

4-H Alberta Activity Plan - working document to help gather information

Staff and trained leaders are responsible for completing an activity plan for 4-H events and programs that involve:

- Multiple clubs (ie area, district, and regional events)
- 4-H organized transportation and/or accommodations
- High risk activities (i.e. skiing, water activities, paintball, etc.)
- Third party service providers that require a waiver (i.e. archery range, trampoline park, etc.)

No plan is needed for meetings, even if multiple clubs/districts are involved.

Activity plans can be submitted from the 4-H Alberta website (www.4hab.com) or from the 4-H Canada website (<https://4-h-canada.i-sight.com/external-capture>). A quick reference guide can be found at https://4-h-canada.ca/sites/default/files/risk-management/youth-safety/4-h_activity-planning-quick-reference-guide.pdf

Activity plans should be submitted **at least two weeks prior** to the activity taking place. (If circumstances have led to submitting a plan with less than two weeks notice, please call Stacy Murray at 780-305-8155 as soon as possible to ensure the plan has been received.) Once the plan is received, it will be reviewed, and any questions 4-H Alberta may have will be asked of the person who has submitted the plan. After review, an email will be returned to the trained leader who submitted the plan with approval and/or any additional items that were added.

Questions that will need to be answered on the Activity Plan submission:

1. Name of Activity
2. Date(s) of event
3. Contact person (and email address)
4. Club(s)/District(s)/Region(s) involved in planning the event
5. Supervision
 - a. who will be providing supervision (and their role - Trained Leader, Screened Volunteer, Youth Leader, etc)
 - b. Number and ages of Youth expected
 - c. Number of Adults expected
 - d. Ratio of Youth:Adults
6. Planned Activities
 - a. An overview and agenda for the activity; including location, start and end times
 - b. How supervision will be managed (keeping in mind Rule of Two and supervision ratios)
7. If transportation and/or accommodation is being organized as part of the activity
 - a. Details if answer is yes
8. Anything participants are required to bring?

9. Risk assessment of activities, including COVID-19 management.
 - a. Safety precautions being followed
 - b. Certification of instructors
 - c. Special arrangements for inclusion of all participants
 - d. Review of safety and procedures at the start of activity, etc.
10. First aid
 - a. Is a first aid kit available?
 - b. Who are the first aiders?
11. Emergency response plan
12. Is a copy of the 4-H certificate of insurance required?
13. Are you using a third party service that requires participants to sign a waiver
14. Are members able to bring a friend
15. Are you recording attendance
16. Is health and emergency contact information available during the activity
17. Have all plans been shared with participants prior to the activity
18. Does your plan comply with all 4-H in Canada Youth Safety policies
19. Has the budget been approved at the appropriate level(s)
 - a. Have any costs to participants been communicated
 - b. Is there a plan to acknowledge any funders/supporters, and provide any reporting necessary

There is an opportunity to provide any additional information supporting the activity plan via email or upload (ie agenda, budget, etc).

If you have any questions, please contact your Key Leader, Area Coordinator, or Stacy Murray (stacy.murray@4hab.com).