UBUNTU
NATIONAL
COMPETITION
2016
COMMUNITY
TOOLKIT
SECTION ONE
GETTING STARTED 2

HOW TO USE THIS TOOLKIT 3
INTRODUCTION 3
CELEBRATING UBUNTU 4

SECTION TWO
NATIONAL UBUNTU COMPETITION 2016 6

WHAT’S COOKING IN 2016? 7

SECTION THREE
EXPLAINING THE NATIONAL UBUNTU COMPETITION TO OTHERS 10

• EXPLAINING THE NATIONAL UBUNTU COMPETITION TO OTHERS 11
• GETTING OTHERS ONBOARD 11
• WHAT’S THE POINT OF THE NATIONAL UBUNTU COMPETITION? 12
• CHECKLIST FOR ENTRIES 14
• SPREADING THE WORD WIDELY 14
• THE JUDGING PROCESS 15
• THE PRIZE 15
• DATES AND DEADLINES 15

SECTION FOUR
YOUTH RADIO AWARDS 2016 16

• YOUTH RADIO AWARDS AND UBUNTU LAB 2016 17
SECTION ONE

HOW TO USE THIS TOOLKIT
HOW TO USE THIS TOOLKIT

Welcome all you bright shiny people of the Young Reporters Network!
2016 is gearing up to be an exciting year and this toolkit is designed to explain and equip you to be a major player in our biggest activity this year. YEAH!

This toolkit has four main goals:
1. to help you understand the National Ubuntu Competition and how it works
2. to equip you to get other young people in your community excited about it and entering the competition
3. to guide you through managing the competition at your radio station
4. to encourage you to make amazing radio for your station, enter the Youth Radio Awards 2016 and share at the Ubuntu Lab

The toolkit also has a few icons that will appear throughout. This is what they mean:

- **AIM**: To help you understand why this is important
- **REFER TO**: Go back and look at a previous section
- **OUTREACH ACTIVITY**: The event you will host to reach out to others
- **EXAMPLES**: Situation examples to help you understand
- **WHAT YOU NEED TO KNOW**: Steps and information you need to know to complete activities

INTRODUCTION

Umuntu ngumuntu ngabantu “a person is a person through other people”
It’s what we’ve been exploring as young reporters in 2015.
It’s Motho in Tshivenda, Botho in Tswana, ubuntu in isiXhosa.
In any language, it speaks to how no one is separate from the other.
It is a concept, a belief and a practice that stretches beyond race, who we think our community is and beyond borders.

Archbishop Desmond Tutu says, “...what you do affects the whole world. When you do well, it spreads out. It is for the whole of humanity.”

Through the trainings, discussions, radio shows and outreach, it was clear that there is no one way of describing EXACTLY what ubuntu is. Here are some common words we used to describe ubuntu:

love, community, respect, dignity, survival, solidarity, sharing compassion
CELEBRATING UBUNTU IN 2015

For the first time CRF hosted The Ubuntu Lab in July 2015 in Cape Town. The youth conference saw 46 youth from the Young Reporters Network South Africa, and 60 Cape Town-based young people in attendance and sharing their ideas and experiences.

The youth panel provided a breakthrough moment when CRF youth facilitator, Velisa Jara, spoke about LGBTI rights as a form of ubuntu. Everyone in the room was moved and the conversation changed, almost as if the entire room shifted a gear - together. New ways of thinking about ubuntu started.

“I used to think that if you have ubuntu, you have to give someone something, whether it is money, clothes and stuff. I learned that ubuntu is not a currency but a principal. That has been my motto from then on.” (Young reporter KQ fm, July 2015)
“I thought ubuntu is the big things like when people are being helped with houses and groceries. Ever since the project has been dealing with the concept, I have learned that even the little things in life matter. I remember doing an ubuntu show, and my co-host had this idea of promoting ubuntu with smiling, a hug, caring words. It is not just giving people what you think they need.” (Young reporter, Aganang fm, July 2015)

The Youth Radio Awards was a fantastic way to get everyone excited and creative. The Ubuntu award for Best Community Story had the judges in a tight spot with 26 thought provoking submissions. That award was picked up by “Mthatha Youth Commitment” The Best Ubuntu Show went to Kurara FM’s “Cracking It” while QwaQwa Radio’s “Group of Conquerors” took home the Best Community Activity.
WHAT’S COOKING FOR 2016?

The Ubuntu Lab and Youth Radio Awards ceremony were so full of energy, conversation and celebration that we’re doing it again!
The invitation is out for you to create more insightful ubuntu stories for radio and to host an impactful community outreach. You can submit these for judging and the finalists will come to Cape Town in September 2016!

But wait. Stop. Consider this:

“If your dream only includes you, it’s too small”
Ava DuVernay

Think about what would happen if we:
• opened up this ubuntu conversation
• invited youth in your community to enter
• expanded beyond radio entries

So let's talk about this ...
UBUNTU COMPETITION APPLICATION FORM

The Ubuntu Competition is organized by the Children’s Radio Foundation. All information you provide will be treated with the utmost confidentiality. Youth under 18 years old must please have their parents/guardians sign the consent form.

Name: ___________________________                             Surname: _________________________
Age: _______              Male ☐ Female ☐                 Cell phone: _________________________
Home address: ____________________________________________________________
Occupation: _______________________________________________________________
(If student) School name: _________________________________________________
(If student) Grade of study: _________          Title of entry: ______________________________
Community Radio Station: ______________________________________
Entry type: (Please tick relevant box.)
Photograph ☐   Essay ☐   Poem ☐   Audio entry ☐

QUESTIONS:

WHAT IS UBUNTU FOR YOU?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

WHAT ROLE DOES UBUNTU PLAY IN YOUR LIFE?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

WHAT MAKES YOUR ENTRY A WINNING ENTRY?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
APPLICATION AND COMPETITION STEPS:

1. Talk to a young reporter about the competition and the competition topic.
2. Decide on what you would like to submit and in which format (a photograph, an essay, a poem or an audio entry).
3. Do it! (please note Multiple entries are allowed)
4. Fill in the application form.
5. If under 18, get your application signed by your parent/guardian.
6. Return your application to your participating community radio station by 15 July 2016.
7. Regional winner will be announced at your community station on the 30 July 2016.
8. National winner will be announced in August 2016.
10. Winning entries will be published on the CRF website, on social media and shared with commercial media outlets and partners.

ABOUT THE PRIZE(S)...

- The winner of the regional competition at the radio station receives a surprise prize and qualifies for the final round.
- The grand winner of the National Ubuntu Competition comes to Cape Town with their chaperone for an all expenses paid four days to participate in the Ubuntu Lab (conference) and the annual Youth Radio Awards hosted by CRF.

THE COMPETITION PROCESS: WHO CAN ENTER?

Any youth between 13 and 20 who can get their original submissions to one of the following radio stations:

- Alex FM (Alexandra, Gauteng)
- Aganang FM (Potchefstroom, North West Province)
- Atlantis Community Radio (Atlantis, Western Cape Province)
- Emalahleni FM (Emalahleni, Mpumalanga Province)
- Forte Community Radio (Alice, Eastern Cape)
- Kurara FM (Kuruman, Northern Cape Province)
- Greater Lebowakgomo FM (Lebowakgomo, Limpopo Province)
- Newcastle Community Radio (Newcastle, Kwazulu-Natal Province)
- Nkqubela FM (Port Elizabeth, Eastern Cape Province)
- MAMS FM (Mamelodi, Gauteng)
- Moutse FM (Moutse, Limpopo Province)
- Radio KC (Paarl, Western Cape)
- Takalani Community Radio (Aliwal North, Eastern Cape Province)
- UNITRA Community Radio (Mthatha, Eastern Cape)
- Vibe FM (Durban, Kwazulu-Natal Province)
- Vukani Community Radio (Cala, Eastern Cape)

Please note youth under the age of 18 will require parental/guardian consent.

ABOUT UBUNTU AS A TOPIC:

Ubuntu is a big subject. We have learned that one of the best ways to talk about ubuntu is if we focus and narrow it down to one topic that’s important to you or/and a personal experience.

- What does Ubuntu mean to you?
- How is ubuntu present or not present for you as a young person? And where?
- What could change?
- What could that change lead to?

HOW DO YOUTH GET THEIR ENTRIES TO YOU?

- For poems, essays and printed photographs, please staple with the application form and put in the box provided at your local community radio station.
- For computer files on a stick please give to a local radio station representative working on the competition.

CHILDREN’S RADIO FOUNDATION
FORMATS TO ENTER

AUDIO
- an audio entry must start with your name and where you are from, what the topic is about and who you are talking to
- you can record your audio story over your cellphone
- your audio story should be no longer than three minutes

ESSAYS
- your essay should not be longer than 2 pages, A4 size
- if you are handwriting your essay please use print and not cursive writing

POEM
- ensure that your poem is no longer than two pages, A4 size
- if you are handwriting your essay please use print and not cursive writing

PHOTOGRAPHY
- this can be one photograph explaining a story
- or up to 4 photographs that is a sequence of a story
- your photographs each need a caption

WHAT MAKES A WINNING ENTRY?
- Is the topic focused?
- Is the location of the story clear?
- Is the story relating a change or possible change?
- Did the story convey a personal experience and not just a theory of UBUNTU?
- Did the story convey the essence of UBUNTU? For example; does it have elements of love, communalism, respect, dignity, survival, solidarity, sharing and compassion?
- Does the story have a stand-out quality? In other words, is it different or unique?
- Good doesn’t mean big. As a judge, you don’t need to be finding the biggest story but the most meaningful.

CHECKLIST FOR ENTRIES
- If you are telling a story about somebody and you mention their name, did you get their permission?
- Your audio, essay or photographs need to be factual, about something real in the world. They are not about something that you made up.
- A poem or song is a creative exercise. It does not need to be factual.
- Up to four photographs per entry is allowed. If you choose to enter just one photograph that is fine.
- Does your story include details such as where and when it happened?
- Does the story include your opinion with an explanation to support it?
- Does your story explain a problem and a solution?

CONTACT:
Children’s Radio Foundation
6 Spin Street, Cape Town, SOUTH AFRICA 8001
info@childrensradiofoundation.org  www.childrensradiofoundation.org

IF YOUR DREAM ONLY INCLUDES IT’S TOO SMALL

Ava DuVernay
CONSENT FORM SECTION

I am taking part in The National Ubuntu Competition 2016 organized by the Children’s Radio Foundation (CRF).

By signing this form, I give permission for CRF to use my work in their programming. This includes my name, age, photographs, video, and audio. I am aware that my audio recordings might be edited by CRF and broadcast on local, national, and international radio stations.

I am aware that my photographs, video, and audio might be used on the CRF website and promotional material. I am also aware that CRF’s partners might use my photographs, video, and audio.

I also understand that if there is anything that I do not want to share with CRF, I will tell them and it will not be used.

I understand that the Children’s Radio Foundation will respect my work, and will respect me, and my family.

Applicant’s Signature ____________________________

Date _________

If under the age of 18 years old, parent consent is required:

Parent/Guardian Name ______________________________________

Parent/Guardian Signature ___________________________________

Date _________

Home Address, if different from page 1: _______________________________________________

Parent/Guardian phone number: ______________________________

CONTACT:

Children’s Radio Foundation
6 Spin Street, Cape Town, SOUTH AFRICA 8001
info@childrensradiofoundation.org  www.childrensradiofoundation.org
SECTION THREE

EXPLAINING THE NATIONAL UBUNTU COMPETITION TO OTHERS
EXPLAINING THE NATIONAL UBUNTU COMPETITION TO OTHERS

Who can enter?
Any youth between 13 and 20, who can get their original submissions to your radio station.

How will they know?
We’d like YOU and your radio station to be the one’s to spread the word and get others excited and entering. These are the steps we think you can take to do this:

1. The regional trainer for your radio station will come out to you and help you with ideas about sharing the competition details and formats with young people in your community.
2. Together, you and the regional trainer will brainstorm an outreach activity to invite interested young people to come and learn about how the competition works and how they can enter.
3. You will create a sound advert for the competition that will air on the radio station as regular programming
4. You will help coordinate how they actually submit their entries at the radio station and to the local facilitator

What’s the topic?
Ubuntu.

What’s the prize?
The winners of the regional round will receive a surprise prize, and qualifies for the final round. The grand winner of the National Ubuntu Competition 2016 qualify to Cape Town with a chaperone for an all expenses paid four days.

OUTREACH ACTIVITY

Getting others on board
So we need to get the word out to youth. Not just about dates, prizes and competition rules. That’s pretty easy. Youth in your community need to understand what they will be part of by entering this competition. They would also need to know what kinds of formats they can use.

So how can you share this with them?

Brainstorm the places in your community where you could host an outreach like this. Examples are:

The Radio Station - At a school - At a church youth group - At a community organisation

Questions to ask yourself:
• How many youth are ideal to have in this kind of outreach?
• Will you do more than 1 outreach?
• Will you need equipment, like speakers or recorders?
• Will you have snacks?
• How can your facilitator or the radio station manager or other adults help you?
• How do you decide on roles in your youth reporter group and who will take the lead?
WHAT’S THE POINT OF THE NATIONAL UBUNTU COMPETITION?

Our personal lives, our families, communities, our country and the whole world could do with more ubuntu. The Children’s Radio Foundation wants to promote and celebrate ubuntu. We want to know what young people think, how they experience ubuntu and what they have discovered.

Use your voice

“Until the lion learns to write, every story will glorify the hunter”
African proverb

Focussing the topic
Ubuntu is a big subject. We have learned that one of the best ways to to talk about ubuntu is if we focus and narrow it down to one topic that’s important to you.

Some of the topics that you, as youth reporters, have covered include: issues of health, education, xenophobia, LGBTI, gender based violence, community protests and racism.

If you chose to talk about health as a topic to explore ubuntu. Ask yourself these questions.

• What does ubuntu mean to you? Take your understanding and look at the local youth clinic in your community.
• How is ubuntu present or not present, practised or not practised at this place for you as a young person?
• What could change?
• What could that change lead to?

These questions can be used to help you talk about any topic you choose to explore ubuntu.

Entries
We’re not limiting entries to audio. We’re stepping out of the radio box and including photography, writing and music.
Audio

• An audio entry must have the reporter first introduce him or herself by saying his/her name and where they are from, what the topic is about and who they are talking to.
• You can record your audio story over your cellphone
• Your audio story should be no longer than 3 minutes

Hi my name is ... and I am from... Today I am talking about with ....

Essays

• Your essay should not be longer than 2 pages, A4 size
• If you are handwriting your essay, please use print and not cursive writing

Poem

• Ensure that your poem is no longer than one page A4 size
• If you are handwriting your poem, please use print and not cursive writing

Photography

• This can be one photograph explaining a story OR up to 4 photographs that are a sequence of a story
• Your photographs each need a caption

Q. What is a caption?

A. Words underneath a picture or photograph that explains what it is about.

“Young reporter Olwethu speaks to an audience of her peers at the Center of Science of Technology school in Khayelitsha during a live broadcast on the topic of Teenage Pregnancy.”
Whatever you choose to enter - be it an audio piece, a poem, an essay or photographs to tell your ubuntu story, there are a few things to think about and include.

**WHAT YOU NEED TO KNOW**

**CHECKLIST FOR ENTRIES**

- If you are telling a story about a person or people, did you get their permission?
- Your audio, essay or photograph need to be factual, about something real in the world. They are not about something that you made up.
- A poem or song is a creative exercise. It does not need to be factual.
- Up to four photographs per entry is allowed. If you choose to enter just one photograph, that is fine.
- Does your story include details such as where and when it happened?
- Does the story include your opinion with an explanation to support it?
- Does your story explain a problem and a solution?
- Does your story have a beginning middle and an end?
- Is the topic focussed?
- Is the location of the story clear?
- Is the entry relating a change or possible change?
- Did the story convey a personal experience and not just a theory of ubuntu?
- Did the story convey the essence of ubuntu? For example; does it have elements of love, communalism, respect, dignity, survival, solidarity, sharing and compassion?
- Does the story have a stand-out quality? In other words, is it different or unique?
- Good doesn’t mean big. You don’t need to be finding the biggest story but the most meaningful.

**What makes a winning entry?**

- Does your story have a beginning middle and an end?
- Is the topic focussed?
- Is the location of the story clear?
- Is the entry relating a change or possible change?
- Did the story convey a personal experience and not just a theory of ubuntu?
- Did the story convey the essence of ubuntu? For example; does it have elements of love, communalism, respect, dignity, survival, solidarity, sharing and compassion?
- Does the story have a stand-out quality? In other words, is it different or unique?
- Good doesn’t mean big. You don’t need to be finding the biggest story but the most meaningful.

**How do youth get their entries to you?**

1. **Drop it in the box**
   
   There will be a box at your radio station where young people must drop their written or printed entries, along with their entry form. Decide who will manage this box along with your local facilitator.
   
   - If they have an essay, they staple it to the entry form and drop it in the box.
   - If they have a poem, they staple it to the entry form and drop it in the box.
   - If they have printed out their photos with captions, they staple it to the entry form and drop it in the box.

2. **Drop audio or photos with the local facilitator or a youth reporter leader**
   
   If entrants have any audio or digital photos they will need to get it to the local facilitator or youth leader along with their entry form. All of these sound or picture entries must be safely stored on your computer in a file called: National Ubuntu Competition 2016 Entries
   
   - They can come to the radio station and record their sound on a CRF recorder
   - You can go with them and record where they are and bring the sound file with their entry details to the local facilitator or youth reporter leader
   - They can email an MP3 file to the local facilitator or youth leader with their entry details
   - They can bring their sound file on a flashdrive to the local facilitator or youth leader with their entry details
   - They can email their photos with captions to the local facilitator or youth leader and submit their entry form in paper

**SPREADING THE WORD WIDELY**

You will also need to talk to youth who didn’t attend your outreach and get the word out as widely as you can. Here are a few ideas:

- **Use radio**
  
  Create a jingle and advert for the Ubuntu competition. Include details such as who can enter, the deadline, entry formats as well as how and where entries can be submitted. Talk to the station manager about playing this jingle and advert throughout the day during regular programming.
• **Use Social Media**
Use your Facebook page to get the information out there. Post questions and opinions from your young reporters group about ubuntu. Post pictures from the Youth Radio Awards and Ubuntu Lab from last year to get others excited. Send messages via WhatsApp to friends and young people Post some of your ubuntu audio from Soundcloud onto your page.

• **Use paper**
Get creative! Create pamphlets or flyers with all the details of the competition and hand them out at schools, churches and sports clubs where youth are. Posters are old school and they work! Stick up at the corner shop, the clinic, the supermarket.

**THE JUDGING PROCESS**

There are two levels to the competition:
1. The first round of judging happens at your radio station! You can host an event to announce and celebrate the winner.
2. The winner selected by your radio station qualifies for the all-important final round where one national winner will be selected.

**Judging at your radio station**
- When selecting a judging panel, think of it as an opportunity to keep and make friends!
- No more than five people should make up your judging panel.
- The judging panel can include amongst other people, the station manager, a youth reporter, a teacher or a CBO worker.

**The finals**
A judging panel of industry professionals put together by CRF will select the national winner from all radio station winners.

**THE PRIZE**

Drum roll please...
The winner (and if under 18 years of age their parent/guardian) will be flown to Cape Town, be accommodated in a hotel and will receive a modest daily allowance for the duration of the visit, which includes attending the Ubuntu Lab and the annual Youth Radio Awards hosted by CRF! All elements of the trip will be paid by CRF.

**Competition Rules**
- The judges decision is final.
- Multiple entries are allowed
- Third party entries will be disqualified! In other words someone else can’t enter on your behalf.
- The competition is open to persons of the ages 13 to 20 years.
- Regional finalists will be contacted via telephone to attend the regional event and their names will be displayed on our website and facebook page
- The national winner will be contacted by CRF via telephone
- Children’s Radio Foundation will not pass on your details to any third party without your prior consent.

**DATES AND DEADLINES**

- **March - April 2016**: National Ubuntu Competition, outreach training with Regional Trainers at your radio station
- **May - 15 June 2016**: Conduct outreach event with community youth to get them entering
- **15 July 2016**: Competition entry deadline
- **30 July 2016**: Regional winner announced at your community station at event
- **August 2016**: National judging
- **23 September 2016**: Ubuntu Lab
- **24 September**: Youth Radio Awards
Just before you think you’re out of the running for prizes and a time to shine, remember there’s the Youth Radio Awards and Ubuntu Lab 2016!

This year we’re inviting you to create more fantastic and challenging radio programmes about ubuntu…but with a twist.

Last year, we learnt all about what ubuntu is and isn’t.

This year we’re asking you to talk about ubuntu by using a major theme we’ve worked with.

Xenophobia - Gender - Sexual and reproductive health - Violence - Education - HIV/AIDS

You’re not limited to these, but they are interesting ways to explore the challenges to ubuntu and the actions of ubuntu.

This year we want to do more than just talk about simunye. We want to get to the bones of things and hear what you think about these issues.

**A man who takes away another man’s freedom is a prisoner of hatred; he is locked behind the bars of prejudice and narrow-mindedness. The oppressed and the oppressor alike are robbed of their humanity. When I walked out of prison, that was my mission to liberate the oppressed and the oppressor both. For to be free is not merely to cast off one’s chains, but to live in a way that respects and enhances the freedom of others**

_Nelson Mandela, 1994_

So when you’re creating your ubuntu stories this year for the Youth Radio Awards, refer back to the guidelines we wrote up earlier for the community youth under “Focussing the topic” and “What makes a winning entry”. They’re helpful guidelines for you too!
How did CRF get onto the topic of Ubuntu anyway? And how has it happened that young people across the country are now talking about it in new and exciting ways?

CRF has a partnership with the Templeton World Charity Foundation. It was founded by the late Sir John Templeton who was interested in the Big Questions of Life and the Universe. He promoted discoveries in science, theology and philosophy for the benefit of individuals and human society.

Ubuntu is one of those Big Questions, and the discoveries that you are making and sharing as young reporters has the potential to speak to the deeper aspects of human life and how we create our present and our future on this planet.

On that note, CRF and the Templeton World Charity Foundation would like to thank you for bringing your best selves to the exploration of ubuntu. Thank you for getting important conversations started and for being inspirational beings!!!
See you at the Awards! :)

Thank You