

QLD & NT 2025 Youth Summit

School Checklist

Requirement	Due Date	Related Documents
Advise TFH estimated number of people attending Summit	Fri June 6	<ul style="list-style-type: none"> Youth Summit Info Sheet
Create student team and distribute/collect parent permissions	Fri June 20 (suggested)	<ul style="list-style-type: none"> Youth Summit Info Sheet Blurb for Parent Permission
Select focus (building awareness, or providing solution) and topic of presentation and advise TFH	Fri July 18	<ul style="list-style-type: none"> Youth Summit Info Sheet Youth Summit online preparation module Youth Summit Topic Survey (online form)
Students and teacher leader to complete pre-survey	Fri July 25 (suggested; earlier is best but prior to Summit Day)	<ul style="list-style-type: none"> Youth Summit Pre-Survey for Students & Teachers (online survey)
Confirm numbers, attendee names and any dietary requirements to TFH	Fri July 25	<ul style="list-style-type: none"> School Team Registration form (Excel Spreadsheet)
Submit media permission form for each student Submit media permission form for school & teacher	Fri July 25	<ul style="list-style-type: none"> External Media Permission Form - Students External Media Permission Form - Teachers & Schools
Submit to TFH summary of presentation	Fri August 15	<ul style="list-style-type: none"> Youth Summit Info Sheet Youth Summit online preparation module Youth Summit Presentation Summaries guidance
Update any changes to numbers and dietary requirements, if required	Thurs August 21	N/A.
Submit to TFH copy of presentation file for display on Summit Day. Andrea will be compiling files together to streamline and fast-track the presentations.	Tues August 26	N/A.
Submit reimbursement tax invoice for travel support, if required	Post Summit Day; by beginning of Term 4 preferred.	Please email school-issued tax invoice, along with supporting receipts, for travel costs to Andrea for payment by TFH. TFH ABN: 51 118 344 666
Students and teacher leader to complete post-survey	Fri September 19 (suggested, but earlier is best for ease of completion)	<ul style="list-style-type: none"> Youth Summit Post-Survey for Students & Teachers (online survey)