**Guidelines for Submitting Volunteering Case Studies**

At museums across the U.K. there’s a range of exciting volunteering projects and initiatives taking place. We want to help share them with the sector. To do this we need your help.

**What do you want me to do?**

We’re looking for inspiring case studies, of up to 400 words, that we can share on our website. We’d also like permission to share your name, the name of your organisation, your job title and your email address. This is so people who are interested in knowing more can get in touch.

**What can I write about?**

You can write about anything from strategic development to running thank-you evets. The main thing is that it’s inspiring and informative. Keep the tone light and informal and don’t worry about providing lots of detail. If people want to know more they’ll get in touch.

**Is there anything else?**

We’d love a couple of pictures so that we can illustrate your case study. We’d be grateful if these could be medium size jpegs that we can use on the website. When sending them in please confirm that you have the permission of the subjects. If you have a web presence, or links relating to the study, please also let us have those.

**What happens at our end?**

Once we’ve got your case study we‘ll attempt to get it uploaded as soon as possible. To give maximum exposure to each piece we’ll only upload a couple at a time - please bear with us if we have a backlog. Occasionally we need to edit content, please don’t be offended we’re really grateful you’ve taken the time to share your experiences.

**Is there a template I should fill in?**

There is indeed…

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Job Title |  |
| Title of Case Study |  |
| Case study | *Up to 400 words on the project*  |
| Contact email | *Details of the person to contact for more information* |
| Web link | *Link to online information on the project, if available* |
| Photographs | *Please supply jpegs that can be used on our website and confirm you have permission to use the images from those involved. Please also provide a one line caption.* |

I confirm I am happy for the Heritage Volunteering Group to use the information and images provided and that I have permission to use the images from those involved.

Name: ……………………………………………………………………… Date: ………………………………………………..

Please return to heritagevolunteeringgroup@gmail.com