

# Directions for Final Project Report and Symposium Completion

## 1. Make sure you turn in your “Project Design” form from Session 2 (April) before the end of May.

- \*This looks just like the Project Planning form you received in session 1 – just less info.
- \*A final version called “Project Report will be turned in after your project’s completion.

## 2. Let Lee know if you have a specific request for a timeslot on June 3 to present your project.

- \*The majority of our time will be project presentations.
- \*Our meeting time will be the same: 9 am – 5 pm Pacific

## 3. Presentation Reports: Here is a basic outline you can use or adapt as needed:

- \*General vision for your project
- \*Background on the need and your location (Church, community, etc.)
- \*How the project has changed and evolved along the way
- \*Stated goals
- \*What happened (or is happening)
- \*Reflection on vision and goals after the event (if it is over)
- \*What you celebrate and what you learned along the way

## 4. Completing the Youth Leadership Symposium

- \*Download the Project Report from Session 3 on the website  
[www.YouthLeadershipSymposium.org](http://www.YouthLeadershipSymposium.org)
- \*Complete the Project Report and return at the end of your project.
- \*It is OK if the original design and final report match or are very different.
- \*Make sure you complete the financial report page.
  - this can be done with a digital spreadsheet if easier.
  - you can make multiple copies of the form if using the one provided.
- \*Provide pictures or video from your project.
  - Get permission from any families of children in photos before sharing.
  - Photos can also be used in your June 3 presentation.
- \*List your interview subjects on the YLS Check List (P 2 of Project Report).
  - If you did more than 3, write them below or add an extra page.
- \*Use the questions provided on the Check List to evaluate your project.
  - This should be in a separate file (not squeezed in on the form).
  - If this is all done before June 3, it will make your presentation easy.
- \*Self-Reflection is the last thing you write.
  - This should be about one page long.
  - Discuss what you learned in the Youth Leadership Symposium
  - Discuss how this experience has shaped you as a person.
  - Share any impact on your faith journey or relationship with Church.
  - Do not use this space to evaluate the program. That will come later.

**EMAIL all files to [YouthLeadershipSymposium@Gmail.com](mailto:YouthLeadershipSymposium@Gmail.com)**