



# 18th Annual Retreat FOR Young Women

22ND - 25TH of September 2025

4 days  
70 young women  
20 leaders

  
BRIDGEBUILDERS  
YOUTH CHARITY  
CHANGING THE LIVES OF YOUNG PEOPLE  
PH 1300 640 160  
WWW.BRIDGEBUILDERS.COM.AU

CREATE ↑ ↓ IMMERSE ↑ ↓ EMPOWER ↑ ↓ CELEBRATE

**70 YOUNG WOMEN 15 LEADERS 4 DAYS AWAY**

**22<sup>nd</sup> - 25<sup>th</sup> OF SEPTEMBER 2025 | [www.bridgebuilders.com.au](http://www.bridgebuilders.com.au)**



## **UR RETREAT BUTTERFLIES**

Dear parent/guardian,

My name is Bonnie and I am the Event Manager for the UR Retreat for Young Women.

Thank you for nominating your daughter/young person to attend the UR Retreat for Young Women. I would like to thank you for trusting us with your daughter/young person and for choosing our camp to send her to!

We are very excited for the journey and for the camp. Below are some more details about the camp, and some details we require to be able to bring your daughter/young person on camp, and make sure we meet her duty of care.

Please read through and fill out the forms below, and return them to me via email (see below).

If you have any further questions, please don't hesitate to contact me.

I thank you again for nominating your daughter/young person for camp, and we can't wait for the 4 days!

Kind Regards,  
Bonnie Knight  
UR Retreat Program Manager  
[bonnie.knight@bridgebuilders.com.au](mailto:bonnie.knight@bridgebuilders.com.au)  
0422 605 100



## About Bridge Builders

Bridge Builders Ltd is a National, not-for-profit youth organisation, delivering youth services around Australia. As a charity, we don't receive any government funding for the youth services that we provide and we rely solely on Business Partnership, events and our dedicated volunteers to be able to provide the life changing work we do in the community. We aim to influence and grow the lives of young people, and we use events and business enterprise as a way of engaging and developing young people. Youth engagement and development are two of the most important elements of what we do. We recognise that using specialised programs and youth run events are the most effective way of engaging young people.

### Vision Statement:

We aim to effect recovery, relief and restoration in the lives of young people and their families.

### Mission Statement:

To create positive opportunities in our community where young people can physically, emotionally and spiritually grow, enabling them to reach their full potential.

### Our Culture:

Love  
Value  
Acceptance  
Belonging  
Fun

Learning  
Health  
Contributor  
Young People  
Standard

## UR Retreat

The 'UR Retreat' has been designed into a transforming opportunity for young women across the Yarra Ranges, Maroondah City Council, Knox City Council and surrounding areas to participate in a four-day breakaway retreat, which will aim to **Create; Immerse; Empower; and Celebrate** the young women.

The 'UR Retreat' will incorporate numerous workshops, guest speakers and activities that will aim to challenge, motivate, empower, explore, discover and celebrate their skills and talents as young women. Such workshops may include:

Art & craft  
Make-up and Hair  
Relationship skills  
Positive Body think / Self Esteem  
Mental Health  
Resilience

Cyber Bullying

Guest speakers - We will have many influential women from the community that will discuss their journey from a young woman to where they are now.



## Why the UR Retreat?

With the great success of the 16 previous UR Retreats, we recognised a strong need for young women to have a safe, non-threatening and non-judgmental place to be able to explore and experience new and exciting activities without the pressure of being accompanied by boys. To give them an opportunity and place where they can enjoy just being themselves, celebrating who they are and having lots of fun.

## Camp Details

**Where:** Toolangi Campsite - 235 Spraggs Road, Toolangi Victoria 3777

**When:** 22<sup>nd</sup> – 25<sup>th</sup> Of September 2025

**Cost:** \$99.00 inc. GST (Please note: This is a discounted price, the UR Retreat team fundraise the rest of the costs)

**Payment:** An invoice will be generated upon confirmation of a place on the retreat.

**Drop Off:** 8.30am drop off for a 9.00am departure on 22<sup>nd</sup> of September 2025 from Lillydale Lake, Swansea Road Lilydale 3140.

**Pick Up:** 5.00pm (TBC) pick up from Lillydale Lake on 25<sup>th</sup> of September 2025. (Time TBC, our team will send out a message once we are leaving the campsite to give you an estimated time of arrival.)

## Contact Details:

|                                       |              |                                                                                                |
|---------------------------------------|--------------|------------------------------------------------------------------------------------------------|
| <b>Bonnie Knight:</b> Program Manager | 0422 605 100 | <a href="mailto:bonnie.knight@bridgebuilders.com.au">bonnie.knight@bridgebuilders.com.au</a>   |
| <b>Bridge Builders Office:</b>        | 1300 640 160 | <a href="mailto:bridgebuilders@bridgebuilders.com.au">bridgebuilders@bridgebuilders.com.au</a> |
| <b>Camp Toolangi:</b>                 | 03 5962 9219 | <a href="mailto:info@camptoolangi.com.au">info@camptoolangi.com.au</a>                         |



## Please Note:

- This camp is **SMOKE, VAPE, DRUG AND ALCOHOL FREE**.
- We plan to have a dress up day and/or night for some extra fun! So please feel free to bring some clothes to dress up in.
- Please bring a significant item, something small that means something to the participant (a teddy, a photo, a necklace) as we will have a session to share about these.
- Toolangi will be quite chilly so please make sure you have enough warm clothes.
- If you do not have any of the following items, please inform us and we will do our best to assist you.
- There is **NO** requirement or need to have any money on camp.
- Bridge Builders requests that you do **NOT** bring any items of value such as, iPods, expensive jewellery, money and mobile phones, etc.  
If you wish to bring these items, **you will do so at your own risk**.  
Bridge Builders will **NOT** be liable for any damage or loss.

### Bridge Builders UR Retreat Medication Dispensing Policy

#### Purpose

This policy addresses the organisation's obligation to dispense medication in order to reasonably facilitate the attendance of students to the UR Retreat with conditions requiring medication.

This policy acknowledges the duty of care owed by Bridge Builders Crew to the student, other students, Camp Co-ordinators or other people who access the UR Retreat.

The policy applies during the course of the UR Retreat 22<sup>nd</sup> of September to the 25<sup>th</sup> of September 2025.

#### Policy

Prescribed medication required by students must be administered to them as and when required whilst on the UR Retreat from the 22<sup>nd</sup> of September to the 25<sup>th</sup> of September 2025. Bridge Builders Youth Organisation has developed clear policies and procedures in relation to the storage and dispensing of all medication. Suitably qualified Bridge Builders staff are responsible for collection, storage and administering of all medications. All UR Retreat team members should be made aware of students who:

- require ongoing medication; and
- may require immediate medication in specified emergency circumstances such as severe asthma, severe allergic reaction or hypoglycaemia.

#### Medication Dispensing

*Prescribed medication* is medication prescribed by a registered medical practitioner for a particular person for the treatment of a medical condition by a registered medical practitioner.

#### Procedures

##### General Guidelines

- 1.1 The Medical Officer or delegate is to be informed about students who require medication at anytime during the day or night.
- 1.2 No medication should be given to a child without the written permission of a parent/guardian.
- 1.3 Parents should supply appropriate equipment for administration, for example, medication measures.
- 1.4 All medication should be in the container in which it was dispensed.
- 1.5 All medication must be clearly labelled with:  
the child's name;  
the drug's name;



the dosage and frequency to be given; and  
the prescribing doctor's name.

1.6 All medicine stored on the camp premises must be kept in an appropriate, locked cupboard.

1.7 Provision should be made where practical, for staff to work in teams so that drugs are administered in the presence of another adult.

1.8 A record of all medication dispensed must be maintained. This should include: the date, time, student, substance administered, dosage amount and name of person administering the medication.

1.9 Supervision is to be arranged where a student self-administers medication. Eg asthma

1.10 Alternative arrangements may involve parents/guardians if suitable staff is not available to administer the medication.

## Packing Checklist

| Bedding                    |  | Clothing                                                                |  |
|----------------------------|--|-------------------------------------------------------------------------|--|
| 1 X pillow with pillowcase |  | Jumper X 2                                                              |  |
| 1 X sleeping bag or doona  |  | Jacket X 1                                                              |  |
| 1 X fitted sheet           |  | Long sleeve T-Shirt X 2                                                 |  |
|                            |  | Short sleeve T-Shirt X 2                                                |  |
| Toiletries                 |  | Pants (leggings, jeans, etc) X 3                                        |  |
| Shampoo and conditioner    |  | Trackie Pants x 1                                                       |  |
| Hair Products              |  | Pyjamas x 2                                                             |  |
| Toothbrush and tooth paste |  | Underwear x 4                                                           |  |
| Soap                       |  | Socks x 4                                                               |  |
| Deodorant                  |  | Party Dress/clothes (optional, for a fancy dinner on one of the nights) |  |
| Female Hygiene Products    |  |                                                                         |  |
| Thongs for shower          |  | Equipment                                                               |  |
| Towel                      |  | Comfortable Shoes                                                       |  |
| Hair Straightener/Dryer    |  | Torch with spare batteries                                              |  |
| Hot water bottle           |  |                                                                         |  |



# UR Retreat Butterfly Permission Forms

**This section needs to be filled out and returned to the Bridge Builders Retreat Team**

Dear Parents/Guardians,

We are pleased to announce your daughter/young person has been invited to attend the 2023 for UR Retreat. Please read the following information carefully, then sign and return to the Bridge Builders UR Retreat Team by 4th August 2023.

Please note your daughter/young person **will not** be able to attend the UR Retreat without all forms completed and signed.

70 spots are limited. With the EOI form being submitted, your daughter/young person's spot is reserved, however if forms are not submitted by the end of August her spot may be forfeited to allow another young woman to attend. (We will reach out before forfeiting her spot)

## Camp Details

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**Pick Up:** 5.00pm from Lillydale Lake on 25<sup>th</sup> of September 2025 from Lillydale Lake.

## Reply Slip

I hereby give permission for my daughter/young person to attend the 2025 UR Retreat as outlined above. In the event of illness or accident I authorise the leader in charge of the event to consent, where it is impracticable to communicate with me, to the child receiving such medical or surgical procedures as may be deemed necessary and accept any responsibilities for payment of any expenses thus incurring.

Participant's Name:

Date:

Parent/Guardian's Signature:

Contact Number:





## Participant Code of Conduct Agreement

I, \_\_\_\_\_ (Participants name)

1. Will behave in an appropriate manner at all times.
2. Will treat all other participants and leaders with respect.
3. Will not damage Retreat and other participant's equipment wilfully.
4. Take full responsibility for payment of any damages to property I have wilfully damaged or through negligence.
5. Co-operate entirely with Leaders at all times.
6. Will not smoke, vape, drink alcohol or use drugs at any time on the Retreat.
7. Will not use or take other participant's or Leader's property without permission.
8. Will inform Leaders of my whereabouts at all times.
9. Will not separate myself from the group.
10. Will do my duties at the Retreat as told by the Retreat Leaders.
11. Will dispose of my rubbish only at the proper places provided.

I agree with the above conditions and understand that I will be returned home at any time if I do not follow these rules and cover payment for the return home and any damages incurred.

**Participants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## UR Retreat Camp Consent

- I hereby give permission for my daughter/young person to attend the UR Retreat, which incurs travel on a bus. If for any chance my daughter/young person needs to be escorted at any time I give my permission for her to travel by car with an Authorised Retreat Leader.
- I hereby acknowledge that my daughter/young person, if needed at the Retreat, may seek professional support or guidance from a professional such as a counsellor, youth worker and/or etc.
- I hereby understand that my daughter/young person may be photographed, filmed and/or approached by media representation by Bridge Builders Retreat Team during and after the UR Retreat. I understand any media released by Bridge Builders and/or by affiliated media representation may be used for current and future promotional purposes.
- I hereby give permission for my daughter/young person to be able to view an M rated film, selected by the Bridge Builders Retreat Team while attending the 'UR Retreat'.
- I authorise the Leader in charge to obtain or administer such medical or surgical treatment as deemed necessary by a medical practitioner.
- I authorise the Leader in charge to administer such first-aid as deemed necessary.
- I authorise the Leader in charge to administer the correct recommended dose of paracetamol or panadol as required for minor ailments such as a headache etc.
- I have provided Bridge Builders Youth Organisation all relevant details of my child's medical or physical needs on application to the UR Retreat and where relevant have updated this information.

**Parents/Guardians Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





**Parent/Guardian Checklist** (please fill out all sections, all information is required)

**PARTICIPANTS NAME:** \_\_\_\_\_

**BIRTH DATE:** \_\_\_\_\_

**AGE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PARTICIPANT MOBILE NUMBER (If have one, for leaders to connect with participants prior to camp):** \_\_\_\_\_

**PARENT/GUARDIAN NAME:** \_\_\_\_\_

**PARENT/GUARDIAN CONTACT MOBILE:** \_\_\_\_\_

**FAMILY DOCTOR:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

**MEDICARE NUMBER:** \_\_\_\_\_

**AMBULANCE COVER:** \_\_\_\_\_

**MEDICATIONS REQ: (PLEASE INCLUDE ALL MEDICATION: E.G. HAYEVER, ASTHMA, COLD & FLU)**

If require more space for writing medication, please record and attach on separate A4 paper.

MORNING

LUNCHTIME

BEDTIME

|       |       |       |
|-------|-------|-------|
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |
| ..... | ..... | ..... |

**SPECIAL NEEDS**

**FOOD ALLERGIES:**

YES ☐

NO ☐

Provide Details: \_\_\_\_\_

**OTHER ALLERGIES:**

YES ☐

NO ☐

Provide Details: \_\_\_\_\_

**PERSONAL CARE NEEDS:**

YES ☐

NO ☐

Provide Details: \_\_\_\_\_

**PARENTS SIGNATURE:** \_\_\_\_\_ **ALL DOCUMENTATION COMPLETE YES / NO**