

# Activity Planning Quick Reference Guide

Updated June 2021



**CANADA**

# Introduction to Activity Planning

Staff and trained leaders are responsible for completing an activity plan for the following events and programs:

- multiple club, regional or provincial events, or
- include 4-H organized transportation and/or accommodations, or
- third party service providers require a waiver (i.e., archery, shooting range, trampoline, etc.), or
- high-risk activities that are outside the norm for the 4-H project (i.e., a cooking club would not have practiced the skills to go on a trail ride, while an equestrian club would be developing the required riding skills).

## 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.

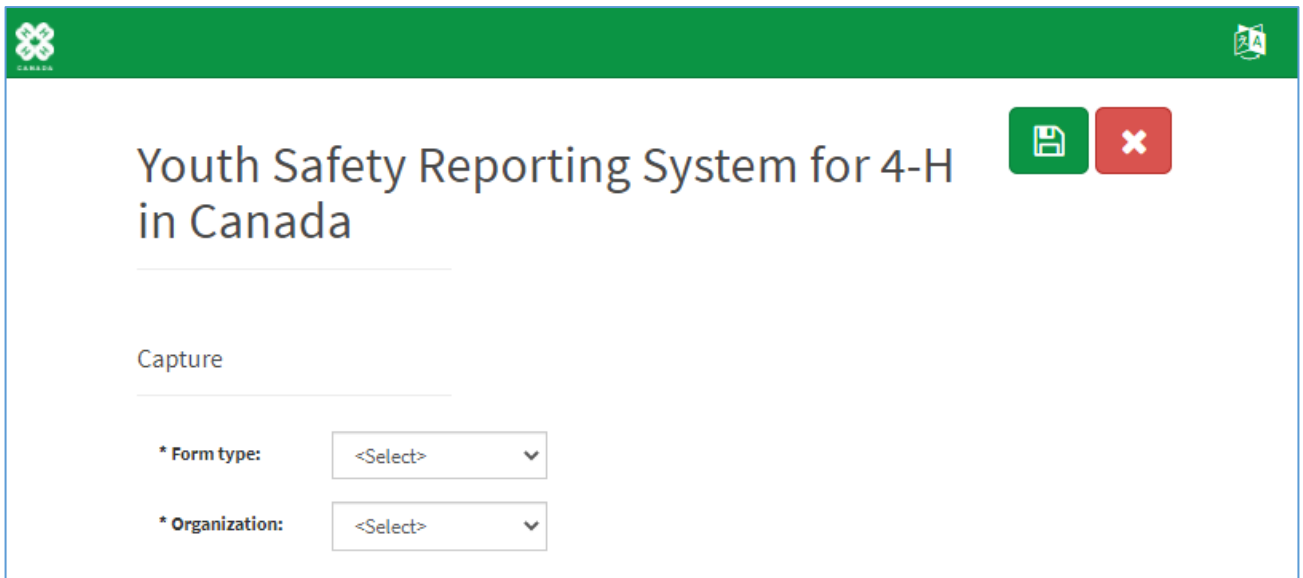
When it is approved, a copy will be emailed to you, and the activity plan should be shared with all youth, leaders, and families in advance of the event or program.



# 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.

A screenshot of a web form titled "Youth Safety Reporting System for 4-H in Canada". The form has a green header bar with a logo on the left and a small icon on the right. Below the header, there are two buttons: a green "Save" button with a floppy disk icon and a red "Cancel" button with an "X" icon. The main content area has a title "Youth Safety Reporting System for 4-H in Canada" followed by a horizontal line. Below this is a section labeled "Capture" with another horizontal line. There are two required fields: "\* Form type:" and "\* Organization:", each with a dropdown menu showing "<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:

9+ x

- Select appropriate age category

\* Overnight or high-risk activities:

☒ Yes ☐ No

\* Number of supervisors:

4

\* Names of supervisors:

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Frances White  
Janet Brown  
Craig Silver  
Jason Jackson

Words: 8, Characters: 49/10000

\* Number of youth expected:

16

- Include any invited youth guests

\* Overall adult : youth ratio:

1:4

- 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:

Provincial Curling Fin

\* Type of planned event/program:

Competition team ▼

\* Area/County/Region:

Eastman ▼

- Select one only

\* Club(s) attending:

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

- 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><div><b>B</b> <b>I</b> <b>U</b> <b>S</b>        Format    </div><div>St. Peters Presbyterian Church, 5th St E., Brandon  Memorial Curling Club, 6th St. E., Brandon</div></div> <div>- Provide name and addresses of venue / camp /accommodations</div> <div>Words: 15, Characters: 92/10000</div>	



# 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.

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# Activity Plan – transportation & accommodations

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

<b>* 4-H organized transportation:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>* Transportation details:</b>	<div><div><b>B I U S</b>   <b>¶</b> <b>≡</b> <b>≡</b>   Format   <b>🔗</b> <b>💬</b></div><div><p>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.</p><p>We'll be using Brandon Buslines. They've provided proof of insurance.</p></div><div>Words: 48, Characters: 273/10000</div></div>
<b>* 4-H organized overnight accommodations:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>* Type of overnight accommodation:</b>	<div>Other ▼</div>
<b>* Overnight accommodation details:</b>	<div><div><b>B I U S</b>   <b>¶</b> <b>≡</b> <b>≡</b>   Format   <b>🔗</b> <b>💬</b></div><div><p>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.</p></div><div>Words: 74, Characters: 414/10000</div></div>

# 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:

First aid kit: ☒ Yes ☐ No

\* Emergency response plan:

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As the Trained Leader, Janet will be the key contact in the case of an emergency.

The curling rink is within the 911 range in case of an injury. The tournament will also have first aiders on site.

A contact list with email addresses will be shared with all youth and chaperones, in case anyone gets separated

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.

Words: 121, Characters: 639/10000

\* Are you using any third-party service providers or vendors?: ☒ Yes ☐ No

\* Is a certificate of insurance required?: ☒ Yes ☐ 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:

Error

A Trained Leader or Staff must be added as a Party to submit the case.

Close

Parties >

Party Type

First Name

Last Name

Trained Leader

Janet Brown

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.

Youth Safety Reporting System for 4-H in Canada








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

Youth Safety Reporting System for 4-H in Canada



The field "Location(s)" is required

\* Location(s):

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Required

- 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.

# Confirmation of Submission





- If you entered your email as the Trained Leader on the form, then you will receive a confirmation email.

## 4-H Activity Planning Form Submission Confirmation





info@4-h-canada.i-sight.com

To 4hlearns



Tue 10:32 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.



Thank you for submitting the Activity Planning Form. It has been forwarded to the office for review within 14 business days. They will contact you by email once the review is complete.

The system case number is:

This is a system generated email, please do not reply to this email address.

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**i-Sight**

[support@i-sight.com](mailto:support@i-sight.com)

# 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.

	
<b>4-H in Canada - Activity Plan</b>	
For additional information on 4-H in Canada Youth Safety planning and procedures, please visit: <a href="https://4-h-canada.ca/youth-safety">https://4-h-canada.ca/youth-safety</a> .	
<b>Event / Program Name:</b> Cowichan 4-H Road Rally prize pick up	
<b>Type of event:</b> Competition team	
<b>Start date/time:</b> 19-Jun-2021	<b>Number of nights:</b> 0
<b>End date/time:</b> 19-Jun-2021 11:30 AM	
<b>Province:</b> 4-H British Columbia	<b>Area/County/Region:</b> Vancouver Island
<b>Club(s) Attending:</b> Cobble Hill Sheep, Cowichan Cloverbuds, Cowichan Fibre Arts, Cowichan Holstein, Cowichan Wags Dog, Cowichan Horse, Cowichan Small Engines	
<b>Overview of event/program:</b> The Cowichan 4-H District is hosting a road rally for the first time. Families have registered and will travel in their own vehicles with their own families (as a team) looking for clues based on the theme of agriculture in our valley as well as family connection. A list of clues will be provided electronically on Friday June 11th and families have a week to drive around taking photos of their discoveries. Our planned event is solely a drive through style prize pick up at the fair grounds. At no time will 4-H members be under other supervision than their family.	
<b>Location(s):</b> Cobble Hill Fair Grounds. No extra insurance form required as we already have one in place	
<b>Activity Type:</b> Animals & Agriculture, Other	<b>Planned Activities:</b>
<b>Youth need to bring:</b> A camera or device to take photos, and a vehicle to ride in with their families.	
<b>Program Supervision</b>	
<b>Number of supervisors:</b> 5	<b>Number of youth expected:</b> 25
<b>Overall adult : youth ratio:</b> 1 : 5	<b>Age of youth:</b> 6-8 yrs, 9+, 15+
<b>Ratio complies with policy:</b> Yes	<b>First aider:</b> Elisa Dewar
<b>Names of supervisors:</b> Elisa Dewar Marian Dewar Greg Tompkins Clare Brown Suzanne White	
<b>Youth Safety</b>	
<b>Describe supervision plan throughout the event/program:</b> District leaders listed above will supervise the drive through style pick up of prizes at the end of the event on Saturday June 19th	
<b>4-H Organized Transportation:</b> No	
<b>Details:</b>	
<b>4-H Organized Overnight Accommodations:</b> No	<b>Type of accommodations:</b>