



2025

ISCF Camp Director Handbook



**Sharing the Good
News** *of Jesus*



www.sunsw.org.au | schools@sunsw.org.au
(02) 9638 9000

Table of CONTENTS

01

Introduction to SU NSW

- Welcome to SUNSW
- About SUNSW
- Aims, Beliefs & Working Principles

02

School Camps with SU NSW

- Schools Ministry Overview
- School Camps (vision and purpose)
- Partnering with SU NSW

03

Planning a Camp

- Camp Director Role
- Safe Ministry Fundamentals
- Ready Set Go
- Camp Planner

04

Leading Your Team

- Director Application Process
- Recruiting a Team of Leaders
- Team Member Applications
- Team Management (meetings etc)
- SUNSW Volunteer Code of Conduct
- Spiritual Preparation

05

Director Admin

- Promoting Camp
- Participant parental registration
- Director portal (accessing attendee details, leaders details, dietary reports)
- Parent Communication

Table of CONTENTS

06

Camp Finances

- Camp budget
- Registration fees - participants and leaders
- Support contribution
- Financial Assistance
- Weel/ Reimbursements

07

Prior to Camp

- What campers should pack
- Behaviour agreement
- Pre-camp checklist
- First Aid checklist

08

On Camp

- Briefing Leaders
- Code of Conduct
- Behaviour Management Guidelines
- Emergency Response Team
- Incident Reporting

09

After Camp

- Post-Camp Checklist
- Team Debrief

10

Forms and Resources

- Transport form
- Medication Consent form
- Behaviour Agreement form
- Ongoing Communication Policy