



Harold Meredith Fund

Guidance on Report

Reports should contain:

- Overview of the trip including: -
 - Programme
 - High lights
 - Food and cultural awareness
 - Maps / Photos (with appropriate parental agreement)
 - Comments from the participants and leaders
- How the young people developed as a result of the trip
- Future plans / ideas as a consequence of this trip

Format

Ideally the report should be either in a Microsoft word document, or a HTML webpage document. This is so that we can put the reports on the international pages of the CATVOG website.

If report editors are unable to produce reports in an electronic format, then paper reports are acceptable.

The Assistant Area Commissioner for International can provide guidance and support in the preparation of the report.

Distribution

Reports should be aimed to be completed within 3 months of arriving back in the UK. If this time constraint is difficult to adhere to, grant receivers should contact the AAC (I) to extend this date.

Report editors should email the report to international@catvog.org. An email will be sent back to confirm receipt of the report.

If email is unavailable the report should be posted to (both paper and on disk if possible):

AAC I
RER House
Plasnewydd Road
Roath
Cardiff
CF24 3GP