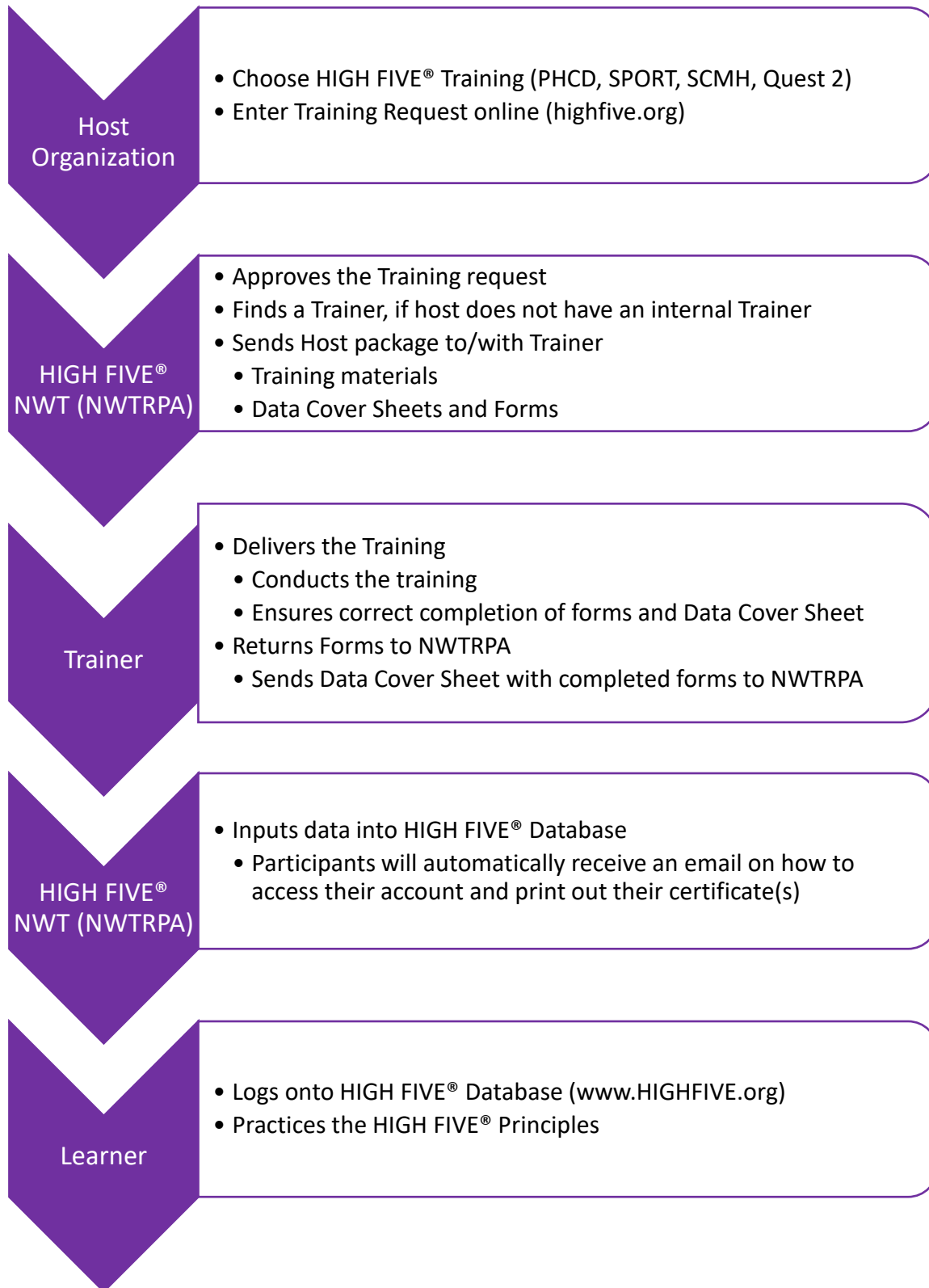


HOST ORGANIZATION INFORMATION

Steps to a Successful HIGH FIVE® In-Person Training



HIGH FIVE® NWT Policies

1. Requesting a Training

- Trainings are requested at www.HIGHFIVE.org. (Click on Host a Training.)
The [Virtual Hosting Guide](#) explains how to make the request, with detailed instructions on requesting a Virtual Live Training.
([https://rise.articulate.com/share/ymNWNJZl7_P0HZKV4tvXm4SXcTZ9uP_S#/\)](https://rise.articulate.com/share/ymNWNJZl7_P0HZKV4tvXm4SXcTZ9uP_S#/))
- Once your training has been accepted you will receive an email confirmation.
- **A training request must be submitted for each training.** If trainings are conducted without the completion of a Training Request, the Trainer will not be acknowledged for having delivered the training and the Participants will not receive certificates or access to the Database.
- All training requests must be received at least six (6) weeks prior to the training date.

Information required for a Training Request

- **Training Logistics**
Identify the contact person, training location, and the date and time of the training.
If hosting a Virtual Live Training, a Technical Host needs to be identified, and the Host is responsible for setting up the online platform (GoToMeeting, MS Teams, etc.)
- **Number of Participants**
How many participants will be attending the training OR how many participants can be accommodated?
- **Type of Trainer**
If you have a certified Trainer at your organization you can use them.

If you do not have a certified Trainer at your organization you will need the NWTRPA to find you a Trainer.
- **Open to the Public**
If you are willing to have other participants from outside your organization attend the training please indicate that it is open to the public.

2. Individual Registrations

Once a training request has been approved by the NWTRPA, the Host Organization will decide if they will be responsible for registrations or if they want the NWTRPA to take on that role. Note that the NWTRPA has an online system that allows credit card payments.

***If this is a Virtual Live Training – the Host must upload Learners into the database 5 business days prior to the training. The [Virtual Hosting Guide](#) explains how.

3. Invoicing and Payments

If a Host Organization is responsible for registrations and payment, the NWTRPA will mail or email an invoice to the Host Organization. Included on this invoice will be the per person cost.

If the NWTRPA is responsible for registrations and payment, the NWTRPA will mail or email an invoice to each person individually.

The NWTRPA is responsible for the payment of all Trainers. Therefore, Host Organizations will not be invoiced by the Trainers. If a Trainer invoices you directly, please contact the NWTRPA. If a Trainer is doing a training internally there should be no payment made to the Trainer, as it is part of their day job.

The Host Organization will be responsible for separate payment of additional costs including facility rental, food, etc.

4. Minimum participant registration

A minimum of 6 participants are required for all in-person trainings. A minimum of 8 participants are required for all Virtual trainings. This may be changed at the discretion of the NWTRPA.

5. Training cancellation

Written notice of cancellation (email) must be received by the NWTRPA. Cancellation charges will be effective from the date and time the NWTRPA receives email notification as follows:

- Before 3 days of training date - 85% refund
- Within 24 hours of workshop date - No refund.

Disclaimer

The NWT Recreation and Parks Association reserves the right to cancel any training. If such a situation arises you will be notified as soon as possible (by email or phone call). As a result of such a cancellation, you will be refunded all monies paid.

Cost Responsibilities

When hosting a training, the following is who is responsible for which costs.

Host Organization	<ul style="list-style-type: none">• Facility rental• Per person cost - if the Host Organization is managing the registrations/monies.• Food and beverages are optional.
Participant	<ul style="list-style-type: none">• Course fee paid to Host Organization <u>OR</u> NWTRPA. Dependant on who is managing the registrations for that particular course.
NWTRPA	<ul style="list-style-type: none">• Trainer fee (NWTRPA is responsible for the payment of all Trainers. No payment is made if Trainer is interal to the organization hosting the training.)

HIGH FIVE® Registered Organization

Organizations have the opportunity to become a HIGH FIVE® Registered Organization. To learn more about this contact the NWTRPA.

HIGH FIVE® Training Costs (Effective June 2021)

HIGH FIVE® NWT has two types of training costs: member and non-member. The member rate is based upon whether the individual registering is an NWTRPA member or not. Prior to registering for a course, an individual may choose to become an NWTRPA member and then receive the member rate for the course. If a Host Organization is paying for all participants in the course the rate will be determined by whether the Organization is a member or non-member of the NWTRPA.

Training	Member Rate	Non-Member Rate
Principles of Healthy Child Development (PHCD) In-Person and Virtual	\$40	\$60
HIGH FIVE® SPORT	\$25	\$45
Strengthening Children's Mental Health	\$30	\$55
QUEST 2 In-Person	\$65	\$110
QUEST 2 Virtual Hybrid	\$129	\$129
QUEST 1 Virtual On-Demand	\$150	\$150
Becoming a HIGH FIVE® Trainer (PHCD, Sport or Strengthening Children's Mental Health Streams)	Under Review	Under Review

NWTRPA Member Fees

The NWTRPA member fees are as follows:

Category of Membership	Fee
<p>Individual (voting) <i>Individuals interested or employed in the field of recreation and parks.</i></p>	<p>Annual – \$25</p> <p>2 years – \$45 (10% discount)</p>
<p>Youth/Student (non-voting) <i>Any student registered in an educational institution or youth of the NWT.</i></p>	<p>Annual – \$10</p>
<p>Government and Non-Government Organizations (voting) <i>Any municipal, community or Aboriginal government or non-government organization either territoriality or community-based including recreation committees.</i></p>	<p><u>Group Membership:</u></p> <p>Annual – X-Small (2 members) \$50 Small (1-4 members) \$100 Medium (5-9 members) \$200 Large (10+ members) \$300</p> <p>2 years – (10% discount) X-Small (2 members) \$100 Small (1-3 members) \$180 Medium (4-9 members) \$360 Large (10+ members) \$540</p>
<p>Corporate (non-voting) <i>Any corporate entity that shares the values, goals and objectives of the NWTRPA.</i></p>	<p>Annual – \$100</p> <p>2 years – \$180 (10% discount)</p>
<p>Honourary Life Member <i>Granted in exceptional cases to individuals who have subscribed to and uphold the objectives and goals of the NWTRPA.</i></p>	<p>Annual – Free</p>

HIGH FIVE® Host Organization In-Person Checklist

Time from Requested Training Date	Items to Complete
6 Weeks Before	<ul style="list-style-type: none"> <input type="checkbox"/> Submit a completed Training Request Form online at www.HIGHFIVE.org <input type="checkbox"/> Your training request is approved. <i>*You will receive a confirmation email.</i>
5 Weeks Before	<ul style="list-style-type: none"> <input type="checkbox"/> If you are organizing the Trainer confirm Trainer Certification. (If someone in your organization is a Certified Trainer.) <i>* To request a Trainer Certification Status Update contact the NWTRPA.</i> <input type="checkbox"/> Promote the training and touch base with the NWTRPA about the number of registrants.
4 Weeks Before	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm training space /meet your Trainer <i>*Sufficient space to sit around tables and participate in activities and energizers.</i> <input type="checkbox"/> Confirm adequate equipment (Laptop, Projector, Speakers, Flip Chart, etc.) <input type="checkbox"/> Arrange food and beverage (Optional)
1 Week Before	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm number of registrants with the NWTRPA. <i>*Ensure the number of registrants meets the minimum numbers required.</i> <i>* Please see cancellation policy if you don't have minimum number of registrants.</i> <input type="checkbox"/> If a Trainer external to the Host Organization is delivering the training contact the Trainer. <i>*Introduce yourself, verify details, confirm set up and equipment requests.</i>
On Training Day	<ul style="list-style-type: none"> <input type="checkbox"/> Arrive at least 30 minutes before training. <i>*Set up room.</i>
Within 1 Week After	<ul style="list-style-type: none"> <input type="checkbox"/> Identify any issues requiring further follow-up and alert NWTRPA.

****If hosting a Virtual Training see :**

https://articulateusercontent.com/rise/courses/5DkhH_t1rqGteakn_WPsEKQoUNXRtYSG/hLb5Lz2_gDFP6OQg-HIGH%2520FIVE%2520Virtual%2520Hosting%2520Guide%2520May%25200513.pdf