Dear CYMKivtsi,

This is a template to guide in producing a report that effectively summarises the event to the individuals, or organizations, who funded your attendance at the event. This is a very useful skill to develop, because once working, you may be sponsored to attend events on behalf of your team or company, and need to give a useful report back to the company.

**Timeline**

It would be ideal for you to write this in the first few days after the event, when everything is still fresh. As a local, it would be best for the **delegates to meet in the week after the event** and discuss the event so that the president can write up the report.

**Delegate Content**

The content should be based on the collective experiences of the delegates. Here are some questions to start the discussion (let people answer them privately first before sharing):

* In terms of four pillars of CYMK-UOY, how would you describe the event?
* What was your most memorable moment?
* How many new friends did you make/new people did you meet?
* What was the funniest moment for you?
* What was the proudest moment for you?
* Which was your most favourite session?
* How would you describe the convention in 1-2 words?
* What did you learn about theme (unity)?
* How do you see yourself applying the knowledge in the future?

We recommend having a scribe to write down all the answers during the conversation. Afterwards, the president and secretary can use this information to create a report.

**Overall Report**

The president would create a report with the following sections to submit to their funders ad supporters. **It’s important to tailor the report to the organization’s mandate** (like if they support only Ukrainian programming or only faith programming – talk about how the event taught you skills or information about those areas).

Date

Dear Mr/Mrs (pan/pani) [name of president of organization], and executive members,

On [dates], [number of delegates] members of our local traveled to the [event name] as locals. At the event, there were [give approx. #] of delegates from [list provinces], as well as [#] advisors and [#] priests.

[Here, explain the outcomes you expected to achieve by attending the event – make new friends in other provinces, learn about certain topics, learn a skill etc. Then discuss what you ended up actually learning, and describing your experience there.]

[Next paragraph, explain how you intend to apply the knowledge you learned going forward as a local. You can also mention, if applicable, how the knowledge can be applied in your personal life]

[Write a bit, if you want, about your personal experiences as a local, and as individuals – try to include someone’s quote or personal testimony]

[Final sentence, thank them sincerely for their financial support and that you look forward to working them this year in terms of one of those topics/areas that you learned].

NOTE: You can also include a link to some photos of you as a group, whether by attachment in the email, or by printing some.

Sincerely,

Signature of president Signature of secretary or VP

Name of president name