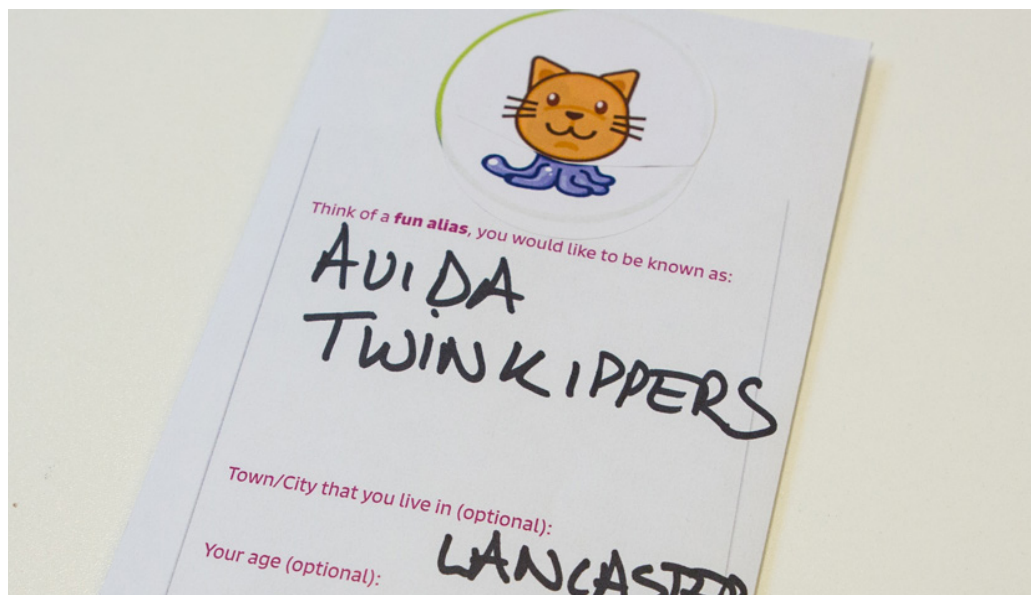


# Everybody

When we engage young people in a conversation about their community and its people, services, places and events, how can we build trust with young people to share their ideas and needs without concern over who might see and judge their responses? In turn, how can we enable them to respond in detail about what they really think?

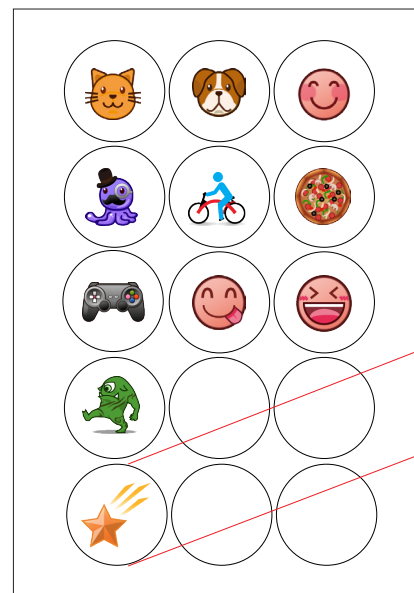
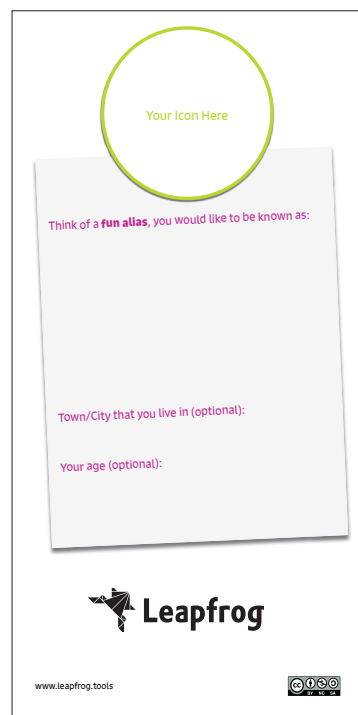
Everybody is a collection of three templates ready to print on to envelopes, A4 paper and plain sticky labels. It aims to make a clear distinction between private information young people provide which they can trust won't be shared and; a public profile which they can construct and control in order to see their own contributions in an engagement process. The three tools can be used in a number of ways and combinations.



# The envelope and sticky labels

The envelope displays the public profile for the young person taking part in your event.

This is embellished with the sticky labels.



The envelope is an editable PDF designed to be printed on to DL envelopes. It provides a space to add a fun alias so that individuals can see their own contributions whilst maintaining anonymity. People can also provide the town/city and their age if this is relevant to the consultation.



The sticker template can be edited in Microsoft Word by importing emojis into the Word document from the collection provided. These should be printed on to round label sheets.

When completing an envelope, the stickers can then be used to embellish the profile.

# The pro-forma

The pro-forma is used to record the individual's private response.

It asks people to identify themselves out of a choice of characters on the sheet and note down their thoughts, feelings and actions they would like in response to your question.

Think about

Follow steps 1 to 4 whilst thinking about the above statement.

- 1 Find the character that represents the real you above and personalise them.
- 2 Write or draw your ideas or questions about the above subject in the cloud shape.
- 3 Write or draw your emotions, what you want or needs about the above subject in the heart shape.
- 4 Write or draw what you think needs to be done or what should happen in the arrow shape.

Leapfrog www.leapfrog.tools

Think about

The layout of a new youth centre

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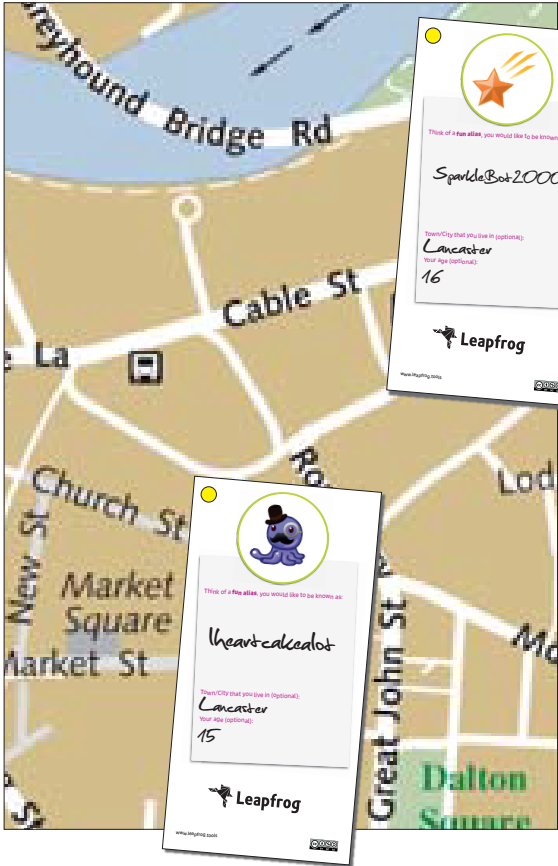
The pro-forma is an editable PDF . you can change the title and central question or proposal before printing.



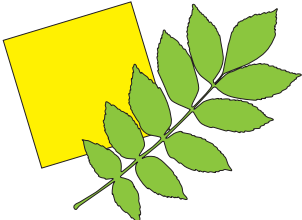
This is completed by hand by the person taking part. It provides a tear-away section for people to add their emails for you to use in future contact so that the form can remain anonymous.

To remain private, the form can then be sealed in the envelope so that only you have access to it after your event.

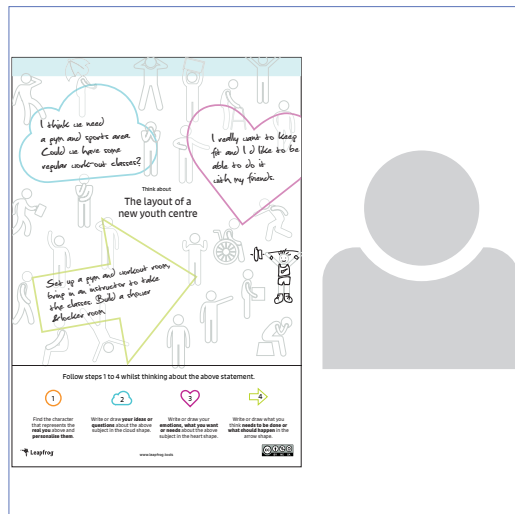
# Suggestions for displaying the envelope



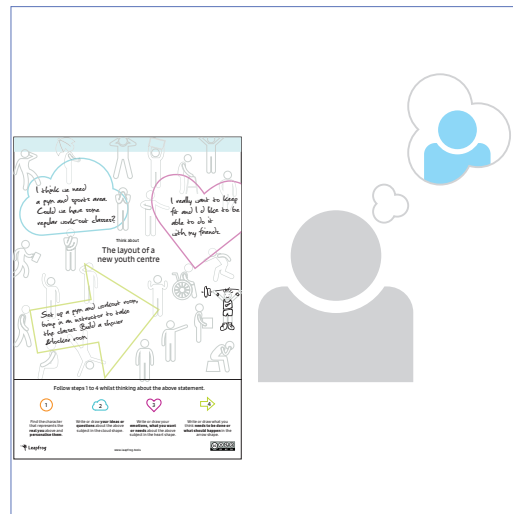
What else could you put in the envelope?



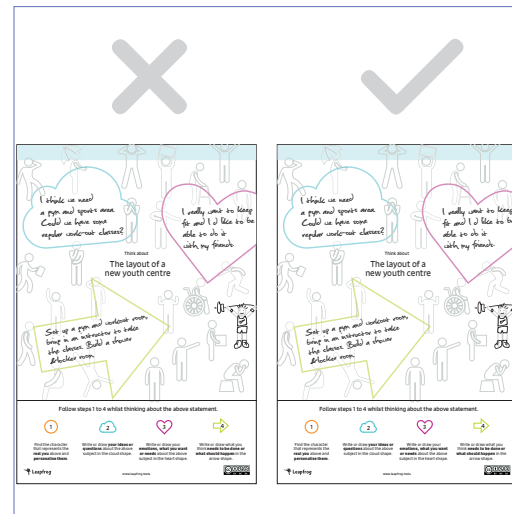
# Suggestions for using the pro-forma



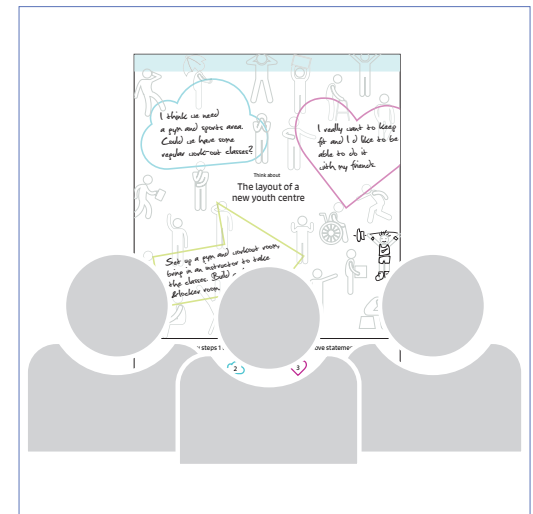
Respond to what you want



Use the form to consider what other people might want or imagine what different characters might think in a particular scenario.



Get a better idea of what you do want by establishing first what you don't want.



Complete the form as a group task instead of a private individual task by printing the form on to A3 or larger.