

**Organization Name** \_\_\_\_\_

**Please provide the following information (Please refer to the last page of this form for definitions and formula's):**

## Organizational Profile

- 1) # of individual staff who oversee children's programs (ages 6-12) 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 6-12) part-time (less than 35 hours per week) \_\_\_\_\_
- 3) # of children (ages 6-12) 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** \_\_\_\_\_
- 4) # of facilities/program locations where children's programs (ages 6-12) are offered \_\_\_\_\_
- 5) # of programs (ages 6-12) offered by your organization
  - a. Camp \_\_\_\_\_
  - b. Aquatic \_\_\_\_\_
  - c. General \_\_\_\_\_
  - d. Casual/Open/Drop-in \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Please respond to the following questions

**1) Please estimate the number of participants you plan to train in:**

Principles of Healthy Child Development \_\_\_\_\_ Principles in Practice \_\_\_\_\_

Using the QUEST (Quest 2) \_\_\_\_\_ QUEST for Action \_\_\_\_\_

HIGH FIVE<sup>®</sup> Sport \_\_\_\_\_ QUEST 1 \_\_\_\_\_

Becoming a HIGH FIVE<sup>®</sup> Trainer \_\_\_\_\_

# HIGH FIVE<sup>®</sup> Organization Profile Form

---

- 2) As a HIGH FIVE<sup>®</sup> Registered Organization, the primary contact will receive a monthly eNEWS that is free of charge. Please indicate below additional staff that should receive this email (attach additional pages if necessary).

Name

Email Address

---

---

---

---

## **Definitions & Formula's:**

Please utilize the following definitions when completing the 5 questions under the organizational profile section on page 1 of this application form.

### **1) # of individual full-time staff who oversee children's programs (ages 6-12) annually**

These refers to staff that work 35 hours per week or more and receive full-time salary and benefits.

### **2) # of individual part-time staff (excluding volunteers) who work directly with children's programs (ages 6-12)**

This refers to staff (excluding volunteers) that work directly with children's programs (ages 6-12) for less than 35 hours per work.

### **3) # of children (ages 6-12) served by your organization**

3.1 For camp, aquatic and general programs determine the total number of children registered in each program (one child participant is defined as one individual (6-12 years of age) participating in one program for one session.

Sample: one child participating in one AquaQuest 1 session + one dance session + one arts program = 3 participants

3.2 For Casual/Open/Drop-in type programs - defined as a program, with or without registration and has irregular attendance, in an open or drop-in setting (i.e. open gym, before and/or after school care, etc.):

1. Define the average # of participants in a program
2. Define the rate of participation of a child in a program (i.e. once to five times/week)
3. Define the # of seasons, on average, that a child participates within a year (i.e. fall, winter, spring and summer = 4, could be 3 if program not available during the summer)

Sample: 10 participants x 3 times/week x 3 seasons = 90 participants

# HIGH FIVE<sup>®</sup> Organization Profile Form

---

## 4) # of facilities and program locations where children's programs (ages 6-12) are offered

This refers to the number of facilities and program locations where children's programs (ages 6-12) are offered. Facilities do *not* have to be owned and operated by the organization.

## 5) # of programs (ages 6-12) offered by your organization

**When determining the number of programs offered by your organization, please refer to the examples below.**

**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:** An Aqua Quest 7 swimming class that runs for 10 weeks would be considered one program.

**General Program Count:** A recreation program e.g. basketball or floor hockey that runs for 10 weeks once or twice a week counts as one program.

**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:

1. Define the # of programs offered in the organization
2. 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)

Sample: 1 open gym program x 3 seasons = 3 programs

Sample 2: before school care x 4 seasons = 4 programs

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 3: open gym program x 3 leaders x 3 seasons = 9 programs