



How to write a club report

What is a club report?

These are a short piece of writing submitted by each club to let the rest of SSAGO know what other clubs have been up to over a term. If something has gone really well for your club it's your chance to shine and show off a little. If some activities haven't gone as well as you may have hoped then it's a chance to reflect on that.

Club Reports do need to be submitted but it needn't be a thesis!

When and where do club reports need submitting?

- Reports need to be submitted 3 times a year, which coincide nicely with the termly rallies. (Autumn, Spring and Summer)
- These reports will be attached to the Reps meeting minutes (or SSAGO full committee minutes, if you prefer!)
- Usually, the National SSAGO secretary will contact your club with a deadline (and frequent reminders!)
- You can submit a club report to secretary@ssago.org or use the online form which can be found at: <http://membership.ssago.org/clubs/report>

What needs to be included in the report?

- The full name of the club
- Details of any camping trips that may have been taken or going to be taken as a club
- Details of any good activities the club has done over the term
- Photos!

What happens if a club does not submit a club report?

The exec like to see what different clubs are doing, if you don't sent it to us we won't know whether you're still an active club or not!

Clubs who don't submit their reports are likely to receive a forfeit at the next rally.

The first club to submit their report will receive a prize of the Secretary's choosing at the closest rally to submission!