

TWO-PAGE HANDOUT

Evidence Contribution Record

Document what your group learned so it can enter the Community Learning Ledger.

SCHOOL / ORGANIZATION	TEAM OR CLASS	DATE	BOROUGH / NEIGHBORHOOD

FACILITATOR	GRADE / AGE BAND	NUMBER OF STUDENTS	CONTRIBUTION ID - ASSIGNED LATER

THE SPECIFIC AI USE, POLICY, OR EXPERIENCE WE INVESTIGATED

EVIDENCE WE GATHERED

☐ Student reader ☐ Official policy ☐ Research study ☐ Interview ☐ Observation ☐ Survey ☐ Tool test ☐ Other

Do not record private student information. Identify people by role unless they give permission to be named or quoted.

CONVERSATION 1	DATE / PLACE	PERSON'S ROLE OR PERSPECTIVE
WHAT WE HEARD - short notes or exact words in quotation marks		
WHAT THIS SUPPORTS, CHALLENGES, OR MAKES US QUESTION ☐ OK to quote anonymously ☐ OK to name ☐ Do not quote		

CONVERSATION 2	DATE / PLACE	PERSON'S ROLE OR PERSPECTIVE
WHAT WE HEARD - short notes or exact words in quotation marks		
WHAT THIS SUPPORTS, CHALLENGES, OR MAKES US QUESTION ☐ OK to quote anonymously ☐ OK to name ☐ Do not quote		

CONVERSATION 3	DATE / PLACE	PERSON'S ROLE OR PERSPECTIVE
WHAT WE HEARD - short notes or exact words in quotation marks		
WHAT THIS SUPPORTS, CHALLENGES, OR MAKES US QUESTION ☐ OK to quote anonymously ☐ OK to name ☐ Do not quote		

Add another page if you conducted more conversations. Give each source or conversation a short ID so you can connect it to a finding on page 2.

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Turn notes into traceable findings - without turning everything into an essay.

OUR EVIDENCE

ID	WHAT WE FOUND - one clear claim	WHAT SUPPORTS IT?	WHAT CHALLENGES IT?

GOVERNANCE SCORE SNAPSHOT

LEARNING	RELATIONSHIPS	PRIVACY	EQUITY	AGENCY	OWNERSHIP	ACCOUNT.	PUBLIC VALUE

THE PATTERN OR FINDING WE THINK MATTERS MOST

WHERE OUR GROUP DISAGREES OR WHERE THE EVIDENCE CONFLICTS

WHOSE VOICE IS MISSING? WHAT EVIDENCE DO WE STILL NEED?

CONTRIBUTION CHECK

- ☐ Sources are identified
 ☐ Conversations are documented
 ☐ Claims match evidence
 ☐ Disagreement is preserved
☐ No unnecessary personal data
 ☐ Quote permissions recorded
 ☐ Ready to submit
 ☐ Needs more evidence

Submission is the entry point to the public demonstration cycle. Groups that submit documented evidence may be invited to present it in a local or citywide Civic Lab. The Civic Lab team may follow up to verify, clarify, or connect contributions.