

	<p>The Scout Association of Australia Queensland Branch Brisbane North Area</p> <p>VENTURER EXPEDITIONS MANUAL</p>	<p>AREA OFFICE: Cnr Sicklefield Rd & Shand Street ALDERLEY Qld P.O. Box 430 ALDERLEY Qld 4051 Tel: (07) 33543532</p>
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GUIDELINE NO 1

PRODUCTION OF AN EXPEDITION REPORT

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GUIDELINE NO 1

PRODUCTION OF AN EXPEDITION REPORT

1. INTRODUCTION

This is one of a series of guidelines originally prepared to assist Venturers competing in the Brisbane North Area May Expeditions Venture. While still very relevant to that activity, it is even more relevant to the reporting of Venturer Award and Queen's Scout Award Expeditions, whether hiking, riding or paddling.

2. PURPOSE OF GUIDELINE

The purpose of this guideline is to:-

- (1) define the meaning of an expedition report and associated words or terms;
- (2) give an indication of the expected content; and
- (3) give an example of part of a journey log.

3. DEFINITION OF TERMS

- (4) Expedition - All activities that are associated with a journey by Venturers through challenging and unfamiliar country. This covers the planning and preparation, the preliminary training, the actual journey and the reporting of all these activities.

NOTE - This guideline is written mainly with a hiking expedition in mind. It is again emphasised that the ideas covered by this and associated guidelines can be applied to any other type of expedition such as canoeing, rafting, sailing, power boating, cycling, two or four wheel driving, etcetera.

- (5) Expedition Report - The complete written record of all the activities associated with the expedition. This would include the preamble, journey log, route map and map updates, field specimens, special tasks and field notes.
- (6) Narrative - a word formerly used to cover the written story of the journey. The term "Journey Log" is used in relation to this section of the report.
- (7) Preamble - the part of the expedition report that describes the main events and details before the start of the actual journey.
- (8) Journey Log - the part of the expedition report that describes, in words, the main events and details during the actual journey. The word "log" indicates that time is an important aspect of this part of the report. (The term 'hiking log' has also been previously used.)
- (9) Route Map and Map Updates - the part of the expedition report that describes, in map form, the main events and details during the journey. See separate guidelines covering this aspect of the expedition report.
- (10) Field Specimens - the part of the expedition report that records and presents samples of flora, fauna, rocks, minerals or any other sample that has been collected during the journey.

Note - See separate guidelines covering this aspect of the expedition report.

- (11) Special Tasks - the part of the expedition report that covers any special or extra tasks that a patrol is required to complete, usually, but not necessarily restricted to the period in which the actual journey is undertaken.
- (12) Field Notes - the part of the expedition report that should be the basis for compiling the journey log, route map and map updates, and the field specimens. These are the rough notes that are made during the actual journey. See separate guidelines covering this aspect of the expedition report.

4. AIM OR REASON FOR PRODUCING AN EXPEDITION REPORT

The expedition report is a permanent record of all the main events and details of the expedition.

For the May Expedition Venture, it is the main means by which the examining panel of Scouters determines the best patrol.

For Queen's Scout Award Expeditions 1 and 2, it is usually part of the means by which the examiner determines whether or not the aims of the expedition have been accomplished.

The ideas expressed in this guideline can be used, to a greater or lesser extent, in the recording of any expedition. This record can then be read by anyone wishing to do the same or a similar expedition.

The quality of the expedition report is an indication of the observational ability of your patrol, and how well they can record those observations after making allowance for the time that was available for all stages of the expedition.

5. CONTENTS OF EXPEDITION REPORT

The expedition report should be a written record of all activities associated with the expedition, i.e. planning and preparation, training, the journey itself and reporting. It should consist of the following main sections:-

- (1) Preamble
- (2) Journey Log
- (3) Route Map and Map Updates
- (4) Field Specimens
- (5) Special Tasks
- (6) Field Notes;

5.1 Preamble

The preamble covers the events leading up to the actual journey. For Award Expeditions, this would cover the training and preparation for the journey, probably extending over several months.

Most of the preamble should be completed before leaving home. It should contain at least the following:-

- (1) Title of expedition report;
- (2) List of contents with page numbers;
- (3) 'Safety and Lost Procedures' Sheet - secured to a page of the notebook;
- (4) Where, when, who and why the hike is occurring;
- (5) Patrol details:-
 - Patrol identification number (May Venture only, eg '1B')

- Individual identification number (May Venture only, eg '1B2')
 - Participants names (First names only for May Venture - no Family names)
 - Individual experience relevant to the type of journey; (e.g. hiking experience)
 - Individual fitness;
 - Participants ages;
 - Individual pack weights;
 - Any relevant particular or special skills;
 - Any other relevant details.
- (6) Menu;
- (7) Rations;
- (8) Patrol equipment details (eg. tents, cooking, navigational equipment etc.) and including a list of the contents of the Emergency and First Aid Kits
- (9) Weather maps for the preceding four to five days together with a forecast for the period of the actual journey;
- (10) Transport arrangements to and from the expedition area.

5.2 Journey Log

There are various aspects that should be considered when compiling a journey log. Some of these are mentioned below.

5.2.1 Painting a Mental Picture

The journey log should be such that Venturers from say a different city or state could form a "reasonable" mental picture of the country through which your patrol travelled. This would be aided by the route map, map updates, panoramas, thumbnail sketches, field specimens etc.

5.2.2 Grid References, Time of Day, Direction of Travel

The journey log should be closely related to the route map so that events and details recorded in the journey log can be easily located on the route map. This can be easily accomplished by recording three key items i.e. map and grid reference and the corresponding time of day, together with the direction of travel for that part of the journey. The time of day should be recorded in the left hand margin and the grid reference should be underlined.

5.2.3 Ease Of Travel

There should be a comment on the ease or difficulty of travel along each leg, taking into consideration the fitness, age, experience, weight of packs, weather conditions, etc.

5.2.4 Field Specimens

A journey log can be improved by the addition of appropriate field specimens. (Refer to Guidelines for field specimens). The log would be expected to contain comments on the flora and any fauna seen along the way.

5.2.5 Panoramic Sketches

The inclusion of appropriate panoramic sketches can assist the reader in visualising the type of country through which you have travelled. (See Guidelines for Panorama Sketching).

5.2.6 Thumbnail Sketches

Similarly thumbnail sketches can be used to illustrate special points of interest e.g, historical, geographical, etc. (See Guidelines for Thumbnail Sketches).

5.2.7 Navigational Fixes (Navfix)

A navfix is the presentation of evidence that supports your belief that you knew where you were on the map and that this agreed with your actual position on the ground at that particular time. The evidence should be as specific as possible, e.g.

- (1) "We walked into the road junction at GR625196, down the well defined ridge, bearing 356°M/007°G. We had followed this ridge for 40 minutes at about 21/2 kph, a distance of approximately 1.7 km."
- (2) "We joined the gravel road, bearing 016°M/027°G, about 350m south of the cross roads at GR319250."
- (3) "... at the intersection of the stream, bearing 096°M/107°G, and a forward bearing of 310°M/321°G onto a small knoll at GR706604, i.e. we were at GR723531."

5.2.8 Any Other Information

This can cover any other information that you consider would help the reader obtain a better mental picture of your journey. Such items as:-

- (1) Meeting other hikers or local people;
- (2) Any income producing activities (primary, secondary, recreational, etc., that may occur in the area.
- (3) The best time to visit the area for a particular purpose or activity.

5.2.9 Conclusion and Summary

Most Venturer expeditions, for which a report is required, would have a set of aims or objectives.

The 'Conclusions' should comment on whether and how well these aims had been accomplished.

The 'Summary' should be a concise statement of the main activities and events (no details) covering the expedition.

5.3 Remaining Sections of Expedition Report

Details of the remaining sections of the expedition report, i.e.

- (1) Route Map and Map Updates;
- (2) Field Specimens;
- (3) Special Task;
- (4) Field Notes;

are covered by separate guidelines.

6. SPECIFIC REQUIREMENTS FOR THE BRISBANE NORTH AREA MAY VENTURE

The preceding guidelines could refer to any expedition. For the Brisbane North Area May Expeditions Venture, there are some specific details, apart from those already detailed in section 5.1 item (5) above, that should be considered by competing patrols. These are listed below.

6.1 General

6.1.1 Type of Notebook

The expedition report should be recorded in a top bound notebook (spiral spring or other), approximately 125mm wide by 200mm top to bottom

6.1.2 Orientation of Notebook

All records in the notebook should be read from the one position of the notebook, i.e. the notebook should NOT have to be turned around to read the different pages.

6.1.3 Legible Recording

All records should be legible, neat and easily visible - writing in the log should be in biro or other ink. All other writing, maps, sketches, etc., should be in soft pencil or other easily visible marker or pencil.

6.1.4 One or Both Sides of the Paper

For all sections, the decision to use one or both sides of the paper is left to the participants. The potential problem to watch for is the "telegraphing" of the writing from one side of the paper through to the other side and obscuring the writing on the other side.

6.1.5 Clean Pages Between Sections

It is usually good practice to leave one or more clean pages between the sections of the report to help in distinguishing the sections - and just in case you wish to add a few more words to a section

6.2 Preamble

6.2.1 Location in the Report

The preamble should be located at the front of the notebook. The use of a left-hand margin is optional for this section.

6.2.2 Time Span and Content

The preamble should cover all of the points in clause 5.1 except that in regard to training or preparation. Only the results of those activities, e.g. "John has been on three x 2 day hikes and has his First Aid Certificate.

6.3 Journey Log

6.3.1 Location in the Report

The journey log should follow the preamble. In this section, it is necessary to have a 25-30mm margin ruled on the left-hand side of the page. Events and details should be recorded on the space to the right of the margin, while the corresponding time of day should be written in the margin. (An example is shown in the attachment)

6.3.2 Time Span

The log should cover the period from arrival at the bus embarkation point, on Friday night, until time to hand in the expedition report on Sunday evening.

6.3.3 Content

The log should commence with a brief description of events on the Friday night, through to reveille Saturday morning.

It is expected that the log should contain frequent use of relevant grid references and times of day. Ample comments on direction, ease of travel, flora, fauna and navfixes should be made on each leg of the hike.

Comments on other aspects such as field specimens, thumbnail sketches, panoramic sketches, any special or unusual events or happenings, and any other relevant matter, should be made where appropriate.

Demonstrate your observation and reporting skills.

6.4 Field Specimens List

A list of field specimens should be located next in the Expedition Report, i.e. wild flowers from Biv.1 site, forest oak just past CP1/5, etc.

NOTE that this should be a list only, NOT the actual field specimens with descriptions, names, etc. These are normally presented separately.

6.5 Special Tasks

Special tasks should be the next section of the Expedition Report.

Where possible, special tasks should be written on paper that is the same size as the notebook. This will allow them to be fixed into the notebook before handing in on Sunday evening - even those that have been handed in and marked on Saturday evening. For May Venture, all special tasks should be separate from the log when submitted (although in the same bag). The May Venture log must still contain a brief summary of special tasks.

Where special tasks cannot be fixed into the notebook, a brief summary of the special task should be noted in this section, e.g. T1/7 required each, patrol to make one practical and one artistic item from bush materials. We made a billy hook out of a forked stick with a notch cut in the other end. For the artistic item, we burnt the following words in a piece of wood - "1985 May Venture, 1K Best Patrol"

This means that this section should have a reference to all special tasks.

6.6 Route Map and Map Updates

The route map and map updates should be located near the rear of the notebook.

6.7 Field Notes

Field notes would not normally be fixed in the notebook because of their potentially diverse form. However, they must be submitted with the notebook.

6.8 Presentation

6.8.1 Collection of Information

Normally, the expedition report will consist of the following collection of information:

(1) Notebook - containing:

- . preamble;
- . journey log;
- . list of field specimens;
- . special tasks; (for May Venture, summary of special tasks)
- . route map and map updates;

(2) All field specimens;

(3) Any special tasks that cannot be fixed into the notebook; (for May Venture, a summary of special tasks)

(4) Field notes.

It is therefore necessary that these be presented in a manner that will assist the examiners to keep together the above collection of information from each patrol, separate from the information from all the other patrols.

6.8.2 In A Plastic Bag

For this reason, the above collection of information forming the expedition report, will be presented in a suitable plastic bag, with holes in the top for carrying and hanging for storage. (The plastic bags used by supermarkets and chain stores would be suitable. The bag **MUST** be **INDELIBLY** marked on **BOTH** sides with your patrol number, in printing at least 10 cm high and 1 cm thick.

7. ATTACHMENTS

Attached to these guidelines is an example of part of a journey log for a May Expeditions Venture. There is also a bar chart showing the activities associated with an expedition on a relative time basis.

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FOR THE MAY EXPEDITION REVIEW COMMITTEE

JANUARY 1986

Attachments:

. Sample of Journey Log

. Illustration of Activities Relating to The Expedition Report.

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