



CANADA  
4-H Saskatchewan

# 4-H Saskatchewan Activity Planning Form

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 (ex: skiing, water activities, paintball, etc.)
- Third party service provider that requires a waiver (ex: archery, trampoline park, etc.)

The activity plan will be submitted prior to the event to the provincial office for review. Once the form is received by the organization, it will be reviewed by the provincial 4-H staff. Any questions the provincial organization may have will be asked to the organizing party. After the review, a formatted activity plan will be returned to you so it can be shared with all members, leaders, and families in advance of the program.

Please provide details on who will be providing supervision, and the number of adults and youth attending (include all members and possible guests.) At minimum, the Rule of Two must be followed and then additional supervision added to meet the Programming Supervision ratios based on the age of the youth and the type of activity.

Names of those providing supervision:

Number of supervisors:

Number of youth expected:

Ratio of adults: youth

Age of youth

Is this an overnight or high risk activity?

### **Planned Activities**

Name of event/program

Type of event/activity

Club(s) related to activity planning

Start Date

Start Time

End Date

End Time

Number of nights

Location(s)

*Provide high-level details of the event/program agenda. If needed, you can attach a document with a detailed agenda.*

Overview of event/program

Supervision plan throughout the entire event

Did 4-H organize the transportation?

Transportation details

Did 4-H organize the accommodations?

Type of overnight accommodations

Overnight accommodation details

*Please complete the following to ensure budgeting steps have been taken to ensure the event/program is fiscally responsible.*

Has the budget for this event been approved by the organizing club/district council/event committee?

Have the member costs been communicated to the families prior to the event/program registration?

Will all funders and supporters be acknowledged and will all required reporting be completed?

Provide details of anything youth are required to bring, for example: spending money, any food, special equipment, etc. An attachment can be added if needed:

### **Risk Management**

Risk assessment of activities during the program/activity

Name of first aider

Is there a first aid kit ready in case of emergency?

Emergency response plan:

Are you using a third party service that requires a waiver (ex: skiing, zip-lining, trampoline park, etc.)?

### **Confirmation**

Have all youth completed their registration following the 4-H Saskatchewan guidelines?

Will all health and emergency contact information be available and on hand during the event?

Will all leader contact information, program transportation, and accommodation plans be shared with youth and guardians prior to the event?

Will the planned program comply with all 4-H in Canada Youth Safety Policies?

Acknowledgement by event/program organizer (type name)

Attach any files that will provide additional information to support your Activity Planning Form. Try to use simple file names (ex: program overview, program budget, risk assessment, program agenda, etc.)

Please provide an email address where your program review confirmation and updated activity plan can be sent upon review from the provincial 4-H office. The program plan must be shared with all members, leaders, and families before the event/program begins.