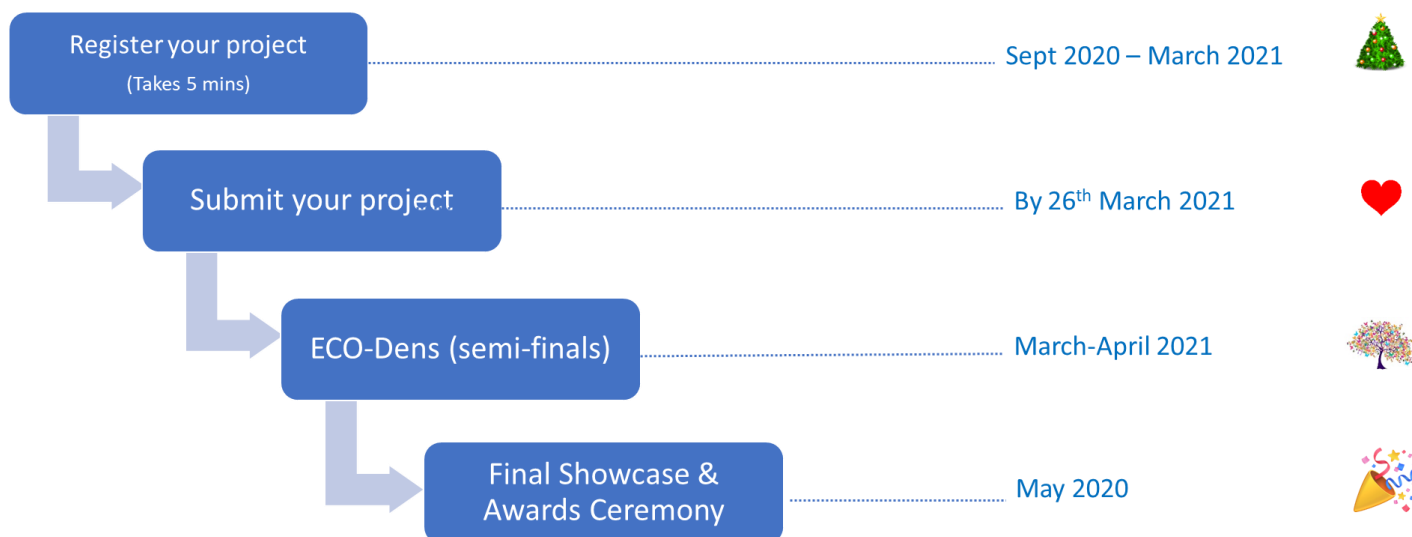


ECO-UNESCO YOUNG ENVIRONMENTALIST AWARDS 2021



PROJECT SUBMISSION GUIDELINES

Programme Timeline



Please read through these instructions carefully before submitting your project.



GENERAL INFO – SUPER JUNIOR AWARDS

SUBMISSION PROCESS OUTLINE

Based on mentor feedback, we have revised the Submission Process for our Super Junior category to make it more fun, age-appropriate and to reduce the burden on mentors. For YEA 2021, each project will need to complete:

1. **Mentor/Teacher Form:** You will find this short form in the Submission Folder for the project. This can be edited and saved in that folder. In that form, we ask for some details on the project. We also ask you to supply a Project Summary which may be written by the young people. We will also ask you to supply your main team photo for use in our publicity. Note: Please ensure you have obtained the appropriate parental consent before submitting the photo.
2. **Group Workbook:** The young people should complete the GROUP WORKBOOK together as a group. We strongly recommend they do this in stages as they progress their project, but this may also be completed at the end. The worksheet may be printed out for the group to work on and you can add paper where necessary. Answers can then be inputted online or else you can photocopy/scan and upload the work of the young people. (See Detailed Guidelines below)
3. **A one-minute video** about the project

Submission Deadline: **Midnight Friday 26th March 2021**

WHAT NEXT?

1. Successful projects will be invited to ECO-Den semi-finals
2. ECO-DENS semi-finals consist of oral presentations and take place in April (with online options)
3. Finalists are selected
4. Final Showcase and Awards – May 2021

REGISTRATION NUMBER

Each project has its own REGISTRATION NUMBER.

When you register a project, you will be sent a Registration Number for your project.

If you are a mentor who is entering more than one project, you will receive a separate registration number for each project

IMPORTANT: Please use this number in any correspondence



SUBMISSION FOLDER

Once you have registered a project, you should have received a link to your submission folder within a week of your registration. If you have not received a link, please email us:

susie.spratt@ecounesco.ie.

The name of the folder contains your registration number and the name of your project. **Please check that this is correct.**

If you are a mentor who is entering more than one project, you will receive a separate link for each project. These links can be used by anyone in your group, but please be careful in sharing them, as anyone with the link has the same ability to edit the content that you do.

CONTENTS OF SUBMISSION FOLDER

In order to submit your project, you will need to open the link allocated to your project. Here you will find a folder dedicated to your project and labelled with your Registration Number. (Again, please note that each project has its own folder).

In this folder you will find:

1. STEP 1 - READ ME - SUBMISSION GUIDELINES (This is what you are reading!)
2. STEP 2 - MENTOR/TEACHER FORM – To be completed by mentors or teachers and saved in your Submission Folder
3. STEP 3 - GROUP WORKBOOK – To be completed by the young people. Answers to be entered in word document and saved in Submission Folder OR photocopied/scanned and uploaded to Submission Folder (See below for more details)
4. STEP 4 - 1-minute VIDEO – Upload a 1-minute video to this folder

DETAILED GUIDELINES

1. MENTOR/TEACHER FORM

- **Using the online Mentor/Teacher Form:** You can open the form and edit it in your browser and it will save automatically as long as you are connected to the internet. Multiple users can even edit the form at the same time. If you have Word on your computer and choose to use that to edit the document using the desktop app, please ensure that the changes are successfully synced back online.

(Note: If you download the form and edit it on your computer, the changes you make will not save in your folder. In this case you could complete the form off-line then upload it into your folder.)

- **Filling out the Mentor/Teacher form:** Please read the instructions carefully in MENTOR/TEACHER FORM and provide answers for ALL FIELDS unless specified.
- **Photo:** Please be sure to include a team photo (of your team or a photo that represents your project) that we can use in publicity. Please send additional photos and images related to the project here if you wish. (Alternatively, these may be added to the GROUP WORKBOOK)
- **Additional Documents:** You may upload other documents to your Submission Folder if they are DIRECTLY RELATED to your project. For example, if a central part of the project is about making a book or making an information video – then the judges will want to see this so you can upload this to your folder. Be sure to name any extra documents clearly. It is easy to upload documents by dragging and dropping from your computer into the online folder. **Please note, to avoid any accidental loss of submitted material, it is not possible for you to delete uploaded files. If something is uploaded in error and you wish to have it removed, please contact us.**

Please contact us if you have any difficulties susie.spratt@ecunesco.ie 01 662 5491

1. GROUP WORKBOOK

- **This workbook is to be completed by the young people.** We strongly recommend they do this in stages as they progress their project, but this may also be completed at the end.
- **The worksheet may be printed out** for the group to work on and you can add paper where necessary.
- **2 options for submitting the GROUP WORKBOOK**
 - **Option 1:** Answers can be typed into the GROUP WORKBOOK file that you will find in your Submission Folder. If necessary, this can be done by an adult so long as the content was provided by the young people. Please ensure photos or images are added here.
 - **Option 2:** The GROUP WORKBOOK, including any extra sheets, can be scanned and uploaded into the Submission Folder. In this case, you may like to add any photographs/images to your Teacher/Mentor form instead.

Please contact us if you have any difficulties susie.spratt@ecunesco.ie 01 662 5491



2. 1-MINUTE VIDEO PITCH

The point of the video is to give judges a flavour of you and your project and give you an opportunity to show your interest in the topic and some of your creativity so have some fun!

- Please upload an approximately 1-minute Video pitch to your evidence folder. The video can be made using a phone or other device.

What to include:

Make this a fun and creative video to show off your project. You could use the minute to:

- introduce your team and their work,
- highlight the importance of your chosen issue,
- demonstrate the impact of your project,
- show your sense of passion & commitment
- express yourselves! Make it creative and fun.

Tips:

- Do a test to make sure your camera works, and the sound is clear - we need to hear you!
- If you fluff it re-record

Please note, try to keep the video to around 1 minute. Judges will not have time to watch beyond 1 min & 30 secs.

WHAT'S NEXT?

I HAVE COMPLETED EVERYTHING – WHAT NOW?

All you need to do is make sure that everything you want to submit is saved in your folder before **midnight on Friday 26th March 2021**

Short-listing will take place within ten days of that date and you will then be notified if you are being invited to attend the semi-final ECO-Dens, which will be scheduled in April.

THEN WHAT?

Finalists will be selected, and we will host our final awards ceremony in May. In the past, the final showcase and awards has been held in a large venue in Dublin and groups are invited to display their projects, visit exhibitions and workshops, and attend an exciting awards ceremony. We are adapting our programme this year to suit restrictions and will let you know how we plan to celebrate our winners nearer the time.

PROJECT SUPPORTS

ECO-UNESCO offers training, supports and online events throughout the year. Please keep an eye on your email for these announcements.

As a YEA Group – you are entitled to a **FREE 6 steps to Success workshop** for your group. This is a blended workshop – part recorded and parts for you to carry out activities. We can also provide you with a live consult with one of our facilitators. Contact us to request the workshop:

susie.spratt@ecounesco.ie

QUESTIONS & HELP

ECO-UNESCO is happy to assist with any issues you may have with submitting your project. Please look at our [FAQ's](#) for assistance:

Alternatively, please email any queries to

susie.spratt@ecounesco.ie

or call us on 01 662 5491

Best of luck!

