



## **Friendship Force Ottawa**

### **Guideline**

#### **Outbound Journey Coordinator's (JC) Oral Report to the Membership**

1. Keep it short – aim for 10 - 12 minutes in total.
2. Report key facts including: name and date of Journey, number of ambassadors, unique program activities and social events – do not provide a day-by-day recital of the program.
3. If possible, share one or two anecdotes that give a flavour of the Journey experience.
4. Photos are desirable but not absolutely necessary. A few can be shown (e.g., shots of unique activities, entertaining performances at social events, significant cultural or geographic landmarks unique to the location/culture of area visited). Try to avoid large numbers of photos showing group shots of ambassadors in various locations. Limit your presentation to 10 to 15 photos maximum. Photos should be sent in an electronic file to the FFO technical support person at least 5 days prior to meeting date. If assistance with this is required, contact the VP Journeys.
5. Mention ambassador feedback, particularly if significant or reflective of unique experiences, travel tips or pre/post Journey travel planning.
6. Note any concerns or recommendations that could be relevant in planning for future outbound Journeys. What worked well? What was problematic? What would you have done differently?
7. In an effort to respect the timeline in #1 above, only one person should give the report, normally the Journey Coordinator or the Deputy if the JC is unavailable. Reserve comments from ambassadors and additional "colour" reporting for the newsletter.
8. It is not necessary to list all Journey committee members but a general thanks to those participating is acceptable.