



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 and 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).



КРАЙОВА УПРАВА СУМК
CYMK – Ukrainian Orthodox Youth, National Executive
Executive Nationale Du CYMK – J.O.U.

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
Name

Signature of Secretary or VP
Name