**Intern Investigative Project**

The purpose is to develop your skills by providing you with the opportunity to undertake an investigation into an aspect of charity work in which you have a particular interest. Your task is to develop a plan, put it into action and review your work.

**Develop a Plan:**

Plan a project that links to an aspect of charity work that is of particular interest to you and potential benefit to Off The Fence (OTF).

1. Identify a list of 3-5 potential projects that cover a number of aspects of charity work
2. Choose one to develop based on what will be most beneficial to you and OTF
3. Document what the benefits would be for you and what the benefits are to OTF
4. Develop a detailed project plan including possible timescale, and resources needed

*Examples of projects:*

* *Run a fundraising event*
* *Take part in a sponsored event for OTF and encourage others to join you*
* *PR activity – get involved in promoting the work of OTF in the local community*
* *Find and develop new ways to meeting the needs of OTF clients*
* *Develop the OTF website*
* *Develop the way OTF use social media*
* *Create photo / video resources that can be used by OTF in promotional material*
* *Work to increase partnerships that OTF have in the City*

**Put it into Action:**

Put the project into action according to the plan you have made. Take care to make a record of your processes along the way so that the work is documented and can be evaluated.

**Review your Work:**

Review the project you have carried out and present your findings in a report. This report should be presented in a logical and clear manner and should include:

* A clear description of your project plan
* Explanation of the process including time scale and resources needed
* Description of the outcomes of the project, including encouragements and disappointments
* Evaluation of at least two areas of personal progress you made during the project. If no personal progression has been made an explanation should be given.
* Evaluation of at least one benefit the project has produced for OTF. If no benefit can be identified an explanation should be given.

*Evidence could include:*

* *Written records*
* *Recording of interviews*
* *E-mails*
* *Blogs*
* *Observation checklists*
* *Professional witness testimonies*
* *Electronic presentations*
* *Electronic journals*
* *Log books*
* *Diaries*
* *Videos*
* *Photographs*