

## 8. Planning & Hosting Your YPI Final



### A Guide for Teachers

Your YPI Final is the culmination of the program and is one of the best parts of being a YPI teacher. An event that not only showcases the top presentations at your school and realizes a substantial grant for a deserving charity, the YPI Final is a true celebration of all the contributions that your YPI students have made – and can continue to make – to help people in need in your community.

Thank you for taking the time to coordinate your YPI Final, which we hope will conclude your students' time with YPI as an unforgettable introduction to philanthropy.

To help you plan your event, here is a preparation checklist, an overview of the resources needed, and step-by-step tips for running a smooth and exciting YPI Final.

### YPI Final: Preparation Checklist

1. The YPI Final happens after all participating classes have completed their in-class presentations. Choose a date and time which will ideally allow a large audience of students & other guests to attend the event. Book the necessary A/V equipment and venue (i.e. school auditorium, city venue, public library or community hall).
2. Communicate your chosen YPI Final date with your YPI staff contact.
3. Check that all charities represented in the Final are eligible for a YPI grant. Consult the “[Finding a Charity](#)” student resource on YPI’s website, or check with your staff contact if you are unsure. Ineligible charities should not be included in the Final.
4. Arrange for students, teachers, administrators, staff, community members, finalist charities and parents to attend the YPI Final. Student press and local media could also be invited. (If your school expects to have local media representatives at the event, let your YPI staff contact know, and the YPI team can prepare to help further your school’s communications impact through YPI social media channels). Your Teacher Resource Guide contains invitation templates.
5. Arrange your judging panel. This panel should be three to seven people, and **must have more students than adults**. Consider having a mix of external and internal representatives such as last year’s winning student group, student council representatives, YPI alumni, teaching staff, administrators, community representatives, school chaplain, board administrators. Please note that current YPI teachers, current YPI students, and YPI staff or board members, and YPI funders may not serve on your judging panel.
6. Think about how to entertain the audience during the judging intermission (15-20 minutes) and appoint a person to oversee this element on the day of the event. Examples of entertainment include playing YPI videos (available online) or asking the school/student band to perform.
7. Determine the private room where your judging panel will deliberate following the presentations.
8. Decide who will be the master of ceremonies (suggested speaking points are provided below). You might choose the Lead YPI Teacher, local activists/philanthropist, former YPI student

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9. Ensure you have all the resources needed for Your YPI Final:
  - Digital camera/high quality phone camera
  - A/V equipment for student presentations
  - Speaking notes and/or presentation for MC (basic notes below, YPI can provide template)
  - Optional: Entertainment for audience during judging intermission
  - Copies of YPI Presentation Judging Sheet (ensure they are current, i.e. from this year's version of the Teacher Resource Guide).
  - Copies of "Information for Judges"

### How to Run a Smooth YPI Final:

On the day of your YPI Final, where possible, a member of the YPI Team will be on hand to provide support throughout.

#### 1. Tech Check

- a. Ensure that all teams have checked any audio/visual/PowerPoint/internet that they will be using during their presentations, and that it is all ready to go – on a single USB drive or desktop. We recommend doing a full run-through of each presentation with students in advance of the event.

#### 2. Judging Panel – provide some quiet briefing space for your judging panel to get prepared and settled.

- a. Introduce your judges to one another and thank them for their important role in helping students award a grant to a charity in their community!
- b. Provide your judging panel with copies of the [Information for Judges](#) resource and ensure that all judges understand what kinds of organizations qualify for a grant from YPI.
- c. Provide each judge with sufficient copies of the [YPI Presentation Judging Sheet](#) (one per presenting team). **It is important that you use the most current version of the judging sheet (i.e. the judging sheet from this year's version of the Teacher Resource Guide) so that YPI's grants are distributed through a consistent decision-making process in all participating schools across Canada.**
- d. Let judges know that they will deliberate in a private room after all of the teams have presented, and that your YPI representative will accompany them to facilitate.

#### 3. Introduce the Final (Suggested Basic Speaking Notes)

- a. At the beginning of the event, the master of ceremonies can take the opportunity to introduce themselves, introduce the YPI program to special guests, and express what the program means to them and to the school. Introduce the format of the event: that groups of students will be sharing presentations about local charities they have researched, and that the presentations will be evaluated by a panel of judges who will determine which team will receive a \$5,000 YPI grant for their charity.

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- b. The master of ceremonies may wish to introduce the judges' panel or other teachers and guests. **Please do not introduce or otherwise recognize any attending charity representatives until after the judging has taken place.** Doing so could be seen to create bias: it is not mandatory (nor always possible) for students to have charity representatives attend the YPI Final.

### 4. Judges' Deliberation

- a. When all of the presentations are over, invite the judges to the room where they will deliberate. *Entertainment for the audience is a good idea for this intermission. Is there budget to support refreshments?*
- b. During the deliberation process, it is best to avoid making statements that will influence the outcome in favour of a particular charity. The judges may need you to help facilitate the process, or to focus them on the assessment criteria provided.
- c. Try to encourage the judges to reach a consensus if possible, and focus on considering the qualities and merits of each presentation. The judging sheet was created to guide discussion.

### 5. A Winner Has Been Chosen

- a. When the judges have chosen a winner, the name of the winning charity is to be written in dry-erase marker on the large YPI presentation cheque.
- b. Determine who will announce the winning charity. This could be the master of ceremonies, a teacher or staff member, or a visiting guest. Whoever announces the winner, please do not provide the audience with the reasons for why one charity/student team was selected instead of another. If appropriate, encourage judges to provide brief positive comments for all finalist teams.
- c. Suggested basic speaking notes for MC:

I would like to take this opportunity to thank some very instrumental people, who have played a part in YPI at **insert school name**.

Thank you to **insert teacher/s name/s** who has worked endlessly at encouraging and motivating **his/her** students throughout the course of this program and has, with such great success, engaged **his/her** students in active philanthropy.

I would like to thank the students who had the opportunity to share their presentations with us today and also those students whose presentations we did not see. It is inspiring to see how you have become advocates for social change by presenting on your selected charities.

I believe that the success of YPI will continue after the assembly ends and you will continue to positively contribute to your community. I urge you to look at YPI as a stepping stone to the countless ways in which you can make a positive difference in the lives of those who could use a helping hand.

And now it is time - without further ado, I would like to call on **insert name** to announce the winner of the \$5,000 grant!



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- d. Complete the Cheque Request Form, and submit any other required documentation as directed by your YPI staff contact.
- e. You may want to profile your YPI Final and the work of your YPI Students more broadly through social media, local press, through the school website or community bulletins ([Teacher Resource 11: Best Practices Guide](#)).

### Take Photos!

Get some really great photos of the winning team with the cheque, as well as a few shots of all the finalists together to celebrate their work! Make sure the photos are straight on, centred, and the writing on the cheque is clear.

