Placement FAQ’s

The SFU Camps Administrative Team has worked hard to draft a schedule that meets your interests as well as the needs of our camps. If after reading your schedule you feel like you would like to make a change, please read below and complete the appropriate form.

Requesting a Camp Placement Change

- To switch to a different week, please complete the form below and submit to a member of the Administrative Team.
- You must submit this form a minimum of **7 DAYS IN ADVANCE**.
- Switching camps will only be accommodated for medical or other extenuating circumstances. Please note that not being interested in a camp is not a valid reason.
- Once a switch has been made, further switched to your original placed camp will not be permitted.
- Unless specified below, we will assume that you are only requesting to switch to a different camp and that you are still available for the same shifts.

Requesting a Week Switch Request

- To switch to a different week, please complete the form below and submit to a member of the Administrative Team.
- You must submit this form a minimum of **7 DAYS IN ADVANCE**.
- Switching weeks will only be accommodated for valid reasons, and only if there available spaces during the requested week.
- **By switching weeks, you will be placed in a camp where there is available spaces for a volunteer.** This means you may be assigned to a camp in which you do not have an interest.
- Once a switch has been made, it is considered final.
- A maximum of 2 weeks may be switched.

Requesting a Day Off/Early Dismissal/Late Arrival Request Form

- To switch to a different week, please complete the form below and submit to a member of the Administrative Team.
- You must submit this form a minimum of **7 DAYS IN ADVANCE**.
- Requests will only be accommodated for valid reasons, such as examinations or medical appointments.
- All requests are subject to approval by the Administrative Team.

Important Notes:

- Changes can only be requested by the individual who will be volunteering with us this summer. Requests will not be accepted by friends, family, or any other individuals.
- Please also note that all requests are subject to approval by the administrative team and that just because you have submitted a change request, does not mean that it will be approved.
- Please note that all requests must be submitted a minimum of **7 DAYS IN ADVANCE**. Please also note that the admin team works Monday to Friday 8AM-4PM (ie. we will not respond outside of these hours). If a request is approved or denied, we will contact you by email with the final decision.