scriptureunioncanada

SU CAMPS
PLANNING
MANUAL

susports

CONNECTING CANADIANS WITH JESUS AND HIS STORY

Camp Planning Manual
Scripture Union Canada
Amy Csoke, Sarah Chaudhery, Jenna Ibrahim, Lawson Murray, Sydney Pierce. Graphics and formatting by Amy Csoke

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, outside of use for the SU Camp during the years of partnership with SU Canada.

Published by Scripture Union, 2018
An Incorporated Canadian Charity (BN 119143279RR0001)
1885 Clements Road, Unit 226, Pickering, Ontario, L1W 3V4, Canada
www.scriptureunion.ca

WELCOME

Hey Camp Coordinator!

I'm thrilled you have decided to partner with us to run an SU sports camp. Sport breaks down barriers and connects people like no other. Are you ready to see God work in mighty ways through camp? Over the years we've seen countless children give their lives to Jesus and get connected with the church.

For many years we've been helping churches reach their community through sports camps. We've learned a thing or two over the years which we have compiled into this guide. The Camp Planning Manual takes you step by step through the camp planning process. Don't worry! You aren't alone - I'm here to help you along the way and answer any questions you may have. I look forward to joining you and your church as we connect your community with the love and transforming power of Jesus Christ.

Let's get started!

Sydney

WHAT'S INSIDE?

EVERYTHING YOU NEED TO KNOW ABOUT YOUR SU CAMP - PLANNING, RUNNING AND FOLLOW UP - ARE IN THIS BOOK.

i INTRODUCTION TO YOUR SU CAMP
Our camps are designed to point campers to Christ and help your church make meaningful connections.

1 ESTABLISH CAMP DETAILS 11
The first step is setting up the framework for your camp.
- Camp Information Form 2
- Proof of Insurance 14

2 PROMOTIONS 15
Everything you need to get the word out about camp.
- Design Promotional Materials 16
- Get the Word Out 17

3 REGISTRATION 19
Tips for making registration a breeze.
- Registration Details 20
- Registration Methods 20
- Refunds 21
- Sponsorships 21
- Camper Confirmation 22

4 HOSTING SU COACHES 23
All you need to know about welcoming our SU coaches.
- Who are the SU Coaches 24
- Suggestions for Billeting 24
- Information for Hosts 25

5 **VOLUNTEERS** 27
Strategies for recruiting and equipping your team.
- Volunteer Roles 28
- Volunteer Screening 30
- Volunteer Training 31

6 **PREPARE FOR CAMP** 33
Important details you don't want to miss.
- Supplies and Equipment 34
- Ccmmunicating with SU 35
- Welcoming Campers 36
- Snacks and Meals 37
- Programming 38
- Paperwork 39
- Camp Rules and Discipline 39

7 **OUTREACH** 41
Take advantage of the community outreach opportunities.
- Plan for Community Connections 42

8 **FOLLOW-UP** 45
You need a strategy to maintain momentum and relationships.
- Sharing Impact with Church 46
- Camp Feedback 46
- Follow up ideas 46
- Scripture Union Resources 48

PLANNING CHECKLIST 49
Planning checklists, additional resources and more.

HOW TO USE THIS GUIDE

THIS GUIDE IS AN ESSENTIAL TOOL TO HELP YOU PLAN EVERY ASPECT OF YOUR CAMP.

We've made it easy to flip through this planning manual. Don't forget to browse our online resources and check your inbox regularly for emails from our team to keep you on track with camp planning. Here's are some tips:

FOLLOW THE 8 STEPS.

We suggest you read through this resource from beginning to end to get a big picture then work through the planning check list step by step.

Coloured Title Page: Each step begins with a coloured title page where you will find a list of key information and a quote from someone reflecting on the importance of that particular step.

Resources: In addition to the planning manual, we provide resources online for you to download. They are coloured coded to match the corresponding step and listed at the end of each section to help you better organize your planning.

Questions: If you have questions at any time please contact our team - we're here for you!

CAMP SCHEDULE OVERVIEW

Activity	Lead By	Notes
Registration + Free Play	Administration Volunteers SU Coaches	Registration desk is open for Sign-In. Volunteers and coaches interact with campers and their parents.
Warm Up	SU Coaches	Play a game to warm up before stretching.
Welcome	SU Coaches	Includes prayer.
Stretch	SU Coaches	Stretching is made fun by counting in new languages.
Session 1	SU Coaches	Campers are put into three groups by age to rotate through sports sessions. Volunteers lead the campers to their session, which is led by an SU Coach.
Freezies	Volunteers	Volunteers prepare freezies for campers.
Session 2	SU Coaches	
Prayer + Lunch	SU Coaches Volunteers	SU coaches and volunteers use this opportunity to connect with the campers while they eat lunch.
Session 3	SU Coaches	
Devotions	SU Coaches	Big Group Session followed by Small Groups.
Freezies	Volunteers	
Camp Game	SU Coaches	Everyone together for an all-camp game.
Pick a Box/ Awards	SU Coaches	A fun way to review the day's events and give out special awards for the day.
Dismissal	Administration	Have registration table set up for sign out.
Volunteer Meeting	SU Coaches	Debrief, devotions and prayer.

EVERY KID CAN PLAY

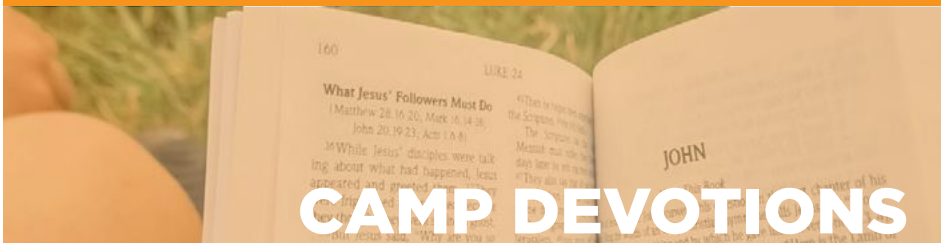
DEVELOPED BY A REGISTERED OCCUPATIONAL THERAPIST TO ENSURE THAT CHILDREN WITH DISABILITIES CAN JOIN.

We make our camps inclusive by:

- Providing additional training to our staff, church partners and volunteers about serving people with special needs.
- Providing parents of children with special needs the option to request a phone call to discuss their child's needs with an Inclusion Coordinator.
- Providing feedback to church partners about children with special needs who have signed up for their camps.
- Providing an application form to ensure that the child will have the appropriate support available at camp.
- Providing an Inclusion Coordinator to help train your 1:1 volunteers.
- Onsite visit and resources to accommodate children with special needs.

More information is online at susports.ca/every-kid-can-play

EVERY KID CAN PLAY



CAMP DEVOTIONS

BEFORE WE INVITE CHILDREN TO HAVE A RELATIONSHIP WITH JESUS CHRIST WE HELP THEM KNOW WHO HE IS.

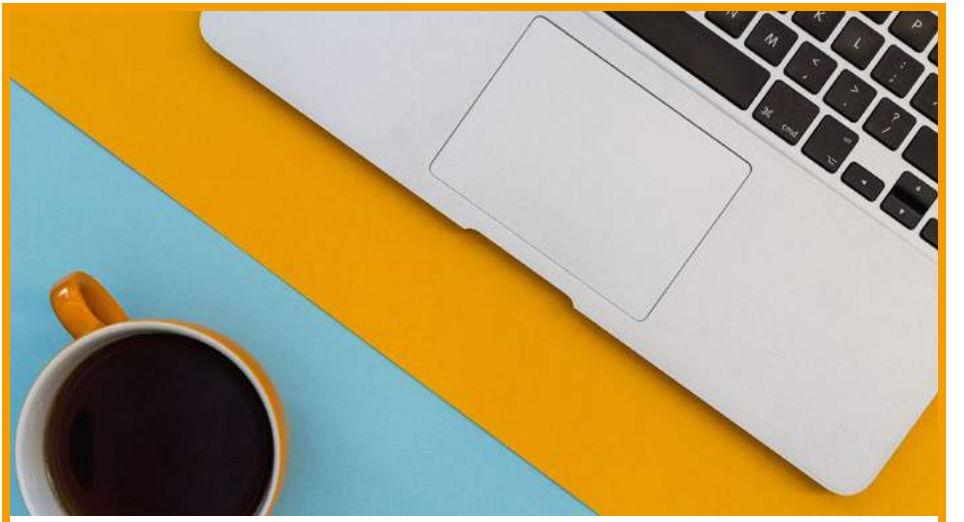
MONDAY - JESUS' BIRTH
Jesus' special birth helps children discover that He is both God and man.

TUESDAY - JESUS' LIFE
Using one story from His time on earth we show the children that Jesus truly is the Son of God.

WEDNESDAY - JESUS' DEATH
Jesus did not deserve to die, but He chose to so that He could pay the price for our sin.

THURSDAY - JESUS' RESURRECTION
On this day campers are given the opportunity to respond to the Gospel.

FRIDAY - JESUS' RETURN
Campers discover how to live for Jesus.



MY CAMP WEBSITE

DON'T FORGET TO EXPLORE OUR WEBPAGE FULL OF RESOURCES.

In addition to this manual, SU provides access to all the forms and resources needed to run your camp. These forms are available online at **http://www.scriptureunion.ca/my-camp**

[Note: This is a secure website available for SU Camp partners only. You will be unable to find a link to it on our website.]

All resources listed in this Camp Planning Manual can be downloaded from this website. See list on page 54-55.

1

ESTABLISH CAMP DETAILS

Camp Information Form
Proof of Insurance

"Filling out the Camp Information Form helped me organize my thoughts and establish the structure for camp. It makes it so easy to get the ball rolling once the main details are decided. It is a really important first step."
- Camp Coordinator

STEP 1: CAMP DETAILS

TAKING TIME AT THE BEGINNING TO THINK THROUGH THE CAMP DETAILS WILL MAKE PLANNING MUCH EASIER.

CAMP INFORMATION FORM

This form will help you consider and determine the core framework of your camp.

Tips

- **Name of Camp:** Choose what your camp will be called *e.g. "Rosewood Sports Camp".*
- **Ages of Campers:** 6-12. Activities are geared for this age range.
- **Daily Times:** 9:00am – 3:00pm.
- **Extended Hours:** We strongly suggest you provide this if your church is in a commuter city. *SU staff are not available to supervise at this time.*
- **Lunch Options:** It's easiest for everyone if the children bring their own lunch.
- **Cost:** SU charges $120 a camper, but you are free to charge whatever your church decides.
    - Early Bird Cost: Consider making camp less expensive if parents register at least two weeks early.
    - Family Discount**:** Make it easier for families with multiple children to afford camp. Ideas include: $10 discount for each child in the family, or flat rates such as $110 for 1 child, $200 for 2 children, or $280 for 3 children.

- **Venue for Camp:** If you have questions about what a venue requires, please refer to Facility Requirements.
- **Bubble Soccer:** Consider offering bubble soccer for the campers or as an evening family activity. *There is an extra cost of $399 per event plus travel costs. See details at scriptureunion.ca/bubblesoccer.*

- **Registration Information:** Details about this process on page 20
- **Contact Information:**
  - Camp Coordinator: This person is our primary contact for all things camp related.
  - Registrar: This person will handle registration and answer parent inquiries regarding registration.
  - Pastor's Name: The name of your lead pastor.
- **Any other camp details we should be aware of**: Will you have a weeknight BBQ or special pizza lunch that you want promoted?

PROOF OF INSURANCE

You must provide SU with a Certificate of Insurance showing that the church has at least $2 million General Liability coverage with Scripture Union shown as the Certificate Holder and Additional Insured. The Certificate of Insurance should also include that the church has Abuse Coverage (Abuse/Molestation/ Harassment – No Exclusion). Have your church administration contact your insurance company and they'll know what to do. Send the proof of insurance to the SU office by email, mail or fax when the deposit is made.

SU can provide proof of insurance upon request.

A team cannot come to your church until we have received this.

MY CAMP RESOURCES

Camp Information Form: Complete this form first.
Facility Requirements: Consult this form to ensure you have a suitable venue for camp activities.
Sample Camp Schedule

2

PROMOTIONS

Design Promotional Materials
Get the Word Out

"Our church really came on board with the camp after we showed the Camp Promo Video one Sunday morning. Our whole congregation caught the vision and invited their friends/neighbours to camp afterwards or stepped up as volunteers."
– Connect Church Ajax.

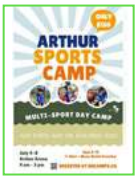
PROMOTIONS

HOW WILL CHILDREN IN YOUR COMMUNITY KNOW ABOUT THE CAMP IF YOU DON'T PROMOTE? GETTING THE WORD OUT ABOUT CAMP IS YOUR BIGGEST RESPONSIBILITY!

DESIGN PROMOTIONAL MATERIALS

To make it easy for you to put out quality promotions we provide tempates along with a Promotional Design Guide and video tutorial. *Please note that SU must approve of all promotions before they are printed.*

- Flyer
- Poster
- Brochure
- Social Media Image
- PowerPoint Slide



Flyer

Poster

PowerPoint Slide

Social Media

GET THE WORD OUT

Word of mouth is your most effective promotional strategy. Get your entire church on board by first sharing the vision and then equipping them to invite others with hard copy and online promotional tools. Here's what church partners have found works well:

- **Webpage:** SU will design a webpage with your details once we have your Camp Information Form.
- **Social Media:** An easy way to get people talking about your camp. This is also an easy way for your congregation to help you promote the camp. Use the template provided and post the video.
- **Social Media:** Post regularly, consider advertising (target parents within a 10km radius), create an event for the camp (inviting everyone in your church to it).
- **Church Announcements:** Use the PowerPoint template or show the Camp Promo video get your church on board.
- **Bulletin:** List the camp as a prayer request in your weekly bulletin and use the flyer as an insert.
- **Camp Kick-Off Sunday:** Show promo video, hand out flyers to everyone and set up a booth where your congregation can learn more. Invite an SU staff member to come speak to your church on Sunday.
- **Signs:** Use your church signage to promote the camp. Consider renting a sign for your church lawn or somewhere in your town.

- **Mailings:** Send participants from other programs information about camp.
- **Partners:** Invite local businesses to promote the camp. Ask other churches in the area if you can promote their day camp and have them promote yours.
- **Community Centres/Events:** Some community centres will post your poster or let you leave flyers out. Look for opportunities to host a booth at a community fair or event.
- **Contact your local Children's Aid Society:** See if there are children in your community who are looking for a camp (consider offering sponsorships for these campers - SU offers sponsorships too).

MY CAMP RESOURCES

Flyer: This simply gets the word out about your camp and directs parents to your camp webpage for details.
Poster: We offer a few options.
Brochure: This is the classic option, but also the most expensive to print. The tri-fold brochure includes complete details of the camp and a registration form.
Social Media Image: Post this to Facebook or Instagram.
PowerPoint Slide: Use this for church announcements.
Camp Promo Video: Shows a typical day at camp
Spread the Word Video: Share ways your church can get involved with promotions.
Promotional Design Guide: Tips to help you navigate the templates provided and design quality pieces.

REGISTRATION

Registration Details and Methods
Refunds
Sponsorships
Camper Confirmation

"Our camp registrar was the first point of church contact with the parents from our community. She realized she had a significant opportunity to build a trusting relationship that would hopefully last beyond the week of camp. From answering questions to signing kids in everyday at camp – she was intentional in all of her interactions seeing them as opportunities to share Christ."
– Oshawa Community Church

REGISTRATION

A REGISTRATION ACTION PLAN WILL ENSURE YOUR CHURCH KNOWS HOW TO DEAL WITH INCOMING REGISTRATION, FROM THE FINANCE TEAM TO THE ADMIN STAFF.

REGISTRATION METHODS

Consider the process for registration including how to receive registrations, payment options and where you will organize the camper information.

We suggest you use online registration - a Google form or your church's management program (like Planning Center). We have a website and will make your camp a custom landing page with links for registration and all the camp details.

Planning Center

Several of our partners set this up as an event and this produces a registration link/page and a payment option for your church. Speak to your church admin about this option.

Google Forms

Our team can help you set up an application on Google Forms. You will need to arrange payment options. Ideas include: set up an etransfer or direct deposit or the traditional cash/cheque sent to church office.

We can link this up on a landing page at susports.ca or you can tell us your landing page and we will link it from our website.

REGISTRATION DETAILS

- Establish a registrar.
- Organize registrations
- **Registration and payments are handled by your church. SU will invoice you the final cost one week after camp.**
- Before registration starts coming in ensure the church's financial administrator is aware of the camp and discuss together how to handle incoming payments.

REFUNDS

- Consider your refund policy. *We recommend the full registration fee is non-refundable unless, and only when, a medical certificate is provided.*
- There is no adjustment in fees for partial attendance and no substitutions are permitted.

SPONSORSHIPS

Church

- Not every family can afford to send their child/ren to camp. Ask people in your church and local businesses to donate money to help. Funds can be allocated as full or partial sponsorships. A Sponsorship Application is made available.

Scripture Union

- There is potential for SU to offer full/partial sponsorship in some cases. Please speak to SU to inquire about the application process.

CAMPER CONFIRMATION

Once a camper has registered you should be following up with them immediately.

Send a **confirmation email** to welcome them to camp and confirm their registration.

Two weeks before send out an email to remind them of the location, start time and what to bring to camp. Check out our Welcome Letter for ideas on what to include.

MY CAMP RESOURCES

Sponsorship Application: A form that makes it easier for families to apply and helps your church determine how to apportion the sponsorships.
Welcome Letter: A sample letter to welcome campers immediately after registration.

4

HOSTING SU COACHES

Who Are The SU Coaches
Suggestions For Billeting Coaches
Information For Hosts

"Getting to know the billets was a HUGE highlight for me. I loved hearing their stories and picking their brains on real life problems. I loved getting advice from them, and pouring out encouragement to them! "
– SU Intern

HOSTING THE SU COACHES

THE SU TEAM THAT COMES TO YOUR CHURCH WILL BE STAYING WITH A HOST FAMILY/FAMILIES FROM YOUR CONGREGATION.

WHO ARE THE SU COACHES

All SU coaches are Christians, trained to run your camp. Our staff hail from all around the world and participate in a very thorough selection and training process before making their way to camp. This process includes multiple references, an interview and a vulnerable sector police check. Once hired, all SU Coaches go through 2-3 intensive weeks of training at the SU Canada office and go through Plan to Protect Training. They travel to camp in teams of four, a director and three coaches, to run the sports camp in partnership with your volunteers.

SUGGESTIONS FOR BILLETING SU COACHES

- **Pairs:** Please try to billet the coaches together.
- **Travel:** The coaches use a mini-van for transportation.
  - Place coaches in homes that are close to the camp facilities (no farther than 15 minute drive)
  - If they are staying in separate homes, please keep them close to so they can commute together to camp.

INFORMATION FOR HOSTS

Two weeks before camp begins, SU will send you billet information that outlines the name of the coaches coming and some information about them (including hometown, any allergies, etc.). The brochure also outlines what the hosts can expect from the interns (curfews, schedule, etc.).

- **Arrival on Sunday:** Anticipated arrival time for coaches at the billets' home is approximately 9:00pm on Sunday evening after the Orientation Meeting.
- **Length of stay:** Coaches will need accommodations from Sunday evening – Friday morning (they will not return back after camp on Friday).
- **Meals:** Host families are responsible for providing the following meals for the intern(s):
  - **Breakfasts** (Monday – Friday).
  - **Lunches** (Monday – Friday). *Bagged lunch or in some cases churches provide lunches at camp.*
  - **Dinners** (Monday – Thursday). *It is hard on the coaches when they are out every night at a different home. Please limit the number of families hosting dinner.*

5

VOLUNTEERS

Volunteer Roles
Volunteer Screening
Volunteer Training

"The volunteers were a huge highlight. The volunteers were all high school students that, together, created a tight knit Jesus loving community. It was an honour to witness their faith and dedication, and join them in their mission to bring Jesus into their community."
– SU Intern

VOLUNTEERS

VOLUNTEERS ARE AN IMPORTANT PART OF YOUR CAMP. THEIR MAIN RESPONSIBILITY IS TO BUILD MEANINGFUL RELATIONSHIPS WITH CAMPERS, CONNECT WITH PARENTS, AND BE THE BRIDGE BETWEEN YOUR CONGREGATION AND THE COMMUNITY.

VOLUNTEER ROLES

It's easier for a volunteer to sign up if they know what their role will be. Have a list of Volunteer Roles and a Volunteer Application Form ready when you are recruiting.

A complete list is available for download on the My Camp Website. It describes each role in detail, including qualities that would make specific volunteers great for each role. Use the Volunteer Tracking Sheet to organize recruitment.

Assistant Coach (1-2 per sport) **Full-Time**
The assistant coach helps the SU Coach run the drills, enforce the rules, prepare for the upcoming game, and more.

Group Leaders (2-3 per group) **Full-Time**
The group leader will rotate between activities with the campers and participate with them throughout the day. Trips to the washroom, leading small group devotions, participating with the campers, and building great relationships with the children, are key responsibilities.

1:1 Buddy (for campers with special needs) **Full-Time**
The buddy rotates between activities with the camper they have been assigned to for the week, and participate with them throughout the day.

Administration (1-2 people) **Part-Time**
The administrator(s) manage the sign in and sign out table each morning and evening.

Volunteer Coordinator (1 person) **Full-Time**
The coordinator delegates roles, ensures volunteers are fulfilling their responsibilities and finds replacements when volunteers are not able to attend camp. This role is especially important for Junior leaders.

Kitchen Crew (1-2 people) – optional **Part-Time**
They make sure freezies and snack time are organized on time.

Nurse – optional **Full-Time**
The nurse is available in case of any injuries. This can be a trained nurse or someone who is certified in First Aid.

‘Moms’ or ‘Dads’ - optional **Full-Time**
‘Moms’ or “Dads’ or ‘Grandmas’ or ‘Grandpas’ are available to come alongside campers one-on-one in the case of injury, illness or discipline issues.

Media – optional **Full-Time**
Photographer, film, making things pretty, etc.

IMPORTANT DETAILS

Ratios

- The minimum ratio is 1 volunteer for every 7 campers. Please note that your church protection policy may have ratios you must adhere to.
- The maximum ratio is 1 volunteer to every 3 campers. *Please note there is such a thing as "too-many volunteers".*

Ages

- Volunteers should be at least 15 years or older. You may have junior volunteers (age 13-14), but they must be mature and should have a volunteer coordinator to oversee them.

VOLUNTEER SCREENING

To meet best practice requirements and provide a safe environment for the campers, SU requires every volunteer over the age of 18 to have a police check with the vulnerable sector (check the age limit with your church insurance plan). Your church should already have a screening process in place that includes child protection training (e.g. Plan to Protect).

If you do not have a policy, please contact SU for assistance.

SU requires a signed Volunteer Verification Form. This declares that you have completed the volunteer screening process for every volunteer. This form is mandatory and required by our insurance company. The SU Camp Director will collect the forms at the Sunday evening volunteer orientation meeting.

SU Orientation Meeting: The SU team will arrive the evening before camp starts. The orientation meeting begins at 7:00 pm (or different if discussed) and is led by the SU Camp Director. It is a 2 hour meeting. The meeting will be an orientation to the SU camp schedule and will allow for introductions to be made, roles to be clarified, questions to be answered and the structure of camp explained. This will not teach your volunteers what they need to know about working with children, coaching and leading devotions. To further prepare your volunteers, please see SU Volunteer Training.

The SU Orientation Meeting Agenda is available online.

VOLUNTEER TRAINING

Volunteers make or break camp. SU has developed a resource to help you train your volunteers. We will send you this to you closer to the start of camp. *SU is happy to provide additional training for your volunteers. Contact our team for more details.*

MY CAMP RESOURCES

Volunteer Roles: A list of roles with descriptions.
Volunteer Application Form: Have prospective volunteers fill out this form to help you know what role they'd prefer and their avaiablility.
Volunteer Verification Form: A mandatory form saying you have screened your volunteers.
SU Orientation Meeting Agenda: An overview of topics to be covered at the Sunday night meeting.
Volunteer Training: Trainings to encourage and equip your volunteers.

COACH

6

PREPARE FOR CAMP

Supplies and Equipment
Communicating with SU
Welcoming Campers
Snacks and Meals
Programming
Paperwork
Camp Rules + Discipline

"We felt a warm welcome the minute we stepped into the building. Leaders were excited to greet us, gave out tons of high fives and showed that they genuinely cared about our family. As a parent, it's essential that I feel my kids will have fun and be safe. The leaders were friendly and I knew they would take great care of my kids."
– Parent of Camper

PREPARE FOR CAMP

IN THIS SECTION YOU WILL FIND THE LITTLE DETAILS ARE IMPORTANT. HERE IS INFORMATION AND SUGGESTIONS THAT WILL MAKE PLANNING EASIER.

SUPPLIES AND EQUIPMENT

Equipment

The SU Coaches bring all of the required equipment except for basketball nets.

Camper Supplies

- Each child receives a camper package including a t-shirt, water bottle, freezies, Bible and Camper Playbook and wristband.
- You are responsible for ordering these supplies two weeks before camp using the Camp Supply Order Form.
- We recommend ordering approximately 10 extra packages, as extra supplies can be sent back with the SU Coaches.
- Supplies can be picked up from the SU office in Pickering, or shipped via Purolator (at your expense).
- You can order t-shirts and water bottles for your volunteers, at an extra cost.
- SU Coaches cannot bring the supplies with them due to space limitations in the mini-van. Please make sure you submit an order ahead of time to ensure it arrives before camp begins.

First Aid Kit
Please make sure you have one on hand in case of minor injuries.

Camper Comment Cards (Optional)
An optional tool to get feedback from the campers as well as learn of decisions to follow Jesus. You are responsible for printing the cards. Talk to your SU Camp Director to coordinate a time for the children to complete the cards.

Parent Feedback (Optional)
We have a parent camp survey that can be sent out as a Google form.

COMMUNICATING WITH SU

SU staff will send you regular emails leading up to camp to help you stay on track. Your SU Camp Director will contact you mid-June to go over specific camp details. During this phone call he/she will:

- Confirm which Coaches are coming and ask if you have arranged the billets.
- Confirm the volunteer orientation meeting time and location.
- Discuss the discipline policy and how it should be handled at camp.
- Confirm facility availability.
- Ask how many campers you are expecting.
- Ask how many volunteers you have and if you have done the pre-camp training with them.
- Discuss the camp schedule with you.
- Answer any questions you may have.
- Discuss the inclusion strategy.

WELCOMING CAMPERS AND THEIR FAMILIES

You are responsible for signing campers in and out each day of camp. Welcoming each camper and their parents is an important role.

Creating a Welcoming Environment

- Use clear signage to reinforce your sign in process.
- Ask one or two volunteers to be at the registration desk as greeters to welcome parents and campers each morning. Those handling sign in/out procedures will be too busy to have conversations, so the greeter will make sure new families from the community feel welcome. First impressions are very important – parents need to feel they are leaving their children in good hands.

- Have fun, energizing music playing to set the mood.
- Decorate the space with balloons and streamers to build the excitement.
- Ask the pastors to be present to welcome the families from the community.
- Have information about your church and upcoming events posted in a place where parents will see them.

Signing In and Signing Out

- Use a sign in/out spreadsheet. Some churches have boxes for parents to intial, others handle it on the computer. Decide on your system ahead of time.
- Have the Sign In/Out table placed in an obvious place.
- Have volunteers at the table 15 minutes before + after.
- Prepare the list of names in alphabetical order.
- Leave space for last minute registrations.
- Have runners available to help with sign out process

Distributing Camper Packages

- Camper t-shirts and water bottles should be beside the registration table. Ask 2-3 volunteers to hand these out on the first day of camp.
- Sort t-shirts by size so they are easy to distribute.
- Have name tags ready.
- Bibles are used each day for small groups. Coaches distribute Bibles and Camper Playbooks on the last day.

SNACKS + MEALS

- Freezies are provided for every camper twice daily. Please make sure to freeze them three days before camp. *They take a long time to freeze! Taking them out of the box and laying them flat helps speed up the process.*
- It is helpful to have volunteers cut the Freezies ahead of time and put them in pitchers or bowls to make it easier to distribute them to campers.
- Place garbage cans in obvious places to ensure that wrappers get thrown away and clean garbage cans daily to avoid wasps.
- Some churches provide snacks in addition to freezies. They ask people in the congregation to sign up to provide Rice Krispies bars, cupcakes, granola bars, etc. *Make sure all snacks are peanut free!.*
- Make sure the volunteers know if they are required to bring their own lunches.
  SU Coaches and volunteers should eat lunch with the campers. This is a great time to build relationships with the children.

PROGRAMMING

Camps run Monday to Friday from 9:00 am-3:00 pm. SU Canada staff will be on site from 8:30 am until 4:00 pm. *Under no circumstances will SU Canada staff remain beyond 4:00 pm without prior arrangements being made and without express written consent through SU Canada head office.*

- SU Coaches lead most of the sessions each day, and the SU Camp Director makes sure everything is ready and organized. *See Sample Schedule.*
- Bible time on Thursday of camp is always a Gospel presentation. SU Coaches have been trained to lead this sessions - but we invite your pastor to lead the Gospel presentation on Thursday.

- Please split campers into 3 even squads based on their age (e.g., 6-8, 9-10, 11-12). They will rotate between the 3 sports daily in these squads. Give the list to the SU Camp Director during the Sunday night meeting and have lists available for squad leaders.
- Squads should be divided in half to create groups of 8-10 campers for small group devotions in the afternoon. Consider having some volunteers ready to lead small groups.

- On the last day of camp parents are invited to attend the Closing Ceremony. The SU Camp Director will plan this with some help from your volunteers. It includes final awards, Participation Certificates or trophies (if you wish to prepare them), a slideshow of pictures, and any other presentations. Make sure you have information available for parents about follow-up events you are hosting!

PAPERWORK

- SU provides the following forms if you require them: Incident Report Form, Medical Report Form, Suspected Abuse Form.
- If your church has specific forms you require to be filled out, please let the SU Camp Director know ahead of time and have copies of the form available. *Please note that SU requires a copy of all completed forms that involved the SU staff.*

CAMP RULES AND DISCIPLINE

SU Camps operate with 5 simple rules.

- Respect Others
- Respect Myself
- Respect the Leaders
- Respect the Equipment
- Have Fun!

MY CAMP RESOURCES

Camp Supply Order Form: Send the completed form to SU two weeks before your camp to receive supplies.
Camper Comment Cards: A tool to receive feedback from the campers about their camp experience.
Parent Feedback Link
Incident Report Form, Medical Report Form, Suspected Abuse Form.
Participation Certificates: Edit the template and hand them out at the closing ceremony. *Optional*

7

COMMUNITY CONNECTIONS

Make the most of all opportunities to connect with camper families from the community

"This camp has helped build genuine relationships in a difficult community. For years we have been trying to make connections, but it wasn't until the sports camp that we started to see a break through. Sports allowed us to break down barriers in our surrounding neighbourhood and we've seen families commit their lives to Christ and start coming to church regularly."
– Oshawa Community Church

COMMUNITY CONNECTIONS

THE PRIMARY PURPOSE OF THE CAMP IS TO HELP YOUR CHURCH CONNECT YOUR COMMUNITY WITH CHRIST. DO NOT LET THE PURPOSE OF YOUR CAMP GET LOST IN THE LOGISTICS.

PLAN FOR COMMUNITY CONNECTIONS

- **Community walks:** Invite your congregation to walk around their neighbourhoods - praying and delivering flyers to people's homes.
- **Prayer teams:** Gather people to pray, distribute the Prayer List, and include the needs of your camp in your congregational prayer.

- **Raise awareness:** Get your church involved by sharing the vision. Praying, donating time and/or money, and inviting the neighbours children to attend are just some of the ways your congregation can be involved.
- **Sermon series or guest speaker:** Have your pastor preach a sermon series on the importance of outreach or invite an SU Team Member to bring a message from God's Word on the importance of connecting children with Christ, share inspirational stories from SU's sports camps, and encourage the congregation to be involved.
- **Plan an outreach event during camp:** A BBQ, family games night, or community soccer game are a few examples of ways to bring your church and community together for a fun evening during the week of camp.

- **Encourage family connections:** Have families from the church intentionally connect with families from the community and follow up (e.g., inviting them to church).
- **Create a welcoming space:** During drop off and pick up, have coffee and donuts available to invite parent to stop and chat. See page 36 for more ideas.

MY CAMP RESOURCES

Prayer List: Share this list and encourage your congregation to prayer before, during and after the week of camp.

LIFTMUCK
camps

8

FOLLOW-UP

Sharing the Impact with Church
Camp Feedback
Follow-Up Ideas
Scripture Union Resources

"We invited all the campers to our basketball league in the fall. This was an accessible next step for non-churched camp parents. As the children continued to hone their basketball skills, they learned more about Jesus and His love for them. This way we were able to deepen our relationships with the families and carry on discipling."
-Georgetown Community Church

"We hosted a Camp Sunday immediately following camp. We changed up our Sunday structure to include testimonies from the leader and campers. We played family games and had a chance to get to know the parents in more depth. We hope they will continue to stay connected with our church. At least they have stepped into a church to see that we are just like them."
–Living Waters Community Church

FOLLOW-UP

YOUR CHURCH IS RESPONSIBLE FOR FOLLOWING UP WITH THE CHILDREN WHO ATTEND CAMP. TAKE TIME TO DEVELOP A DISCIPLESHIP STRATEGY AHEAD OF TIME SO THAT YOU ARE READY TO TAKE ACTION ONCE CAMP ENDS.

SHARE THE CAMP IMPACT WITH YOUR CHURCH

Make sure to report back to the congregation through a compilation video, slideshow of pictures, announcement or bulletin insert. People have been praying and want to hear how camp went. Share stories of transformation and celebrate how God moved. This will reinforce church wide investment.

CAMP FEEDBACK

Feedback will help us improve. First, send the Parent Camp Survey link to parents to learn what they thought of camp. This will help you as a church learn how your camp was received. Second, fill in the Camp Coordinator Evaluation Form promptly after camp and send it to SU for our records.

FOLLOW-UP IDEAS

Consider these ideas as possible ways to follow up and stay connected post camp.

- **SU Sports Clubs.** This is a weekly discipleship sports club that our team helps your church run.
- **Camp Reunion:** Invite all the campers back to your church for “Sports Camp Sunday”. Have them wear

their camp t-shirts and show a slideshow about their week of camp. Consider having refreshments after the service with an opportunity for parents to meet your congregation.

Some churches have bought inexpensive trophies and awarded them to every child on Sports Camp Sunday. It is a great opportunity to build connections with the campers and their families.

- **Invite To Fall Ministries:** Send a message thanking the campers for coming and inviting them to a future event or program at your church. A Sample Follow-Up Letter is available online. If you need resources for mid-week programs, contact SU.
- **SU Bubble Soccer:** Gather together children and youth from the community to play soccer like they have never done before – in a zorb!
  email camp@scriptureunion.ca if you're interested in this!

Scripture Union Resources

SU has a great selection of Bible Reading Guides to help children grow in Christ. We also have family discipleship resources. Check out ChristianBooksCanada.ca.

MY CAMP RESOURCES

Parent Camp Survey: Send the link to parents post-camp to receive feedback.
Camp Coordinator Evaluation Form: Complete this form with your feedback and send it to SU by mail or email.
Sample Follow-Up Letter: Edit this template and send to campers inviting them to stay connected.
Bubble Soccer: Go to scriptureunion.ca/bubblesoccer to learn more about hosting a Bubble Soccer event.

PLANNING CHECK LIST

6-3 Months Before Camp
2-3 Months Before Camp
1 Month Before Camp
1 Weeks Before Camp
Day Before Camp
During Camp
After Camp
Provided Resources

6- 3 MONTHS BEFORE CAMP

- O Check Facility Requirements and confirm the camp location
- O Confirm camp details and fill in Camp Information Form
- O Identify a registration coordinator
- O Create registration form
- O Send in proof of insurance
- O Design promotional materials
- O Send promotional materials to SU to be approved
- O Begin promotions to the church
- O Have a booth on Sunday to spread the word
- O Email children in database to invite them to camp and attach the Camp Promo Video
- O Get church on board by showing the Camp Promo video/Spread the Word video.

2- 3 MONTHS BEFORE CAMP

- O Find host homes for SU Coaches
- O Get church on board by showing Camp Promo video.
- O Promote camp in the church and community
- O Establish follow up strategy
- O Track camp registration
- O Recruit & screen volunteers

1 MONTH BEFORE CAMP

- O Connect with the SU Camp Director
- O Host volunteer training
- O Decide if you will host an outreach during camp (e.g., BBQ Wednesday)
- O Continue to promote camp to church and community
- O Track camp registration
- O Continue to recruit & screen volunteers
- O Download the Devotional Manual and print off leader guides

2 WEEKS BEFORE CAMP

- O Fill in Camp Supply Order Form and send in
- O Send a welcome email to all registrants with reminder of what to bring the first day
- O Continue promotion efforts
- O Remind volunteers of Sunday evening Orientation Meeting
- O Ensure first aid kits are stocked
- O Assign volunteer roles
- O Divide children by age into 3 squads for sport rotations
- O Divide the children into groups for small group devotions
- O Confirm which SU coaches will go to which host homes

DAY BEFORE CAMP

- O Host the volunteer orientation
- O Set up the facility for camp (e.g., garbages, equipment, water stations)
- O Set up registration table and sign in/out sheets
- O Sort camp t-shirts by size and have sharpies prepared for labeling t-shirts and water bottles
- O Ensure the Freezies are frozen
- O Complete the Volunteer Verification Form

DURING CAMP

- O Be present as much as you can
- O Welcome campers and their families
- O Work alongside the SU Camp Director to oversee all camp activities
- O Assist with first aid and discipline as needed
- O Fill in the appropriate Incident Reports
- O Make sure leaders/volunteers are present each day and coordinate replacements
- O Notify parents of the Closing Ceremony

AFTER CAMP

- O Complete Camp Evaluation and send to SU
- O Send Parent Camp Survey to parents
- O Contact parents of children who made decisions
- O Send an email to invite campers to fall ministries
- O Host a Camp Sunday or Camp Reunion
- O Express thanks for volunteers
- O Share the impact with the church
- O Send photos to SU. Please ensure that all children in the shared photos have signed the photo release (provided on registration).

54 PROVIDED RESOURCES

All of these resources can be found at scriptureunion.ca/my-camp

ESTABLISH CAMP DETAILS

- Camp Information Form
- Facility Requirements

PROMOTIONS

- Flyer Template
- Poster Template
- Brochure Template
- PowerPoint Slide Template
- Social Media Template
- Promotional Design Guide
- Registration Form
- Camp Logo
- Camp Promo Video

REGISTRATION

- Welcome letter
- Sponsorship Application

VOLUNTEERS

- Volunteer Roles
- Volunteer Application Form
- Volunteer List
- Hints for Recruiting Volunteers
- Volunteer Verification Form
- Child Protection Policy
- SU Orientation Meeting Agenda
- SU Volunteer Training
- Every Kid Camp Volunteer Training

PREPARE FOR CAMP

- Camp Supply Order Form
- Camper Comment Cards
- Participation Certificates
- Incident Report Form
- Medical Report Form
- Suspected Abuse Form

OUTREACH

- Prayer List
- Welcome Video
- Sample Follow Up Letter
- Closing Ceremony Template

FOLLOW-UP

- Sample Follow Up Letter
- SU Bible Guides (Link to Bookstore)
- Parent Camp Feedback
- Bubble Soccer
- Camp Coordinator Evaluation

ADDITIONAL RESOURCES

- Camp Devotions
- Camp Planning Manual (PDF)

susports

CAMP PLANNING MANUAL

Scripture Union Canada
1885 Clements Road, Unit 226
Pickering, ON
L1W3V4

scriptureunion.ca

camp@scriptureunion.ca