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**Volunteers’ case study template**

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| **Your name:** |  |
| **Your age:** **(At time of volunteering and present day)** |  |
| **Location - where you volunteered:** |  |
| **Name of volunteering project:** |  |
| **Dates volunteering took place (months and years):** |  |
| **Your contact details: Email & phone number** |  |
| **Case study (include current date)** |
|  |
| I confirm that all individuals named in the case study have read and signed the consent form **(Please attach when submitting your completed case study)**.  |  |

**Questions to ask case study**

* Name, age, address (town, city, village) and contact details as above
* What were you doing before you started volunteering?
* How did you find out about Journey to Justice?
* What inspired you to volunteer?
* When did you volunteer? Dates?
* What kind of the challenges did you encounter when you started volunteering?
* What skills do you think you have developed through volunteering?
* 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 career interest with a human element, such as how becoming a volunteer on a Journey to Justice exhibition programme fits with your personal aims.
* Write in a clear, simplistic format.
* Always ensure that the case study is aware that the copy will be used both internally and for external PR purposes.

**Photography Tips**

* Photography must be included with the case study
* Good photography in necessary for a strong case study.
* Always check and secure signed permission to photograph the beneficiary.