

Giving a Report

During each meeting, girls are asked to give reports on the Rainbow events and activities that have occurred since the last Assembly meeting. This provides an opportunity for girls to begin developing and strengthening their public speaking skills, as well as share what they enjoyed about an event or activity. Girls may be asked by the Worthy Advisor to give a report or girls may volunteer to give a report.

What should be included in a report? A report should include a brief summary of the event – what it was, where it was held, and what was accomplished.

If the event had a goal, progress on attaining that goal may be included in the report.

A report may include information on something noteworthy that happened during the event – something funny or unexpected.

Reports are intended to summarize events, not share every single thing that happened during the event. This can be a challenge when reporting on events that occurred over multiple days, such as Rainbow Camp or Grand Assembly. When giving a report on events such as this, focus on those things that were the most fun or most important.

May I add something to a report by another member? Yes, a girl may add to a report; however, it is important that the information be new information, not a repeat of what has already been shared.

What should not be included in a report? Reports should not include:

- the exact date of an event, because the Worthy Advisor should have shared this information when she asked for the report;
- identify those who attended (or did not attend) the event;
- stories about boys, unless the story is Rainbow appropriate (check with the Mother Advisor first, to make sure the story is appropriate to include in the report)

What if I forgot something really important? Another member may choose to add to a report, if she feels that something has been forgotten. Additionally, the Worthy Advisor may ask another member to report on something specific that happened during the event or she may add to the report herself. Keep in mind, a report is a summary.

How to prepare to give a report: As a new member of Rainbow, it may be helpful to select a specific event to give a report. It is best to make this decision before the Rainbow meeting, allowing you time to prepare some notes and to practice what you plan to say in the report. It is also helpful to let the Worthy Advisor and Mother Advisor know, before the meeting, that you will be prepared to give a report.

When called upon to give a report, a girl should stand and acknowledge the Worthy Advisor by saying, “Thank you, Worthy Advisor.” Then continue with the report. It is ok for girls to reference any notes they have made about the event.

An Example: The Assembly planned a car wash on December 12th, from 10 to 4, at the Shell Gas Station. The car wash was a fund raiser to help pay for transportation to Rainbow Camp in February. Every member was asked to participate in the event.

Worthy Advisor: May we have a report on the Car Wash, which was held on December 12th.

Suzie stands, indicating she is interested in reporting.

Worthy Advisor: Suzie.

Suzie: Thank you, Worthy Advisor. We had hoped to earn \$100 during our car wash to help pay for our transportation to Rainbow Camp. Sadly, we did not wash many cars during our car wash, because it rained – a lot. But, we did have several people who stopped to make donations, even though we did not wash their cars, and Mrs. Smith stopped by with hot chocolate. We stopped the car wash at noon, because the weather was getting worse. I am looking forward to the next car wash, in the spring, when it will be sunny and warm, and people will want their cars washed. Thank you, Worthy Advisor.