

Organization Information

Name of Organization: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Fax: _____

E-mail: _____ Website: _____

Is this a renewal of your Registered Organization Status? Yes No

Application Year: _____

Contact Information

Primary Contact: _____	Title: _____
Phone: _____	E-mail: _____
Senior Contact: _____	Title: _____
Phone: _____	E-mail: _____

Background Information

- Does your organization have any policies or procedures (including screening policies) that protect the safety and wellbeing of children? If so, please list, attach a copy and submit to your HIGH FIVE® Authorized Provider.

- Has your organization been or are you currently involved with any standard other than HIGH FIVE®? If so, what standard?

Background Information continued

3. Has anyone within your organization been disciplined or investigated for child related incidents? If so, please describe the details and outcomes.

4. How has your organization supported children and a commitment to healthy child development?

General Information

1. My organization would be interested in participating in an online HIGH FIVE® Accreditation Orientation Session: Yes No

2. My organization would be interested in participating in an online session on how to utilize the HIGH FIVE® Database to generate reports and statistics: Yes No

3. My organization has been working with schools and the school board to deliver quality recreation programs to children: Yes No

4. If yes, would you be willing to share about your experience: _____

Organizational Profile

1. # of individual staff who oversee children’s programs (ages 6 to 12) annually, full-time (35 hours per week or more) and receive full-time salary and benefits: _____

2. # of individual staff (excluding volunteers) who work directly with children’s programs (ages 6 to 12) part-time (less than 35 hours per week): _____

Organizational Profile continued

3. # of children (ages 6 to 12) served by your organization (one child participant is defined as one individual participating in one program for one session):

- a. Camp _____
 - b. Aquatic _____
 - c. General _____
 - d. Casual/Open/Drop-in _____
- TOTAL:** _____

Formulas for #3

- **For camp, aquatic and general programs**
 - Total number of children registered in each program
 - **Sample:** one child participating in 1 swim class + 1 dance class + 1 arts program = 3 participants
- **For Casual/Open/Drop-in type programs**
 - Define the average # participants in a program
 - Define the rate of participation of a child in a program (i.e. once to five times a week)
 - Define the # of sessions, on average, that a child participates in within a year (i.e. fall, winter, spring summer)
 - **Sample:** 10 participants x 3 times/week x 3 seasons = 90 participants

4. # of facilities/program locations where children’s programs (ages 6 to 12) are offered:

5. # of programs (ages 6 to 12) offered by your organization:

- a. Camp _____
 - b. Aquatic _____
 - c. General _____
 - d. Casual/Open/Drop-in _____
- TOTAL:** _____

Formulas for #5

- **Camp Program Count**
 - The number of camper groups operating within the camp program
 - **Sample 1:** If a camp operates for one week and has 50 children divided into 6 camper groups, the total program count is 6 and the total number of children participating is 50.
 - **Sample 2:** If a camp operates for 4 weeks and has 50 children divided into 6 camper groups per session, the total program count is 24 and the total number of children participating is 200).
 - **Aquatics Program Count or General Program Count**
 - An Aqua Quest 7 swimming class or a basketball program that runs for 10 weeks would be considered one program.
 - 1. **Casual/Open/Drop-in Type Program Count**
 - An open or drop-in type program is defined as a program, with or without registration and has irregular attendance, in an open or drop-in setting supervised by one leader for one group of children aged 6 – 12 (i.e. open gym, before and/or after school care, etc.).
- Calculation:**
- Define the # of programs offered in the organization
 - Define the # of seasons program is offered in a year (i.e. fall, winter, spring and summer = 4, could be 3 if the program is not available during the summer)
- Note:** If the program is supervised by more than one leader and children are separated into groups, the program count is multiplied by the number of groups within the program.
- **Sample 1:** open gym program x 3 seasons = 3 programs
 - **Sample 2:** open gym program x 3 leaders x 3 seasons = 9 programs

Training Estimates

Please estimate the number of individuals you plan to train in the following courses in:

Principles of Healthy Child Development _____ QUEST 2 _____
 Strengthening Children’s Mental Health _____ HIGH FIVE® Sport _____

Registration Fees

The Registered Organization Fees are based on the number of 6 to 12 year old program participants your organization serves within the year (January 1 – December 31). Upon approval of this application, your organization will be invoiced according to the fee structure below.

Number of 6 to 12 year old Program Participants	Annual Registered Organization Fee
1 – 500	\$100
501 – 2500	\$200
>2,500	\$300
Sport, Recreation and Culture District	\$150

Consent for use of Personal Information

By completing this form, you are consenting to the use of your personal information for the purpose of providing you with a login and password to access the HIGH FIVE® Database and to receive communications from the Authorized Provider and HIGH FIVE®.

You may withdraw such consent at any time by contacting the Authorized Provider’s Privacy Officer who will advise the implications of such withdrawal.

We do not sell or distribute your personal information to any third party.

Acceptance of Terms and Conditions

In consideration of the acceptance of the Organization’s registration within HIGH FIVE®, the Organization agrees as follows:

Please contact the Saskatchewan Parks and Recreation Association for a copy of the HIGH FIVE® Registered Organization Agreement.

1. To abide by the HIGH FIVE® Registered Organization Agreement and HIGH FIVE® Policies and Procedures.

Acceptance of Terms and Conditions continued

2. To participate in and endorse the HIGH FIVE® Quality Assurance Framework.
3. That all information provided to HIGH FIVE® is accurate and correct.
4. That the Authorized Provider reserves the right to revoke the Registered Organization’s status as outlined in the HIGH FIVE® Registered Organization Agreement
5. That they have sought or obtained, or have had the opportunity to seek and obtain, independent legal advice concerning the matters in the HIGH FIVE® Registered Organization Agreement and HIGH FIVE® Policies and Procedures to execute this agreement knowingly and voluntarily.
6. Acceptance of the Registered Organization and execution of the Registered Organization Agreement is upon signature of the Authorized Provider below.

The Organization acknowledges that it has read the HIGH FIVE® Registered Organization Agreement and HIGH FIVE® Policies and Procedures which forms the basis of the Registered Organization’s contract, upon acceptance, with the Authorized Provider.

Print Name	Authorized Signature of Organization	Date
Registration Accepted by Authorized Provider		
Authorized Provider	Signature	Date

Thank you for your time. Please send your completed **HIGH FIVE® Registered Organization Registration Form** to:

Saskatchewan Parks and Recreation Association
Attention: Karen House – Consultant, Leadership and Evaluation
#100 – 1445 Park Street
Regina, SK S4N 4C5

(306) 780-9389
Fax: (306) 780-9257
khouse@spra.sk.ca