team Members and Host Family should take place prior to the Host Family scheduling any outside or Host Family engagements which include the Team Members.
  - c. Meals: Meals should be coordinated between the Host Family and the Parish Coordinator. The Team Members will likely need the Host Family to provide the Team with an evening meal the Saturday of their arrival. A simple continental breakfast (such as cereal, fruit, toast etc.) is usually provided by the Host Family for the Team on a daily basis. Lunch is provided by the Parish. Dinners during the week of presentations will usually be coordinated through the Parish Coordinator. It is recommended the Host Family address which meals it will prepare for the Team Members directly with the Parish Coordinator.
8. Sleeping Arrangements: At the home, Team members are required to have separate sleeping quarters. This means that whatever room the Team members sleep in (either a spare bedroom or a current family member's room the team is "borrowing" for the week) no one else is allowed to stay in that room while Totus Tuus is there. The Team members can be paired in one room together, two bedrooms are not needed, however, separate beds, air mattresses, etc. must be provided for each team member, along with a clean bedroom, with clean bed and linen.
9. Bathrooms and Laundry Facilities: Team members' access to bathroom facilities can be the same facilities as used by the Host Family. Team members may also need to wash their laundry during the week and need access to the Host Family laundry facilities.
10. Pets: Homes with pets require the pets to be welcoming of strangers, and should be clean and well-vacuumed before Team Members arrival.
11. Vehicles & Miscellaneous: Team Members are not allowed to drive a Host Family vehicle at any time. Team Members are not authorized to operate or handle firearms or participate in any hunting or gun related activity. Host Families who are in possession of firearms must keep them securely locked and out of sight. The Host Family should not loan or give money to any Team

Member.

12. Drugs & Alcohol: Team Members may not partake of tobacco or alcohol products, or illegal drugs of any kind while at the Host Family home. Any introduction to, offering of, or encouraging the use of said substances shall be immediately reported by the Host Family to the Parish Coordinator and the Parish coordinator shall report any such allegation to the Diocesan Totus Tuus Coordinator.
13. Medical Attention: Host Families should assist their Team Members in obtaining medical attention in the case of illness or injury in the event of an emergency or any situation requiring a visit to a doctor or a clinic. However, Host Families are not obligated to provide care and are not expected to pay for treatment. The Host Family is required to report any illness or injury of any Team Member immediately to the Parish Coordinator and the Parish coordinator shall report all the illness or injury of any Team Member immediately to the Diocesan Totus Tuus Coordinator.
14. Support and Emergency Contact: The Parish Coordinator will serve as the contact person between the Team and the Host Family for the Host Family in case of any emergency, as well as to address any questions that the Host Family may have or support the Host Family needs.
15. Signed Original. Upon signing this Host Family Agreement, the Host Family will return the signed original to the Parish Coordinator.
16. Photocopy as original: A photocopy or electronic copy of this Agreement (and the signature of the Parties thereon) shall be as valid and enforceable as the original, even if the copy does not contain an original writing of the signature.

By signing below the Host Family acknowledges they have received, reviewed, understand, and shall comply with the terms of this Host Family Agreement:

**Host Family Parent #1:**

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

**Host Family Parent #2:**

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

**To be completed by the Parish Coordinator:**

- 1. A successful home visit of the Host Family has been conducted and approved:**  
**Yes \_\_\_\_\_; No \_\_\_\_\_.**
- 2. The Parish Coordinator has confirmed Host Family's completion of criminal background checks and Host Family's satisfaction of Diocesan Safe Environment Protocols (Section 3 above):** **Yes \_\_\_\_\_; No \_\_\_\_\_.**

\_\_\_\_\_  
Signature - Parish Coordinator

\_\_\_\_\_  
Date