



# Green Leaf Café [title of report]

## Contents

Introduction.....	2
Main Body .....	2
<b>Option 1</b> .....	2
Team Member: [Name] .....	2
Name: [Name of community project/charity] .....	2
Purpose.....	2
Description .....	2
Commitment required .....	2
<b>Option 2</b> .....	2
Team Member: [Name] .....	2
Name: [Name of community project/charity] .....	2
Purpose.....	2
Description .....	3
Commitment required .....	3
<b>Option 3</b> .....	3
Team Member: [Name] .....	3
Name: [Name of community project/charity] .....	3
Purpose.....	3
Description .....	3
Commitment required .....	3
<b>Conclusion</b> .....	3
<b>Recommendations</b> .....	3
<b>References</b> .....	3
<b>Appendices</b> .....	4

Instructions – Type your answers between the brackets

## Introduction

[Provide the reader with a brief summary of the report, set the scene, tell the reader what you are writing about]

## Main Body

[This is main part of the report. You must present your work in a clear and logical manner, you may use headings and sub-headings to do this.]

### Option 1

[Team member 1 to choose their preferred option from the two [2] programmes they investigated and include here]

Team Member: [Name]

Name: [Name of community project/charity]

#### Purpose

[Outline of their purpose]

#### Description

[Describe how Green Leaf Café could become involved]

#### Commitment required

[Describe what the input from the café would be in time, goods, money etc.]

### Option 2

[Team member 2 to choose their preferred option from the two [2] programmes they investigated and include here]

Team Member: [Name]

Name: [Name of community project/charity]

#### Purpose

[Outline of their purpose]

### Description

[Describe how Green Leaf Café could become involved]

### Commitment required

[Describe what the input from the café would be in time, goods, money etc.]

### Option 3

[Team member 3 to choose their preferred option from the two [2] programmes they investigated and include here]

Team Member: [Name]

Name: [Name of community project/charity]

### Purpose

[Outline of their purpose]

### Description

[Describe how Green Leaf Café could become involved]

### Commitment required

[Describe what the input from the café would be in time, goods, money etc.]

### Conclusion

[What were your findings? Summarise the content of your report here. Don't introduce any new information at this point]

### Recommendations

[What actions should be taken? Present your recommendations to the reader here, you should be able to justify these with facts.]

[The team are to decide on the best option of the three [3] presented earlier and make their recommendations to Gary here]

### References

[Provide references to all the material you referred to when compiling your report to acknowledge others work and in case the reader would like to know more.]

Harvard system referencing is used:

Author surname, Initials, Date of Publication, Title, Publisher, Address [City, State]

Example:

Stratford, SJ, 2009, Health Care, Infobase Publishing, 132 West 31st Street, 17th Floor, New York, NY 10001

Internet site references must include the following:

Author/ authoring body name [the person or organisation responsible for the site] Year [date created or last updated], Title [in italics], Name of sponsor of site, Accessed day month year [the day you viewed the site], URL or Internet address [pointed brackets]

Example:

World Health Organisation 2013, *Financial crisis and global health*, The United Nations, accessed 1 August 2013, <[http://www.who.int/topics/financial\\_crisis/en/](http://www.who.int/topics/financial_crisis/en/)>

## Appendices

[This is optional, attach any additional information you want to provide the reader here]