



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: Achievement Day	
Type of event: Achievement day	
Start date/time: 27-May-2021 08:00 AM	Number of nights: 0
End date/time: 27-May-2021 05:00 PM	
Province: 4-H Alberta	Area/County/Region: XYZ
Club(s) Attending: No Animals Allowed 4-H Club	
<p>Overview of event/program: Held at the CTE Community Hall, we'll also have a 'videographer' who will tape portions of the day to post on the club's closed Facebook page for easier sharing with family across the country.</p> <p>Club has 27 members with 14 different projects for a total of 45 projects. 27 members + 27 parents (including leaders) + 4 judges = 58 people.</p> <p>Each member will have 1-2 tables for their projects. Displays will be set up between 8 and 9 am. (Members 2m apart) Judges will arrive at 9 for conference judging. All other parents will be asked to move into the side hall or parking lot and not return to the main room until 12:30, unless needed by their child. Once judging is complete, members will thank judges and provide them with a token of appreciation. Judges will leave.</p> <p>Hall re-opens for show at 12:30 pm. Parents are welcome to view all displays while maintaining distance, during the video taping of each display and awards. Arrows will be placed on the floor to direct traffic flow. Members can begin taking down displays at 2:30 and all will be out of the hall by 3:15.</p> <p>Everyone will be required to sanitize and sign in at the door. Masks will be required by all. A leader will be at the door to greet families, share emergency information, direct members to their tables, ask COVID screening questions, and complete attendance sheet.</p> <p>Washrooms are available at the hall. All hall doors, taps, and counters will be cleaned with a bleach solution (4 tsp bleach per 4 cups water) at 11:00, 1:00, and at close. Any additional cleaning required by the hall association will be done.</p> <p>All members are to bring their own lunch and parents are asked to eat before returning for viewing and pick-up. A community food truck may locate in the hall parking lot that day.</p>	
Location(s): CTE Community Hall	
Activity Type: Animals & Agriculture	Planned Activities: horse-light, woodworking
Youth need to bring: Project display Mask(s) Club uniform Lunch	

Program Supervision

Number of supervisors: 10	Number of youth expected: 27
Overall adult : youth ratio: 1 : 2.7	Age of youth: 6-8, 9+, 15+
Ratio complies with policy: Yes	First aider: J. Smith and D. Rhodes
Names of supervisors: J. Smith (TL) M. Smith (TL) T. Jones (TL) R. Jones (TL) L. Page (TL) D. Rhodes (TL) B. Page (SV) M. Boule (SV) P. Page (SV) R. Sur (SV) + up to 17 parent volunteers	

Youth Safety

Describe supervision plan throughout the event/program: Leaders will supervise at the hall while judging is taking place. Parents and leaders will be responsible for supervision and helping follow rules once the hall reopens.	
4-H Organized Transportation: No	
Details:	
4-H Organized Overnight Accommodations: No	Type of accommodations:
Details:	

Risk Management

Risk assessment of activities: Pinching fingers in tables, dropping display items	
Emergency response plan: First aiders will treat minor injuries. 911 will be called in case of serious emergency. Muster point is located in parking lot and information will be shared when greeting families at door.	
Are you using any third-party service providers or vendors: No	Is a certificate of insurance required?: No

Budget

Budget for the event / program has been approved by the organizing club or regional council: Yes
Member costs have been communicated to families prior to event / program registration: Not Applicable
Funders and supporters will be acknowledged and required reporting completed: Yes

Activity Leaders

Organizer

<ul style="list-style-type: none"> • All youth have completed event/program registration following provincial guidelines: Yes • Health and emergency contact information will be on hand during the event for all youth and adult in attendance: Yes
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<ul style="list-style-type: none"> • Leader contact information, and program, transportation, and accommodation plans will be shared with youth and guardians: Yes 	
<ul style="list-style-type: none"> • The program/event has been planned to comply with 4-H in Canada Youth Safety policies: Yes 	
<ul style="list-style-type: none"> • The program/event has been planned to comply with Public Health Policies: Yes 	
Signature of Organizer: J. Smith	Date: 03-May-2021 12:08 PM (EDT)

<i>Admin Details Only</i>	Case Number: 2021-05-00000077
Activity Plan Review Date: May 3, 2021	Activity Plan Approval Status: approved