**LOCAL FOUNDATION BASIC INFORMATION**

**Name of local foundation:**

**Year local foundation was established?**

**Chair:**

**Secretary:**

**Treasurer:**

**Any other key committee members?**

**BEST PERSON TO CONTACT**

If we need more information or media opportunities arise, who is the best person from your foundation for us to contact?

Please note: contact details provided may be shared with media outlets

**Name:
Email:**

**Contact phone number:**

**ALL ABOUT YOUR LOCAL FOUNDATION**

This section has questions about your local foundation and how and why you do the amazing work you do.

**How did your town/region come to establish a CEF local foundation?**

Why did your community feel the need for a local CEF? When did you become part of the CEF family if you established outside of the organisation and why?

**What impact have recent significant events affected your foundation and community?**

For example: Drought, bushfires, COVID or floods**.**

**What activities do you undertake as a committee to support your regional youth?**

For example: How do you fundraise? Do you provide mentoring? Do you get involved with community events or the schools?

**What makes the people who volunteer with you want to be involved and support your regional students to access post-school education?**

Do they have a child that was supported by CEF? Or maybe they are a previous grant recipient? Are they teachers who value education? Do they want to give back to the community in a meaningful way?

**Why does your foundation love being a part of the CEF family?**

It could be the national office support and resources provided or the DGR status for your donors? Maybe it's the additional funding that you have access to for your students from education and other partners? Or our great reputation? Is it because it is fun, rewarding and easy? Why do you choose to be part of CEF?

**What do you think it is about CEF that makes us so successful in the work we do?**

**How important do you think our community model is in successfully supporting students?**

Why is YOUR support so important to students? What does it give them and help them achieve?

**Tell us one or two good news/success stories about your students that stand out to you?**

These stories are the reasons you do what you do; and why people choose to support you! And people just love the good news stories!

**COMMITTEE MEMBER PROFILES**

As part of telling the story of your foundation, we would also love to include profiles on one or two of your committee members – this helps tell the story of your foundation and your community!

Below are some questions for committee members (information required for at least one person!)

**PROFILE - PERSON ONE**

**Name:**

**Position held in committee:**

**Year you joined as a volunteer:**

**What do you do for a living?**

**What is your connection to rural and regional Australia?**

For example: Have you lived in a regional area for a long time? Do you know people who are impacted by the challenges regional people face?

**Why are you involved with your local CEF foundation?**

What are the reasons you wanted to join your local CEF foundation?

**Why do you think it is so important to support the educational pursuits of the students from your community?**

**What do you hope to achieve for regional youth by being involved with CEF and your local foundation?**

**FUN SPEED ROUND QUESTIONS**

Quick fun facts, so we can all get to know you a little better!

* **Best place for brunch?**
* **Are you a morning or night person?**
* **What is your favourite book?**
* **Cats or Dogs (or some other animal)?**
* **Who are FIVE people (dead or alive) you would invite to a dinner party?**

**PROFILE - PERSON ONE**

**Name:**

**Position held in committee:**

**Year you joined as a volunteer:**

**What do you do for a living?**

**What is your connection to rural and regional Australia?**

For example: Have you lived in a regional area for a long time? Do you know people who are impacted by the challenges regional people face?

**Why are you involved with your local CEF foundation?**

What are the reasons you wanted to join your local CEF foundation?

**Why do you think it is so important to support the educational pursuits of the students from your community?**

**What do you hope to achieve for regional youth by being involved with CEF and your local foundation?**

**FUN SPEED ROUND QUESTIONS**

Quick fun facts, so we can all get to know you a little better!

* **Best place for brunch?**
* **Are you a morning or night person?**
* **What is your favourite book?**
* **Cats or Dogs (or some other animal)?**
* **Who are FIVE people (dead or alive) you would invite to a dinner party?**

**STRIKE A POSE (OR THREE!)**

Photos (and videos) allow people to know who you are, and everyone loves to put a face to a name. They also really help to make your profile look fantastic on the website and social media. To get an idea of what works, you can check out the profiles on the [**CEF Blog page**](https://cef.org.au/cef-blog/) on our website.

Please send along the following photos with this questionnaire:

* A photo of your foundation (e.g. at a fundraising event, your grant presentation).
* A photo of a special place in your community (e.g. a great view, iconic landmark etc…).
* Two photos of each committee member profiled - with people they care about, doing things they love or CEF-related.

Keep in mind, the more photos we have to select from and use, the better!

Videos of you sharing your advice or talking about the great work your foundation does are also great!

**Tips for taking a photo of a person**

* Use waist to head, with your body NOT square on but slightly turned away from the camera
* Avoid full sun and move into a shaded area if outside
* Aim for a neutral, uncluttered backdrop, but don’t stand too close to a wall
* Best to take a landscape view (for digital media), but do both landscape and portrait, and not necessarily centred (rule of thirds – have focal point to one side)

If you have any questions or need any help, don’t hesitate to reach out to Nicole at CEF National Office who will be writing your profile.

**Phone: (02) 6362 3162**

**Email:** **nicole@cef.org.au**