**CYC Camps Program Template**

Thank you for taking on the role of Program Director. This template was adapted from one of our previous volunteer’s programs and is one of the most well laid out programs I have received during my time as the CYC Camps Coordinator. It will give you the best foundations to start programming.

**What I need you to do with this template**Please answer the questions below, fill in the table on the other pages of this document with the games and activities that you are planning to run on your camp, and then email a draft to [peter@cycsa.org.au](mailto:peter@cycsa.org.au). Please send this draft no later than a month before the camp starts.

What month is the camp in? …………………………………………………  
Is the camp for kids or teens? …………………………………………………  
What Year is it? …………………………………………………  
What is your theme? …………………………………………………

**Program Directors Information Packet**Make sure that you have read over the Program Directors Information Packet before you plan the camp. In the packet, there are several helpful things listed such as tips, activities that we can run for you, and what you cannot bring to camp which will assist you with your programming.

**What is in this document**On page 2 there is information about times that need to remain the same, along with a brief explanation of how we would like the table on pages 3-7 to be filled in.

If you have any questions about anything, please do not hesitate to contact me.

CYC Camps Coordinator   
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**Information on times**Bedtimes are different for each age group. For Kids Campers it is 9:00 pm however for Teen Campers it is 10:00 pm. Also, let a bedtime for the leaders on Monday night. The last thing you want is for all of you leaders to be tired going into a big week of camp. Kids Camps are for those aged 9-12 and Teens Camps are for those aged 13-17.  
  
Mealtimes for every camp need to remain the same unless we need to make massive changes to the program for safety reasons such as weather (Breakfast is at 8:00 am Morning Tea is at 10:30 Lunch is at 12:30 and Dinner is at 5:30). You can choose whatever time you would like to have supper in the evening.

Activity times need to be between 9:00 am and 5:00 pm as this is when activity staff are around to run sessions, staff will also be running games while leaders’ meetings are happening which will be at 9:00 am each day of camp (These meetings run for 30 minutes).

Leaders need to arrive at camp no later than 5:30 pm on Monday as this is when dinner is served to them, however, they can start arriving any time after 2:00 pm. The camp Director will determine what time everyone should arrive.

**Below table**All the rows below are the starting times if you leave a row blank it would mean that the previous activity is still running. For example, you can look at the Monday night training. The 4 rows highlighted in green show that the training should run for a couple of hours   
(6:30 pm-8:30 pm).

|  |  |
| --- | --- |
| Monday | |
| 2:00 |  |
| 2:30 |  |
| 3:00 | Key Leaders arrive |
| 3:30 |  |
| 4:00 | Cabin Leaders arrive |
| 4:30 |  |
| 5:00 |  |
| 5:30-6:30 | Dinner |
| 6:30-8:30 | Leader’s Training |
| 9:00 | Supper |
| 9:30 |  |
| 10:00 |  |
| 10:30 |  |
| 11:00 | Bedtime |
| 11:30 |  |
| 12:00 |  |

|  |  |
| --- | --- |
| Tuesday | |
| 7:30 | Wake up |
| 8:00-9:00 | Breakfast |
| 9:00-9:30 | Leaders Meeting |
| 9:30-10:30 |  |
| 10:30-11:00 | Morning Tea |
| **11:00** | **Campers Arrive and Camp Officially Starts** |
| 12:00-12:30 | Campers settle in, Medication is collected,  Canteen money collected and Free Time |
| 12:30-1:30 | Lunch |
| 1:00 |  |
| 1:30 |  |
| 2:30 |  |
| 3:00 |  |
| 3:30 |  |
| 4:00 |  |
| 4:30 |  |
| 5:15 | Dinner Set Up |
| 5:30-6:30 | Dinner |
| 6:00 |  |
| 6:30 |  |
| 7:00 |  |
| 8:00 | Supper/Testimony |
| 8:30 | Bedtime |
| 9:00 | Lights Out |

|  |  |
| --- | --- |
| Wednesday | |
| 7:30 | Wake up |
| 8:00-9:00 | Breakfast |
| 9:00-9:30 | Leaders Meeting |
| 9:30-10:30 |  |
| 10:30-11:00 | Morning Tea |
| 11:00-12:30 |  |
| 12:15 | Lunch set up |
| 12:30-1:30 | Lunch |
| 1:00 |  |
| 1:30 |  |
| 2:00 |  |
| 2:30 |  |
| 3:00 |  |
| 3:30 |  |
| 4:00 |  |
| 4:30 |  |
| 5:15 | Dinner Set Up |
| 5:30-6:30 | Dinner |
| 6:00 |  |
| 6:30 |  |
| 7:00 |  |
| 8:00 | Supper/Testimony |
| 8:30 | Bedtime |
| 9:00 | Lights Out |

|  |  |
| --- | --- |
| Thursday | |
| 7:30 | Wake up |
| 8:00-9:00 | Breakfast |
| 9:00-9:30 | Leaders Meeting |
| 9:30-10:30 |  |
| 10:30-11:00 | Morning Tea |
| 11:00-12:30 |  |
| 12:15 | Lunch set up |
| 12:30-1:30 | Lunch |
| 1:00 |  |
| 1:30 |  |
| 2:00 |  |
| 2:30 |  |
| 3:00 |  |
| 3:30 |  |
| 4:00 |  |
| 4:30 |  |
| 5:15 | Dinner Set Up |
| 5:30-6:30 | Dinner |
| 6:00 |  |
| 6:30 |  |
| 7:00 |  |
| 8:00 | Supper/Testimony |
| 8:30 | Bedtime |
| 9:00 | Lights Out |

|  |  |
| --- | --- |
| Friday | |
| 7:30 | Wake up |
| 8:00-9:00 | Breakfast |
|  | All campers and leaders need to remove their items from their dorm before 9am |
| 9:00-9:30 | Leaders Meeting |
| 9:30-10:30 |  |
| 10:30-11:00 | Morning Tea |
| 11:00-12:30 |  |
| 12:15 | Lunch set up |
| 12:30-1:30 | Lunch |
| 1:00 |  |
| 1:30 |  |
| 2:00 | **Campers leave and the camp has finished** |
| 2:30-3:00 | Leaders Meeting debrief |
| 3:00-4:30 | Clean up, Letters, Evaluation Forms, and Alert Lists |
| 4:30 | Everyone finishes up and leaves camp |