

# Appendix 3: Case study template

## Case study brief

### xxxx (name of project)

We're collecting stories from volunteers and others to help us communicate about who we are, what we do and the impact we're creating. Information from this document may be used by us to create social media posts, newsletter content or materials for media.

If you have any questions, please contact xxxx

|  |  |
|--|--|
| <b>Your name, age, location &amp; profession</b>   |  |
| <b>Contact details</b>   |  |
| <b>Your role with us</b>   |  |
| <b>When did you first become involved with us and why?</b>   |  |
| <b>How often do you volunteer with us?</b>   | E.g – a few times a week/month/year  |
| <b>Name of this project you're involved in</b>   |  |
| <b>Briefly outline the project</b>   | 3 dot points here  |
| <b>Please provide your top 3 highlights of working on this project</b>   | 1 xx<br>2 xxx<br>3 xxx   |
| <b>Direct quotes x 2 sentences we can use in the case study stories (e.g. what are your hopes for the future of xxx)</b> | Quote 1: "<br><br>Quote 2: "   |
| <b>Please attach a minimum of 4 relevant photos and 1 video (if you have one) that we can use</b>                        | Please attach photos or videos to your email response  |
| <b>Links to more info</b>  | Please include links to any newsletters or online articles and news reports about this project |