

FACTSHEET



Writing a club report

FS: 26

Introduction

This factsheet details what a club report is, when it should be submitted and what it should include.

What is a club report?

Club reports are a short report provided by every club detailing what they have done over each term. Club reports should not be a work of epic proportions, but you do actually need to submit one. Club reports are your chance partly to show off - letting other clubs know what you've done that's worked well (and perhaps what hasn't worked) and they provide a chance to draw ideas from what's worked for the other clubs.

When are club reports submitted?

Each club is required to submit a club report to the SSAGO Full Committee three times a year (November, February and June/July). These reports coincide with rallies and are published as an appendix to the minutes of each full committee meeting. Clubs will be contacted by a member of the National Executive (usually the Secretary) to inform them of the deadline when reports need to be received by.

Who writes the club report?

Club reports can be written by any club member but the majority of clubs dedicate the task to one member of their executive committee to ensure it gets written and sent in on time!

What needs to be included in a club report?

Club reports should contain the full name of the club, (not just an acronym) and a few paragraphs informing readers what the club has done over the past term. Reports should be kept short, 2-4 paragraphs is usually more than enough. It is also advisable to pass on any activities that have gone well/disastrously, campsites that could be recommended or points of interest that other clubs may learn from.

What happens if a club report is not submitted

It's polite to send SSAGO something each term so that we know you're still there! Clubs that don't send reports might end up facing a small forfeit at the next rally they attend...