

# Activity Planning Quick Reference Guide

Updated September 2020



**CANADA**

# Introduction to Activity Planning

An activity plan is required for the following events and programs:

- multi-club or regional events
- include 4-H organized transportation and/or accommodations, or
- involve high-risk activities (i.e. skiing, water activities, paintball, woodsmen competition, youth operating recreational vehicles)
- third party service providers require a waiver (i.e. archery, shooting range, trampoline, etc.)

## How to submit an Activity Plan

### Online

- A link to the **Youth Safety Reporting System at 4-H in Canada** can be found at [4-h-canada.ca/youth-safety](https://4-h-canada.ca/youth-safety) and through your provincial organization's website.
- This new system is open to all leaders and staff. A User Id is not required.
- When you complete the Activity Planning form online, it is then automatically directed to your provincial office for review and support.

### With support from your provincial organization

- If you do not have access to the online system, document your activity plan on a paper form and reach out to your provincial organization for next steps.

## Who should submit the Activity Plan

The trained leader or staff planning the event should complete the activity plan.

## What happens after the Activity Plan is submitted

It will be reviewed by provincial staff members and they may reach out to you for further clarification.

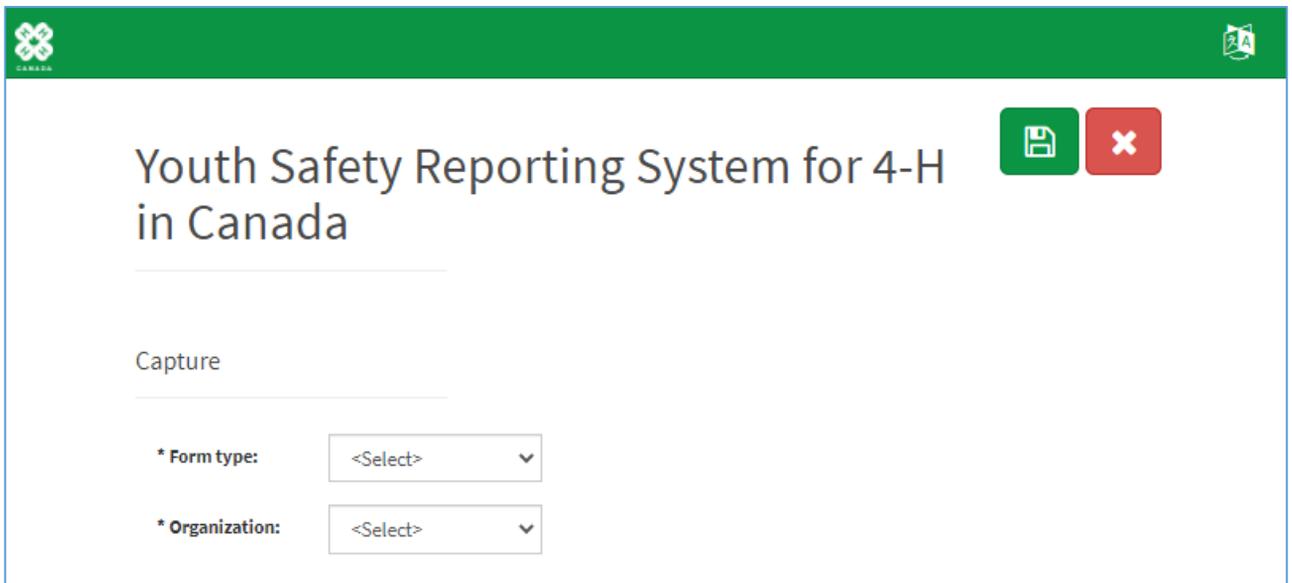
When it is approved, a copy will be emailed to you, and the activity plan should be shared with all youth, leaders, and families in advance of the event or program.



# Opening an Activity Planning form

Access the [Youth Safety Reporting System for 4-H in Canada](#) from your computer or mobile device browser. Consider bookmarking this for quick access. Note: you must have internet or cellular data access to complete the form and submit it. You can not save a partially completed form.

- **Form type** – select Activity Planning Form
- **Organization** – select your provincial organization. The form will be sent to provincial staff when you submit it.



The screenshot shows the web interface for the Youth Safety Reporting System for 4-H in Canada. At the top, there is a green header with the 4-H Canada logo on the left and a small icon on the right. Below the header, the title "Youth Safety Reporting System for 4-H in Canada" is displayed in a large, dark font. To the right of the title are two buttons: a green button with a white floppy disk icon and a red button with a white 'X' icon. Below the title is a horizontal line, followed by the word "Capture" and another horizontal line. Underneath, there are two required fields, each with a dropdown menu. The first field is labeled "\* Form type:" and the second is labeled "\* Organization:". Both dropdown menus currently show "<Select>" and a downward arrow.

After selecting the organization, the instructions and fields specific to activity planning will load.

On the following pages we'll walk through each section of the form and important fields will be described in more detail.

# Activity Plan - form instructions

You must submit the Activity Plan in one session – you may not save a draft and complete it later. Review the instructions and gather all the information you will need before proceeding.

## Activity Planning

- Staff and trained leaders are responsible for completing an activity plan for the following events and programs:
  - multi-club or regional events
  - 4-H organized transportation and/or accommodations
  - high-risk activities (i.e. skiing, water activities, paintball, woodsmen competition, operation of recreational vehicles)
  - services from third-party providers requiring a waiver (i.e. archery or shooting range, trampoline park, etc.)
- For guidance on how to complete an activity planning form, refer to the [4-H in Canada Activity Planning Quick Reference Guide](#).
- 4-H protects and respects your privacy. For complete details, see the 4-H Canada [Privacy Policy](#) and the policy of your provincial organization. Any information collected on this form is used for activity planning review and reporting purposes and may be included in the activity plan you share with members and families. Be sure you have permission from other leaders or volunteers before entering their contact information.
- Reporting will only note activity trends and will not include personal information. Please contact your provincial organization with questions.

### Gather All of Your Information

Please be sure to gather all the information you need (i.e. names, contact info, addresses) before filling out the form as there is no way to save a draft. If you need a refresher of the policy, review the Youth Supervision, Safety Assessment and Management, and Transportation policies in the [Youth Safety at 4-H in Canada policy manual](#).

When you submit the Activity Planning Form you will receive a confirmation email, and the form will be submitted to the provincial organization you indicated. Authorized provincial personnel may request additional information and they will be able to make updates to the form. When the activity plan is approved, a formatted document will be emailed to you, to then share with all youth, leaders, and families in advance of the event/program.

# Activity Plan – supervision

- Fields marked with an \* must be completed to submit the form
- **Age of youth:** select the category that aligns with the age of youth attending

Program Supervision

Provide details on who will be providing supervision, and the number of adults and youth expected (include all members and possible guests). At a minimum, the [Rule of Two](#) must be followed and then additional supervision is added to meet the [Programming Supervision Ratios](#) based on the age of the youth and type of activity (daytime/low-risk or overnight/high-risk).

\* Age of youth:  - Select appropriate age category

\* Overnight or high-risk activities:  Yes  No

\* Number of supervisors:

\* Names of supervisors:

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Frances White  
Janet Brown  
Craig Silver  
Jason Jackson

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\* Number of youth expected:  - Include any invited youth guests

\* Overall adult : youth ratio:  - System will calculate (# of youth / # of supervisors)

# Activity Plan – supervision ratio

- Click the link for the Programming Supervision Ratios. A document will open in a new window.

\* Overall adult : youth ratio:

This form has calculated the overall adult:youth ratio. Refer to the [Programming Supervision Ratios](#) and confirm your program/event complies.

\* Programming supervision ratio complies with policy:  Yes  No

In this case, we are taking youth aged 9+ on an overnight trip. The ratio that applies to this event is where the row and column intersect: 1:10.

For this event, the **Overall adult:youth ratio** is 1:4. As this is lower than the 1:10 programming supervision ratio, the event complies with the supervision policy.

	Daytime and Low-Risk Activities		Overnight and High-Risk Activities	
	Starting ratio with the Rule of Two (adult : youth)	Overall ratio (adult : youth)	Starting ratio with the Rule of Two (adult : youth)	Overall ratio (adult : youth)
4-H Members / Cloverbuds 6-8 years	2:10	1:5	2:10	1:5
4-H Members 9+	2:30	1:15	2:20	1:10
Senior 4-H members 15+	2:40	1:20	2:20	1:10

- Click the yes button to indicate you have reviewed the ratio table and comply with the policy.

# Activity Plan – what and who is attending

- **Name of planned event/program:** – type the name if it is a reoccurring event or program. For example: Dairy Days, Discovery Days, etc.
- **Type of planned event/program:** select the best descriptor. For example: Club / project meeting, Achievement day, or Provincial program. This will help with high-level reporting.
- **Area/County/Region:** some provincial organizations have preloaded this drop-down list. If they are not showing for your province, select the ‘All’ option to load a list of Club(s) in the next field.
- **Club(s) attending:** this field may be preloaded with a list of clubs for your Area/County/Region or province. If your club is not listed, select ‘Not in list’ and you’ll be prompted to type in a club name

**Planned Activity**

Provide details of the type of event, is it for a single club or a multi-club/regional/provincial/national program, and when and where it will be held. A detailed list of regions and clubs is not available for all provinces. If you do not see a particular club, then select ‘Not in list’ and you’ll be prompted to type a club(s) name.

In the Location field include the name and address of community properties, camps, farms to be visited, or describe the hike or riding route.

\* Name of planned event/program:

\* Type of planned event/program:

\* Area/County/Region:  - Select one only

\* Club(s) attending:

Anola Northern Lights	x
Barkfield Explorers	x
Springfield Shooting Stars	x
Woodmore Combined	x

- Select multiple or ‘Not in list’  
- If clubs are from more than one area, provide additional details in Overview of Event/Program field.

# Activity Plan – when and where

* Start date:	<input type="text" value="22-Jan-2021"/>
Start time:	<input type="text" value="04:00"/> <input type="text" value="PM"/>
* End date:	<input type="text" value="24-Jan-2021"/>
End time:	<input type="text" value="07:00"/> <input type="text" value="PM"/>
* Number of nights:	<input type="text" value="2"/>
* Location(s):	<div><p><b>B I U S</b>        Format    </p><p>St. Peters Presbyterian Church, 5th St E., Brandon</p><p>Memorial Curling Club, 6th St. E., Brandon</p></div> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;">- Provide name and addresses of venue / camp /accommodations</div> <p style="text-align: right; font-size: small;">Words: 15, Characters: 92/10000</p>

# Activity Plan – youth safety

## Youth Safety

This section provides details to ensure the program is aligned with [Youth Safety at 4-H in Canada policies](#).

- In the Supervision Plan field, describe how the Rule of Two and the Programming Supervision Ratio will be maintained throughout the event/program and during any transportation or accommodation (i.e. will you be breaking into smaller groups).
- If you are organizing the transportation, provide contact information for the commercial transport company, how and when the bus will be loaded, and confirm that you've received proof of insurance (your provincial office can assist with this).
- If you are organizing overnight accommodation, provide contact information for the hotel/camp/venue, details of how youth and adults will be accommodated and supervised, and any arrangements required to ensure inclusion of all participants.
- Don't forget to provide details of how the group will come and go between the accommodations and event venues, again outlining transportation and ongoing supervision.

**\* Supervision plan throughout event/program:**

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The 4 chaperones will be accompanying the youth on the bus. Two teams of youth (8) will always be together with two chaperones. If not playing, the other team will be watching.

Words: 32, Characters: 176/10000

# Activity Plan – transportation & accommodations

- When you indicate 'Yes' for **4-H organized transportation** or **4-H Organized overnight accommodations**, additional fields will appear

**\* 4-H organized transportation:**  Yes  No

**\* Transportation details:**

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A rented bus will be taking the entire group to Brandon. We'll be walking to the curling rink and using public transportation to visit the museum. The bus will be returning on Sunday to takes us all home.

We'll be using Brandon Buslines. They've provided proof of insurance.

Words: 48, Characters: 273/10000

**\* 4-H organized overnight accommodations:**  Yes  No

**\* Type of overnight accommodation:** Other ▾

**\* Overnight accommodation details:**

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Arrangements have been made to stay in a local church. Cots will be provided and we'll bring sleeping bags. There will be a sleeping room for girls and another for boys. Female chaperones will stay with the females and male chaperones with the males. There will be adequate space in each room to provide space between adults and youth. There are separate washrooms and times will be set for use by adults and youth.

Words: 74, Characters: 414/10000

# Activity Plan – participants to bring

Provide details of anything youth are required to bring with them (i.e. spending money, any food, special equipment, or a kit list). A file with a list of things to bring can be uploaded at the bottom of the form.

Youth need to bring:

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curling equipment and uniform (jacket will always be worn when out as a team)  
sleeping bag/pillow  
personal care items, pjs, extra change of clothes  
\$20 for lunches, breakfast and dinner are included  
any medications (labeled, and to be turned into a leader)

Words: 41, Characters: 251/10000

# Activity Plan – transportation & accommodations

For large events, attach a file with a high-level budget.

## Budget

Complete the following checklist to ensure budgeting steps have been taken to ensure the event/program is fiscally responsible.

**\* Budget for the event / program has been approved by the organizing club or regional council:**

- No
- Not Applicable
- Yes

**\* Member costs have been communicated to families prior to event / program registration:**

- No
- Not Applicable
- Yes

**\* Funders and supporters will be acknowledged and required reporting completed:**

- No
- Not Applicable
- Yes

# Activity Plan – risk assessment of program

In this example, the risk during the sporting event is quite low.

Additional detail would be needed for higher risk activities such as: working with power tools, timber sports, horse back riding, etc. Provide details of the safety procedures that will be in place and how the youth have been prepared in advance.

## Risk Management

As the trained leader or staff organizing the event, you are responsible for conducting program safety assessments and implementing preventative procedures that align with [Youth Safety at 4-H in Canada policies](#).

- In the Risk Assessment field, provide details of any safety precautions that must be followed, especially for any high-risk activities (i.e. skiing, swimming, etc.), any certifications required of the instructors, and any arrangements required to ensure inclusion of all participants.
- The emergency response plan should include details of how you would access emergency services and how emergency procedures will be reviewed at the start of the event/program.
- If the event/program involves third-party services or vendors, ensure emergency procedures have been reviewed with them and any insurance certificates have been exchanged (reach out to your provincial office for assistance).

**\* Risk assessment of activities during the event/program:**

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While there is some inherent risk to curling the youth have been practicing and take the game and safety procedures seriously.

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# Activity Plan – risk assessment of program

In the **Emergency response plan** field provide general procedures for managing issues related to: medical emergencies, missing person, evacuations (may be posted at the venue) etc.

Also indicate who the key contact will be in the case of an emergency. This person should be making decisions and will also be the emergency contact given to parents not attending.

Name of first aider:	<input type="text" value="Frances White"/>
First aid kit:	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Emergency response plan:	<div style="border: 1px solid #ccc; padding: 5px;"><p><b>B I U S</b>   <b>☰ ☲ ☱</b>   <b>📅</b>   Format -   <b>🔊</b> <b>🗨</b></p><p>As the Trained Leader, Janet will be the key contact in the case of an emergency.</p><p>The curling rink is within the 911 range in case of an injury. The tournament will also have first aiders on site.</p><p>A contact list with email addresses will be shared with all youth and chaperones, in case anyone gets separated</p><p>On Friday night we'll review expectations of a buddy system for youth while in the arena complex and the church. They will not be allowed off-site.</p><p style="text-align: right;">Words: 121, Characters: 639/10000</p></div>
* Are you using any third-party service providers or vendors?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Is a certificate of insurance required?:	<input checked="" type="radio"/> Yes <input type="radio"/> No

# Activity Plan – confirmation by planner

As the Trained Leader or Staff organizing the event, acknowledge the following statements and 'sign' your name by typing it in the last field.

## Confirmation

As the organizer of this event/program (i.e. the trained leader or staff), please confirm that it has been planned to align with [Youth Safety at 4-H in Canada policies](#). Please acknowledge each statement and type your name at the bottom.

\* All youth have completed event/program registration following provincial guidelines:



- All participants have completed their registration and signed the Code of Conduct. Regional events should confirm this registration with the province.

\* Health and emergency contact information will be on hand during the event for all youth and adult in attendance:



- Health and emergency contact info has been collected and will be taken to the event. Regional events should collect new forms.

\* Leader contact information, and program, transportation, and accommodation plans will be shared with youth and guardians:



- You plan to share this activity planning form with other leaders and parents.

\* The program/event has been planned to comply with 4-H in Canada Youth Safety policies:



- You've planned the event keeping the Rule of Two, Supervision Ratios, Transportation and other Risk Management policies in mind.

\* The program/event has been planned to comply with Public Health Policies:



- You've reviewed local COVID procedures and have protocols in place.

\* Acknowledgement by event/program organizer (type your name):

Janet Brown

- Your name as the trained leader or staff organizing the event.

# Parties – add your details

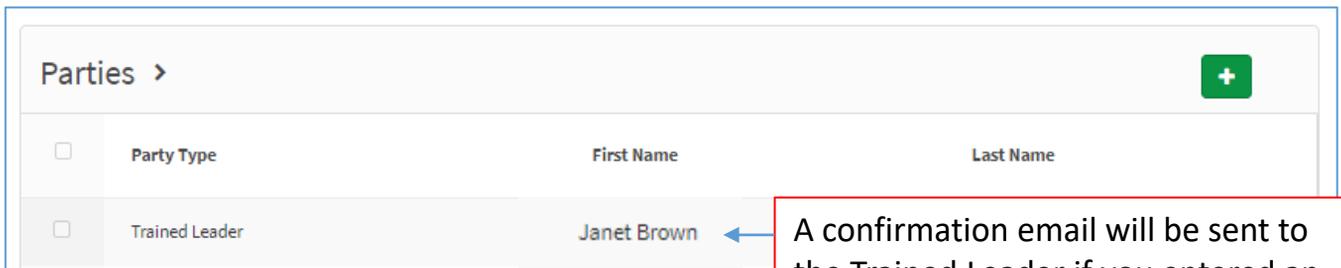
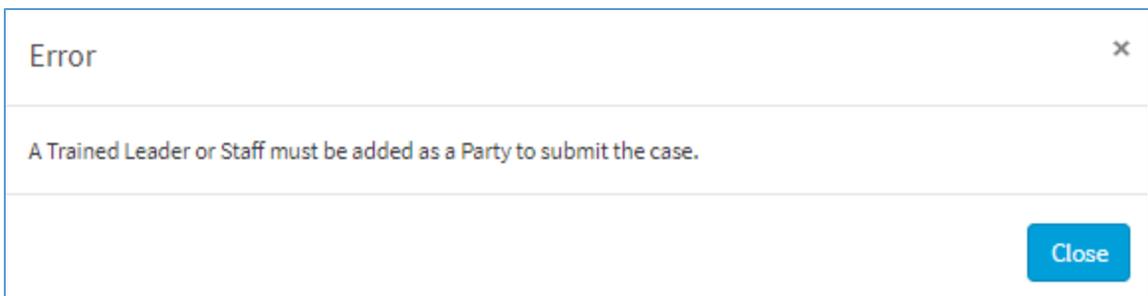
## Contact and Additional Activity Information

To complete the activity planning form, add your contact information and any supporting files.

### Adding Parties

To add your contact information, click the + button in the Parties section and select Party Type: Trained Leader or Staff. After entering your information, click the Save button in the Parties section and you'll see your name added to the Parties list.

- Include your contact information as the Trained Leader or Staff organizing the event / program.
- If you try to submit the Activity Plan without entering the required party, you will see an error message:



A confirmation email will be sent to the Trained Leader if you entered an email address.

# Upload File

You can upload any files related to the activity plan:

- Detailed agenda
- Detailed budget
- Detailed risk assessment or emergency response plan for high-risk activities.

Once the Activity Plan is received by provincial staff, they may reach out for additional information as there is a process for emailing additional files

Upload File: **0 of 10 Attachments**

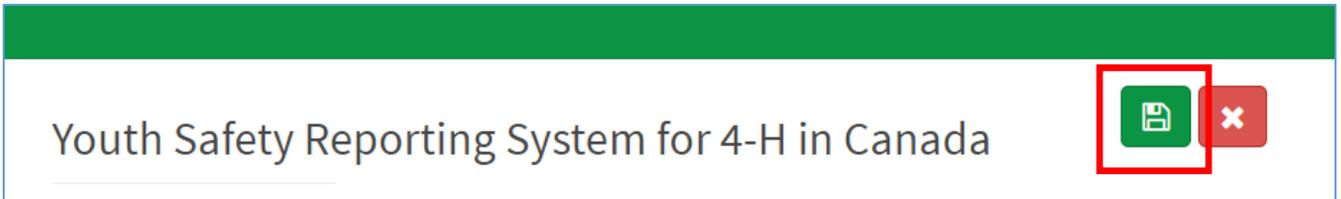
 Drop files here to upload

or

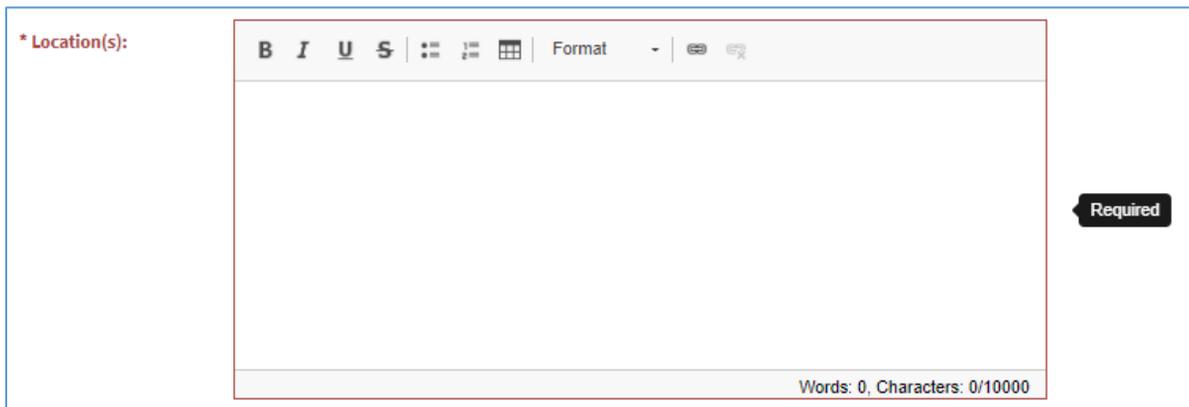
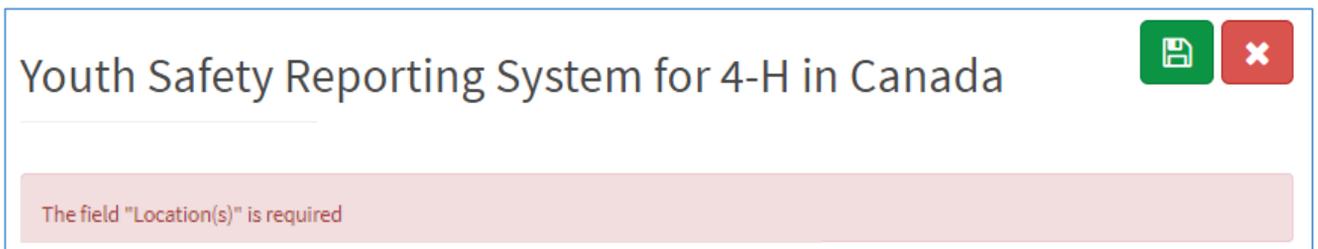
[Upload a File from your Computer](#)

# Submit the Activity Plan

- Scroll to the top of the page and click the green Submit button in the upper right corner.



- If you've missed any mandatory fields (marked with \*) or parties, an error message will be displayed, and the missing information will be marked.



- Correct what is missing and click Submit again. When the form is successfully submitted, you'll see a message across the top of the form. A confirmation email will also be sent to the Trained Leader or Staff if an email was provided in the Party section.

# What happens after the form is submitted

The Activity Plan will be reviewed by provincial staff and they may reach out to you for clarification.

When it is approved, a copy will be emailed to you, and the activity plan (Word Doc) should be shared with all youth, leaders, and families in advance of the event or program.

## Update example



## Learn To Do By Doing

CANADA

2020-04-00000021

### Activity Planning Form

**To: Management**  
**From: i-Sight Software**  
**Date: April 28, 2020**  
**Re: 2020-04-00000021**

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4-H Canada received the following Activity Planning Form;

**Organization:** 4-H British Columbia  
**Program/Club:** To Be Provided  
**Number of youth expected:** 12  
**Ratio of Adult:Youth:** 12:3  
**Name of event:** Park Clean up  
**Activity Involved:** Agriculture, Aquatics Fishing, Canoe / Kayak Gardening  
**Activity description:** garbage collection flower bed preparation  
**Supervision Plan throughout Program:** 3 leaders throughout  
**Risk assessment of activities you'll be participating in and if any additional leader certification or safety protocols are required:** gloves during pickup first aid kit

**Parties Involved**

Name	James Philips
Party Type	Adult Volunteer
Address	722 102nd Avenue, Nelson, BC V1L 5Y5, Canada
Email Address	JamesPPhilips@jourrapide.com

Name	Tina Cho
Party Type	Trained Leader
Address	2416 Robson St, Vancouver, BC V6B 3K9, Canada
Email Address	TinaACho@jourrapide.com