

Activity Planning Quick Reference Guide

Updated December 2023



CANADA

Activity Planning Quick Reference Guide

Last Updated December 2023

Introduction to Activity Planning

Staff and trained leaders are responsible for completing an activity plan for events and programs that involve:

- Multiple clubs, or regional or provincial events;
- Transportation and/or accommodations organized by 4-H;
- Third-party service providers that 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 and through your [provincial organization's website](#).
- This system is open to all leaders and staff.
- Returning users can log in to access their previously submitted cases or to submit a new case.
- When you complete the Activity Planning form online, it is 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.

Two-Way Portal

The two-way portal allows you to log back into the system, review your submitted cases and add notes or files to the case.

Staff reviewing your case will also be able to share notes and files with you.

If you are a returning user, you can log in to your existing account or simply start a new case. If you have not created an account or are not logged in, you will be prompted to create an account or log in at the bottom of the form submission.

You may choose to remain anonymous even if you have logged in. If you choose to remain anonymous, you can still exchange notes and files with 4-H staff, but staff will not see your identity.

Please note that Activity Plans will not be approved if they are from anonymous submissions.

Logging into Existing Account

To review any updates on your submissions, you can return to <https://4h-canada.i-sight.com/portal> and scroll down to log in using your user name and password. Once logged in, you cannot edit previous submissions, but can access all your cases, review any notes added by staff, or add your own a note or file.

Adding or Viewing Notes and Files

To add a note or file, select the case, click on Notes or Files, and then on Add Note or Add file. Complete the page and click the save button to update.

To view a note or file, select the case, click on Notes or Files, and select the note or file.

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 it for quick access. **Note:** you must have internet or cellular data access to complete the form and submit it. You can't 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.

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 * must be completed to submit the form.
- **Age of youth:** select the category that aligns with the age of youth participating in the activity.

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:

B I U S | | Format -

Frances White
Janet Brown
Craig Silver
Jason Jackson

Words: 8, Characters: 49/10000

* Number of youth: - Include any invited youth guests

Activity Plan – Type & Attendance

- **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 pre-loaded this drop-down list. If locations 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 pre-loaded 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 – Date & Location

*** Start date:**

Start time:

*** End date:**

End time:

*** Number of nights:**

*** Location(s):**

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St. Peters Presbyterian Church, 5th St E., Brandon

Memorial Curling Club, 6th St. E., Brandon

- Provide name and addresses of venue / camp /accommodations

Words: 15, Characters: 92/10000

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 transportation or overnight accommodations organized by 4-H, 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:

* Overnight accommodation details:

B I U S | | Format - |

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 – Required Items for Participants

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 – Budget

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.

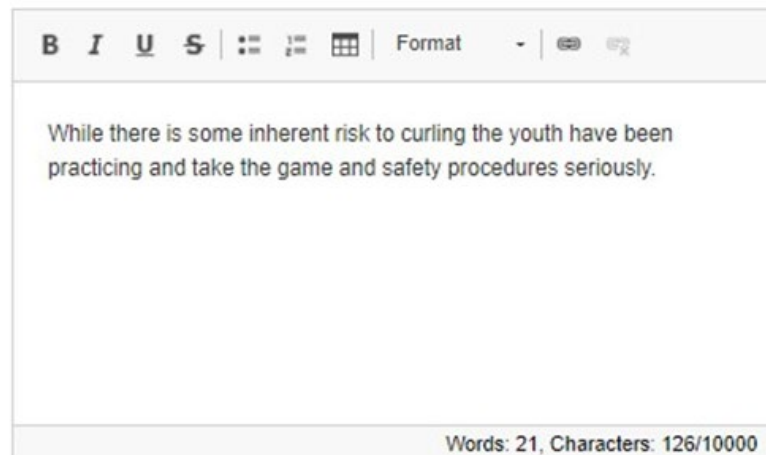
Additional detail would be needed for higher-risk activities, such as working with power tools, timber sports, horseback riding, etc. Provide details about the safety procedures that will be in place, and how the youth have been prepared in advance.

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:



The screenshot shows a rich text editor interface. The top toolbar includes icons for Bold (B), Italic (I), Underline (U), Strikethrough (S), Bulleted List, Numbered List, and Table. The main text area contains the following text: "While there is some inherent risk to curling the youth have been practicing and take the game and safety procedures seriously." At the bottom right of the editor, a status bar displays "Words: 21, Characters: 126/10000".

Activity Plan – Risk Assessment of Program

In the **Emergency response plan** field, provide general procedures for managing issues related to medical emergencies, missing persons, 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 that is given to parents who are not in attendance.

Name of first aider:

First aid kit: Yes No

* Emergency response plan:

B I U S | **☰ ☲ ☱** | Format - | **🔇 🗨**

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

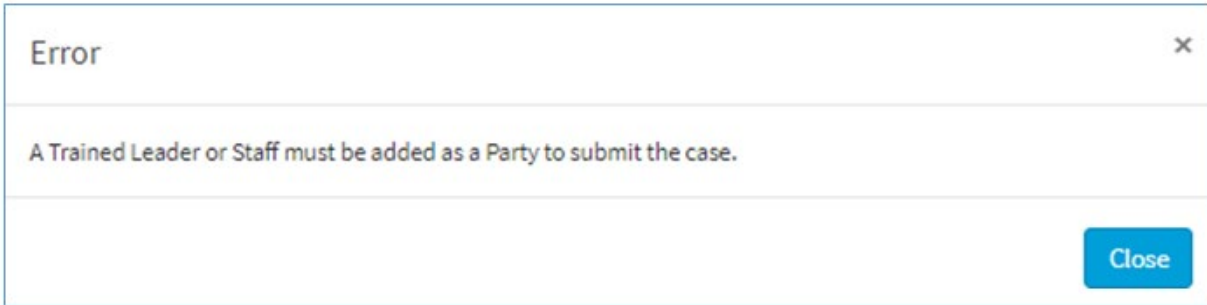
Contact and Additional Activity Information

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:

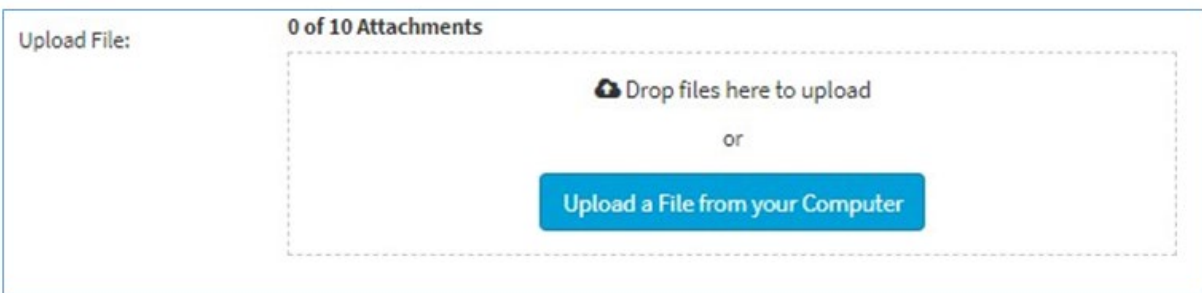


Upload File

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.



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):

A rich text editor interface with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (S), Bulleted List, Numbered List, and Table. The text area is empty. A 'Required' label is positioned to the right of the text area. At the bottom right, it says 'Words: 0, Characters: 0/10000'.

- Complete any missing fields 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.

i-Sight

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.

You can add and review any notes or files by logging in to the two-way portal (see page 2 of this document).

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.



4-H in Canada - Activity Plan

For additional information on 4-H in Canada Youth Safety planning and procedures, please visit: <https://4-h-canada.ca/youth-safety>.

Event / Program Name: Cowichan 4-H Road Rally prize pick up	
Type of event: Competition team	
Start date/time: 19-Jun-2021	Number of nights: 0
End date/time: 19-Jun-2021 11:30 AM	
Province: 4-H British Columbia	Area/County/Region: Vancouver Island
Club(s) Attending: Cobble Hill Sheep, Cowichan Cloverbuds, Cowichan Fibre Arts, Cowichan Holstein, Cowichan Wags Dog, Cowichan Horse, Cowichan Small Engines	
Overview of event/program: 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.	
Location(s): Cobble Hill Fair Grounds. No extra insurance form required as we already have one in place	
Activity Type: Animals & Agriculture, Other	Planned Activities:
Youth need to bring: A camera or device to take photos, and a vehicle to ride in with their families.	

Program Supervision

Number of supervisors: 5	Number of youth expected: 25
Overall adult : youth ratio: 1 : 5	Age of youth: 6-8 yrs, 9+, 15+
Ratio complies with policy: Yes	First aider: Elisa Dewar
Names of supervisors: Elisa Dewar Marian Dewar Greg Tompkins Clare Brown Suzanne White	

Youth Safety

Describe supervision plan throughout the event/program: District leaders listed above will supervise the drive through style pick up of prizes at the end of the event on Saturday June 19th	
4-H Organized Transportation: No	
Details:	
4-H Organized Overnight Accommodations: No	Type of accommodations: