

ECO-UNESCO YOUNG ENVIRONMENTALIST AWARDS 2024



PROJECT SUBMISSION GUIDELINES

Welcome to YEA 2024. We want to encourage and support you to submit your projects and show them off to their best! Please read through this document carefully before submitting your project

REGISTRATION NUMBER

Each registered project is allocated its own REGISTRATION NUMBER unique to that project. Please note the registration number refers to THIS PROJECT ONLY.

If you are registering more than one project, you will receive a separate registration number for each project.

IMPORTANT: Please use this number in any correspondence

YEA TIMELINE

- 1. Register your project:** Register your project from September onwards. Deadline is Friday 24th November.
- 2. Access Resources:** Access the host of resources including the YEA Manual from September onwards.
- 3. Submit Your Project:** Complete your submission form and upload your 1-minute video to your online submission folder. Deadline is Friday 23rd February.
- 4. ECO-Dens (Semi-Finals):** A selection of teams will be chosen to attend an ECO-Dens session which will be run throughout Ireland in March/April 2024.
- 5. Final Showcase & Awards Ceremony:** The final showcase will be held in May 2024, which winners of the ECO-Dens will be invited to attend.

SUBMISSION FOLDER

Once you have registered a project, you will receive a link to your online submission folder on Sharepoint via email. If you have not received a link, please email us: yea@ecounesco.ie.

The folder name contains your registration number and project name. Please check this is correct. If you are 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.

In your submission folder you will find all you need to submit your work: the YEA Manual, the submission guidelines (this document), the submission forms, as well as a folder to upload your one-minute video.

SUBMISSION PROCESS OUTLINE

Submitting a project to YEA involves several steps. All required documents can be found in your submission folder. **Any edits are automatically saved, as long as you are connected to the internet.** Multiple users can even edit the form at the same time. Alternatively, you can download forms and upload completed forms to your folder. The deadline for submission is **midnight 23rd February 2024.**

You may upload documents in addition to the below to your folder if they are DIRECTLY RELATED to your project. For example, if a central part of your project is about making a book or a teaching video – then the judges will want to see this! 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.

Super Junior Age Group (10-12 Years of Age)

1. **Mentor/Teacher Form:** In this 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. Please ensure you have obtained the appropriate parental consent before submitting the photo.
2. **Group Workbook:** The young people should complete this document 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 workbook can be printed out for the group to work on and you can add paper where needed. There are two options for submitting this:
Option 1: Answers can be typed into the Group Workbook file. If necessary, this can be done by an adult so long as the content was provided by the young people.
Option 2: The completed 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.
3. **One-Minute Video Pitch:** Please upload an approximately One-Minute Video Pitch to your evidence folder. The video can be made using a phone or other device. The point of the video is to give judges a flavour of you and your project. 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.

Please note, try to keep the video to around one minute. Judges will not have time to watch beyond 1 minute & 30 seconds. Remember, this video doesn't need to be perfect. There are no marks for flashy effects or clever editing! It's all about you and your project.

Junior & Senior Age Groups (12-18 Years of Age)

1. **Project Submission Form:** All fields in this form should be completed by the project participants except for the mentor section at the end which must be completed by the project mentor. Please be sure to include relevant photos and images in your submission form so that judges can get a good understanding of what your project is about.
2. **One-Minute Video Pitch:** Please upload an approximately One-Minute Video Pitch to your evidence folder. The video can be made using a phone or other device. The point of the video is to give judges a flavour of you and your project. 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.

Please note, try to keep the video to around one minute. Judges will not have time to watch beyond 1 minute & 30 seconds. Remember, this video doesn't need to be perfect. There are no marks for flashy effects or clever editing! It's all about you and your project.

JUDGING CRITERIA

Projects are judged along our 6 Steps to Success framework. We have set out the detailed marking scheme below for your reference. You will see that the Submission Form follows the same framework so make sure you show off how you worked through each step!

Step 1 – Get a Team Together	10 marks
Evidence of how your team planned to work together and develop skills	10 marks
Step 2 - Select an Environmental Issue & Research	30 marks
Evidence of how you selected the environmental issue	10 marks
Evidence of knowledge of the environmental issue (research and investigation)	10 marks
Evidence of understanding cause and effect of an environmental issue (e.g.: human interaction with the environment)	5 marks
Evidence of linking local to global (i.e., how your local issues relate to broader global issues and the UN Sustainable Development Goals)	5 marks
Step 3 – Develop an Action Plan	30 marks
Evidence project planning	10 marks
Evidence of aims and objectives	10 marks
Evidence of problem solving and reviews of your plans	10 marks
Step 4 – Take Action!	30 marks
Evidence of action carried out	20 marks
Relevance of action to project aims and objectives	10 marks
Step 5 – Raise Awareness	30 marks
Evidence awareness raising within school/youth group	10 marks
Evidence of awareness raising within the wider community	10 marks
Evidence of awareness raising with external organisations	10 marks
Step 6 - Reflect	20 marks
Evidence of learner development (e.g. about the environmental issue)	10 marks
Evidence of learner development (e.g. skills and behaviours)	10 marks

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 **Friday 23rd February 2024**.

What is contained in your submission folder at midnight Friday 23rd February 2024 will be automatically accepted as your full and final project submission for YEA 2024. There is NO ACTION needed to mark your submission as complete. This will happen automatically at the closing date.

Short-listing will take place and you will then be notified if you are being invited to attend the semi-final ECO-Dens. ECO-Dens will be scheduled in March. To learn more about the ECO-Dens, see <https://www.youtube.com/watch?v=-J9zvBE1-Tw>.

THEN WHAT?

Finalists will be selected from the ECO-Den semi-finals, 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.

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 Training** for your group via the ECO Academy. In addition to this, ECO-UNESCO can also facilitate live workshops. If you are interested in this, please contact yea@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 yea@ecounesco.ie. Best of luck!

