



Adult Stakeholders List, invitation and Consent forms

Project Stage:	Preparation Phase 3. Engage various stakeholders
Objective:	Have a list of all stakeholders who can participate in the project from local authorities, to parents, social entrepreneurs, businesses and others as they see fit. As well as have a sample letter to engage with them and once they are engaged sign the consent forms.
Action needed:	<p><i>Stakeholders List:</i> Identify all potential partners for the project and update the list regularly.</p> <p><i>Invitation:</i> Use the invitation and customize it based on the individual you need to engage with stakeholders</p> <p><i>Consent Forms:</i> Print and collect sign consent forms from all adults involved (teachers, parents, local authorities, etc.). After collecting the forms send them to the Country Ambassador [Enter name]</p>
Responsible:	School
Accountable:	School



Invitation (Optional)

[School name] represented by [director name] would like to invite you [stakeholder name and organization] to join us to become part of our Social Innovation Lab.

This project is part of ChangeShaping Schools (CSS-EU), an EU funded project, which aspires to scale up a thoroughly researched, evidenced based educational model that is implemented already, involving teachers, students, and researchers in several schools in Europe. Specifically, ChangeShaping Schools wishes to become the gateway project for diffusing “Social Innovation Education” (SIE) in Europe as a comprehensive inclusive educational model for empowering and preparing students for tomorrow’s world.

What does it bring?

CSS-EU brings Social Innovation Education, which “introduces a collective and collaborative learning process for the empowerment and socio/political activation of students to drive positive social change. Through this process, students develop a set of social and civic related competences that enable them to: i) identify opportunities for social value creation, ii) to form collaborations and build social relationships and iii) take innovative action for more democratic and sustainable societies”.

What does this mean in practice?

SIE is where young people lead projects decided on through co-creation with adults from school and the community to address social and environmental issues that are important to them. This experiential process gives young people the motivation, mindset and competences to make society fairer, now and in the future.

If you are interested to join please let us know by [date and how would you like to receive confirmation]

Sincerely,

[name and organization]



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Adult consent form

I _____ hereby declare that:

1. I have been informed about the Change Shaping Schools - CSS-EU project in a clear manner about the method, purpose and activities of the project. I understand that this research meets the GDPR (European data protection legislation) standard. I understand that the collected data is only processed anonymously and confidentially and can be used for scientific purposes (e.g. publications) or dissemination purposes (e.g. presentations). My questions have been answered satisfactorily.
2. I have accepted to take part in the project implementation and evaluation as my personal experience will contribute much to the development and understanding of issues under study.
3. I may choose not to participate in the project at any point in time and I will inform project partners in a written document of my decision, otherwise I agree to be part of this project for the duration of the implementation until January 2024
4. My name will not be published or communicated to anyone outside of the research team. Only the researchers will be able to identify me in relation to the number code and will keep my name and code confidential.
5. Reference to my participation will be made only by a number code. When quoted or cited, information and data provided during the interview will be referenced with this number code.
6. The information I will provide will only be used for this project and to make improvements to the project documents and advance the research in this field and study.
7. I agree to the recording of my testimonials during the implementation as well as video or pictures which are taken during the implementation and evaluation. All the recordings and all data collected during participation will be used internally, in the context of the project, and will not be accessible to third parties. Likewise in all the reports to be developed, there will be no connection to the identity of the participants or contact information.
8. My participation is entirely voluntary and I can withdraw from the project at any time.

Name of the participant

Signature

Date



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