

**THE HEAD OF STATE AWARD SCHEME – GHANA**

**APPROVED LOG WRITING FOR EXPEDITION**

This is the report written by a participant after he/she has successfully participated in an expedition organized by a Unit.

It has a special way of reporting the details . All information under consideration should be written on the RIGHT-HAND SIDE of the book and NOTHING at the LEFT-HAND SIDE. However, pictures and stakeholders should be on the left-hand side. Do not be disturbed by the margins in the book.

This is how the report should be written

- **PAGE ONE**- leave it blank
- **PAGE TWO**- leave 3 spaces and write this in block letters.

THE LOG BOOK OF ( NAME ) OF THE (NAME OF INSTITUTION) UNIT OF THE HEAD OF STATE AWARD SCHEME- GHANA, ON MY BRONZE/SILVER/GOLD TEST EXPEDITION HELD AT (PLACE)IN THE.....REGION FROM FRIDAY SUNDAY 19<sup>TH</sup> MARCH, 2006. 17<sup>TH</sup> TO 2006.

Leave 4 spaces and write down your Group's **AIM (S)** for embarking on the expedition  
Leave 2 spaces and write your **OBJECTIVES** for embarking on the expedition.

- **PAGE THREE**- Write down the names of your **GROUP MEMBERS**

Leave 4 spaces and write down the names of the following

- **LEADER**
- **ASSISTANT**
- **SECRETARY**
- **COOK**
- **FIRST AIDER**
- **AND ANY OTHER ROLE**
- **ASSESSOR (S)**

Leave 3 spaces and write down the **MAP REFERENCE NUMBER.**

- **PAGE FOUR**- Write down the **GROUP EQUIPMENT**

Leave 4 spaces and write down your **PERSONAL EQUIPMENT**

- **PAGE FIVE**- Write down the **GROUP FOOD ITEMS**

Leave 4 spaces and draw up the **GROUP MENU CHART.** It looks like this:

DAY/DATE	BREAKFAST	LUNCH	SUPPER
SATURDAY 18 <sup>TH</sup> MARCH, 2006			
SUNDAY 19 <sup>TH</sup> MARCH, 2006.			

- **PAGE SIX-** Draw up your **ROUTE PLAN**. This plan should only include your campsite and towns along the route.
- **PAGE SEVEN-** This is on **SKETCH OF ROUTE MAP**. This time, include the contours and other landmarks in your route plan together with your campsites and the towns along your route. Put the key of your map on this page.
- **PAGE EIGHT-** Draw up your **ROUTE TIME TABLE**. This would look like this:

DAY/DATE TIME(GMT)	PLACE	LATITUDE	LONGITUDE	COMMENT
SATURDAY 18 <sup>TH</sup> MARCH, 2006 0800	Nsawan adoagyire	5°59'45 N	0°10 30 E	We should be heading towards Obom our campsite through Bewase, Kwaku Adae Akuraa and Kwadwo Donkor Akuraa.

The comments should be in the simple future tense

EXAMPLE: We should be heading towards.....

We should have reached .....

1. The next is your **PRE-LOG**. This is an account of your preparation towards the expedition. This may include your participation in meetings, training and the journey from campus to the main campus. You could also add some details of the trial expedition. It should be in the form of a **Narrative Essay**.
2. The next you write is your **ACTUAL LOG**. This log consists of all what happened on the day you started your expedition to the day you returned back to the main/base campsite.

The format looks like this:

DAY/DATE (GMT)	TIME	PLACE	MAP REF.		COMMENT
			LAT.	LONG.	

This should also be in the simple past tense.

Usually, a bigger space is left to write down the comments since that forms the main body of the Actual Log.

3. The next section is the POST LOG. This involves the journey back home or school and some few things you did when you arrived. It is in the form of **Narrative Essay**.
4. The next section is REPORT- Write the prospects and problems identified with the communities visited. It is in the form of a Narrative Essay.
5. The next section is EVALUATION- Identify things that went right and wrong at the expedition. Indicate whether individual and group objectives were achieved. It is in the form of **Narrative Essay**.
6. **The next section is RECOMMENDATION-** Give suggestions to help make the next expedition a success it is in the form of a Narrative Essay.
7. The next section is **PARTICIPANT CONTACT-** In signing off the log, participants should provide their full name, postal address, telephone number and email address (if any).
8. The next thing you do is to forward it to the unit CO-coordinator for onward submission to the National Award Authority who would process them together with completed Record Books. Processing of these lead to the successful completion of the Expedition Section of the Award.