

UpLift Process

Choosing your project and preparing for the application

General Notes:

The following processes were designed by the Youth Engagement Coordinator (YEC) in the South Shore in collaboration with school champions. These processes were designed with input from school champions and were, on many occasions, adjusted to meet the unique needs of a given group of students. We hope this document will be a helpful resource and offer ideas for engaging your students towards a school grant or project.

The process was designed for a group of grade 8 leadership students that wanted to go through a more involved process that would allow them to come up with an entirely youth-led, and youth-created project. This session is one part of a 5 session process. Many of the following activities could be adapted to be more suitable for younger students. This process is best for groups that have time and do not have a specific project they hope to implement.

All sessions are designed to be approximately 50- 60 minutes.

Important Questions to Ask Before Beginning:

We encourage you to make adaptations to fit the needs and strengths of your young people and your school community. The following questions can help guide your adaptations:

- How many students are you working with?
- How old are these students?
- How much time will you have with these students?
- Will your engagement be in-person or virtual?
- Does the group already have an idea for what project or what kind of project they would like to work on?

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Activity	Purpose	Taking Notes	Materials and Time
Circle Check In with names, pronouns and question about topic	Hear everyone's voice and if possible introduce topic for the day	For today some good questions might be: <ul style="list-style-type: none"> • What is a problem you wish you can solve in the school? • What is something another school has or is doing that you think would be really cool to have at our school? • If you could change one thing about school, what would you change? 	Materials: None Time: 5-10mins
Revisit vision, plan for today, introduce idea of scoping	Revisits vision and scope	<ul style="list-style-type: none"> • Remind students of the vision and scope • Revisit some key points and take-aways from last session • Introduce ideation/brainstorming – the goal of today is to come up with as many ideas for projects as possible. We will focus on our projects within our defined scope, but are open to all ideas 	Materials: Plan for the day Time: 5-10mins
Think through ideas	Take time to think each of the remaining ideas through in a bit more detail	<ul style="list-style-type: none"> • In groups of 2-3 assign each group 1 of the remaining ideas. • In this small group they will answer 3 questions about this project: Why will this be good for your school? What leadership activities could you do with this project? What would you have to pay for? • Each group quickly presents what they have come up with to the class. Allow for questions from students 	Materials: Poster paper with questions on it for each group, markers Time: 20mins
Voting for a project(s)	Select the project(s) your group thinks would be best through a voting process.	Dotmocracy: <ul style="list-style-type: none"> • Present each project • Each student gets 3 blue stickers and 3 red stickers. • Each will place 2 blue stickers on the project that excites them most and 1 blue sticker on the project that is the second most exciting to them. 	Materials: Stickers, Gridded paper with a project in each box Time: 5-10mins

		<ul style="list-style-type: none"> • Each will place 2 red stickers on the project that they think would be most impactful to their school community and 1 red sticker on the project that is the second most impactful. • The project(s) with the most stickers on them is/are the most popular project(s) <p>Note: Can do multiple projects the only barrier here is the \$5000 limited of the UpLift Student Action Grant. Do as many projects as you can with the money you have.</p>	
<p>Introduce Application process</p>	<p>Make sure students understand that the work is just beginning, and to get the money they will have to put more thought into their project(s)</p>	<p>Introduce 4 main themes of the questions in the application:</p> <ul style="list-style-type: none"> • Describe – we will have to describe our project clearly so that the people in Halifax giving us the money know why we are asking for the money. We will need to be able to describe the project and how it fits into the school • How is it good for the school – we will have to think about why this project is important. Why will it be good for you, and other students, and staff? This is where we will say why our project will be good for the well-being of students at our school • How we share it – This project is really cool so it is important that we share this project with other students so that they can be excited about it and maybe use the bikes, your parents will want to know about it, your principals will want to know about it, and the community will want to know about it. We have to think about how we are going to tell this story and share this great project with others. 	<p>Materials: Poster or whiteboard with simplified questions written out</p> <p>Time: 10-15mins</p>

		<ul style="list-style-type: none"> • Budget – we need to be able to say why we need the money we are asking for. This will mean looking at how much a bike costs, thinking about what else we might need to make sure our bikes are safe and that they work. <p>Follow up Questions:</p> <ul style="list-style-type: none"> • Do those make sense? Any questions • Can anyone think of any other good questions we could ask? • How could we get this information? • How could we record this information? <p>Note: At this point it is important to think about how you will be submitting the application. Are you giving them simplified questions and then collating their answers? Are they answering the application questions directly? Is a staff person or YEC submitting the application?</p> <p>Note: If you are working with younger students there are age-friendly questions at the end of this document that can be used. This will just mean that you will need to collate and add to these answers to submit the full application.</p>	
Check out	Say goodbyes, and hear everyone’s voice once more	<p>You now have all you need to submit the application:</p> <ul style="list-style-type: none"> • The work is just beginning, if you want to make this happen you will have to put the work in • One word to describe how you are feeling having finished this process. • For more ideas visit: https://toolbox.hyperisland.com/check-in-questions <p>Note: After this point you will support the staff and students to answer the questions and support them to submit an application. Once your application is submitted you can contact your local YEC to learn how soon it will be reviewed</p>	Time: 5-10mins