



BC RECREATION & PARKS ASSOCIATION

How to Host a HIGH FIVE® Course

Course Details

- Minimum 15 people, maximum 25
- Certificate upon successful completion

1. Decide what course you would like to offer (see Course Request form for course length):

- Information Session
- Session 100 - Principles of Healthy Child Development Workshop (PHCD)
- Session 200 - QUEST 2 (Quality Experience Scanning Tools)
- Session 210 - QUEST 1 (Review of Best Practices)
- Session 300 - HIGH FIVE® Sport

2. Complete the Training Request through the HIGH FIVE website at <http://www.highfive.org/bc/Default.aspx>

- Potential dates & times
- Location
- If you have an instructor assigned already or need us to assign one
- Whether the course is open to the public

3. Confirm with the Parks and Recreation Program Coordinator:

- Instructor availability
- You (host) have confirmed room and AV requirements with instructor
- Promotion details (BCRPA website & email Communiqué)
- Administration details IE. Where manuals and certificates are to be sent

| Responsibilities | Host | BCRPA |
|--|------|-------|
| Audio-visual (LCD Projector, screen, & flipchart) | ✓ | |
| Classroom Space | ✓ | |
| Refreshments (optional) | ✓ | |
| Marketing/Promotions | ✓ | ✓ |
| Registration | ✓ | |
| Instructor fee (\$300) | ✓ | |
| Instructor travel expenses (if over 80km) | ✓ | |
| Course Materials (shipping is Host responsibility) | | ✓ |

Benefits of hosting a HIGH FIVE® workshop:

- Access to leading edge training and resources
- Risk Management
- Customer Satisfaction
- A Better Bottom Line

For more information:

Contact the Parks and Recreation Program Coordinator at parksandrec@bcrpa.bc.ca or visit http://bcrpa.bc.ca/recreation_parks/recreation/high_five/overview.htm.