



Scripture Union
NEW SOUTH WALES

**CAMP DIRECTORS HANDBOOK
2021**

www.sunsw.org.au/camps





Contents

Welcome to SUNSW Camps.....	1
The Scripture Union NSW Distinctives.....	2
Camping as Part of Scripture Union.....	3
Camps Ministry Support Team	4
SUNSW Regional Coordinator Staff.....	5
Camp Directors Day	6
SUNSW Camp Yearly Cycle.....	7
Process for Starting a New SUNSW Camp.....	8
How Does a Camp Director Become a Camp Director?.....	10
Role of a Camp Treasurer	10
Financials FAQ	10
Income & Expense Form.....	11
Camps Cost Contribution.....	11
Emergency Response Contact.....	12
Mandatory Reporting.....	13
Applying to be a Volunteer With SUNSW	14
Working with Children Check.....	15
Child Protection Training	15
Salesforce & Portal.....	16
Managing Your Team on the Portal.....	17
Customizing Your Camp Web Page.....	18
How to Charge for Optional Merch/Resources.....	19
How to Create an Attendee Report in the Portal.....	20
Some Useful Forms	21
Application for Permission to Proceed.....	22
Aims, Beliefs, Working Principles.....	23





FISHING CAMP

Welcome to SUNSW Camps

Welcome to the latest edition of SUNSW Camp Directors Handbook. If you have been involved in SUNSW camps for a while you would have seen many different versions of this document over the years. However, the 2021 edition has been designed as a quick reference guide for SUNSW camps directors, rather than an exhaustive manual.

Thank you for all that you are doing for our Lord, through SUNSW Camps - or maybe through Pop Ups!

We are thrilled by the way God has grown an array of SUNSW Camps in recent years. As a result, we are seeing more children and young people excited by all of these 'fun and affordable' camp options, and we trust that many are coming to know Jesus as Lord and Saviour. It is often just as thrilling to watch the lives of adult team members transformed as they step into new things on camp and find themselves growing in their faith and skills for His glory!

We trust you will find this booklet helpful as you think through your important roles, and seek to lead your teams with excellence.



We (SUNSW Staff) and the Camps Reference Group (CGR) are small in number, but big on experience and enthusiasm! We desire to give you all the support that we can as you grow in your role - so please never hesitate to pick up the phone or drop us an email! We love to meet Directors and their teams before, during, or after camp, and we are always keen to pray as you let us know your needs.

May the Lord continually enthuse your hearts for His great mission,

Dave Tankard
Regional Team Leader
Scripture Union NSW



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Camps Directors Handbook
Produced by Scripture Union NSW
This edition: February 2021





GIRLS AG CAMP

The Scripture Union NSW Distinctives

INTER-DENOMINATIONALISM

United under SUNSW's Aims, Beliefs, and Working Principles, we treasure the richness that comes when Christians from different churches collaborate together to make Christ known.

THE BIBLE

In a day when fewer and fewer people (even Christians) regularly read the Bible, we aim to introduce people to the blessings of engaging with God daily through his word. We see a role for ourselves in calling the people of NSW back to the Scriptures.

DEPENDENCE ON GOD

We are convinced that all our plans for ministry are nothing unless God himself is at work. So we seek to conduct all our ministries prayerfully, and we seek to encourage Christians everywhere to be prayerful in everything.

TRAINING

We believe that the best training a Christian can receive in Kingdom work is by doing Kingdom work- in the supportive fellowship of a good team. Our ministry model consists of volunteers working together to proclaim Christ (under the guidance of well-trained volunteers and a small staff) and learning along the way what it means to proclaim Christ well.

MISSION

It brings us great joy to work with and alongside existing churches to strengthen their members in mission. But we also see a unique role for a movement like ours in bringing the gospel of Jesus to people in places where churches don't always reach.

BOYS AG CAMP





AG AT THE CENTRE CAMP

Camping as Part of Scripture Union NSW

AIMS

Working with the churches, Scripture Union NSW aims:

1. to make God's Good News known to children, young people and families; and
2. to encourage people of all ages to meet God daily through the Bible and prayer so that they may:
 - come to personal faith in our Lord Jesus Christ
 - grow in Christian maturity and
 - become both committed church members and servants of a world in need

WHY CAMPING?

A Scripture Union NSW camp is a place where leaders and young people share their lives for twenty-four hours a day, in such a way that the Good News of Jesus can be powerfully demonstrated as well as proclaimed. There are many reasons why quality Christian Camping is a very effective ministry to reach young people with the Good news about Jesus.

- **Intentional Christian Community:** This may be the only opportunity where young people are exposed to the word of God, have it adequately explained, be given an opportunity to reflect/respond and also witness "first hand" followers of Jesus actively living out the life Jesus offers.
- **Quality Relationships:** There is nothing like a common experience to create & deepen friendships.
- **New Experiences:** Being in a different context often provides an opportunity to be "more open" to consider "new insights".
- **Increased Awareness:** A diverse range of camp activities allows young people to have new experiences and develop a greater understanding of themselves and the world.
- **Developing Character:** Trying new things in a supportive environment often allow young people to be stretched, push through and develop character.
- **Faith Ignition:** Removing the distractions, providing new experiences, exposing young people to Gods living word in a loving Christian environment often produces life changing faith in Jesus through the work of his spirit.

These are just a few reasons but of course we could discover many more!



REBOOT COMPUTER & TECHNOLOGY CAMP

Camps Ministry Support Team

There is a capable and enthusiastic team of people who are available to assist and support you in your camps ministry. Listed below are the roles of volunteers and staff members who are keen to help.



VOLUNTEERS:

Tim Clipsham: Camps Reference Group (CRG) Chairman

Tim leads the Camps Reference Group who pray, plan and organize training weekends events for camp leaders. He represents camping on the Scripture Union NSW Board.



Glenn Coombs: Camps Volunteer

glennc@su.org.au

Glenn passionately helps camp directors by committing your efforts to prayer, drawing on years of experience, holding fellowship meals, networking camps & directors, and organizing equipment.



STAFF:

Sebastian Mayer: Ministry Co-ordinator

sebastianm@sunsw.org.au

Bas is passionately helping camps and camp directors keep prayer, discipleship and multiplication at their centre. He works alongside the Camp Ministry Directors in coaching, training and implementation. He is your go-to with all things Safety Management, P2P, and Child-Protection.



Merrin Telfer: Business Manager & Admin Team Leader

merrint@sunsw.org.au

Merrin is very helpful with any money questions that you may have. She can help with the nitty gritty process of what's involved in running the camp accounts, help you think about the camp's bank balance in the future and give advice on how to be wise with finance.



Sally Trethewy: Camps Administrator

sallyt@sunsw.org.au

Sally works in camps administration to support SU camping ministry. She can offer assistance with Salesforce, Working with Children Checks, Registrations, and much more! Ready to help with any questions or assistance you may need with admin tasks for your camp. Sally is your go to person for any camp related questions.



SUNSW Regional Co-ordinator Staff



Andrew Parkinson Central & Far West Regional Co-ordinator - andrewp@sunsw.org.au

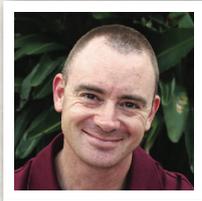
Andrew was born in "The Shire" but has migrated progressively west, first to the Hill District and then to the Hawkesbury and now he lives in chilly Blayney in Central West NSW with his wife Jo, two beautiful girls Caitlyn and Philippa, and handsome son Isaac. He came to faith at Billy Graham Crusade in 1979 and in 1989 he felt God's calling to ministry and entered theological college. He is an ordained Baptist Minister with over 25 years of youth ministry experience in churches, schools, camps, and even ran Sydney's first and only Christian Night Club, featuring live Christian Bands every Friday and Saturday night.

Andrew is a gifted speaker and communicator and has a passion for teaching and growing kids and young people for Christ. He can also make a mean coffee.



Cheryl Burton - South Coast Regional Co-ordinator - cherylb@sunsw.org.au

Cheryl loves living in Batemans Bay, is happily married to Rob, has two lovely daughters and a sweet lab named Louis. She committed her life to Christ as a teenager and was strengthened in her faith through a vibrant ISCF, youth group, camps, Beach Mission and Bible College. Cheryl loves to support and empower volunteers to make disciples in schools, camps and mission contexts. She is an experienced teacher of middle and high school and was previously a support manager for volunteers of an international aid organisation. Cheryl enjoys supporting her husband in his role as pastor of Batemans Bay Baptist Church, relaxing with family and friends and exploring new beaches in the beautiful Far South Coast.



Dave Tankard - North West Regional Co-ordinator & Regional Team Leader - davet@sunsw.org.au

Dave is married to Jude with four children, three adults and one in high school. He became a Christian in 2008 when after several years of watching Christian friends and attending their church services and Bible studies, he finally understood the Good News of what Jesus had accomplished for him.

Dave's work background to that point included gardening and retail management. He has since moved into SRE teaching, and began with SU NSW in 2014. He has studied visual arts and horticulture, and more recently earned a diploma in theology through Morling College. He is a member of an Anglican Church in Tamworth. He enjoys playing and watching cricket, reading, and gardening. He loves getting to know the beautiful people and places around the North West region, and is passionate about showing the relevance of Jesus for modern Australia.



Ella Peachey - Central Coast Regional Co-ordinator - ellap@sunsw.org.au

Ella previously worked as the Children's Worker at her church Dural Baptist for four years. She loved having the opportunity to share the good news with the kids in her local community. Ella also worked for ANGLICARE as a Youth Worker in the Inner West, running programs for marginalised teens. She has a strong passion for seeing kids and young peoples' lives transformed by the good news, and is excited to be a part of the ministry SU has in schools across NSW.

Ella loves spending time with people, especially her husband Caleb, extended family and friends. Ella enjoys exploring new coffee shops around Sydney and long dinner parties!



Jasmine Ruigrok - Hunter Regional Co-ordinator - jasminer@sunsw.org.au

Hunter Valley native and country born and bred, Jasmine was raised in a Christian home as the eldest of seven kids where her relationship with Jesus was nurtured until it became the focal point of her life. Her first experience with SU was cooking for an ag camp, where she was instantly hooked on the mission of working with churches to make God's Good News known to children, young people and families. Since then, along with directing Hunter girls ag camp, Jasmine has contributed to the Kempsey FM, Tamworth Country Music Festival FM, and songwriters' retreat.

Jasmine is passionate about seeing people's lives transformed by a genuine faith in Christ, and has a deep love for the local church. Her heart is to see her generation rise to the call of the Gospel and become stirred toward mission and discipleship that goes beyond the four walls of a church building. She is excited for the ministry opportunities and leadership development SU offers, and is eager to discover new ways to partner with churches across the Hunter to bring the Gospel to life in the hearts of its people



Jenny Carnaby - Mid North Coast Regional Co-ordinator - jennyc@sunsw.org.au

Jenny lives in beautiful Port Macquarie with her husband Pete and 7-year-old daughter Remy. They love kids and have been foster parents to over 20 disadvantaged kids aged 2-16 in the last 6 years.

Jenny has a long association with Scripture Union and was first introduced 25 years ago to SU's awesome ministry to kids through a beach mission on the Sunshine Coast in Qld. Since then, she has served in a variety of SU high school camps in QLD including a Girl's Horse-riding camp, Youth Outback camp in Central QLD, "Splash Out" Beach Camp and a Schoolies Camp in the Whitsundays (tough, hey?). Jenny has a real heart for schools' ministry and has worked as a High School Chaplain and Primary School Student Support Worker, lead ISCF groups, taught Scripture to high school and primary kids, and been involved in pancake breakfasts and other fun school programs so kids can have the opportunity to hear God's Good News.

Jenny is very passionate about inspiring and encouraging Christians to reach out to kids with the Gospel in their local communities and to see families transformed by the Good News of Jesus.



CAMP DIRECTORS DAY

We'd love to have you along to Camp Directors Day on the last Saturday of February each year!

It is a day where all of our Camp Directors, Emerging Directors, and Key Leaders gather to reflect on the previous year of camps, get inspired and encouraged for the upcoming year, network with each other, and get training from God's Word!

For more information, contact Sally (sallyt@sunsw.org.au)



SENIOR AG CAMP



AG AT THE CENTRE
Scripture Union NSW
TALGONG VIA TOTTENHAM



BOARD GAME CAMP
SCRIPTURE UNION NEW SOUTH WALES



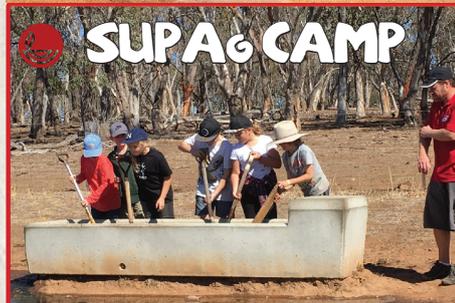
GIRLS AG CAMP



JUNIOR BIKE CAMP
CLANDULLA TO DENMAN



OUTBACK ADVENTURE CAMP
14th - 18th JANUARY
PINDARI DAM NEAR INVERELL



SUPA CAMP



the QUEST
SCRIPTURE UNION NEW SOUTH WALES AUSTRALIA
13th to 17th APRIL
Southern Highlands Christian School, Bowral



RUGBY LEAGUE CAMP
SAVE THE DATE & REGISTER
15-17 APRIL, TAMWORTH



RUGBY UNION CAMP
Scripture Union NSW
6th TO 9th JULY
TAMWORTH



Scripture Union
Songwriters RETREAT
Get inspired, enjoy music and learn from a team of leaders who are passionate about songwriting and Jesus.
15th -18th July
Kihilla Retreat, Lawson NSW
Cost \$300
Places strictly limited!
<http://sunsw.org.au/sungwritersretreat>



CHAFFEY WATER SPORTS CAMP
FOR STUDENTS IN YEARS 7 - 12
JAN 6TH - 11TH 2020
REGISTER @ [HTTPS://SUNSW.ORG.AU](https://sunsw.org.au)



PINS & NEEDLES CAMP
9-11 JULY 2020,
TAMWORTH

KIDS CAMP FULL-FUNDING AVAILABLE
For more info visit sunsw.org.au/camps
Apply & register Online



CRAFT CAMP
When: Tuesday 16th - Friday 19th of July 2019
Where: Rachel's Retreat, Faulconbridge
Who: Girls Year 5 to Year 9
Cost: \$230
Get creative, make new friends and learn more about Jesus. Each camper will receive a 'craft pack' which includes the supplies they need for the crafts.
www.sunsw.org.au/craftcamp



WORTHY PARTNERS
25 - 27 OCTOBER
WARRAMBI RETREAT & CONFERENCE CENTRE



CAMPS

SCRIPTURE UNION NEW SOUTH WALES

YEARLY CYCLE

SUMMER

DARE 2B DIFFERENT

Boys & Girls | with or without a disability | Years 7-12

OUTBACK ADVENTURE CAMP

Boys & Girls | Years 7-12

CHAFFEY DAM WATER SPORTS CAMP

Boys & Girls | Years 7-12

AUTUMN

SENIOR AG CAMP

Boys & Girls | 18 Years & Older

CAMP CONQUEROR

Boys & Girls | Years 7-12

RUGBY LEAGUE CAMP

Boys | Years 5-8

SUPAG CAMP

Boys & Girls | Years 4-6

FISHING & DIVING CAMP

Boys | Years 7-12

CREATION CARE CAMP

Boys & Girls | Years 5-12

HUNTER BOYS AG CAMP

Boys | Years 6-10

HUNTER GIRLS AG CAMP

Girls | Years 6-10

WINTER

SUPA-SERVE BROKEN HILL

Boys & Girls | Emerging Student Leaders | Years 9-12

CRAFT CAMP

Girls | Years 5-9
Junior Leaders | Years 10-11

RUGBY UNION CAMP

Boys | Years 5-10

SHEARING CAMP

Boys | Years 7-12

SU RENDEZVOUS VANUATU

French Speaking | Boys & Girls | Years 9-12

VANUATU JOURNEY

Boys & Girls | Years 9-12

SONGWRITER'S RETREAT

Boys & Girls | Years 9-12

BOARD GAMES CAMP

Boys & Girls | Years 7-12

PINS & NEEDLES CAMP

Girls | Years 5-7

LEADERSHIP CONFERENCE

Emerging Leaders | Years 9-12

SPRING

BIKE CAMP

Boys & Girls | Years 9-12

JUNIOR BIKE CAMP

Boys & Girls | Years 7-8

AG AT THE CENTRE

Boys & Girls | Years 7-12

CRICKET CAMP

Boys | Years 5-9

<REBOOT> COMPUTER & TECHNOLOGY CAMP

Boys & Girls | Years 7-12

NORTH COAST JUNIOR AG CAMP

Boys & Girls | Years 7-10

BOYS AG CAMP

Boys | Years 7-12

GIRLS AG CAMP

Girls | Years 7-12

FISHING CAMP

Boys | Years 7-10



CRICKET CAMP

Process for Starting a New SUNSW Camp

The process outlined below refers to new camps, which fit within the current camps framework. Any new ministries which are considered to be outside this framework (i.e. High-Risk Activities outside of our current insurance) require board approval prior to commencement.

1. Discuss your new camp concept with your SU NSW Regional Coordinator and elect the ministry category:

SUNSW Pop-Up Ministry

SU Pop-Ups are small, local events that promote fellowship, faith, and a lot of fun! These events provide a whole new way of caring for our community, and can also serve as camp reunions or to test the waters for a new camp ministry. These 2-3hrs or one-day Gospel events will serve to deepen existing connections, whilst also providing opportunities to spark new and ongoing connections with children, young people, and families in your local area. Some examples include Above & Beyond, SpikeSesh, & Drama Pop-Up.

SUNSW Camp Ministry

Interest/ Adventure (or online!) based camps where young people come from a variety of locations. These traditional residential events range anywhere from 3-7 days typically. These events create unique Christian Community to help build relationships with campers and volunteer leaders, therefore, allowing for meaningful Gospel conversations to happen. Some examples include Ag Camps, Board Games Camps, Bike Camps, Fishing & Diving Camps, Sports Camps, Music & Drama etc.

2. Determine the vision for the camp. SU Camps vision is "Interest, Adventure, & Low-Cost Gospel Camps". Your vision statement should address two key elements:
 - a. What is it that we are offering? Defining the camp in the clearest way possible.
 - b. How does your ministry promote opportunities to spread the Gospel?

Safe People

3. Director(s) recruits and appoints a team. All team members apply to be leaders on camp and are approved by the director as suitable leaders, including obtaining 'Working with Children Check'. All SUNSW volunteers are required to complete Child Protection Training, either with SUNSW or their church or employer within the last three years. Potential positions are allocated to leaders depending on experience and suitability:
 - a. Assistant Director(s)
 - b. Safety & Risk Coordinator (SRC)*†
 - c. First Aid Coordinator*†
 - d. Treasurer†
 - e. Equipment & Site Coordinator †
 - f. Head Cook/ Cooks
 - g. Speaker†
 - h. Worship Coordinator†
 - i. Prayer Coordinator†
 - j. Media (Photos, Video, SU News articles)†

* = Mandatory

† = Either Held by Director or Appointed



SCHOOLIES IN VANUATU

Safe Programs & Places

At Scripture Union, we seek to honour God in all that we do and take very seriously the safety of all to whom we minister, particularly our volunteers and children. We believe safety leads to trusting relationships; and it is through trusting relationships that children and young people come to know Jesus and have faith. **Therefore, we believe safety and harm prevention are equally as important as sharing the Gospel.**

4. Director(s) design an Activity Program[†] for their ministry. It is important to provide as much detail as possible with regards to your program. This will allow SUNSW Staff to cross reference and double check your Permission to Proceed (P2P) application. A detailed program should include:
 - Ministry Name
 - Dates & Year
 - Times (15 or 30min Increments)
 - Activity Names
 - Location (& Locations of Off-Site Activities)
5. Director(s) creates a Safety & Site Risk Assessment for their ministry. A detailed site sheet should include:
 - Filled-in Site Information Sheet[†]
 - Site Risk Assessments[†]
 - Location Contact Numbers (If Applicable)
 - Site Map (e.g. Pictures, Google Earth, Building Diagram)
6. Director(s) complete Safety Briefings & Checklists[†]
7. Organise adequate team meetings to ensure the team is unified and well briefed. Time spent can be invaluable, however online methods such as Zoom can be more accessible and inclusive.
8. Participants register for the camp online (Pop-Up ministries also have participants register on the day).
9. Communication to participants regarding:
 - Code of Conduct on Camp
 - What to Bring
 - Medical Forms
 - Parental Permission
10. Ministry Commences! - Directors then complete Post Ministry Report[†]

† = Forms Available for Directors online at www.sunsw.org.au/directors-resources-camps/



DARE 2B DIFFERENT

How does a Camp Director become a Camp Director?

Camp directors are appointed by the SU NSW Camps Reference Group (CRG), and are usually suggested for the role from within the team, usually by the previous directors. Potential directors are interviewed by the Camps Reference Group (CRG) and if suitable are recommended to the board. The directors are accountable and are invited to attend training days such as Camp Directors Day. These days aim to equip Directors in how to effectively delegate tasks to team members and care for their well-being.

Role of a Camp Treasurer

The treasurer is a responsible team member who is able to receipt and disburse money accurately and expediently. All accounting reports are to be dealt with promptly. The Camp Treasurer is not required to be an accountant or book keeper, but will be capable of monitoring availability and expenditure of funds. A full role description can be found at www.sunw.org.au/camp-director-resources under "Team Roles".

Financials FAQ

WHY USE THE PORTAL FOR BANKING?

Banking through the portal has multiple functions:

- It can be used to upload receipts, income, and expenses quickly and determine camp bank balance. This way you can check that registrations have been received or whether an expense has been paid.
- Can be used to make internet payments to suppliers or make reimbursements to team members.
- Team member bank details remain confidential and can only be viewed by SUNSW Accounting Staff.

WHY DO TEAMS NEED TO COMPLETE A TREASURERS'/FINANCIAL SUMMARY AT THE CONCLUSION OF CAMP?

- The Financial Summary is a requirement to ensure that SUNSW fulfils its due diligence obligations as a non-profit organisation. It assures our donors that all funds are correctly monitored.
- The Financial Summary provides a summary of Income & Expenses that can be used by teams in reviewing future financial budgets and fulfils SUNSW external audit requirements.

QUESTIONS OR HAVING DIFFICULTIES?

Please contact SUNSW to address any difficulties with claiming reimbursements, paying invoices, or organising your expenses on the portal. Email Sally (sallyt@sunsw.org.au) or call the office on 9638 9000.



HUNTER GIRLS AG CAMP

Income & Expenses Form

The Income & Expense Form on the portal can be used to record expenses/ incomes, allocate them into categories for easy budgeting, reimburse team members, and pay invoices via bank transfer. To access this form, after logging into the portal at www.sunsw.org.au, click on "Activity Instances" followed by the Activity Instance for your ministry (this will be the name of your ministry, followed by a year - see blue highlight below). Then simply scroll down and within the "Additional Information" tab select "Click Here" under "Income and Expense Form" (green highlight below).

Activity Instances
Active Instances ▾

1 item • Sorted by Activity Instance Name • Filtered by All activity instances - Stage • Updated a few seconds ago

Printable View

Q Search this list...

<input type="checkbox"/>	Activity Instance Name ↑	Location	Permissio...	Start Date	End Date	Financial P...	Owner Alias	Ministry
1	Board Games Camp 2021	Wycliffe Christian School	<input type="checkbox"/>	1/10/2020	30/09/2021	\$0.00	sallyt	Camps

Additional Information

Bank Account Name

Budget Review ⓘ

Bank Account BSB

Income and Expense Form

[Click Here](#)

Camps Cost Contribution

SUNSW Camps are charged a cost contribution as a way of assisting SUNSW with the costs of running camps, including insurance, salaries and resources. The calculation of the Camps Cost Contribution fee per team is based on a rate of \$7.50 per unit, per day (up to a maximum of seven days). The fee for each of your eligible campers, leaders, and directors will be automatically deducted from their registration fees before the money enters your ministries available funds.

Guidelines:

1. All campers, leaders and directors are to pay the SUNSW camps cost contribution (non-paying camp cooks and speakers are exempt).
2. Children of leaders who are below the advertised age range of the camp are exempt (aka. Camp Kids).
3. The total number of days to be calculated from the dates on the website/brochure, (i.e. Total = No. of calendar days when participants are actually attending the camp).
4. Maximum cost contribution for each camp as per 7 day amount even if the camp has a longer duration

Per Day	2 Days	3 Days	4 Days	5 Days	6 Days	7+ Days
\$7.50	\$15.00	\$22.50	\$30.00	\$37.50	\$45.00	\$52.50

EMERGENCY RESPONSE CONTACT

0413 741 075

CALLS ONLY

SU NSW'S FIRST LINE OF SUPPORT

In case of an emergency or incident:

1. Ensure immediate safety of all present
2. Call 000 if needed
3. Call SU NSW's Emergency Response Contact

CRITERIA FOR REPORTING TO ERC

Required to Call In:

Team Director contacts ER Contact (ERC), who provides advice and support to manage incident. Both then complete Incident Forms. Team Directors are encouraged to call in to the ERC about any situation they are not confident about managing. Some situations require an organisational response, and directors are required to call the ERC whether they feel equipped to manage them locally or not.

- Injury Requiring Hospital Care
- Fatality
- Bush Fire in Vicinity
- Storm Damage to Equipment
- Evacuation of Individual and/or Group from Remote Area
- Reported Abuse
- Assault of Team Member
- Threat/Mention of Suicide
- Lost Participant / Team Member
- Trauma Experienced by Team Members/Participant After Critical Incident or Near Miss
- Participant Injury Caused by Team Member (ERC Focus is on Support not Blame)
- Any Criminal Action by Team Member
- Any Incident for which the Team Director would like Advice/Support



Mandatory Reporting

Please contact the ERC to help guide you through Mandatory Reporting.

It is our legal responsibility to report known or suspected cases of abuse of children or vulnerable people.

Mandatory reporters in NSW should use the Mandatory Reporter Guide (MRG) each time you have a risk concern, regardless of your experience or expertise. Each circumstance is different, and every child or vulnerable person is unique.

The MRG supports mandatory reporters to:

- Determine whether a report to the Child Protection Helpline is needed for concerns about possible abuse or neglect of a child (including unborn) or young person.
- Identify alternative ways to support vulnerable children, young people and their families where a mandatory reporter's response is better served outside the statutory child protection system.

The MRG Decision Tree <https://reporter.childstory.nsw.gov.au/s/mrg>

- Once you've selected the best decision tree that matches your concern you will be asked a number of questions, to help you complete the decision tree.
- There are easy to read definitions on the right hand side for each, we recommend you read these definitions before answering the question.
- A decision report will then be generated with the MRG outcome based on your answers with an explanation of what you should do next.
- Please save a copy of this report as a PDF "generate PDF" and email to rmo@sunsw.org.au
- Please follow the outcomes given in report, you will see what information you need if you are required to call the helpline.
- Making a report does not prevent you from continuing to support the child or vulnerable person on hand.
- If the outcome is not to report to kids helpline, you will find more resources to help you, in addition there are many resources available under the resources tab of child story reporter.



OUTBACK ADVENTURE CAMP

Working with Children Check

All people working with Children in NSW require a Working With Children (WWC) check as stated by The Commission of Children & Young People. To apply for your WWC, please follow these steps:

1. **Apply Online**

Go to this page and complete the form: <https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

2. **Print Your Application Email**

You should receive an email "Working with Children Check Application Receipt", which you need to print out.

3. **Identity Check at Services NSW Office**

Take your printed Application Receipt to your nearest Services NSW Office along with your driver's license to verify your identity. As a volunteer, there is not a fee to pay.

4. **Once you have a Working With Children Number, please include this on your SUNSW application**

You should receive an email with the decision on your check. On the attached letter, you will find the following details

- Your Full Name
- Your Date of Birth
- Your Working with Children Check Number

5. **WWCC Verification By Camps Administrator**

All volunteers have their WWCC verified with the NSW Office of the Children's Guardian



Child Protection Training

It is a requirement that those volunteering as a team members on an SUNSW Activity have undertaken appropriate child protection training. SUNSW recognises denominational child protection training as well as employer training, provided a proof of competency is provided upon the successful completion of the training and has been completed within the last three years.

We are currently able to recommend the following (but we also accept others).

Safe Ministry Training (Anglican) - <https://safeministry.training/online-training-information/>

Creating Safe Spaces (Baptist) - <https://creatingsafespaces.org.au/courses/>

To request ChildSafe's M3 Keeping Children and Vulnerable People Safe training please go to this link <https://sunsw.org.au/volunteer-guidelines/child-protection-training/>
This course will take 1.5 hours, and cost \$16.00.



BOARD GAMES CAMP

Salesforce & Portal

What is Salesforce and Portal?

Salesforce is a CRM (Customer Relationship Management) system for Scripture Union NSW. This system manages contact details and other information for everyone involved with Scripture Union, which includes:

- Directors and team members of all our ministry areas (camps, schools, missions)
- Financial donors of SUNSW
- People who commit to pray for the work of SUNSW
- People who receive SUNSW News

Salesforce is a work in progress, and as new features are added, we will update this guide and let you know of the changes.

Creating a Camp Email and Accessing the SU NSW Portal

How to Create a Camp Email

Create a free Gmail account for your camp by going to the homepage of Google and selecting "Sign In" in the upper-right hand corner (If you are already logged into a Google account, simply select your profile picture in the upper-right corner instead, and then click on "Add Another Account" at the bottom of the drop down menu).

For the first name insert your camp name (e.g. "Board Games"), and for the last name write "Camp". This way when anyone receives an email from you, it will arrive in their inbox as from "Board Games Camp".

Your gmail username must contain "SU" / "SUNSW". An example is "su.boardgamescamp@gmail.com". Like in this example, you may want to consider adding periods in between words to help distinguish them, therefore, increasing readability.

Please contact Sally (sallyt@sunsw.org.au) to let her know of your new Camp Email address. This will be added to the website page for your camp, as well as become your Portal login.

Using Salesforce and the Portal

Once you are approved as a camp director, you will be granted access to the Portal. You can then login at www.sunsw.org.au by clicking on "Director Login" in the upper right-hand corner.

Getting Help

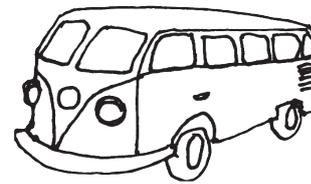
Besides this guide, you can email sallyt@sunsw.org.au or call Sally on 9638 9000 and ask for assistance.



SUPA-SERVE NT

Managing Your Team on the Portal

Approving New Team Members



As director, it's your role to review the application form, interview, reference check and then approve all team members. Each team member also needs to provide their Working With Children Check number and evidence of Child Protection Training. As always, SUNSW staff are keen to help you throughout this process.

Review and Approve New Member Applications

When a new member applies to join your team, as director you will get an email notifying you.

- First log in to SUNSW Portal
- Then click on "Team Members" on the left-hand side of the top bar.
- Review the application questions by clicking on their name under "Contact" (see green highlight below).
- Review and contact their referees by clicking on their "Team Member Name" (example: "TM-0008395"). (see yellow highlight below).
- Once you are satisfied with their application, change their status from 'pending' to 'approved'. To do this click on the drop-down arrow on the right hand side and click "Edit" (see blue highlight below). Then under "Application Status" (green highlight below) change this field to "Approved".

Working with Children Check Number & Child Protection Training

As team director it's your responsibility to ensure a safe environment for the participants to whom we minister. One part of this is the Working With Children Check (WWCC). You are responsible to:

- Ensure all team members have a current WWCC clearance and have completed Child Protection Training within the last three years, either with their Church, Employer or SUNSW's Online Childsafe training.

Team Members
Applied/Approved - Active Instances

1 item • Sorted by Activity Instance • Filtered by All team members - Activity Instance Stage, Application Status • Updated 6 minutes ago

Search this list...

Activity Instance	Team Member Name	Contact	Application Status
1 Board Games Camp 2021	TM-0008395	Michael Scott	Applied

Edit



Customizing Your Camp Web Page

As team Director, you are able to customize your camp description, registration fee, add custom registration questions, set your registration/ waiting list capacity, and add in a short bio of yourself so camp parents can get to know you a little bit.

To access this page, log in to the portal and select “Activity Instances” at the top, followed by the most recent “Activity Instance” of your camp. Once on this page, under the “Events” tab on the right-hand side, click on your camp name that is next to “Participant Event” (Yellow Highlight in picture below).

 Events (2) New			
Name	Type	Start Date/Tim...	Number of Re...
Board Games ...	Participant Event	7/07/2021 10:0...	0.00 
Board Games ...	Volunteer/Gene...	1/07/2021 12:0...	0.00 
View All			

Custom Registration Questions

Each camp's registration form contains the same compulsory general questions such as contact information, medical information, dietary requirements, etc., however, you may wish to add custom questions specific to your camp such as:

- T-shirt/Merch Size (if built into rego cost)
- Equipment/Instruments Campers Would Like to Bring
- Are They Bringing Their Own Tent/Swag

To add custom questions to your camp, tick the “Include Custom Questions” Box, and then by double clicking it, and then type your custom questions below.

Custom questions can similarly be added to your leader registration form by following the same steps, but inside of the “Volunteer/General Event” page (Green Highlight in picture above).

Customizing Your Camp Information

Similarly to customising registration questions above, your camp name/ description (aka “Event Description”), camp fees, registration capacity, registration opening, time/dates for camp, and your Directors contact/ bio (aka “More Details”) can be customized from this same page simply by double-clicking any of the fields you wish to edit (as long as there is a pencil icon next to it). To read what each field's description, hover your mouse over the information icon adjacent to its name.

Please note that editing these fields will automatically update the SUNSW website with your edits.



SURGE ONLINE

How to Charge for Optional Merch/ Resources

For your camp you may wish to create branded merchandise, resources, and/or promotional item to give to your participants. The costs of these items may be charged in one of two ways:

In-Built Into Registration Fees:

By building in the cost of your product to your registration fees all participants are charged, and therefore, will all receive your resource. This is great for when you don't want any participants missing out. To do this, simply factor into your "Registration Fee" the price of your resource.

Optional Add-On Expense:

Alternatively, you may wish to give participants the option of selecting whether they would like to purchase your resource or not. During the registration process, they are given the choice to purchase your resource and the price (determined by you) is added on-top of the registration fee. This is helpful if you would like to keep costs lower by only having your resource as optional, or if you don't wish to charge participants who have come along multiple years for merchandise they may already have.

To add an optional resource to your ministries registration form, log into the portal at www.sunsw.org.au, click on "Activity Instances" followed by the Activity Instance for your ministry (this will be the name of your ministry, followed by a year - see blue highlight below).

Activity Instance Name	Location	Permission	Start Date	End Date	Financial P...	Owner Alias	Ministry
Board Games Camp 2021	Wycliffe Christian School		1/10/2020	30/09/2021	\$0.00	sallyt	Camps

Then, select either the name of your camp next to "Volunteer" (green highlight on previous page) or "Participant" (yellow highlight on previous page) under the "Events" tab on the right-hand side; depending on whether you would like to give the option to purchase your resource to your volunteer leaders and/or participants.

Next, under the "Resources" tab on the right-hand side, select "New".



Finally, simply select the type of resource you would like to offer, and its price. Please note that clothing items will automatically also ask for size in the registration form.



How to Create an Attendee Report in the Portal

Reports allow you to easily view all of the information captured during registration for all of your participants and volunteer leaders, including custom questions and resource orders. To access your Attendee Report, please follow the following steps:

- Log into the portal at www.sunsw.org.au by clicking on “Directors Login” in the upper right-hand corner.
- Click on “Reports” on the right-hand side of the top bar.
- Select “Participants & Volunteer Details”.

Reports
All Folders > SU NSW - Volunteer Reports [New Report](#)

2 items

REPORTS	Name	Description	Folder	Created By	Created On	Subscribed
Recent	Participant & Volunteer Details		SU NSW - Volunteer R	System User	27/08/2019, 12:11 pm	
Created by Me	Dietary Requirements		SU NSW - Volunteer R	Karen William	30/07/2020, 3:06 pm	
Private Reports						

- Select “Participants”.

Reports
... > SU NSW - Volunteer R... > Participant & Volunteer ... [New Report](#)

2 items

REPORTS	Name	Description	Folder	Created By	Created On	Subscribed
Recent	Participants		Participant & Volunt	Karen William	30/07/2020, 3:33 pm	
Created by Me	Volunteers		Participant & Volunt	Karen William	30/07/2020, 3:33 pm	
Private Reports						

- Select “Attendee Details”.

REPORTS	Name	Description	Folder	Created By	Created On	Subscribed
Recent	Benevolent Fund Applic	Participant	Participants	Karen William	16/12/2019, 12:17 pm	
Created by Me	Attendees - Paid and U	Who has and has not paid (Participants)	Participants	Karen William	30/07/2020, 3:41 pm	
Private Reports						
All Reports	Attendee Details	Camper Information	Participants	Eva Hoek	14/01/2020, 4:48 pm	



CREATION CARE CAMP

- Click on the drop down menu beside "Edit" and select "Export".

- Finally, select the "Details Only" square, and the "Comma Delimited .csv" format, followed by the red "Export" button. The file will then download and can be opened in Microsoft Excel.

Some Useful Forms:

- Application for Permission to Proceed 2.0
- Risk Assessment Library
- Safety Briefing & Checklist Templates
- Aims, Beliefs, and Working Principles

These documents and more can be found online at:
<http://www.sunsw.org.au/directors-resources-camps/>



SU's Permission to Proceed Application

The following steps are required for granting Permission to Proceed:

Safety and harm prevention are equally as important as sharing the gospel. We believe that Safe environments create trusting relationships which open real opportunities for faith commitments.



Name of Ministry:		Start Date:	
Name of Director(s):		Finish Date:	

Team Roles

1. Appointed mandatory roles:
- Director(s)
 - Safety & Risk Coordinator
 - First Aid Coordinator
 - Conditional Roles Met (e.g. Treasurer, Head Cook, etc.)
- Yes
No

Safe People

2. Sufficiently appointed team Members:
- All team members** are properly screened, appointed, and trained. By:
- Application,
 - Interview,
 - Reference checks,
 - Working with Children Type checks,
 - Child Protection trained certified.
- Yes
No
3. Participant information is Registered with SU:
- Yes
No

Safe Programs & Places

4. Safety & Activity Management Documentation:
- Program
 - Site Risk Assessments
 - Safety Briefing & Checklists
 - Conditional Requirements Met (bronze medallion required for Water based activities or transport info if participants are being transported)
 - ER information has been included in your documentation
- Yes
No

Post Ministry Report

5. Will submit to SU the post ministry report:
- Yes

Sign Off

Having considered the risks within this activity, and determined an action plan to minimise those risks, I consider this to be an appropriately safe program to conduct.

Director Name: _____ Signature: _____ Date: _____

Office Use Only	
Date Application Received: _____	Date Application Processed & Issued: _____
Outcome: <input type="checkbox"/> Permission Withheld or Pending	Reason: _____
<input type="checkbox"/> Permission Granted	
Authorising Personnel: _____	Signature: _____ Date: _____
Verification Authorisation: _____	Signature: _____ Date: _____
<small>CHILDSAFE SP3 SAFETY MANAGEMENT SYSTEM © ChildSafe Ltd. REPRODUCTION OF THIS RESOURCE IS SUBJECT TO A 'FAIR USE AGREEMENT' PROVIDED ON THE CHILDSAFE RESOURCE CD OR AT WWW.CHILDSAFE.ORG.AU</small>	



AIMS

Working with the churches, Scripture Union aims:

- a. to make God's Good News known to children, young people and families and
- b. to encourage people of all ages to meet God daily through the Bible and prayer so that they may:
 - come to personal faith in our Lord Jesus Christ
 - grow in Christian maturity and
 - become both committed church members and servants of a world in need

BELIEFS

As the Scripture Union family throughout the world, we accept and proclaim the historic truths of the Christian faith, including the following:

- **We hold that that the Lord our God is one,**
Father, Son and Holy Spirit, and that He fulfils his sovereign purposes - in creation, revelation, redemption, judgement, and the coming of his kingdom -by calling out from the world a people united to himself and to each other in love.
- **We acknowledge that though God made us**
in his own likeness and image, conferring on us dignity and worth and enabling us to respond to himself, we now are members of a fallen race; we have sinned and come short of his glory.
- **We believe that the Father**
has shown us his holy love in giving Jesus Christ, his only Son, for us, while through our sinfulness and guilt, we were subject to his wrath and condemnation; and has shown his grace by putting sinners right with himself when they place their trust in his Son.
- **We confess Jesus Christ**
as Lord and God;
as truly human, born of the virgin Mary;
as servant, sinless, full of grace and truth;
as our only Mediator and Saviour, dying on the cross in our place, representing us to God, redeeming us from the grip, guilt and punishment of sin;
as Victor over Satan and all his forces, rising from death with a glorious body, being taken up to be with his Father, one day returning personally in glory and judgement to establish his kingdom.
- **We believe in the Holy Spirit**
who convicts the world of guilt in regard to sin, righteousness and judgement;
who makes the death of Christ effective to sinners, declaring that they must now turn to Christ in repentance, and directing their trust towards the Lord Jesus Christ;
who through the new birth makes us partake in the life of the risen Christ, and who is present within all believers, illuminating their minds to grasp the truth of Scripture, producing in them his fruit, granting to them his gifts, and empowering them for service in the world.
- **The Scriptures**
We believe that the Old and New Testament Scriptures are God-breathed, since their writers spoke from God as they were moved by the Holy Spirit; hence are fully trustworthy in all that they affirm; and are our highest authority for faith and life.

- **The Church and its Mission**

We recognise the Church as the body of Christ held together and growing up in him; both as a total fellowship throughout the world, and as the local congregation in which believers gather.

We acknowledge the commission of Christ to proclaim the Good News to all people, making them disciples, and teaching them to obey him.

We acknowledge the command of Christ to love our neighbours, resulting in service to the church and society, in seeking reconciliation for all with God and their fellows, in proclaiming liberty from every kind of oppression; and in spreading Christ's justice in an unjust world...until he comes again.

WORKING PRINCIPLES

We seek to exercise the ministries God has given us in obedience to our Lord Jesus Christ and in reliance on the Holy Spirit. We therefore aim to follow Biblical principles in all that we do and to emphasize the vital importance of prayer.

We approach our work in the following ways:

1) Evangelism and Teaching

- a) We are committed to teaching basic Christian truths as an essential part of evangelism.
- b) We aim to express God's Good News to children, young people and families, not only in words, but also by building caring relationships with them.
- c) We make every effort to communicate the Gospel in contemporary language and in ways appropriate to the context.
- d) We emphasize that faith should always lead to action and to growth in Christian character and service.
- e) We acknowledge that the Gospel has inescapable social dimensions and therefore it involves us in service to others and a concern for social justice. In view of our specific aims, we have a special responsibility for children and young people who are poor, deprived or exploited.
- f) We encourage children to follow Christ in ways that are appropriate to their age, culture and background, taking special account of their home and family situation and level of maturity.
- g) We believe that the new birth is a profound supernatural experience, brought about by the Holy Spirit. So we invite people to respond to what He is doing in their lives and guard against calling for superficial responses.
- h) We are committed to working in ways that reflect our beliefs, in appropriate cooperation with organizations and institutions, such as schools, that welcome us.

2) Bible Ministries

In encouraging people to meet God through the Bible, we emphasize the significance of the Bible as a whole.

- a) We encourage people to read it so that they come to repentance, faith, obedience to God and worship.
- b) We prepare systematic programs and materials for children, young people and adults, appropriate to their age and situation.
- c) We are committed to Bible reading which is thoughtful, prayerful and regular and which enables the reader to respond to the message of the whole Bible rather than to isolated passages.
- d) We are concerned to interpret the text in a way which enables people, in their contemporary situations, to hear for themselves the message of the Bible from its original context.

3) Churches

- a) We recognise our part in God's worldwide family and seek ways of working positively with a variety of churches.
- b) We encourage people who come to faith through our ministries to take part in the life of a local church fellowship.

4) Equality and Unity

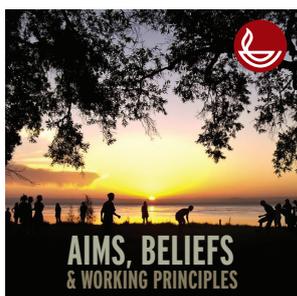
- a) We believe that all human beings are of equal worth in the sight of God and that all those who put their faith in Christ are one in Him.
- b) We are therefore committed to exercising our ministries without discrimination as to race, colour, gender, language or social position.
- c) We recognise that Scripture Union worldwide is a family of national movements in which resources can be shared in a responsible way on a basis of trust.
- d) We express our Christian commitment in varied and creative ways since we are drawn from diverse backgrounds.

5) Volunteers and Staff

- a) We work with a relatively small number of staff who recruit, motivate, train, equip and support a larger number of volunteers with whom they work in partnership.
- b) We believe that the Holy Spirit confers gifts of leadership on Christians of all nations without discrimination. So we encourage national leadership of Scripture Union movements, while recognizing the contribution of those from other countries.
- c) We, as staff and volunteers, from a variety of backgrounds, are united in our commitment to the aims, beliefs and working principles of Scripture Union.
- d) We agree that, while we are involved in Scripture Union activities, we will handle controversial issues, such as baptism, spiritual gifts and church order, in ways that promote harmony.

6) Biblical Standards

- a) We aim to follow Biblical principles in all that we do. This includes, for example, our administration, our publicity and the way we care for our staff and volunteers.
- b) We seek to honour God in carrying out our ministries, by combining prayerful reliance on him with the use of the best available means, maintaining the highest standards possible.
- c) We believe in praying for financial support, in dependence on God, and telling the Christian public of our needs, without distorting the truth or using undue pressure.



The Aims, Beliefs and Working Principles are available in an easy-to-read booklet form; if you would like free copies of this booklet to hand out to your team, please contact the Camps Administrator (9638 9000, sallyt@sunsw.org.au).

Other Scripture Union Ministries



Scripture Union NSW has a growing network of groups meeting to study the Bible and grow as Christians in public schools all over the state. SUPA Clubs and ISCF groups are where many young people get to explore the reality of life with Jesus, and also witness to their wider school community.

SUNSW Schools ministry also runs leadership training such as the annual Leadership Conference in Tamworth and Springwood. Resources for SUPA and ISCF ministries are also available from our website.

Go to www.sunsw.org.au/in-schools to find out more.



The SUPA Club Kombi



Scripture Union Family Missions are one of Australia's biggest outreach events. SUFMs aim to share the Good News of Jesus with holiday makers and locals, young and old, believers and not-yet-believers. They do this through big & small events, building friendships or even through walk-up evangelism and door knocking. Every mission is different! But they all have the same desire to go and make disciples of Jesus.

The SUFMs run in caravan parks, towns and schools over the summer every year. The 36+ teams run from 5-days to 10-days in length. On team you'll find kids, young adults, mums and dads and the golden oldies! Anyone can contribute on an SUFMs team.

Go to www.sunsw.org.au/missions to find out more.



Wollongong SUFMs



For many years Scripture Union has produced Bible reading guides and resources to help people know God better and love him more. The most widely known are the daily Bible reading guides *Encounter with God*, *Daily Bread* and *Closer to God*. Products like the *E100* and *Essential Jesus* Bible Reading Challenges (available as books or as smartphone apps) also help readers get right to the heart of God's word with 100 carefully selected passages and accompanying notes.

Check out these and many other Bible reading resources at <https://sunsw.org.au/resources>



SU Bible Reading Guides

