

## WRITING REPORTS

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Documenting actions/events in which YAYA participates or which YAYA organizes is a very important aspect of our work. It is our main avenue of communication with YAYA members, supporters, the farm worker organizations that we work with, and the community at large.

### Reports are written to:

**1) Document what happens and who was involved in a specific event or activity.** For example a march, rally, membership meeting, a training or an immersion trip. Did you meet resistance from a store manager? How many people attended your event? Did other organizations mobilize their members in support of the campaign? Did government officials refuse to meet with your group? Were you able to reach a decision maker? Was there any media coverage? Is there one or more people/organizations that you should publicly thank? What topics were covered during the event? Why was the event important for YAYA and for the farm worker movement?

This information will be helpful when you need accurate information of what your chapter has done in the past regarding a specific issue, when you are trying to raise funds or when a potential member wants to learn about the work that you do.

**2) Provide background information regarding a campaign.** Why was it necessary in the first place to organize this event or activity? Why and how is this issue affecting farm workers? What organizations are working on these issues? What have been their accomplishments? What work needs to be accomplished in order to win the campaign? How can people join you in taking action in solidarity with farm workers?

**3) Inform the public about your chapter's stance on an issue.** Reports should be used as an avenue to make a public statement in support of a campaign, to respond to laws that affect farm worker communities or to let the public know what YAYA thinks about a specific issue and how the chapter plans on taking action in the future.

**4) Increase your chapter's visibility in your community.** A well-written and interesting report can attract the attention of those who did not know about the issues faced by farm workers or about the work of YAYA. Use the reports to outreach to new people by posting them on social networks and blogs.

**5) Make sure that participants know that their involvement is highly valued and appreciated!** Let people know that we need them to continue taking action in order to create change! Tag people's pictures on Facebook and share the reports with them!

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## Guidelines to write a report:

When writing a report make sure to include the following information:

1. Date (for example: Sunday, March 31<sup>st</sup>)
2. Name of the action/event (for example: Si se Puede! Fundraiser Concert)
3. Location (for example: Sanford's Farm Worker Community Center)
4. Number of attendants (for example: 50 Sanford YAYA members or 100 community members)
5. Organizations involved (for example: members of Farm Workers Organize, Justice for All and the Food with Justice Coalition attended the event).
6. Who organized the action/event? How was YAYA involved? What was your chapter's role?
7. Description of the action/event: What happened during the action or event? What tactics were used? Were there any visuals? Speakers (if applicable name their organizations)? Powerful moments? Confrontations? What issues were addressed? How were they addressed? What was the program for the event? How did everything play out? Can you add a short description of every piece of the program?
8. Why was this event/action necessary? What are you trying to change? What are the roots of this problem? Why and how is this issue affecting farm workers? What organizations are working on these issues? What have been their accomplishments? What would it take for this campaign to be successful?
9. How does this action/event contribute to YAYA? How does this action/event contribute to the farm worker movement or to the campaign that you are supporting? What is YAYA's stance regarding this issue?
10. What did you learn? How did you feel? Why was it important to you to be a part of this action/event? How can people join you in taking action in solidarity with farm workers?
11. Are there any people or organizations that you should publicly thank?
12. Pictures and video of the events (pictures and videos should reflect the powerful moments and actors of the action/event).



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## How to submit a report:

Please submit your report via e-mail no more than 3 days after the event has taken place. This ensures that the information will be relevant when we share it with our members, supporters and partner organizations.

Please submit the pictures/video via Dropbox to ensure that we will have high quality images for our website.



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Youth & Young Adult Network of the National Farm Worker Ministry

[www.nfwm-yaya.org](http://www.nfwm-yaya.org)