INTRODUCTIONS

HAVE YOU WRITTEN REPORTS IN THE PAST?

- We're not covering the forms focused more on the words in the project description.
- Why do reports? Importance of the narratives.

CLUB DESCRIPTION

- Where is your club? What City. Size of community. Don't need a detailed description, but it gives the judges an idea of who you are.
- When were you founded if it's important
- Create one Club Description that is on all of the reports.

General pointers – you've probably heard them before

- Write in your own voice.
- Be concise, but be complete.
- Use complete sentences.
- Check for typos, grammatical errors, clarity, etc.
- Tools of the Trade where to go for information

ELEMENTS OF A GOOD NARRATIVE

- Define the need in the community.
- Define the project. Was it a new project? An on-going one?
- Assume the judges have never heard of the charity/event.
- Who-What-Why-When-How
- Did you partner with anyone? Describe their involvement.
- Were there challenges along the way?

Some Examples

EXAMPLE OF A "BAD" NARRATIVE

• How can we fix it?