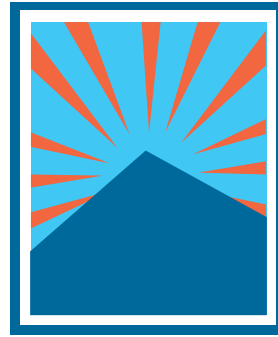
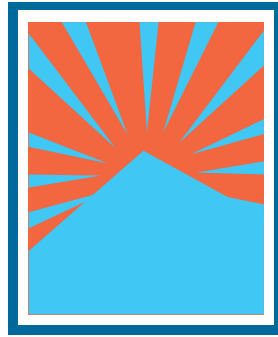
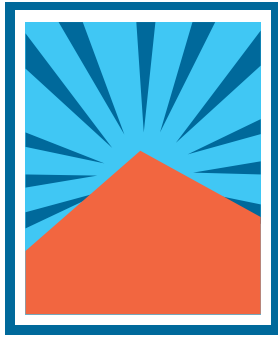


YOUTH CLIMATE SUMMIT TOOLKIT



empowered by **THE W!LD CENTER**



Welcome to the Youth Climate Summit Toolkit! We're glad you're here. Since we hosted the first Adirondack Youth Climate Summit more than 10 years ago, the model we developed has inspired other summits in 11 states and 5 countries, and that number is growing fast. This Toolkit will show you how you can plan and host your own Youth Climate Summit, igniting youth-driven climate action in your own community.

WHO WE ARE

The Wild Center

The Adirondacks are a one-of-a-kind place, and so is The Wild Center. Located in northern New York, the Adirondack Park is a 6-million-acre region that's bigger than Yellowstone, Yosemite and the Grand Canyon combined.

Unlike those places, the Adirondacks are comprised

of both public and private land, which makes us a living example of people and nature existing side-by-side. We show how that's possible.

It takes a big set of tools to explain something so sweeping. That's why we're part museum and part science center, zoo, wildlife park, aquarium, convention hall, and classroom. When you visit, you can walk on a treetop walkway, immerse yourself in an audio installation while walking along a forest path, or watch otters cavort and fish swim.

Being so close to nature brings us that much closer to the impacts of climate change. Threatened with losing the snow, maple syrup, and all the other things that make this place special, we launched the Adirondack Youth Climate Summit more than a decade ago. Since then, we've established the Youth Climate Program, which works globally to empower young people to take climate action in their schools and communities. We do this through the Youth Climate Summit network, supporting youth-led climate action plans, and elevating youth voice in the climate movement.

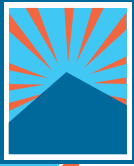


YOUTH CLIMATE SUMMIT TOOLKIT

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Written by Erin Griffin with support and inspiration from Dana Lawit, Katie Morgan, Silas Swanson, and many youth climate leaders. Supported by the Breadloaf Rock Foundation and the National Oceanic & Atmospheric Association.

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SUMMIT FOUNDATIONS



Use the National Climate Assessment to learn about regional climate impacts.

SUMMIT VALUES

These six values, based on tested-and-true climate change education techniques, are woven into everything we do. Incorporating them into your own activities is the surest way to build a foundation for a successful Youth Climate Summit. [Look for these icons throughout this Toolkit for examples of how you can bring these values to life while planning your own Summit.](#)



Place-based: Climate change isn't something that happens far away—it affects each of us, in our own communities. Students need to connect climate change to their own lives by learning about local climate impacts, solutions, community partners, and successful local projects.



Action-oriented: Don't just sit there—do something! Expose students to tools and pathways to take action on climate change, not just learn about it.



Solutions-focused: Aim high—but keep it real. Emphasize climate change solutions that work on a local level and are accessible to students.



Youth-driven: Remember: It's a YOUTH Climate Summit. Make sure students are deeply involved in every aspect of the event, including summit design, planning, and implementation.



Hopeful: This is a team effort. When participants leave, they'll feel energized by knowing they're part of a community acting together on climate change solutions.



Equitable: Every community is touched by climate change—and often, the ones that are least responsible for causing it are affected the most. Make sure students from all backgrounds get the support they need to participate, and that participants learn from speakers from diverse backgrounds.

KEY TERMS

Youth Climate Summit (YCS)

An interactive, high-energy conference that allows middle-schoolers through college students to explore climate change science, impacts, and solutions. Participants work in teams to design their own Climate Action Plans, which they can put to work in their schools and communities.

Climate Action Plan (CAP)

A plan created by students to reduce carbon emissions in their schools and communities. The best CAPs are team efforts and focus on solving a particular community need, such as transportation, food waste, or renewable energy.

Climate Justice

Climate change doesn't affect communities equally: Minority, vulnerable and oppressed populations stand to lose the most. By framing our work through the lens of social justice, we ensure all voices are heard and climate solutions benefit everyone.

Climate Resilience

The capacity of a community to prepare for, recover from, adapt to—and even thrive in spite of—climate change.

Summiteers

A student team that takes an active role in planning and facilitating a Youth Climate Summit.



SUMMIT MUST-HAVES

You can't have a Youth Climate Summit without these crucial elements. Keep an eye open in this Toolkit for in-depth information on these summit essentials:

■ Climate Science Plenary Session. Every Summit should kick off with a presentation on climate change science that emphasizes local impacts. While the majority of your programming will focus on solutions, everyone needs to get the facts straight on climate science first.



■ Youth-driven Climate Action Planning (CAP). If there's a signature element of each summit, this is it. Your agenda should include a presentation on How to Climate Action Plan (ideally presented by youth) and a CAP Workshop where school teams can work together to design their plans. [See our Climate Action Plan Facilitator Guide for more details.](#)



■ Opportunities for students to share and highlight their climate action projects.

■ Hands-on, interactive workshops with speakers who know how to connect and work with youth.

■ Acknowledgement of The Wild Center's resources. We hope you're proud to be part of this network—it wouldn't exist without people like you! Please review the [Partner Summit Media Kit](#) for specific instructions on how you can give credit.



GETTING STARTED

Since we hosted the first Youth Climate Summit in 2009, more than 70 others have followed—in big cities and rural communities, in tropical regions and northern climes. The Summit is remarkably adaptable, and this Toolkit can help you tailor the model to fit your needs.

In fact, Summits can be held anywhere, and by anyone. They can be planned by middle schoolers or college students, teachers, universities, museums, zoos, aquariums, education centers, local governments, community organizations, or any passionate person. They can be one-day or multi-day, and can serve anywhere from 40 students to hundreds of students. The scope and scale is adaptable to meet a variety of backgrounds, budgets, and locations.



DIVING IN CAN BE OVERWHELMING.

So let's get started together:



First, think about the resources available in your school, organization, and community. Who is already engaged in climate action? Who might have time or resources to support this event? Which partners do you want to work with? Sketch out some ideas how your summit fits into the larger picture of climate action in your region. Next, establish a steering committee to guide the creation of your summit. Be sure to include youth, teachers, and community partners who are committed to making the Summit happen. Be sure to choose a meeting time and location that make it possible for students to attend. Youth representation on the steering committee is essential.

Work with the steering committee to decide on your Summit's intended audience. What age students do you want to target? How many do you want to reach? What area will they come from?

STEP TWO: WHAT, WHERE, WHEN AND HOW

Structure: Decide on a one-day or multi-day summit. A one-day summit makes for a packed agenda, but can be more manageable for groups with limited budgets and time. Multi-day summits require more substantial planning and fundraising (and more work from your steering committee), but deliver a richer learning experience and leave more time for Climate Action Planning.



See sample agendas for more details on how Summits differ based on duration.

Venue: Where will you hold your summit? Suitable venues must include space for keynote presentations with the entire audience, as well as enough room for interactive breakout sessions, meals, and space for student teams to meet while Climate Action Planning. Be sure to consider colleges, schools, museums, education centers, community centers, and retreat centers.

Date: Consult with school administrators and teachers to choose a date. Make sure your Summit doesn't conflict with testing schedules, athletic events, prom, theater productions or concerts, or any other activities that involve lots of students.

Work Plan: Consult the Planning Timeline to map out a tentative work plan for the steering committee.



Sample Planning Timeline





BUILDING AN AUDIENCE: SCHOOLS, TEACHERS, AND STUDENTS



As you begin to recruit participants for your summit, keep in mind the importance of teamwork. We find school- or club-based teams of four to six students and a faculty mentor are likeliest to successfully complete a Climate Action Plan after the event.

SCHOOLS

You're going to need a lot of support for your Summit to succeed—and building relationships with local schools is a good place to start. Meet with administrators and teachers to explain what you're doing, how Summits support existing curriculum and extracurricular activities, how Climate Action Planning supports project-based learning, and how Summits provide an opportunity to support students' passions. Use examples from the [Youth Climate Program website](#) to demonstrate success in other locations and the power of the Summit network.



Learn more how Climate Action Planning meets Next Generation Science Standards.

STUDENT CLUBS

It's never too early to get students involved in planning the Summit. Meet with environmental and science clubs to get them excited; the sooner you get started, the sooner you'll be able to recruit students to help plan the Summit. Remember: successful Summits highlight youth voices, and student participation is the only way to make that happen.



Make these meetings fun! Show video highlights from past summits, provide snacks, and listen to what students care about. As you bring students together, the most powerful voices they'll hear are other youth—can you invite youth organizers or attendees of other summits to share their experiences? Consider capturing video of students sharing why they are excited about the Summit to encourage more students to attend.



ADULT MENTORS

Supportive adults, particularly teachers, are also a key element of successful, well-attended Youth Climate Summits. Effective adult allies are essential to giving students the support and structure they need to lead, while also letting students drive the process. Here are a few tips for adult mentors generated from Youth Climate Summit alumni.

- Work with students to help them reflect on their learning and define their passions. Their climate action should be based around the things they care most about.
- Make sure environmental club roles are clearly defined, and that everyone has a job. These jobs should fit into the club's larger Climate Action Plan.
- Be a partner to your student leaders. Work with them to set a club structure and organize club meetings, but let them lead decision-making.
- Lead by example as a club participant, directing questions to student leaders.
- Be open to the possibility that a student-led project might fail, but use that failure as a learning opportunity for future projects.
- Know when to step up to help coach and facilitate student activities and when to step back and let them lead.



See Adult Adviser
How-To Guide



SUMMIT ESSENTIALS: YOUTH ENGAGEMENT



HERE'S THE SECRET INGREDIENT THAT MAKES YOUTH CLIMATE SUMMITS SPECIAL:

YOUTH.

Summits give youth the creative freedom to define their role in addressing climate change. We're constantly amazed at the innovative approaches students take to solving some of the thorniest issues faced by all humanity.

There are many ways to engage young people in planning Summits. We'll start you off with a few suggestions, but don't take it from us—ask your steering committee and Summiteers how they want to be involved, from the planning stage until the last presentation of the Summit.

CONSIDERATIONS FOR YOUTH SUMMIT PLANNING MEETINGS

You've gotten school administrators on board, you've rounded up a band of eager students and you're ready for your first meeting. So—what's next?

First, gauge what your student Summiteers and adult volunteers can accomplish. Questions to consider: What skills and passions do they have? How much time can they devote to the Youth Climate Summit? Has this group of students worked as a team before? Has the facilitator worked with these students before? You don't want to set the bar too low for what your Summiteers can accomplish, but you don't want to overwhelm your capacity, either.



TIPS FOR RUNNING PLANNING MEETINGS WITH STUDENTS

It's their conference, not yours

- Youth must have opportunities for input and the final say in summit content and speakers.
- Use the Skills Self Assessment to identify student skills and passions. Create student working groups based on the results.

 [Skills Self Assessment](#)

Structured meetings = efficient, productive planning

- Most youth will never have planned a large event before, so they will need guidance and consistent feedback.
- Every meeting should have a clear agenda. Give students concrete tasks to accomplish and deadlines to complete them, as well as a chance for them to reflect on what they've done. (Let the group know when time is almost up before switching tasks.)
- Don't forget a meeting wrap-up at which each working group provides an update on what they accomplished, challenges they face, and their goals for the next meeting. This helps the entire group celebrate successes and hold each other accountable for completing their goals.

Summiteers are busy. Make it easy (and fun!) for them to participate.

- Provide food and music (free food goes a long way!) Leave free time before meetings for youth to catch up with each other, eat, and enjoy the atmosphere.
- Give them a lift: Arrange transportation and/or carpooling to meetings.
- Stage weekly challenges or games, which will help participants get to know each other.

For the Adirondack Youth Climate Summit, our Summiteer teams meet for two hours each week for eight weeks before the event. At each meeting, we provide dinner before leading a group energizer activity. Then we break into the following work groups:

Logistics: Preparing welcome presentations, introducing speakers, creating/facilitating the Climate Action Plan presentation.

Art: Creating an interactive art installation, table centerpieces, and other decorative surprises.

Social Media: Creating posts leading up to the summit and designing a creative social media plan for the summit. This can involve a social media challenge for participants.

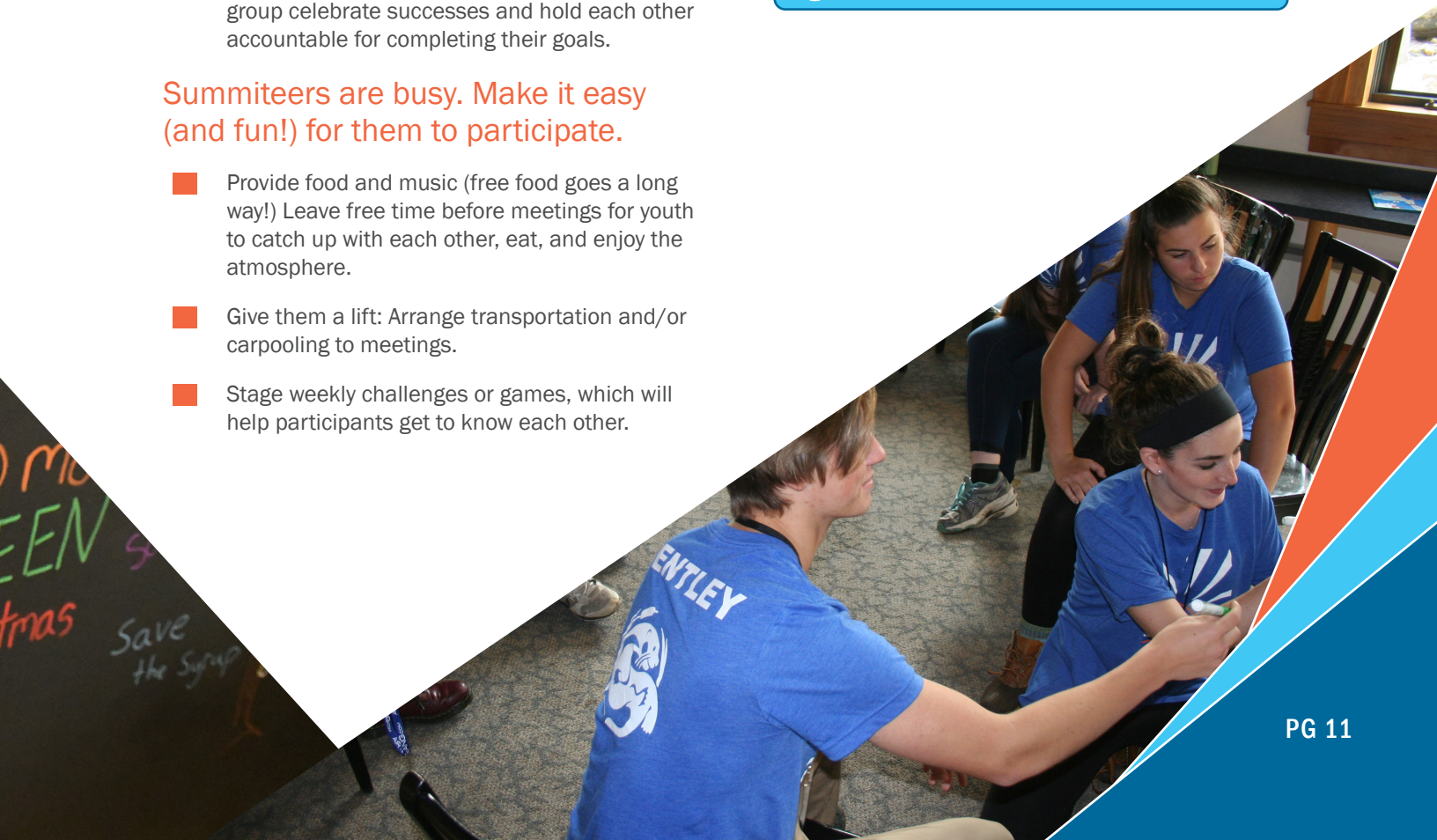
Grand Finale: Brainstorming and practicing a youth-led energizing performance to finish the summit. This might be a song parody, dance routine, game show ... the options are endless!



Task Force: Miscellaneous summit tasks, like assembling folders, making name tags, setting up a green photo booth, thank you notes for speakers/funders, VIP invitations, etc.

Each work group is advised by an adult facilitator and is organized around concrete tasks.

 [See the Summiteer Team Meeting Agenda](#)





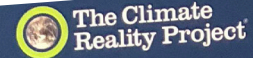
LOGISTICS: BUDGETS

The less money it costs to attend a Summit, the more students will attend—which is why we strongly encourage making registration free. As participating schools must bear the costs of student transportation and substitute teachers, free registration makes it easier for them to participate.



See sample budgets for one- and two-day Summits.

Covering your Summit's costs will take a lot of work. Can you think of local partnerships, foundations, community/civic groups, businesses, or others that might help you cover them, either through donations or discounts?



WE MUST, WE CAN
— and —
WE WILL
— solve the —
CLIMATE CRISIS



BUDGET CATEGORIES

Program

- Compensation for speakers and workshop facilitators, including honorariums, travel, and lodging, if required.



- Be sure to adequately compensate youth speakers as well—paying youth for their expertise is an important way to value them as leaders.

- Workshop supplies as needed.

Venue

- Facilities & equipment, including tables, chairs, and AV.

Participant Experience

- Food: Build the cost of local, plant-based meals into the budget.
- Minimizing waste: Are there reusable swag items you can provide (such as utensils, mugs, water bottles, etc.) to reduce waste?
- Printing: Programs, stickers, climate action plan worksheets, etc.
- Summiteer meeting costs: Meeting space, food, supplies.

FUNDRAISING STRATEGIES

Consider the following:

- Can students participate in fundraising or donation requests?
- Can you offer Summit sponsorship opportunities at various levels?



See an example of Summit Sponsorship Levels.

- How do funders and sponsors want to be recognized during the summit? Thanking sponsors and funders through verbal recognition, banners, printed programs, and digital materials, and inviting them to come see your summit in action are all ways to build lasting support.
- Can students create thank-you notes for funders and sponsors to be mailed post-summit?





LOGISTICS: CREATING AN AGENDA



See sample agendas for one and two day Youth Climate Summits

HERE'S OUR TIPS AND TRICKS FOR AN ALL-STAR AGENDA:

- Consider your audience. Younger students may benefit from shorter workshops and more hands-on activities. College students can learn for longer stretches. Regardless of age, all participants will be most attentive at the start of each day.
- The theme of your introductory keynote should be “Climate Science 101” or something similar. It ensures your audience is grounded in basic climate science facts before they dive into solutions. These presentations should emphasize local impacts of climate change.
- Climate Action Planning is a staple of every Youth Climate Summit. See the next section for a full description of what this session entails, but be sure to block out time for it.



See Climate Action
Plan Facilitator Guide

- Consider thematic, solutions-focused workshop tracks. Examples include Climate Communication, Leadership Skills, Local Food, Waste Management, Renewable Energy, Climate Justice, Community Resilience, and Communicating Climate Change Through Art.
- Include transition time between workshops and activities. Never underestimate the importance of breaks and snacks!
- Celebrate your progress: Wrap up the Summit by asking students to present their Climate Action Plans.
- Don't forget to include time for students to fill out evaluations (either on paper or digitally) at the conclusion of the Summit.



SELECTING AND PREPARING SPEAKERS

- Make sure speakers are engaging and understand how to communicate with your Summit's target audience.



See *Speaker Expectations for speaker guidance on presenting to younger audiences*

- Encourage workshop facilitators to prioritize hands-on, interactive activities and minimize one-way lectures.

- Consider speaker demographics. Will participants have the chance to hear from speakers of different races, ethnicities, ages, ability levels, genders, and life experiences?



- Invite speakers to stay for the Climate Action Planning workshop. As students develop their plans, those speakers can add valuable insights.

- Look to local colleges and universities to find qualified speakers, especially for climate science presentations.

- Identify successful sustainability projects in your community and invite leaders of these projects to run a session on how they made them happen. Learning about local success stories helps students immensely as they head into Climate Action Planning.



- Be sure to feature youth speakers. Look toward high schools or colleges in your area—you may find amazing youth climate leaders there who can present. When youth see peers as leaders, it empowers them to take action on climate change.

- Invite representatives from local government agencies to present—powerful partnerships may result. Think of organizations like the Department of Environmental Conservation, Department of Energy, or Department of Environmental Protection. Many students are empowered when they realize they can partner with these organizations to make existing community actions more visible and that there is a space for them within ongoing initiatives.

- Don't be afraid to think outside the box! A person doesn't need to work on climate solutions to be an inspiring speaker. A major takeaway

from any summit is that climate action knows no boundaries. Memorable speakers at past Summits include professional athletes who advocate for climate action, writers who incorporate social justice into their work, farmers who connect with their community, cartoonists who focus on climate change, and businesspeople who found a way to make a specific industry more sustainable.

- Al Gore's Climate Reality Project trains people to present about climate science in their communities. Request a speaker from this network here:



www.climaterealityproject.org/training

OTHER AGENDA ITEMS

There's lots to do at a Youth Climate Summit beyond presentations and workshops.

- Some presenters might be a better fit for a **pop-up talk** during lunch or mingling time.

- A **poster session** can highlight schools that have already completed climate action projects, and give them an opportunity to share with their peers.

- A **job or internship fair** connects students to opportunities to stay engaged with environmental work after the Summit.

- Youth-facilitated **lunchtime roundtable discussions** give students a chance to drive their own conversations about climate action topics.



- Rapid-fire **success story** presentations can shine a light on accomplished students.



- A **youth climate leader panel** gives experienced students a chance to share their accomplishments and answer questions from participants.



- **Teacher Workshops** provide opportunities for teacher-specific information, such as Climate Action Plan Facilitation 101.

- A **senior seminar** can guide students looking for climate opportunities after graduating high school.



SUMMIT ESSENTIALS: CLIMATE ACTION PLANNING (CAP)



The best antidote to feeling overwhelmed about climate change is having the tools to take action. A Climate Action Planning Workshop is an absolutely critical component of any Summit, as it leaves every student with a concrete plan for taking climate action. Please see the [Climate Action Planning Facilitator Guide](#) for a complete workshop package, including a slide deck, facilitator script, and Climate Action Plan templates. These templates can be adapted to fit the needs of your audience.

HERE ARE A FEW TIPS FOR IMPLEMENTING A SUCCESSFUL CAP WORKSHOP INTO A SUMMIT:

- Schedule the CAP workshop near the end of the agenda, after students have learned from workshops, keynotes, and other activities.
- All students are expected to attend the CAP workshop.
- Start every CAP workshop with a presentation before giving students time to work on their plans. (Ideally, the

presentation will be led by youth who have experience implementing a Climate Action Plan.) Conclude planning time with a quick share-out from each team.

- The best CAP presentations break down the project management process into step-by-step chunks. Illustrate each step with examples that correspond with sections on the actual Climate Action Plan worksheet each team will fill out.
- Please refer to Mentor/Teacher guidelines for how adults can best support a youth-led climate action planning process.

- Teams need a MINIMUM of 45 minutes to develop their plans.

- Allow time for one student from each team to present an elevator-pitch description of their Climate Action Plan at the conclusion of the summit.

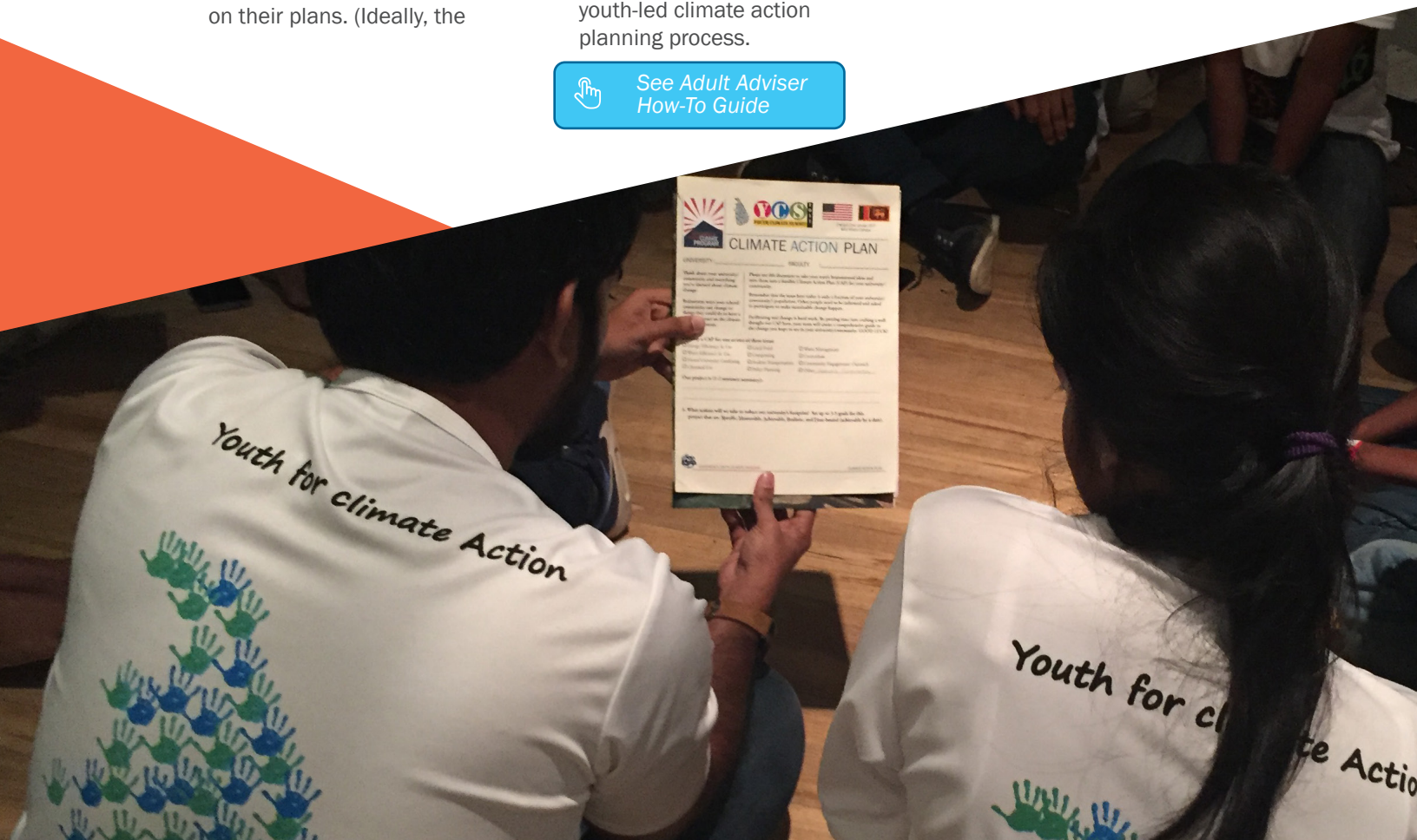
- Be specific with what follow-up support and resources student teams have access to after the summit. A post-Summit follow-up structure is essential to CAP follow-through from students.



See *Climate Action
Plan Facilitator Guide*



See *Adult Adviser
How-To Guide*



SUMMIT ESSENTIALS:

HAVE FUN!



Climate change is a serious topic, but providing opportunities for students to connect with each other and have fun can help lighten the mood and keep everyone hopeful.

SOME THINGS TO CONSIDER:

- Set up a “green” photo booth featuring recycled props (this is a great activity for the Summiteer Art team).
- Host a social media scavenger hunt, in which participants search for climate facts hidden around the venue and post photos after finding them.

- Showcase art from participants. Table centerpieces, wall hangings, parachutes, and participant gifts are all great ways to feature student creativity.
- Provide a graffiti wall or magnetic poetry board.
- And, as always, work with the steering committee and summiteer planning team to see what they'd like to do. Young people know how to have fun; they'll have great ideas!





LOGISTICS: COMMUNICATION & MEDIA



Refer to the Partner Summit Media Kit for specific templates and guidance on how to promote a Youth Climate Summit.

COMMUNICATION WITH SUMMIT PARTICIPANTS - **TIMELINE**

5+ MONTHS BEFORE

Email a save-the-date announcement to a list of schools that may be interested in attending. Follow up by scheduling meetings with superintendents, principals, teachers, and student environmental clubs to explain the Summit. Include the date that registration will open. Make a list of schools that commit to attend, and re-contact them once registration begins.



Sample Save the Date Announcement

Optional: Before registration opens, ask schools to complete a brief questionnaire that will identify which ones are committed to completing climate action plans after the summit. Your questionnaire may ask teams to outline the structure of their clubs, compile an inventory of past projects, and brainstorm what resources they have to complete a Climate Action Project.

2 MONTHS BEFORE

Email notification that registration is open. Use a survey tool (such as Google Forms or Survey Monkey) to collect team numbers, dietary restrictions, T-shirt sizes, poster session participation, and other details. Encourage people to follow your Summit's social media channels leading up to the event.



1 MONTH BEFORE

Confirm participation by emailing registered schools with details such as places to stay, transportation arrangements, an updated agenda, and student and adult expectations.

1 WEEK BEFORE

Send one last reminder email with any final logistics.

SUMMIT

1 WEEK AFTER

Send a follow-up email with links to photos, videos, and resources from the summit. Be sure to outline expectations and support for following up on Climate Action Plans.



MEDIA & VIPS

Engage local media to promote and cover the Summit. Send out a press release about a month before the Summit seeking initial coverage, and a follow-up media advisory about five days before the Summit inviting press to attend. Prepare a few students to speak to media during the Summit by rehearsing specific talking points with them in advance. See the Partner Summit Media Kit for sample press releases and media advisories.

The Summit provides an ideal opportunity for students to interact with local decision-makers. Consider sending invitations to local and regional VIPs, specifying which part of the Summit they should attend. The climate action planning, poster session, and Climate Action Plan presentations are ideal times to host VIPs so they have an opportunity to hear youth concerns and solutions directly. Your VIP invitation list might include school superintendents, local government officials, mayors, regional representatives, and other local leaders.



SUMMIT SUSTAINABILITY: WALK THE TALK

When it comes to showing sustainability in action, your own Youth Climate Summit is the best place to start. Avoid the awkward moment of offering disposable plastic water bottles during lunch after participants learn just how harmful those bottles are during a workshop!

SOME CONSIDERATIONS TO KEEP IN MIND:

- Utilize a Zero Waste Event Planning checklist.
- Work with caterers that use non-disposable plates and utensils.
- If your venue doesn't compost, find a facility that will accept compost from the event, and identify students who will assist.
- Assign a student "green team" to trash/recycling/compost bins during the summit to ensure waste is being sorted correctly.
- Consider what event swag is absolutely necessary. Prioritize items that promote reuse, such as mugs, reusable utensils, and tote bags. Avoid plastic items.
- Minimize paper use by printing one copy of summit materials for each team, and use a digital platform for additional information.
- Share how the Summit is practicing sustainability during the welcome presentation, and ask participants to join you in this goal.



[See Zero Waste Event Planning checklist](#)



YOU DID IT!

SUMMIT FOLLOW-UP

- Take a breather—you've earned it! Pulling off a successful Youth Climate Summit is no small feat.
- Send a follow-up email to participants with links to resources and specific expectations for Climate Action Plan follow-ups.
- Debrief with the Summiteer teams and steering committee. Make this fun and celebratory as an act of gratitude for the network of people that made the Summit happen. Review evaluation feedback and compile recommendations for future summits.
- Mail any thank-you notes to speakers and funders that were not distributed during the summit.
- Compile testimonials from youth participants, teachers, and any VIPs that attended.
- Stick to your plan for following up with Climate Action Plan progress.
- Stay connected to the Youth Climate Summit network. Share photos and summit info with us at www.wildcenter.org/youthclimate and help grow the network of empowered young people taking climate action!





YOUTH CLIMATE SUMMIT

MASTER CHECKLIST

☐ Climate Change Community Asset Map

- Who in your community is already working on climate change? Who may want to contribute to a Youth Climate Summit?
- [Click here for more resources on Community Asset Mapping.](#)

☐ Form a Youth Climate Summit Steering Committee with partners, teachers, and youth to determine:

- Audience: What age students? How many participants? From where?
- Scope: One-day or multi-day summit?
- Venue.
- Date: No conflicts with school schedules.
- Planning timeline.

☐ Build an Audience

- Schedule meetings with school leadership, teachers, and students to build buy-in and recruit participants.
- Meet with students about forming a summit planning team.

☐ Logistics

- Create an agenda that includes:
 - Climate Science 101 or similar presentation.
 - A variety of speakers, including youth, who are prepared to engage a young audience.
 - Time for Climate Action Planning.
 - Thematic workshop tracks.

■ Prepare a budget that reflects:

- Donations from funders, sponsors, and partnerships.
- Speaker honorariums, including youth speakers.
- Venue costs, including equipment and tech requirements.
- Locally sourced, plant-based meals.
- Functional swag.

■ Develop a communication plan for:

- Participants: Have a timeline for sharing registration, event logistics, attendee expectations, and follow-up information.
- Media: Send out press releases and media advisories.
- VIPs: Invite local decision-makers to the Summit.

☐ Summit Essentials

- Youth Engagement: Ensure youth are actively engaged in every step of the process, including on the steering committee, on student planning teams, and as speakers.
 - Make sure student planning teams have task-oriented work groups, like Logistics, Social Media and Art.



Summit Essentials, cont.

- Have fun! Don't forget to incorporate ways for students to connect and enjoy the event, like a green photo booth, interactive art installation or a graffiti wall.
- Sustainability: incorporate sustainability into event planning. Consider eliminating single-use plastic, composting, recycling, managing for zero waste, serving local/organic food, and offsetting carbon emissions.
- Climate Action Planning: include time for climate action planning in the agenda. Work with the student planning team to prepare a climate action planning workshop using the CAP Facilitator Guide.



During the Summit

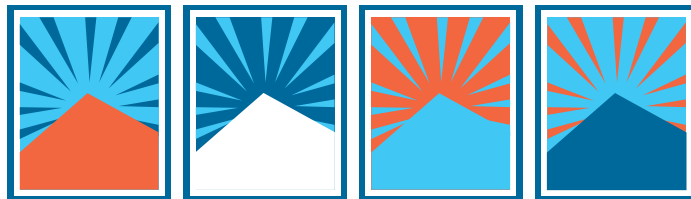
- Acknowledge The Wild Center with the Partner Summit Media Kit.
- Clearly define student roles and jobs.
- Document with photos, video and social media
- Don't forget evaluations



Post-Summit

- Take a breather!
- Debrief and celebrate with steering committee and student planning team.
- Send thank-you notes to speakers and funders.
- Visit the Youth Climate Program website to tell us about your summit.

YOUTH CLIMATE SUMMIT TOOLKIT



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