



# YSG Handbook

## 2025 Youth Ambassadors Guide

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## Introduction

# Welcome GSTEP 2025 Youth Steering Group

Congratulations on becoming a part of this dynamic team of youth ambassadors! You are now among a select group of young leaders chosen for your passion, creativity, and potential to inspire change. As a member of the Youth Steering Group (YSG), you'll play a crucial role in this year's GSTEP Challenge.

Whether it's supporting GSTEP events or promoting STEM advocacy, your contributions will make a real difference in your community and beyond. This year, you'll have opportunities to engage with peers, provide valuable insights, and help guide the GSTEP Challenge to success.

Throughout your journey, you'll develop essential skills in event management, public speaking, entrepreneurship, and teamwork. With a variety of masterclasses and mentorship sessions designed just for you, you'll gain the tools and confidence to lead effectively.

We're excited to see what you bring to the table. Let your ideas, enthusiasm, and commitment shine as we work together to inspire and elevate STEM education across Ghana.

Welcome aboard, we can't wait to see you grow, connect, and excel!

Best wishes,  
The GSTEP Team

## Aims

The GSTEP Challenge is a unique opportunity for young people to learn more about entrepreneurship, innovation and Science, Technology, Engineering and Mathematics (STEM). It presents a new and exciting way for young people to engage with Science and Technology through practical learning, developing skills such as problem-solving, presentation skills, communication, teamwork and entrepreneurship skills.

The GSTEP Challenge provides all of the resources to take part, including lesson plans to support the application process and additional training and mentorship for semi-finalists and finalist teams.

## The Challenge Statement

Create a product or solution that uses Science or Technology to make the world around you a better place



## Themes



### Live healthier

Providing people with what they need to lead happy and healthy lives, including physical health and mental wellbeing. This covers topics that relate to improving health, such as nutrition, hydration and exercise.



### Live greener

Protecting the environment and saving the planet's resources. This covers topics that relate to the planet, such as climate change, conservation and waste management.



### Live together

Tackling social issues and helping people to live better together. This covers topics that relate to society, such as discrimination, communication, transport and crime.



## Stages of the Challenge



### **Application stage (14th October - 18th November 2024):**

Teams are invited to make an application to the GSTEP Challenge. Teams should comprise 4 - 6 students and each team must be paired with a teacher or adult representative.

Lesson plans and other materials are available to support teams to develop their ideas and complete their applications.



### **Assessment stage (November - December 2024):**

A team of expert assessors will decide and select 105 semi-finalist teams from the Greater Accra, Ashanti and Eastern regions to move on to the next stage of the challenge



### **Semi-finalist stage (January - February 2025):**

These semi-finalists teams will be supported to develop their ideas through the provision of expert mentors, technical coaches, training materials and resources. They will be supported to develop a minimum viable product. The products will be evaluated by a team of expert judges and 45 teams from Greater Accra, Ashanti and Eastern regions will be selected to move on to the Finalist stage.



### **Finalist stage (March - May 2025):**

The finalists teams will be supported to develop their ideas further through the provision of bespoke materials and resources, seed funding, industry engagements through industry visits and continuous personalised engagements with their assigned mentors and coaches. They will be required to complete their business plans and final prototypes.



### **Pitching and Judging stage (June 2025):**

The finalist teams will have the opportunity to pitch their ideas, business plans and demonstrate their working prototypes in front of a team of expert judges.



### **Exhibition & Awards Ceremony (July 2025):**

All finalist teams will showcase their prototypes to the general public at an exhibition. A prestigious awards ceremony will be held to celebrate finalists, recognize outstanding teams and announce winners of the Challenge.



### **Homecoming (September 2025)**

Schools of all category winners receive STEM materials to improve the learning experience and outcomes in the schools.



DreamOval Foundation is a nonprofit that focuses on improving quality of education through science, technology, mathematics and engineering. The DreamOval team is the lead implementer of the GSTEP programme. The Foundation engages schools through Ghana Education Service (GES), coordinates all stakeholders for the GSTEP programme and supervises the activities of the Youth Steering Group.



Partnership Bureau is a Ghanaian non-profit that works to reimagine how communities, grassroots, local and national organisations across the Global South can draw on collective power and address the imbalances within the international development sector through innovation, intervention and impact. Partnership Bureau manages the public and private partnerships in the implementation of the challenge.

## SHULEM LAKE

Shulem Lake Limited is an IT and software development company committed to driving digital transformation and STEM education across Ghana. They offer hands-on training in robotics, drone construction, ERP software, and more. Shulem Lake will support this year's challenge by providing STEM kits, resources, and STEM training to participating teams.



Practical Education Network (PEN) is a non-profit organisation specialising in practical STEM education through a hands-on learning approach. With expertise in curriculum development and training, they are at the forefront of educational technology, incorporating innovative tools and approaches to make STEM learning more engaging and effective. PEN will provide coaching and mentoring support to the participants of this year's challenge.

# Benefits of Participation

As part of the Youth Steering Group, you'll gain so much more than just a title. Here's a look at what's in store for you:

- ★ **Boost Your Skills:** Through masterclasses, you'll build key skills like public speaking, social media management, event planning, and leadership that will set you apart.
- ★ **Expand Your STEM Knowledge:** By assisting the finalist teams, you'll deepen your understanding of STEM and learn how to apply it in real-world situations.
- ★ **Lead with Confidence:** Stepping into leadership roles will give you hands-on experience managing projects and working with a team.
- ★ **Mentorship That Matters:** You'll have access to mentorship sessions where you'll get advice on teamwork, goal-setting, and personal development from professionals who want to see you succeed.
- ★ **Make Connections:** Meet other passionate young people, mentors, and industry experts who can become your future friends, colleagues, and guides.
- ★ **Be a Role Model:** You'll represent GSTEP and inspire other students in your region. Your voice matters, and you'll get to use it to make a real impact.
- ★ **Get Real Experience:** Whether you're helping plan events, guiding other finalist teams, or gathering feedback for the program, you'll learn what it takes to manage important projects and solve problems on the go.
- ★ **Celebrate Your Journey:** Your efforts will be honoured at a special graduation event, where we'll celebrate all that you've accomplished.

## Please Note

You are required to wear the blue-coloured GSTEP t-shirt and name tag assigned to you for all in-person GSTEP 2025 events.



As a Youth Steering Group (YSG) member, you will gain exclusive access to a series of impactful virtual masterclasses and mentorship sessions. These are designed to equip you with the essential skills required to excel in your roles as ambassadors and leaders. Key sessions include:

## Masterclasses

### 1. **Communications, Social Media, Blogging, Public Speaking (November)**

- Learn how to leverage social media for advocacy and effective public engagement.
- Gain practical skills in public speaking and blogging, enhancing your confidence and communication abilities.
- Engage in an in-person activity during the GSTEP events to practice your skills.

### 2. **Events Management (December)**

- Understand event coordination basics and how to assist the GSTEP consortium team in organising GSTEP 2025 events, ensuring a seamless experience for participants.

### 3. **Monitoring and Evaluation (January)**

- Gain insights into data collection and analysis to support event evaluations during GSTEP 2025 activities.

### 4. **Entrepreneurship and Business Planning (March)**

- Cultivate entrepreneurial thinking and develop skills for crafting business plans, positioning you for future innovation and leadership roles.

### 5. **Pitching and Presentation (June)**

- Master the art of delivering compelling presentations, an essential skill for public speaking and showcasing innovative ideas effectively.

**Mentorship Program:** The mentorship aspect of your engagement will provide you with personalised guidance and deeper learning opportunities.

**1. Six Virtual Sessions:**

You will attend six mentorship sessions spread across the year, building your knowledge and leadership capabilities.

**2. Team-Based Learning:**

YSG members will be divided into four teams, each attending monthly carousel-style sessions with mentors.

**3. Core Topics:**

The first three sessions planned by the DreamOval Foundation (DOF) team will emphasise leadership, teamwork, and goal-setting.

**4. Flexible Additions:**

Based on YSG feedback, three additional sessions will be curated to address specific interests and needs.

# Key Roles & Responsibilities

As GSTEP Youth Ambassadors, you will serve as an extension of the GSTEP Consortium, playing an influential role in promoting GSTEP initiatives and inspiring peers to engage in STEM. Your in-person engagement will be region-based; expect the Exhibition and Awards Ceremony which will take place in Greater Accra.

## Core Responsibilities:

- **Act as GSTEP's Youth Ambassadors:** Use your voice, social media platforms, and other communication channels to raise awareness of GSTEP's mission and activities.
- **Support Peer Engagement:** Provide guidance and motivation to participating student teams throughout the challenge.
- **Ensure Full Participation:** Attend all scheduled masterclasses, mentorship sessions, and GSTEP events, demonstrating your commitment and leadership.

# Key Event Engagement

## Application Stage

What do i need to do at this stage?	When do i need to do it
<ul style="list-style-type: none"><li>● Share the message about GSTEP Challenge 2025 to Junior High School learners in my region to apply for the challenge</li><li>● Read and understand the challenge timeline</li></ul>	<ul style="list-style-type: none"><li>● November</li></ul>

## Semi-finalist Stage

What do i need to do at this stage?	When do i need to do it
<ul style="list-style-type: none"> <li>● Assist with registration, logistics, and coordination of the semi-finalist induction ceremony in your region.</li> <li>● Provide support to semi-finalist teams</li> </ul>	<ul style="list-style-type: none"> <li>● January - February 2025 (Date TBC)</li> </ul>





## Finalist Stage

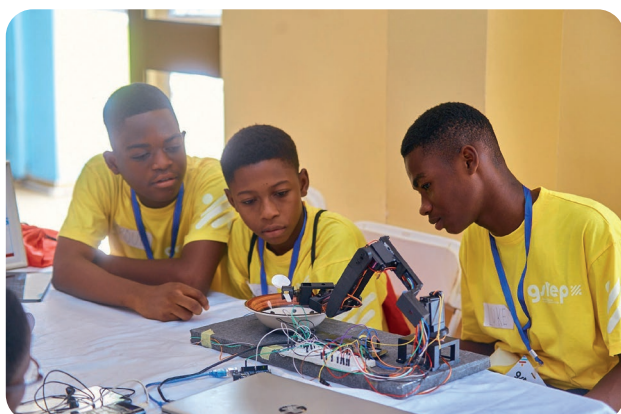
What do i need to do at this stage?	When do i need to do it
<ul style="list-style-type: none"> <li>● Assist with registration, logistics, and coordination of the semi-finalist induction ceremony in your region.</li> <li>● Provide support to semi-finalist teams</li> <li>● Join and help coordinate industry visit, enhancing the experience for finalist teams</li> </ul>	<ul style="list-style-type: none"> <li>● March - May 2025 (Date TBC)</li> </ul>





## Pitching and Judging Stage

What do i need to do at this stage?	When do i need to do it
<ul style="list-style-type: none"> <li>● Provide logistical and technical support, ensuring seamless event execution.</li> <li>● Assist finalist teams with their pitching setup</li> </ul>	<ul style="list-style-type: none"> <li>● June 2025 (Date TBC)</li> </ul>





## Exhibition & Awards Ceremony

What do i need to do at this stage?	When do i need to do it
<ul style="list-style-type: none"> <li>Contribute to the coordination for the final showcase of GSTEP Challenge 2025 projects and award ceremony.</li> </ul>	<ul style="list-style-type: none"> <li>July 2025 (Date TBC)</li> </ul>



# Perseverance Awards

The Perseverance Awards celebrate teams that demonstrate exceptional dedication and resilience, even if they do not progress to the semi-finalist stage or finalist stage. This year, two (2) awards will be presented: one for a team from the application stage and another to a team from the semi-finalist stage.

## YSG Role as Judges:

What do i need to do at this stage?	When do i need to do it
<ul style="list-style-type: none"><li>● <b>Application Review:</b> Evaluate videos from perseverance teams and provide constructive feedback.</li></ul>	<ul style="list-style-type: none"><li>● May-June 2025 (Date TBC)</li></ul>
<ul style="list-style-type: none"><li>● <b>Selection Process:</b> Shortlist the top fifteen (15) teams for the Perseverance Awards.</li></ul>	<ul style="list-style-type: none"><li>● July 2025 (Date TBC)</li></ul>
<ul style="list-style-type: none"><li>● <b>Final Judging:</b> Assess the pitches and prototypes of the 15 teams to select the two (2) winners.</li></ul>	<ul style="list-style-type: none"><li>● July 2025 (Date TBC)</li></ul>





# Youth Ambassador Graduation

## What do i need to do at this stage?

- Attend the YSG graduation and receive a certificate for your participation

## When do i need to do it

- July 2025 (Date TBC)



To ensure effective communication and active participation, a mix of in-person and online platforms will be used.

## Meeting Schedule:

- **Masterclass and Mentorship Sessions:** A total of 5 masterclasses designed to build your essential skills and knowledge. These would be held monthly on Zoom and Google Classroom.
- **Mentorship Sessions:** A total of the 6 virtual sessions designed to build your essential skills and knowledge. These would be held monthly on Zoom and Google Classroom.
- **In-Person Meetings:** Three (3) virtual meetings will be held quarterly to provide updates on the GSTEP Challenge, discuss participation, and gather feedback.

1st Quarter Check-in: January, 2nd Quarter Check-in: April, 3rd Quarter Check-in: July

- **In-Person Meetings:** Five (5) face-to-face meetings through the challenge events

## Platforms for Communication:

- **Virtual Meetings:** To be hosted on accessible platforms such as Zoom, Google Meet, or Teams.
- **Group Communication Channels:** Emails, SMS and calls will be used for quick updates.

To support YSG members in fulfilling their responsibilities, the following resources will be provided:

## Financial and Logistical Support:

- **Monthly Stipend:** A monthly allowance of 50 GHS will be provided to a designated teacher or parent to cover your data usage during virtual sessions.
- **Transportation Allowance:** This will be provided to cover travel costs for attending in-person events.
- **Meals and Refreshments:** Breakfast, lunch, and snacks will be provided during in-person engagements.
- **Accommodation:** This will be arranged when necessary for YSG members who need to travel for events.
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- **Accommodation:** This will be arranged when necessary for YSG members who need to travel for events.

## Guardian Role:

Guardians will play an essential part in encouraging and supporting YSG members' participation. Your involvement will include overseeing meeting attendance and facilitating access to resources as needed by your wards.

To streamline the activities and enhance the impact of the Youth Steering Group (YSG), each region will elect YSG members into eight leadership positions. These roles will support the GSTEP consortium in various capacities and ensure that the YSG's efforts align with the overall goals of the GSTEP Challenge.

The leadership roles and their responsibilities are as follows:

- **Operations and Events Lead:** Manages logistical tasks such as venue setup, participant registration, and general event readiness.
- **Communications Lead:** Manages the YSG's media presence, including social media and blog posts, to promote activities and key GSTEP updates.
- **Monitoring, Evaluation and Research Lead:** Collects data from YSG members and finalist teams for reporting purposes and helps evaluate the effectiveness of activities.
- **Community Action Lead:** Assists finalist teams in engaging with communities in your region.
- **Capacity Building Lead:** Coordinates the YSG members for masterclasses, mentorships and group discussions.



The success and impact of YSG activities will be monitored and evaluated through various means to ensure growth and continued improvement:

- **Interviews:** Periodic interviews with YSG members and mentors to gather insights and feedback on their experiences.
- **Focus Group Discussions:** Group discussions to encourage sharing of ideas and constructive feedback among YSG members.
- **Surveys:** Regular surveys to collect data on participation, learning outcomes, and suggestions for future initiatives.

## Key Evaluation Milestones

- **Induction Evaluation:** Assessment of initial engagement, understanding of roles, and preparedness for responsibilities.
- **Industry Visit Feedback:** Evaluating members' involvement and learning outcomes from industry visits with finalist teams.
- **Graduation Review:** A comprehensive review of YSG contributions and personal growth, celebrated during the graduation ceremony. This will also serve as an opportunity to gather reflections that will inform the planning for future cohorts.



## GSTEP Challenge 2025 WHATSAPP CHANNEL



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Ghana Science & Tech Explorer Prize



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