

I confirm that all individuals named in the case study have read and signed the Volunteering Matters Consent Form **(Please attach when submitting your completed case study)**.

Questions to ask case study

PLEASE NOTE

- The case study can be written from the perspective of you as the volunteer **OR** you as the beneficiary.
- Not all questions will be applicable to you/your experience. Answer in as much detail as possible.

- What were you doing before you started volunteering / before a volunteer started working with you?
- How did you find out about Volunteering Matters? Local notice board? An ad in a paper?
- What inspired you to volunteer?
- What kind of challenges did you encounter when you started volunteering?
- What challenges was the beneficiary experiencing when you first met?
- How have you seen him/her develop?
- What skills have you developed through volunteering?
- How have you helped your beneficiary?
- What do you gain from volunteering?
- Why does volunteering matter to you?
- What are you doing now? If you're studying, where and what are you studying? Has volunteering helped get you there? If so, how?

Case Studies Tips

- Case studies should ideally always be written in the first person: “I...”
- Remember to engage your readers and tell a story with a strong angle. Maybe combine a business interest with a human element, such as how becoming a mentor on a Volunteering Matters programme meant fulfilling a lifetime dream.
- Use statistics to show the difference the Volunteering Matters project has made and the benefits gained by the community and also the charity’s reputation.
- Write out any acronyms in full the first time, followed by the abbreviation in bracket.
- Write in a clear and simple format.
- Show the final copy to your case study once complete, both as a courtesy and to check that the facts are correct.
- Always ensure that the case study is aware that the copy may be used both internally and for external PR purposes.

Photography Tips

- A photograph must be included with the case study.
- Good photography is important for a strong case study.
- Always obtain consent to photograph the beneficiary.
- Ask your case study for an ‘action shot’ of them volunteering with beneficiaries in a volunteering scenario.
- If this isn’t possible, take a head and shoulders shot (taken from the waist up) of the volunteer against a white background and smiling.
- Ideally landscape (rather than portrait).