

**GUIDE 07**

**CELEBRATING  
CONTRIBUTIONS  
AND CLOSING THE  
FEEDBACK LOOP**



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# TOOLS AND MINIGUIDES



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**MINI-GUIDE: MANAGING EXPECTATIONS  
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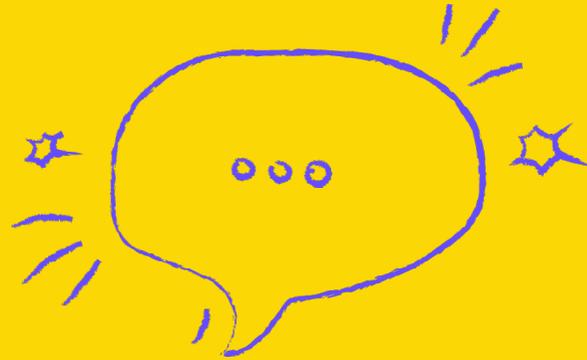
**TEMPLATE: CERTIFICATE OF THANKS**

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**TEMPLATE: LETTER OF THANKS AND IMPACT**

## Why does celebrating contributions and closing the feedback loop matter?

Recognising and celebrating contributions fosters a sense of accomplishment and ownership for young people. Closing the feedback loop ensures transparency and accountability, playing a key role in ensuring young people understand how their involvement has made a difference.



# 01

## CELEBRATING COLLECTIVE IMPACT OF YOUNG PEOPLE

Recognising and celebrating the achievements of young people ensures they feel encouraged and can see the tangible impact of their efforts. You should embrace any available outlet to celebrate young people's achievements. This could involve:



Sharing success stories about how young people's contributions are shaping outcomes (during meetings, in newsletters, or anything else).



Using social media platforms to share stories that show how young people's involvement has shaped decisions and influenced positive outcomes.



Celebrating personal growth, such as improved teamwork, communication, or leadership skills through affirmation and encouragement.



Hosting recognition events or award ceremonies to celebrate collective achievements.



See the 'Managing Expectations Around Youth Engagement and Impact' mini-guide for guidance on setting realistic goals by focusing on small, tangible wins.

# 02

## ACKNOWLEDGING CONTRIBUTIONS AND COMMUNICATING NEXT STEPS

Acknowledging young people's contributions and feedback is an important part in closing the feedback loop. Simple steps you can take include:

### PROVIDE AN UPDATE

Message young people and thank them for their input. You may include a summary of key ideas raised during meetings/ consultations. Tell young people what will happen with the input they provided, including timeframes.

If youth input did not translate into significant change explain why and, if possible, offer detail on the smaller impacts their input had and possible alternative paths for action.

### PROVIDE LETTERS OF IMPACT

A letter of impact outlines the significance of a young person's contribution to a policy or project, detailing their involvement and its impact on the project.

These letters provide formal recognition and can also support young people with applications for jobs or education programs. See the '*Letter of Thanks and Impact*' template to support your writing.

### PROVIDE CERTIFICATES

Certificates are a formal recognition of participation and can be used by young people to enhance their resumes.

When providing certificates as recognition of contribution/ participation, organisations should include: the participant's name and role; a description of the project and their involvement; details of key contributions and achievements. See the '*Certificate of Thanks*' template.

# 03

## COMPENSATING YOUNG PEOPLE APPROPRIATELY

Appropriate compensation is instrumental in formally recognising the value of young people's contributions. Appropriate forms of recognition and compensation include:

### FINANCIAL REIMBURSEMENT

Providing gift cards, stipends, or vouchers proportional to their roles/contributions. For example, the Office for Youth provides an honorarium to members of the Youth Steering Committee and Youth Advisory Groups. The honorarium is an acknowledgment of their participation and time given to share lived experience and expertise.

### SKILL-BUILDING OPPORTUNITIES

Providing training or networking opportunities. See 'Guide 3' and 'Guide 4' for ideas on supporting young people to build skills.

### IN-KIND RECOGNITION

Providing formal references, certificates, or publication credits for contributions.



# 04

## CLOSING THE FEEDBACK LOOP... AGAIN

Depending on the type of engagement, closing the feedback loop can be an ongoing process. If young people don't receive ongoing feedback, the feedback loop is left open, and youth engagement can feel tokenistic. You can continue closing the feedback loop by:

### CREATING REGULAR FEEDBACK CHANNELS

For longer term engagement initiatives ensure consistent and frequent communication, using channels young people prefer, for sharing updates on how their input is being used. The Office for Youth uses GovTEAMS as a regular feedback channel with the Youth Steering Committee and Youth Advisory Groups – it's also helpful for general communication!

### CONSISTENTLY REFLECTING TOGETHER

Schedule regular times, for example a standing agenda item for meetings, to reflect as a group on how young people's input is making a difference. This can help everyone, adults and young people consider ways to capture progress, and lead to learning opportunities and improved future outcomes. See 'Additional Resources' in 'Guide 8: Ways to Engage' for an 'Reflective Impact Log' to support your reflective practices.



### Examples of Feedback Channels

- Surveys or forms for structured reflections.
- Feedback emails summarising outcomes.
- Post-event debriefs to review successes and challenges.
- Group reflection sessions to discuss lessons learned.
- One-on-one check-ins for personalised feedback.

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