

Camp Checklist The Game Plan



Camp Checklist

While planning the camp keep track of what you have done and still have to do. This will ensure nothing is missed. This list will help you see what must be done on your end, and what SU will do as well.

Camp Coordinator To Do List

Before Camp Starts – January to March

- ☐ Confirm Camp Dates
- ☐ Send signed Camp Contract to SU
- ☐ Send \$500 deposit to SU
- ☐ Confirm camp location
- ☐ Send completed Camp Info Form to SU
Determine details of camp – cost, name, ages, time, etc.
- ☐ Assemble a Coordinating Committee
- ☐ Schedule regular committee meetings – track progress, share ideas, updates on planning

April to June

- ☐ Promote Camp within community
- ☐ Consider inviting SU staff to speak about camp to congregation
- ☐ Send insurance confirmation to SU
- ☐ Track camp registration
- ☐ Send completed Supply Order Form to SU
- ☐ Speak with SU Camp Director to determine daily schedule, policies, confirm details.

During Camp

- ☐ Help SU Camp Director lead the camp
- ☐ Try to attend camp each day
- ☐ Help track any incidents and file paperwork with SU Camp Director
- ☐ Distribute camper comment cards on the last day of camp
- ☐ Submit a Camp Evaluation form to SU after the completion of camp

Camp Coordinator Appendix Contents

SU Canada To Do List

Before Camp Starts

- ☐ Send Welcome Package
The Game Plan, All Paperwork.
- ☐ Consult church on facilities
May include visit if new camp.
- ☐ Design Promotional Resources
- ☐ Create unique camp webpage
(www.scriptureunion.ca/campname)

- ☐ List church on insurance *if necessary*
- ☐ Send camp supplies *two weeks before camp*
- ☐ SU Camp Director call Camp Coordinator *end of June*

During Camp

- ☐ SU Camp Director Lead Camp and Volunteer Meetings/devotions
- ☐ SU Team lead games, devotions, sessions

Camp Contract	Camp Info Form	FAQs	Budget Overview	Camp Coordinators
Supply Order Form	Camp Director Questions		Daily Schedule	Incident Report Form
Accident Report Form	Suspected Abuse Form		Camper Comment Card	Camp Evaluation Form



Media Coordinator To Do List

Before Camp Starts

- ☐ Choose promotional resources from SU – brochures, posters, etc.
Alongside Camp Coordinator
- ☐ Promote the camp to the local community
- ☐ Promote the camp within church
- ☐ Find partners – invite local businesses, churches and organizations to help promote or support the camp

Media Coordinator Appendix Contents

Sample Brochure	Sample Postcard	Sample Flyer
Sample Poster	Sample Camp Report	

Administrative Coordinator To Do List

Before Camp Starts

- ☐ Keep track of camper registration – online, application forms
- ☐ Ensure that payments are handled properly
- ☐ Send confirmation packages to registered campers
- ☐ Divide campers into lists by age or by sport preference

During Camp

- ☐ Make sign-in/out forms
- ☐ Take charge of registration at camp
- ☐ Ensure that each camper receives their camper package

Administrative Coordinator Appendix Contents

Registration List	Sample Registration Form	Sample Confirmation Letter
Camper Health Form	Sign In/Out List	

SU Canada To Do List

Before Camp Starts

- ☐ Design Promotional Resources
- ☐ Create unique camp webpage (www.scriptureunion.ca/campname)
- ☐ Send pictures *if requested* to help media coordinator promote camp.
- ☐ Consult Media Coordinator on ways to promote the camp

SU Canada To Do List

Before Camp Starts

- ☐ Set up online registration *if requested*
- ☐ Forward any online registrations to admin
- ☐ Consult Media Coordinator on ways to promote the camp

During Camp

- ☐ Help team distribute T-shirts and water bottles to campers *if requested*.
- ☐ Help maintain order during registration process

After Camp

- ☐ Send final invoice for camp *to either Administrative or Camp Coordinator*

Camp Checklist The Game Plan



Facilities Coordinator To Do List

Before Camp Starts

- ☐ Find appropriate facilities for camp
Alongside Camp Coordinator
- ☐ Confirm facility details – insurance, waivers, deposit, refund policy etc.
- ☐ Find Rainy Day options
- ☐ Ensure that you have a First Aid Kit for camp

During Camp

- ☐ Find a place for campers to put their lunches/bags
- ☐ Ensure freezies are frozen in time for camp
- ☐ Bring snacks for volunteers each day
- ☐ Provide lunch for SU coaches and campers if necessary
- ☐ Bring extra lunches for campers who forget to bring one

Volunteer Coordinator To Do List

Before Camp Starts

- ☐ Create Volunteer Application Form
- ☐ Recruit volunteers for camp
- ☐ Arrange billeting for SU coaches/interns
- ☐ Screen all volunteers
- ☐ Ensure volunteers to sign a Volunteer Release Form.
- ☐ Review Child Protection Policy of church with all volunteers.

During Camp

- ☐ Submit a signed Volunteer Verification form to SU after completion of screening
- ☐ Help with daily volunteer meetings at camp

After Camp

- ☐ Thank each volunteer - consider hosting luncheon.

Volunteer Coordinator Appendix Contents

Volunteer Roles List

Volunteer Application Form

Sample Volunteer Interview

Volunteer Verification Form

Volunteer Release Form

Volunteer Orientation Agenda

SU Canada To Do List

Before Camp Starts

- ☐ Consult on facility needs
May include visit to new camp

During Camp

- ☐ Bring all equipment
- ☐ Prepare and organize site with Facilities Coordinator
- ☐ Help manage snack and lunch time

SU Canada To Do List

Before Camp Starts

- ☐ Assist if necessary
- ☐ Confirm volunteer orientation the Sunday evening before camp at 7:00pm

During Camp

- ☐ Lead volunteer orientation on Sunday
- ☐ Lead daily volunteer devotions
- ☐ Encourage and equip volunteers



Outreach Coordinator To Do List

Before Camp Start

- ☐ Invite children from your church and your surrounding community
- ☐ Coordinate a prayer team
- ☐ Develop a prayer schedule
- ☐ Find people to offer sponsorship
- ☐ Offer sponsorship for the campers who need it.

Sponsorship Request Application

- ☐ Encourage entire church to participate
- ☐ Plan an outreach event for the week of camp
- ☐ Help Media Coordinator promote camp
- ☐ Invite an SU representative to speak at your church

During Camp

- ☐ Get to know the families during camp
- ☐ Enlist a camp “greeter” to greet and get to know the parents and children as they register for camp
- ☐ Take note of children who accepted or re-committed lives to Christ to especially follow up with those decisions.

After Camp

- ☐ Follow up with parents and campers after camp – follow up letters/post-card, camp reunion day
- ☐ Send Thank You notes to all those who helped make your camp a success

SU Canada To Do List

Before Camp Starts

- ☐ Encourage Coordinator
- ☐ Speak at Church to encourage entire church to participate *if requested*.

During Camp

- ☐ Help volunteers connect with campers
- ☐ Get to know campers and their families
- ☐ Share with Outreach Coordinator any children that made a commitment to Christ.

Outreach Coordinator Appendix Contents

Prayer List

Sponsorship Request Application

Sample Follow Up Letter

Sample Newsletter