Youth Climate Summit Toolkit – Check List

- Summit leadership create steering committee with students, teachers, community members
- Audience – Define who you are trying to reach
- Logistics
  - Create a Timeline
- Budget and fundraising
  - Our fundraising model is 2/3 individual support and 1/3 corporate support
  - Sample Budget
  - Checklist
    - Identify funders
    - Decide what type of appeals you will use
      - Giving Tuesday
    - ID who does what (grant writing, meeting finders, map out all opportunities)
    - Create a fundraising packet
    - How do your funders want to be recognized?
    - Note on food = commitment to serve only locally sourced food at the summit (lots of coordination)
- Plenary and Workshops
  - Sample agenda
  - Program flow (mix of plenary and interactive workshops)
  - Identify topics and content strands
  - Communication with speakers
    - Workshop Leader Expectation
    - Facilitator Guidelines
    - Confirmation letters, speakers submit presentation description and bio
    - Thank you letters
- Communicating with participants
  - Save the date
  - Video Invite
- Email saying registration is open
- Use survey monkey to collect registration information
- **4 weeks before the event email confirming participation**
- **One week before event send one final email** with **school expectations** and **resources for schools**
  - Photo consent form
  - Agenda and speakers
  - Where to stay
- **Post summit follow up**
- **Progress Report** about 6 months after the Summit
- Survey monkey to collect data on post summit activities to document successes

- Climate Action Plan
- Speaker resources
  - Need for dynamic young interactive speakers
  - Climate Voices
  - Alliance for Climate Education (ACE)

- Publicity and Social Media
  - Web presence
  - Facebook and Twitter
  - Social media used to connect students
  - Getting local and regional media coverage 5 days before summit invite media to attend
  - Creating 2-3 students who will be spokespeople for media and prepare them with speaking points
  - Lake Placid High School video

- Student jobs
  - Pre-summit student committee descriptions and student jobs

- Poster Session and Pop up Success Stories

- Open space
  - Materials
  - Time (45min-1hr)
- Brainstorm
- Examples

- Evaluation
  - Have a plan to evaluate before they leave
  - Evaluate workshop sessions and overall summit
  - Summative evaluation of the 2010 Summit

- Have fun
- Use our logo
- Summits in Other places