1UP HANDBOOK

Your guide to becoming community changemakers

Urban Minds

2023 - 2024

CONTENTS

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RALL

WELCOME

1UP Youth City Builders is a youth leadership program powered by Urban Minds.

Our mission is to create cities for all. Not just for adults, but for young people too. How?
We empower more young changemakers in our cities, just like yourself!

That's why we made this guide. This guide will help you learn about how city building works and how you (yes, you!) can create creative solutions to challenges you see in your community.

Let's get started.

Owner – Big Dog

AM/Afternoon

around the park/few blocks away

ew dog in the morning/Afternoon

4–12

o Dog Park ...maybe?

HOW MIGHT WE
DOG
PARK?   PLAY EXPERIENCE?

HELLO
my name is
Rachel

GOALS

The really important stuff!

Goals / what we want to do for you:
- To empower you with knowledge and experience in creating impact in your local community
- To equip you with a design thinking mindset and problem solving skills for school, work and pretty much everything else in life!
- To build you up as a community leader and changemaker along with a network of like-minded friends and professionals

Outcomes / what we want to see from you:
- You have greater empathy and curiosity of current challenges facing our communities
- You designed and built creative, user-centred solutions to address challenges in your neighbourhood
- You helped others see the great potential of youth taking an active role in city-building

Ground Rules / what all of us should remember:
- Make sure we act to help everyone feel included and welcomed to participate
- Keep an open mind about new or unexpected ideas, questions, and thoughts
- Respect our differences in culture, background, and experience. Use them to learn and create!

THE MISSION

Your school chapter should select and complete one of the two following streams:

1. Learners Stream

Recommended for new school chapters

Complete a challenge every two months while competing with other school chapters for the best submissions to win prizes. Each challenge has a theme and is designed to help your chapter learn more about various aspects of city building.

2. Design-Builders Stream

Recommended for returning school chapters

Your chapter will take on the challenge of pitching, designing, and building a solution to address a problem you identify in a public space in your community. Your chapter will be provided with $200-$1,200 in funding and a dedicated mentor to help you take your project from start to finish.

LEARNERS STREAM

	AUG	SEP	OCT

BI-MONTHLY CHALLENGES

GETTING STARTED

NOW HIRING

WINTER WONDERLAND

SUSTAINABLE ACTION

HEALTHY PLACES

1UP PROGRAM EVENTS
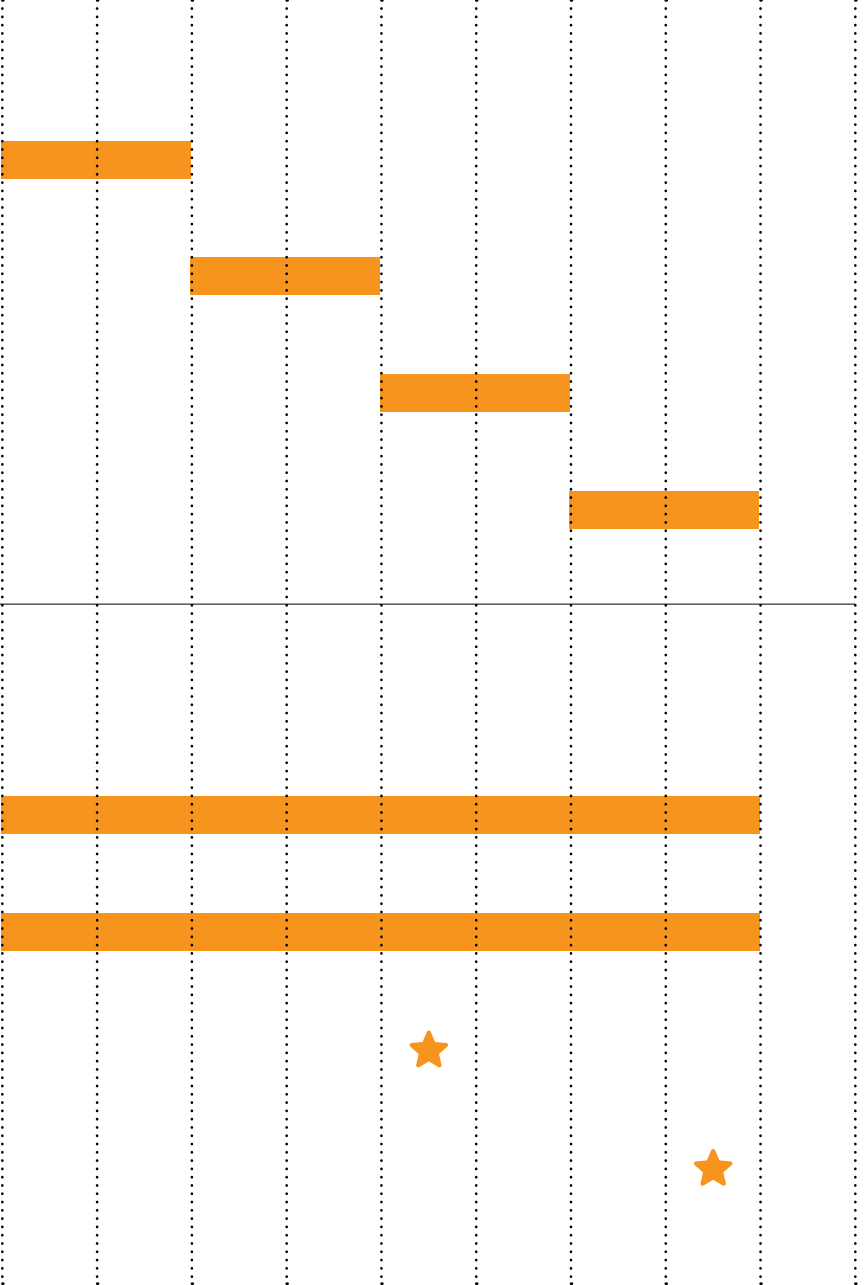
LEADERS LAB ★

WEBINARS

LOCAL EVENTS

CONFERENCE

YEAR-END SOCIAL

NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL

LEARNERS STREAM ACTIVITY SHEETS

GETTING STARTED

September-October

Build your chapter and recruit members. Get outside and learn more about your neighbourhood.

NOW HIRING

November-December

What is it like to work as a city-building professional? Find out more about the different career options.

WINTER WONDERLAND

January-February

Hot or cold, our cities need to function in different seasons and climates. How do we design a city that thrives in subzero conditions?

SUSTAINABLE ACTION

March-April

The way our communities are designed and built plays a significant role in fighting climate change, and there is always room for improvement.

HEALTHY PLACES

May-June

The environment around us can either make us feel good or downright sick. Learn what factors and features are at play when it comes to health.

HOW TO SUBMIT & WIN

You will be competing with other school chapters in the Learners Stream for the best submission for each activity sheet. To be eligible to win prizes, make sure to follow the steps outlined here and in each activity sheet.

1. Create an Instagram account for your chapter.
2. Share content (typically in the form of a video or photos) based on the instructions provided in each activity sheet.
3. Tag @urbanmindsTO and @1uptoronto in your post to be eligible.

Urban Minds' Program Coordinators will review all submissions and select a winning chapter based on the criteria outlined in each activity sheet. Good luck!

DESIGN-BUILDERS STREAM

	AUG	SEP	OCT

DESIGN-BUILDERS CHALLENGES

- BUILD A TEAM
- KNOW YOUR SITE
- KNOW YOUR USERS
- FRAME THE CHALLENGE
- IDEAS OVERLOAD
- THE PROTOTYPE
- SHOW & TELL
- IMPLEMENTATION

1UP PROGRAM EVENTS

- LEADERS LAB
- WEBINARS
- LOCAL EVENTS
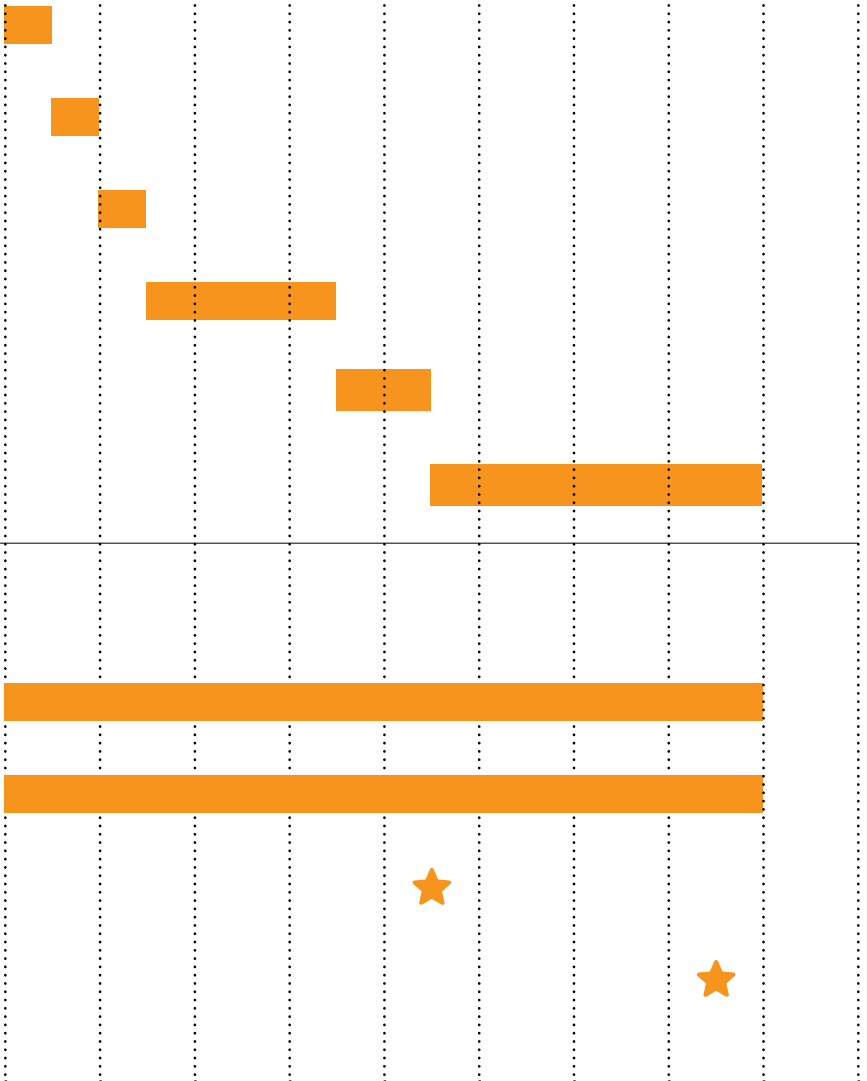- CONFERENCE
- YEAR-END SOCIAL

NOV   DEC   JAN   FEB   MAR   APR   MAY   JUN   JUL

This is what the next 10 months may look like for your team.
This is only for your reference! Some steps may take more or less time, and it is fine to adjust your team's schedule by no more than 2 weeks. Make sure you talk to your project coordinator before making changes!

DESIGN THINKING

What is design thinking?

It's a process, but more importantly, a mindset of creative problem-solving. You will be using design thinking for your project. You will learn to better understand who you're designing for, and what their needs are. You will find yourself pushing the limits of your team's collective brainpower, coming up with ideas that will not only address the problem, but also get everyone excited about making it happen. You will tirelessly test, fail (yup!) and improve the idea until… bam! Your team and your audience are happy with what you've created.

1. **Empathize with the Users**
2. **Define the Problem**
3. **Ideate Experiences**
4. **Prototype and Test Ideas**

It's important to note that this isn't a linear process. You may see your team going back and forth between steps, and even get stuck and frustrated at times. Don't worry, this is all part of the experience. The 1UP team is always here to support you and give advice or suggestions whenever you need us.

DESIGN-BUILDERS STREAM ACTIVITY SHEETS

EMPATHIZE + DEFINE

BUILD A TEAM

September-October

Build a core team and recruit volunteers. Work together with teachers, administrators and student council.

KNOW YOUR SITE

October

Identify the public space you are going to work on. Observe what goes on in the space.

KNOW YOUR USERS

November

Find out who does and doesn't go to the public space. Who are these people? What are their characteristics?

FRAME THE CHALLENGE

November

Based on your observations, what is the biggest challenge that you want to address in this public space?

Remember!
Your chapter will be paired up with a **Mentor** who has experience relevant to your community challenge. Communicate with your Mentor regularly to help you complete these activity sheets.

IDEATE + PROTOTYPE

IDEAS OVERLOAD

December

Time to let your minds run wild. Come up with as many ideas as possible, even if they may seem out of this world.

THE PROTOTYPE

December-February

Take your favourite idea and turn it into a prototype! Learn about how prototypes can be used as a form of visual representation.

SHOW & TELL

February-March

Share your solution with everyone. Ask for support to extend the impact of your project.

IMPLEMENTATION

March-June

Time to get to work. Gather all your resources, obtain all necessary approvals, and bring your solution to life.

How to Submit:
Your chapter will be **required to upload your completed activity sheets** to your chapter's designated **Google Drive folder** and notify your Mentor and Program Coordinator on your chapter's **Discord channel**.

WHA
YO
IDE

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...UR
...EA?

1UP
LEADERS LAB

1UP Leaders Lab is two-day orientation camp for new 1UP Fellows.

The 1UP Fellows will go on guided walking tours to learn about city building and participate in interactive games and activities covering topics including fundamental urban planning and design principles, leadership and teamwork, project management, and public speaking.

Want to see what happened at our previous 1UP Leaders Lab? Visit:
1uptoronto.org/2023-leaders-lab

Advocacy
Giving public support to an idea, a course of action or a belief

Activism
working to achieve political or social change

Athens

Sterling Huang   Ryan Liu   Lucas Fong

Urban Design 101

What is Urban Design?

- Urban Design is the inter-relationship of buildings, the public realm, and overall human experience within a space.

- Urban Design can consist of different materials, the shape and form of a building and the creation of enjoyable spaces.
  - E.g. Berczy Park

How do these spaces interact and create a pleasant experience?

What makes an enjoyable space?   15

1UP CONNECT WEBINARS

1UP Connect Webinars are free, live monthly webinars where attendees can hear from industry professionals on various topics and have their questions on the urban planning and design field answered!

Taking place throughout the school year, these webinars are a great source of inspiration as you develop ideas and solutions for your community.

Register for this year's webinars here:
1uptoronto.org/2023-2024-connect-webinars

1UP
LOCAL EVENTS

We partner with urban planning, architecture, and engineering firms to host office tours and local events for high school students.

Students have the opportunity to experience firsthand the day-to-day job environment while gaining career insights from working professionals. Our Program Coordinators in Toronto, Hamilton, and Kitchener-Waterloo will also be organizing free local events for participants who want to learn more about their city and meet like-minded peers.

Want to see what happened at our previous 1UP Local Events? Visit:
1uptoronto.org/officetours2022

01:44

1UP CONFERENCE

1UP Conference is an annual event where we learn from inspiring speakers, and celebrate our achievements over the year.

It is a full-day event typically held on a weekend during March Break. Professionals and community builders are featured, and students participate in interactive, fast-paced workshops and activities throughout the day. It's an action-packed day that you don't want to miss!

Want to see what happened at our previous 1UP Conference? Visit:
1uptoronto.org/conference2023

1UP DESIGN BUILD PITCHES

If your chapter opted for the Design-Builders Stream, the 1UP Design Build Pitches event offers you the opportunity to gain additional funding to support your community design-build project.

Pitch your idea at the 1UP Conference in March to a panel of judges and get their feedback on how you can realize your project. Up to $1,000 in additional funding is available for the winning team!

Watch the pitches from the 2022-2023 1UP School Chapters:
1uptoronto.org/designforchange2023

LET'S
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SETUP

For chapters in both the Learners Stream and Design-Builders Stream:

1UP School Chapters run from September to June.

We recommend scheduling **weekly after-school meetings (1 - 1.5 hour each)**, and dedicating **up to 3 hours a week** of individual, bring-home tasks.

For chapters in the Learners Stream:
Your chapter will work on a new challenge every two months based on a theme related to city building or opportunities to improve your neighbourhood.

You will need:
- a core team of at least 3 committed members, and as many volunteers as you can find
- a meeting space (e.g. a classroom) large and comfortable enough for your group to discuss and create your submissions
- a camera and a computer with Internet access

For chapters in the Design-Builders Stream:
Each week your team will either start a new activity sheet or carry on from a previous sheet. Each sheet contains questions and activities for your team.

You will need:
- a core team of at least 5 committed members, and as many volunteers as you can find
- a public space for the project that is within walking distance from your school
- a meeting space (e.g. a classroom) large and comfortable enough for your group to discuss, design and build models
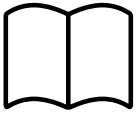
Depending on the activity, you will also need:
- stationery
- sticky notes
- markers
- blank paper
- sticker dots
- tape
- clipboards
- additional art supplies (ask your art teacher)
- a camera (phone camera works too!)
- a computer with Internet access
- a timer

STARTER KIT

If you are in the Design-Builders Stream, you will receive a 1UP Starter Kit, which includes:

1UP Handbook

Everything you need to know in one convenient booklet

Project Roadmap

Track your progress with stickers

Mission Folder

Place all your activity sheets in this handy folder

Method Cards

Cards to help you brainstorm strategically

Promo Cards

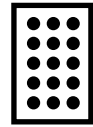Hand these out to spread the word about your project

Sticky Notes

For writing down all the awesome ideas you come up with
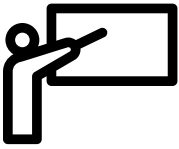
Markers

For jotting down notes, ideas, and drawings

Sticker Sheets

Use stickers to pick your favourite ideas and to track your progress

SUPPORT NETWORK

Teacher Supervisor:
It is important for your chapter to have the support of your school teachers and administrators. Talk to a teacher who teaches a related subject (Geography, Civics, Science, Art, Tech, etc.) and ask if they will be interested to be a supervisor for your chapter. We recommend your team to register as a school club to get funding and permissions to run events and activities at school.

Mentor (Design-Builders Stream only):
Your chapter will be assigned a city-building professional as your Mentor throughout the school year. **You are responsible for setting up bi-weekly meetings with your Mentor to discuss your chapter's progress.**

Student Council and other school clubs: Get in touch with your school's student council and let them know that you are working on improving the student experience through this chapter. Ask them for their support and participation as you promote your chapter to your peers. Communicate with other clubs at your school as well to spread the word and find opportunities to collaborate.

Urban Minds Program Coordinators: Your designated Program Coordinator will be available via Discord and email to support you and answer any questions you have throughout the school year. We will also set up two check-in meetings with you, one in October and another in February.

COMMUNICATION

Communication is key to the success of any project. Here are a few tools that we will use to communicate with your team, and recommend your team to use to communicate with each team member.

Discord: We will use Discord as our instant messaging platform. This is where we will announce and share our events and programs.

Seperate channels will be created for each 1UP School Chapter, and a general channel will be created for all 1UP Fellows.

Chapters in the Design-Builders Stream are required to notify your Mentor and Program Coordinator when you submit your completed activity sheets in your Discord channel.

Scan this QR code to join our Discord server.

1UP Website (1uptoronto.org): This is where we will post all the materials, including the starter kit, mission briefs, letter templates, and other resources.

Google Drive: All our materials will also be shared on our Google Drive folder for download.

Chapters in the Design-Builders Stream are required to upload your completed activity sheets to your designated Google Drive folder.

Social Media Platforms (@urbanmindsTO and @1uptoronto): Follow us on social! Our communications team posts regularly about city-planning initiatives, our own announcements, and much more.

Chapters in the Learners Stream are required to tag both @urbanmindsTO and @1uptoronto in Instagram posts.

Email your Mentor and Program Coordinator: When in doubt, send us a note! We'll get back to you as soon as we can.

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has."

- Margaret Mead