

TEMPLATE 8: VALUES REPORT FORMAT

Preparing a values report requires a considerable amount of time and effort. Typically this report would be at least 50 pages long, and should include plenty of photos and other visual material like graphs and diagrams.

Where there is considerable quantitative information that has been used or would provide good ongoing reference material, include the detail in the appendix and a summary in the body of the report.

You can look at examples of a values report by clicking the URL below.

» www.srvalue.org.nz/resources/case-studies

REPORT OUTLINE

Front section

- Cover page
- Author/s and contact details
- Acknowledgements
- Contents page

Section one - Background and context

- Background - why this values report is being written
- Method - about the values report, process used
- About the club/facility/etc..
- Summary of values themes
 - Positive values
 - Costs or downsides
 - Review - challenges and opportunities

Section two - Positive values of the club or facility

- Introduction
- Value one
- Value two
- Value three etc
- Summary of positive values

Section three - Negative values - Downsides of the club or facility

- Introduction
- Downside one
- Downside two

- Summary of downsides or negative values

Section four

- Summary
- Reflections and options for the future
- Conclusions

Section five

- Club/facility/etc.. overview
- Quantitative evidence (financial performance, participation numbers)