

Awards Committee: How to Write Reports

Worthy Squires of Ontario,

The thought of winning awards excites us, however there are some of us that are not sure of the proper ways of submitting an awards report. Do not fear fellow Squires, for in this article I will give you the basic steps on how to write an effective awards committee report for an event your circle participated in. I will even use examples so you can understand it better!

HOW TO WRITE AN EFFECTIVE AWARDS COMMITTEE REPORT:

- Always remember to state the basics (who, what, when, where, why and how).
- Describe what took place and how everyone reacted to what was going on.
- Be creatively descriptive with your sentences.
- For example: "John ate stake" is plain and boring.

"John aggressively chewed on the seasoned, rubbery slab of stake" is way more exciting!

- How did your Circle react once the event conclude it (Did they enjoy themselves? Would they like to participate again?)

State the type of event it was (Spiritual, Membership, Circle, Service)

REPORT EXAMPLE 1: Santa Claus Parade (CIRCLE EVENT)

On November 18th the Squires of GOODTIMES Circle 0123, Happyville headed off to Mega Central Mall to participate in the indoor Santa Clause Parade. The event kicked off as a group of 16 Happyville Squires lined up in orderly fashion among several other community groups. Through out the march, Chief Squire John Doe assigned every executive a chance to lead with the banner. As the Squires marched on, they started their own chants to pump up the crowd! The decorated mall provided the perfect atmosphere to hold a parade. It proved to be an excellent opportunity for us Squires of Happyville to display ourselves and represent our circle before the hundreds watching. The Parade concluded with a table of freshly baked cookies and juices, much to our satisfaction. The Squires of 0123 fulfilled their hunger and quenched their thirsts to regain their stamina from the march throughout the mall.

REPORT EXAMPLE 2: Gym Night (CIRCLE EVENT)

Each Tuesday, the Squires of GOODTIMES Circle 0123, Happyville gather in the gymnasium of Yankee Zulu School to participate in indoor sports such as basketball, soccer and floor hockey. Before commencing, the Squires of 0123 always start off with opening prayer and greet each other. The Squires then split up to fill both sides of the gym with intense, friendly competition. As the evening draws to a close, play is stopped and all the Squires gather round the benches to receive reminders about upcoming events.

The Happyville Squires bring forth any questions or concerns to the executives and counselors who resolve them. Every Squire looks forward to the next gym night. Occasionally, every Squire brings in a dollar and we enjoy delicious pizza after the sports, sometimes we invite other circles too! It is fun to be a part of a great circle like Happyville!

FOLLOW THE WRITTEN METHOD (ABOVE) OR FILL OUT AN ONLINE AWARDS FORM AVAILABLE AT:
http://www.ontsquires.com/news_downloads.html