YPI Final Showcase Guidance

Planning for the YPI Final Showcase

The YPI Showcase Final is the culmination of the programme efforts for the academic year. It is an event that not only serves as a platform for the most passionate and engaged teams to present and secure a substantial grant for a deserving charity, but also a true celebration of all the contributions that everyone has made – and can continue to make – to help those in need in your community.

This guidance document is for anyone who is either leading or involved in planning, organising and running the YPI Final Showcase. For quick guidance, see **Appendix 1** for some reminders for key elements to include AND **Appendix 2** for a summarised step by step checklist to support you whilst you plan, organise and run your final.

Further ideas and considerations to help you make this an impactful event:

- **Invite a wide audience:** It is a good experience for students in other year groups to attend the YPI Showcase Final as an audience, virtually or in-person. For younger students, it is an opportunity to see YPI in action and inspire them. For older students, it provides ongoing engagement with YPI. We recommend either having the full participating year group of students or the year group who will take part the following year attending the final as the audience.

  Alongside students, ensure there is a good SLT presence at the event. Extend the invitation to the wider community including parents/guardians, finalist charities, and special guests such as the local Provost, councillor, police, school chaplain, or parent council. This puts real value on the work of the students and the importance of the event. **See Appendix 3: YPI Showcase Final Invite Templates**

- **Support finalist charities:** If time and resources allow, consider raising or delegating existing funds for the runner- up charities. These monies could be raised through student fundraising (e.g., bake sales), parent council, local funding partnerships, or as part of the annual giving strategy.

- **Engage non-finalists:** When a student does not make it to the YPI Showcase Final at their school, it does not have to be the end of their engagement. Consider extending the learning opportunities for these students and enriching the event by giving them a role for the day. This could entail:
  - Creating a charity information board or poster competition to coincide with the YPI Showcase Final. This enables all groups to have an output, which is publicly displayed, from their YPI experience. It supports awareness raising for all the social issues and charities that were represented.
  - Involving them in planning and/or hosting the event (e.g. audio-visual set-up, MC, catering, welcoming visitors, creating an event booklet or programme of events).

- **Entertain the audience during intermission (25-30 minutes):** You may wish to show the Make a Difference Video during judges' deliberations. You could also organise an activity such as:
  - Invite the drama club or cast of the school play to perform a scene or improv set.
  - Invite the school band to play a short set.
  - Invite a guest speaker to give a short talk on a relevant social issue.
  - Plan an educational game related to a relevant social issue or the presentations, or large group activity.
  - Break for refreshments with donations made to charities for tea, coffee, cakes or tombola stalls.

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How to run a smooth YPI Final Showcase:

On the day of your YPI Final Showcase, the Programme Officer will be on hand to provide support throughout and facilitate the briefing and judging process (unless alternative arrangements have been agreed in advance).

1. Tech check

Ensure that **all teams** have checked any AV, PowerPoint and web links that they will be using during their presentations, and that it is all ready to go on a single USB drive or saved to a desktop.

2. Judging panel

- The Programme Officer will require a quiet room for approx. 20 minutes to brief the judging panel.
- Please ensure there is a copy of the judging pack available for each judge.
- Please provide each judge with sufficient copies of the judging sheet (one per presenting team). This is located on the last page of the judging pack.

3. Introducing the YPI Final Showcase (suggested speaking points)

At the beginning of the event, the master of ceremonies (host) should:

a. Introduce themselves.
b. Highlight how YPI aligns with the school's culture and ethos.
c. Share that everyone is looking forward to learning about the different local charities that students will be advocating on behalf of.
d. Warn that some sensitive issues may be shared and what to do if triggered. (Trigger warning)
e. Make note that the presentations will be evaluated by a panel of judges who will determine which team will receive a £3000 YPI grant for their charity.
f. Introduce the judges and guests.*
g. Remind and prompt for any judges clarifying questions after each presentation.

The Make a Difference video also works well after this point, as an introduction.

**Please do not introduce, or otherwise recognise, any attending charity representatives until after the judging has taken place. Doing so could be seen to create bias. Although it is good practice, it is recognised it is not always possible for students to have charity representatives attend the YPI Showcase Final.*

4. Judges' deliberation and entertainment

- When the presentations are complete, invite the judges to the room where they will deliberate. Your YPI Programme Officer will support this process whilst your audience should either be engaged with some entertainment or taking a break during this 25-30 min intermission.
- During the judge's deliberations it is requested that another member of staff is available to take notes using the **Finalist Student Feedback Form (Appendix 4)**. This form will be given to the YPI Lead Teacher to enable feedback to be shared with the finalist teams. This has been introduced recognising the value in sharing feedback that is discussed during the deliberation process.

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How to successfully close out your YPI Final Showcase:

YPI finals are complicated live events, and it is important that adequate time has been allocated to it. Finals that run out of time, where the announcement of the winner and culmination of the event is rushed, can be a downbeat note to end YPI on for audiences and finalists alike. YPI finals are the culmination of a lot of effort, time and stress for finalists, and it's important that everyone involved is recognised, and the value of YPI in the school is communicated. Disappointment is part of any competition, but YPI finals should be a celebration of all your students' efforts and the inspiring work of their chosen charities.

So, the judges have returned from their deliberations and now it is time to announce the winner.

Consider who will announce the winning charity. This could be a member of the judging panel or master of ceremonies, a student, teacher or staff member, or a visiting guest. Encourage judges to provide brief positive comments for all finalist teams.

The winning team is normally then invited to the stage to be presented with the cheque, and if permission has been given, photos will be taken. So now what?

Easier options include:



Invite all the finalists down to the stage to have their photo taken too.



Time permitting, you may wish to present the finalists with their **YPI certificate**.

It's important to remember that there will be a degree of disappointment for those finalist teams that didn't secure the grant. Decide who will deliver the closing remarks – this is an opportunity to recognise and thank everyone that make the process possible – YPI Lead Teacher, delivery team, school, community, business and funding partners and third sector partners.

Closing remarks could also emphasise the following:

- Every finalist has raised awareness for their charity, oftentimes these will be charities that don't have a high profile, and you don't know who will leave that final and refer that charity to someone who needs it or begin fundraising for that charity themselves. The Wood Foundation conducts surveys with all the winning charities and a high percentage consistently report that the awareness raising is the element of YPI they most appreciate.

- It's not just about the charities and the social issues, it's about giving young people the opportunity to take on a difficult project, develop their skills and showcase their talents. Every finalist will have done this, and this is a good opportunity to ask them to reflect on what they have learned / enjoyed.

- YPI allows students to enact their schools' values. The closing remarks ask students to consider how they take their learning and values forward in the school in the future.

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Further approaches include:

Sharing Success

One approach has been a montage video of that year's YPI with all the student participants from that year represented. This can tell the story of YPI's development, give a sense of perspective on how far everyone has developed. This also recognises the efforts of those who didn't make it to the final and can help end things on a celebratory note.

Reward

Some schools use this moment to announce the awarding of house points, a role that finalists have earned (charity committee, YPI mentors), or even a token donation to each non-winning finalist charity should that be possible, or a commitment to allocate some of the schools charitable fundraising to the runner up charities.

Next Steps:

- Your Programme Officer will complete a Grant Request Form to process payment to the charity.
- Profile your YPI Final Showcase and the work of your YPI students through social media, local press, school website, or community bulletins.
- Consider if there is another way to celebrate and close our YPI for your finalists after the final, some schools have held a separate celebration event, with some having pizza parties afterwards.
- Gather feedback and thoughts from all involved, what went well and what could be better?
- Schedule a Reflection session with your Programme Officer as soon as possible after the final.



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1. Reminders for your YPI Final



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2. YPI Final Showcase Checklist

To-do	Complete
1. Propose a date and time which will ideally allow a large audience of students & other guests to attend. Discuss and agree this with your YPI Programme Officer in advance to ensure they are available. Put this date into the school calendar as early as possible. Depending on the number of finalist teams (this should be no more than 8) this could take 1 to 2 hours.	
2. Book the necessary AV equipment, IT staff and venue (i.e. microphones, school auditorium, city venue, library, or community hall). *We recommend using microphones where possible.*	
3. Arrange for students, teachers, administrators, staff and invite community members, finalist charities, and parents/guardians, as well as community guests to attend the YPI Final Showcase. - See Appendix 3 YPI Final Showcase invite templates. *(If your school expects to have local media representatives at the event, let your YPI Programme Officer know, and refer to the **press release template**.)*	
4. Arrange and / or invite your judging panel. This should be three to five people, with a mix of external and internal representatives such as School Captains, YPI alumni, teaching staff, Head Teacher, community representatives, local business partner, school chaplain, community learning and development representative, or a member of the parent council.	
5. Think about how the audience will spend the judges deliberation time (intermission). This will last between 25-30 minutes, so consider whether to entertain them or allow time for a refreshment break. Appoint a person to oversee this element of the event.	
6. Determine and arrange a private room where your judging panel can be briefed prior to the event and will deliberate following the presentations. Appoint a person to take notes throughout the deliberation so each finalist group receives feedback.	
7. Decide who will be the master of ceremonies / host. You might choose students, or the YPI Lead Teacher, or a local activist or philanthropist. Write a script and allocate time to practice.	
8. Decide who will do the Thank You speech at the end – this is an opportunity to recognize everyone involved and provides the chance to highlight that every participant has played a vital role in raising awareness of their social issue and charity.	
9. Send confirmation of the following to the Programme Officer in good time: ▪ The number of groups and the names of the charities represented. ▪ The names and roles of the judges. ▪ Any other pertinent details or questions ahead of the event.	
10. Ensure you have all the resources needed for your YPI Final Showcase: ▪ Digital camera / AV equipment. ▪ Any files on USB drives, computer or devices. ▪ Copies of YPI judging pack for the panel and judging sheets for each group. ▪ Anything else required to support the intermission	
11. Ensure all teams have had a dress rehearsal in the event space. This ensures that any technical problems can be identified and resolved, and it also supports the students to feel more confident on the day! Try to do a tech check on the day and ensure most jobs have been delegated beforehand to allow time to focus on the finalists and deal with anything last minute.	
12. Enjoy! Remember to share feedback with the finalist teams and let charities know the outcome if they are not in attendance.	

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3. YPI Final Showcase invite templates

Judge invite template

School Name/Address
Guest Judge Name/Address/Email

Dear Guest Judge,

Re: Invitation to judge at the **NAME OF SCHOOL** YPI Showcase

I am writing to invite you to our Final Showcase event of the Youth and Philanthropy Initiative (YPI) at **NAME OF SCHOOL** at **DATE AND TIME**. YPI has positively engaged secondary school students across Scotland and awarded £9.3 million to local charities since it began in 2008.

Students at our school have recently taken part in YPI. In teams, they have been researching social issues in our community and creating an engaging and persuasive presentation on local charities they believe are best placed to tackle an issue they are passionate about. At the YPI Final Showcase, finalist teams will be presenting in front of an audience and a panel of high-profile judges, in support of their chosen charities. This event promises to be an inspiring and exciting occasion as one team will be awarded £3000 to grant to their chosen charity.

I would like to invite you to be part of the judging panel at this event and help select the winning team.

I do hope you will be able to attend this event and sit on the judging panel. The students are looking forward to sharing important information about charities and local social issues which they have become passionate about. I have attached our Judges Pack for further information and what to expect on the day.

I look forward to hearing from you,

YPI Lead Teacher

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3. YPI Final Showcase invite templates

Press invite template

School Name/Address
Press & Media Name/Address/Email

Dear Press & Media contact,

Invitation to **NAME OF SCHOOL** YPI Final Showcase

I am writing to invite you to our YPI Final Showcase on **DATE** and **TIME**.

Students at our school have recently taken part in YPI. In teams, they have been researching social issues in our community and creating engaging and persuasive presentations on local charities they believe are best placed to tackle these. At the YPI Final Showcase, finalist teams will be presenting in front of a large audience and a panel of high-profile judges in support of their chosen charities. This event promises to be an inspiring and exciting occasion as one team will be awarded £3000 to grant to their chosen charity.

YPI has positively engaged secondary school students across Scotland and awarded £9.3 million to local charities since 2008.

We would be delighted to welcome you, or a representative, along to join our celebration. Should you be unable to attend, I would be happy to answer any additional questions that you may have around the programme or our students' engagement. We can also provide a press release and images. For more information on the programme, please visit www.ypiscotland.org.uk.

We look forward to hearing from you and would be happy to provide a photograph following our YPI Final Showcase.

Yours sincerely,
YPI Lead /Head Teacher / DHT

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3. YPI Final Showcase invite templates

General invite template

School Name/Address
Guest/Parent Name/Address/Email

Dear Guest/Parent,

Invitation to YPI Final Showcase at **SCHOOL**

I am writing to invite you to our YPI Final Showcase on **DATE AND TIME**.

YPI has positively engaged secondary school students across Scotland and awarded £9.3 million to local charities since 2008.

In teams, our students have researched social issues in our community and created engaging and persuasive presentation on local charities addressing these. At the YPI Final Showcase, finalist teams will be presenting in front of a large audience and a panel of high-profile judges, in support of their chosen charities. This event promises to be an inspiring, exciting, and dramatic occasion as one team will be awarded £3000 to grant to their chosen charity.

I hope you will be able to attend this event, to hear about the charities and local social issues which students at our school have become passionate about.

I look forward to hearing from you.

Yours sincerely,
YPI Lead / Head Teacher / DH

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4. YPI Final Showcase – Feedback for the Finalist Teams

Team number	What worked well	Even better if

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