



# The Volvo Adventure 2012

The guide to judging and making your project a success

## 1

### What the guide is for?

Welcome to the Volvo Adventure guide to the entry and judging process. This guide is designed for any group thinking of entering the Award. It will help your entry to meet all the judging criteria for the Volvo Adventure 2012. The guide takes you through each stage of the entry process, gives you the key dates for this year's Award, and gives an overview of the criteria the judges will use. It can be used as a checklist when preparing the content of your project for submission. The process of entering your project online is covered in the Help files given at the end of this publication.

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### What we have assumed

To help us prepare this document we have made the following assumptions:

- 1) You are already registered for the Volvo Adventure and know what the award programme is about.
- 2) You have started to prepare an entry based upon an environmental project for a team of two to five individuals between 13 and 16 years of age.
- 3) You are the adult that will act as a referee for the group and guarantor that the young people have undertaken the work.

# 3

## The key dates

We have designed this guide to coincide with the different aspects of preparing your entry. All you need to do is read through, perhaps with the downloaded entry form. The key tasks and dates for entering the award are:

- 1) Register, prepare and submit your group's entry before 31st January 2011.
- 2) The judges will complete initial sorting of submitted projects by March 2011
- 3) Volvo Adventure International finalists' conference will be in May/June 2011.

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## Timetable for the judging and final conference

The following table is not complete and should be read as a rough guide to planning your entry. You can build your own detailed timetable based upon the dates in this one.

Milestones	Key tasks	Dates
	Remind your group that their entry has to be prepared paper based entries will not be accepted this year.	13 December 2011
	The rough draft for online entry should be completed.	31 December 2011
Final date for completing and publishing projects.	All electronic entries submitted.	30 January 2012
Judging completed and finalists contacted.		March 2012
Finalists announced on web site.		March/April 2012
Final in Göteborg, (Gothenburg) Sweden.		May/June 2012

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## Role of adults

Submitted projects need to have the name and contact details of an adult who can act as a referee. This is usually a teacher, youth or community worker. Volvo expects that the adult will ensure that all the relevant health and safety guidelines are being followed by the group whilst carrying out the project. For the award you should also be prepared to:

- 1) Ensure that the Award deadlines are met.
- 2) Provide help and advice when the group are undertaking their research without forming or shaping the project.
- 3) Act as a facilitator, witness the work being done and help the group appropriately.
- 4) Provide further information to the judges if they ask to clarify any details.
- 5) Act as a mentor if your group is chosen to travel to Sweden as a finalist.

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## Support materials

Volvo Adventure entries are judged on the information given in the submitted project. Your additional support materials are only used when the national judges need to choose between two entries from one country or region. Remember that the judges will be deciding mainly from the content in the submitted project.

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## The judging rules

The standard of competition is high and you should be aware of and accept the judging rules. These rules apply to all entries to the award:

- 1) The judges' decision is final and no correspondence will be entered into and no appeals will be considered.
- 2) Any evidence that you have falsely represented your work will lead to disqualification.
- 3) Only work undertaken, organised and designed by young people will be accepted.
- 4) Your team must consist of between two and five people aged between 13 and 16 years old. The nominated team can represent a larger group of similarly aged people.
- 5) Adults can be involved with the group, but only as facilitators.
- 6) Incomplete projects will not be accepted for judging.
- 7) Projects not fitting the format requested in the submission tool or guidelines will not be accepted for judging.



This checklist will help you to prepare your entry:

- 1) Download the guidelines as a Word document and use this to prepare your entry – it can save time.
- 2) Make sure you have not exceeded the required number of words in the document - the online submission tool will not allow word limits to be exceeded.
- 3) Ensure that you have presented some research indicating the need for your project.
- 4) Show the outcomes and benefits of your project - these could be predicted from your initial results.
- 5) Keep the action plan simple and easy to understand, do not try to make it solve every problem, this can make it over-complicated and difficult to follow.

Judges are looking for the results of actions you have taken.

- 6) Make sure your photographs and other supporting images are clear, relevant and support the text in your entry.

Additional ideas and help with research can be gained by looking at the other support documents when they are published.

## Judging criteria

The jury will judge the projects using the following criteria:

- Understanding of the problem : Description of the background and understanding of the environmental problem. Why is the problem relevant to the place you live.  
  
Based on step 4 'Do your research and fact finding'.
- Actions - Are the action plans realistic to fulfil the project goal and have the actions been carried out? What actions have you already taken.  
  
Based on the project step 5 'Write your action plan'.
- Results - Are the results of the carried out actions analysed? What are their impacts? What successes can you see? Based on the project step 6 'Define your results so far'.
- Involvement of young people: Has the project been carried out by young people? Based on the names and ages of your team in the step 1 'Project Team details'.

## Points scale

Projects are awarded points for each of the judging criteria on a sliding 1-10 scale:

- 1 to 2)** Poor – does not meet the criteria.
- 3 to 4)** Fair - shows signs of achievement in meeting the criteria.
- 5 to 6)** Average – shows average achievement in meeting the criteria.
- 7 to 8)** Good – real progress and achievement in meeting the criteria.
- 9 to 10)** Excellent – an outstanding entry that meets the criteria.

The total number of points awarded under each criterion is then calculated. A maximum score of 40 points can be achieved.

The on-line submission tool allows users to fill in the required team and requested project information, step by step.

First of all, you will need to open the on-line submission tool.

1. Logon and the 'Volvo Adventure - Project Page' will open.
2. Click on 'Work with your project', found in the upper right hand area of the page.
3. This will open the on-line submission tool.

The tool is very simple to use but we have some tips for you:

- 1 - Attachments in the team details page must not be over 2Mb and of an accepted file type.
- 2 - Make sure pictures are below 500kb each. Photos taken with digital cameras can be very large. Use a photo editing program and reduce the width and height and reduce the number of colours to 256. These actions will reduce file sizes. Make sure the images are an accepted file type.
- 3 - If you need more help, contact the webmaster at 'webteam@volvoadventure.org'

## Project entry

To submit your project, you need to fill all of the project steps. The tool does not allow you to enter too many words so stick to word limits. You must also enter the Mandatory team details in step 1. Only one Adult and one email address are allowed. At least 2 Team members must be added and they must have ages selected. To show the team names in the project gallery, tick the Show in Gallery box. The Address and phone numbers are used to contact you.

**Save**

When you make any changes to your project or to any other sections of your project, remember to click on the 'Save' buttons to save your changes to the database. Click the next and previous buttons to move between steps.

#### Photo Displayer:

This displays images that have been uploaded in the step. If you want to change an image that has already been uploaded, Click the Delete button and click Add new photo. Then find the new photo and It will replace the old image.

#### Text Editing Area:


This is where you will write about your project . You simply type in and format your text as you would with any other text editor. Remember: Save your work when you have finished making any changes. Do not copy and paste tables or photos here.

#### Word Count:

When you save your work the number of words is counted automatically. On the top of each editing page you will find a maximum number of words allowed on that page. If you exceed this number of words, your work will not be saved until you have reduced the word total.

## Uploading downloads to your site

If you want to include downloadable files with your project you can do so from the team details page. Follow these simple steps to upload a file to your site:

1. Go to step 1 Team details page.
2. Click on the Add new attachment button.
3. In the new window that opens up, click on the  button.
4. This opens a further window where you can browse through the files on your computer  
– **Note: You can only upload the following type of files - .doc - .txt - .pdf - .xls - .ppt. The file can not exceed 2Mb.**  
If you want to upload a file type not shown please contact [publish@volvoadventure.org](mailto:publish@volvoadventure.org) to request that your file type be included. We cannot guarantee to include your file type; for instance, under no circumstances will we include an .exe file or compressed formats.
5. After you find the file that you want to add to your site, double click on the filename.
6. The file will be displayed for you. If it is not the file you wanted to upload then enter a File description and click OK.
7. Uploading larger files depends on your connection speed slower speeds may take some time depending on the size of the file. Remember 2Mb attachment and 500kb photo limits.
8. The file will now be added to the text box at the bottom of your Team Details page. Click on the [link](#) to see the file you have uploaded.

## Publishing your project

If you have completed all the steps of your project, you **MUST** submit it before **31st January 2012**. This is the last step in the submission tool.

Once submitted, your project will be checked first then put in the 2012 Project Gallery page under your country name for others to see.

It is then eligible for examination by the judges.

