

# Youth Ministry Summer Camp Planner Template

## Trip Overview

Trip Name:

Dates:

Location:

Student Cost:

## Pre-Trip Preparations

### Big Rocks

- Estimate camp spots needed and make reservation with camp on [date]
- Send initial deposit on [date]
- Plan a trip budget and decide on cost for students
- *List details to coordinate within church staff – communicating dates between ministries, needs for church-wide announcements, etc.*

### Transportation

- Reserve or rent vehicles, or book charter bus
- Plan timing and locations for departure and all stops
- If using a charter bus, communicate itinerary and lodging details for the driver
- Send in payment(s) when they are due
- Assign drivers

### Communication & Promotion

- Promote via student ministry and church-wide channels
  - *List specific details here*
- Send reminders as trip approaches capacity or camp deadlines approach

### Volunteers

- Recruit additional leaders as needed
- Have leaders complete needed training materials or screening for church and camp
- Plan a pre-trip leaders meeting to go over policies, expectations, and trip details
  - Print and go over leader packet with schedule, policies, expectations, roles, campground map, and assignments for small groups and/or rooms

### Registration

- Build a registration form
- Collect additional forms as needed (medical release, forms from camp, etc.)

- Use registration list to send out packet with details and packing list to parents a few weeks before the trip
- Send in payment(s) and final numbers to camp when they are due

#### Miscellaneous

- Coordinate any special dietary needs
- Purchase any needed supplies
- Plan any activities during travel and free time
- Prepare materials and details for check-in and departure
- Assign student small groups and/or rooms
- *List additional details that don't fit in the above categories*

## Trip Schedule & Details

#### Items To Bring

- Printed documents
  - *List all here – such as check in list, trip schedule, allergy information*
- First aid kit
- Sunscreen
- *List additional items needed*

*Break down the entire schedule of the event, with details to follow during the trip and notes for any instructions you will give to students. You can print this off and have it with you during the trip, using it as a “cheat sheet” that reminds you what needs to be done and said, enabling you to be more present during the trip.*

For example:

#### **Monday**

8:00 Load up supplies on busses, set out registration

8:20 Leaders arrive

8:45 Students arrive to check in with [staff member]

9:10-ish - Once everyone arrives:

- Introduce leaders, go over trip rules, and collect electronic devices
  - *List trip rules here*
- Pray together as a group
- Tell students to go to the bathroom
- Lock up the building & depart

11:30am Stop in [city] for Lunch

- *List restaurant(s) and addresses*
- Give students instructions for this stop:
  - *If they have options, tell them which restaurants they may go to*

- Return in [45 minutes to an hour]
- Stay with a leader
- Don't bring back open beverages without a twist top
- Don't go in any other stores

*List any other planned stops for bathroom breaks*

3:30pm – Arrive at [name of camp, address]

- Students remain in busses while a leader checks the group in
- Give instructions to students before dispersing, such as:
  - Their room assignments
  - Reminders to wear sunscreen, drink water, stay with a leader, etc.
  - The first scheduled activities are \_\_\_\_\_ at \_\_\_\_\_.

Email parents a quick update once everyone has arrived and settled in.

**Tues-Fri**, follow camp schedule.

Throughout these days:

- Take group pictures
- Check in with leaders
  - How are students doing?
  - Any adjustments we need to make?
  - How are you doing? Do you need anything?
- Tend to any student allergy or medication needs
  - *List specific details here*
- Send out quick updates to parents or post updates on social media as appropriate

*If camp provides churches with a set free time to leave campus or do a group activity, include your plan for that time here.*

**Friday**

8:00 Load up, and ensure students go to the bathroom first

8:15 Depart

12:00pm Stop in [city] for lunch

- *List restaurant(s) and addresses*
- Give students instructions for this stop:
  - If they have options, tell them which restaurants they may go to
  - Return in [45 minutes to an hour]
  - Stay with a leader
  - Don't bring back open beverages without a twist top
  - Don't go in any other stores

Email parents an updated ETA after lunch

*List any other planned stops for bathroom breaks*

Send parents an updated ETA about an hour before arrival

Just before arrival, have students pickup all trash and gather their belonging around the bus

3:00 Planned arrival at church

## **Post-Trip**

### Evaluation

*Plan a post-trip evaluation with all your leaders. You may have leaders stay behind once everyone returns and debrief over a meal (go out to a restaurant everyone would like, or pre-order food to meet you at the church), or you meet another time. You may get the most feedback by both using written forms and having discussion. After gaining feedback from your leaders, make notes for next time below.*

- What went well:
- What could be improved:
- For next time:
- *Save this completed document for future reference. If planning this trip again, make a new copy and adjust based on the evaluation notes.*

### Other Post-Trip Details

- Balance trip budget
- Any follow up with students or families (needs, lost items, follow-up discipleship conversations)

# Summer Camp Parent Packet Template

## About [Camp]

*Describe the camp you are attending, such as its mission, focus, and location.*

## Leaders and Contact Info

*List all trip leaders. For main leaders and designated parent contacts, include roles and phone numbers*

[Name of location of camp]

[Address for camp]

[Phone number for camp]

## Schedule

*Provide a high-level overview of the trip schedule.*

*For example:*

### MONDAY

8:45 am Students arrive at church for check in

3:30 pm Arrival at [camp]

5:30 pm Dinner

6:45 pm Evening Large Group

8:30 pm Small Groups

9:15 pm Team Games

11:00 pm Lights Out

11:00 am Lunch

12:00 pm Team Games

1:00 pm Free Time

(WED will be FREE DAY off campus)

5:30 pm Dinner

7:30 pm Evening Large Group

8:45 pm Small Groups

9:45 pm Free Time

11:00 pm Lights Out

### TYPICAL TUESDAY-THURSDAY SCHEDULE

7:30 am Breakfast

8:30 am Devotions

9:00 am First Elective Class

10:00 am Second Elective Class

### FRIDAY

7:30 am Breakfast

8:00 am Load up & Depart

3:00 pm Arrive back at church

## Packing List

- *Include packing list provided by the camp*
- *Add any additional items needed for your group – such as money for food on the road*
  - *If students need money on their person and not packed away in their luggage when you depart, note that in the packing list*
- *If you have electronic device policies, include a note about electronic devices in the packing list.*

# Summer Camp Leader Evaluation Form Template

Which students did you connect with the most?

Where did you see God the most in your time with students?

Are you concerned about any students?

Were there any personal or spiritual issues that students brought up that need follow-up?

Do you have any feedback about any ways we can improve this trip from our end?

What was the highlight/most memorable moment of the trip in your opinion?

Any other comments you'd like to share: