

Appendix 1: Feedback checklist



At the end of Youth at the Top 2021, the organizers of each event must provide us the material below, to be sent **up to three weeks after their event**:

1- Photos and videos

	Quantity	Details	Description
<input type="checkbox"/> Photos	10 to 15 photos max	High definition Copyrights: specified in the name of each file	Must show an overview of the event, with an emphasis on the different activities realized by the participants . They must show at least: <ul style="list-style-type: none">• One collective or creative activity• One activity regarding the theme "Local Food"
<input type="checkbox"/> Videos	1 to 3 short videos (60 seconds max)	Please make sure you have parental permission for the dissemination of these images	

2- One recipe illustrated by the group

- ☐ Following the event, ALPARC will coordinate the creation of an international cookbook bringing together the creations of all the participating organizations. Please read the [Guidelines](#) carefully and make sure to provide **the drawings + the excel form**

3- Any other communication material, including youngsters' feedback

	Format	Description
Additional material	Open: as audio, text, artistic expression	e.g., a message conveyed to other groups of kids or an expression of the kids' feelings/ impressions about the event.

4- News published in local media

- ☐ All the news published in the local media about your event must be reported and sent to us.

5- Survey

- ☐ At the end of Youth at the Top 2021, an email will be sent to each organizer with the address of an online survey to be filled in. This survey will be your global activity report, where you will be able to comment on all the aspects of the event, give us your feedback and recommendations for future improvements.

6- List of participants

- ☐ You must provide a list with the names, surnames, age and email addresses of all the young participants. Please use [the template](#). The participants' information will stay confidential and will be used for ALPARC's purposes only.

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