



BICS

Supporting Student Societies

National Society Awards 2015

Nominee Information

bics.ie

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What is BICS?

BICS - Board The Board of Irish College Societies is a national organisation, constituted in 1995, dedicated to providing a national forum for the societies in Ireland's Universities, Colleges and Institutes of Education.

The Board is responsible for the promotion of interest in the activities of Irish college societies and of fostering contact and co-operation between them.

During the course of the past sixteen years, the Board has met many of its objectives, in particular the exchange of information, and most successfully, the inauguration of the *National Society of the Year Awards*. BICS also acts as an information resource and support mechanism for society administrators throughout the country promoting the sharing of ideas and the implementation of best practice. BICS produced the BICS Ultimate Guide to Societies in 2008, a book and CD guide to all aspects of running a society, which is available to all member colleges.

BICS provide a national forum for the administration and governing bodies of college societies and endeavours:

- To foster contact and exchange of information between these aforementioned groups.
 - To promote contact and co-operation between the societies under their administration.
 - To promote the interest of College societies throughout Ireland.
 - To promote the improvement of society support and facilities throughout the third level sector.
 - To increase knowledge of Societies in third level by research and surveys.
 - To provide support for societies in the third level sector.
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BICS Membership:

Membership is open to any third level institute in Ireland. Large Colleges have over 7500 full time students and small colleges have under 7500 full time students. Currently the following colleges from all over Ireland are members:

Large Colleges	Small Colleges
DCU	Cork IT
DIT	ITTD
NUI Galway	IT Tralee
Maynooth University	Dundalk IT
UCC	DBS
UL	GMIT
	Mary Immaculate College
	National College of Ireland

BICS Executive

Chairperson: Riona Hughes – NUIG
 Treasurer: Aoife Kelleher - CIT
 Secretary: Michelle Whyte - UL
 PRO – Anita Conway - DIT
 Webmaster: - Hugh Breslin - ITTD
 Members Development Officer:
 Tim O'Connor - ITTD

Training Development Officer:
 Jake Ryan – DCU
 Resources & Fundraising Officer:
 Antoinette Canavan – GMIT
 Communication & Marketing Officer:
 Aaron O'Sullivan - UCC
 Exec Student Rep: Kaytee Beehan - DIT
 Exec Student Rep: Eric Lawless - NUIM

Each member college has 2 BICS Board members one staff and one student, from these the Executive is elected. Each college also has a student networking representative who acts as a liaison with BICS and the members of the societies in their institution and promotes intercollegiate activity and cooperation.

BICS National Society Awards Rules

1. Check with your college society officer as to your society's eligibility to enter the BICS awards. If in doubt e-mail chairperson@bics.ie.
2. Your college must be a member of BICS. You must be nominated by your college and there can be only one nomination in each category from each member college.
3. You must all the award nomination criterion and meet all deadlines, see nominee information booklet.
4. It is very important if you are representing more than one category that you inform BICS at the time of submitting your nomination, so that we can ensure that your interview times do not clash.
5. If your category has an interview, you must attend the interview.
6. A maximum of four people permitted to attend each interview.
7. Nominees in the best Individual and Best Fresher category may attend alone or may bring someone to the interview with them.
8. You must fill in your brief description for the awards booklet by the date and time specified.
9. Each nominee must provide just one portfolio, which includes all back up material. If you are nominated in more than one category you must have one portfolio for each category.
10. To be eligible to enter Best Society (in a Cultural or Social Field), Best Society (in a charity or Civic Field) and Most Improved Society categories your society must have been set up for minimum two years from March 12th. (ie for the 2015 awards set up by March 12th 2013)
11. A society may not be nominated for more than one of the following awards: Best Society (in a Cultural or Social Field), Best Society (in a charity or Civic Field), Most Improved Society or Best New Society.
12. To be eligible a new society must be in its first two academic years from March 12th (ie for the 2015 awards set up after March 12th 2013)
13. Events that take place earlier than March 12th of the previous year (ie for the 2015 after March 12th 2014) and after the deadline for submitting the current awards may not enter.
14. A Best Fresher is deemed to be a society member who is in their first year in a third level institution - it is up to each college to nominate an individual who adheres to this criterion.
15. A group whose main activity is recognised by Student Sports Ireland as a sports club and/or is an Olympic Sport may not enter for an award at BICS.

Important Dates

3pm March 13th 2015:

Complete application for Best Intervarsity and e-mail as PDF to info@bics.ie, your event must be on the BICS Calendar on bics.ie.

Noon, April 8th 2015

Programme details for the BICS Awards must be filled in by all entrants.

Noon April 10th

Final numbers for Awards banquet tickets must be submitted and individual attendees registration completed.

Noon, April 13th 2015

Completed application form must be uploaded to the BICS portal.

Noon, April 15th 2015

Three printed copies of the application form as well as a copy of the portfolio must be presented in The Sheraton Hotel, Athlone.

10:30 am, April 15th 2015

Adjudicators arrive, training and judging of application forms and portfolios commences.

11 am, April 16th 2015

Nominees arrive and interviews take place in The Sheraton Hotel, Athlone.

7pm, April 16th 2015

Awards take place in The Sheraton Hotel, Athlone.

BICS Awards Categories

Separate Large & Small Colleges **Interview**

Best Society in a Cultural or Social Field
Best Society in a charity or Civic Field
Best Society Event
Most Improved Society
Best Society Individual
Best New Society
Best Society Fresher

Large & Small Together **No Interview**

Best Publicity Campaign
Best Society Poster *
Best Promotional Video *
Best Photo *
Best Intervarsity *

*** Portfolio not required**

How to Enter For an Award:

You must be nominated by your college and there can be only one nomination in each category from each member college. Your college must be a member of BICS.

There are five parts to the application for the awards which have a portfolio and interview. Step 1 and 2 must be completed by all applicants. Steps 1-3 by all applicants except Best Intervarsity.

1. You will need to fill out a short form on line in the BICS Portal by Noon on April 8th. The description will be used in the Awards Brochure.
2. You need to book your ticket for the Awards Ball and provide the information Required by Noon April 10th.
3. You will need to download an application form for the category you are entering.
- 4 This application form must be completed and uploaded to the BICS Portal using your username and password by Noon on April 13th. Three printed copies of this form must be provided for the adjudication panel to the Sheraton Hotel by noon, April 15th.
5. You need to supply a portfolio of supporting documentation which must be in the Sheraton Hotel Athlone by Noon on April 15th.
6. You must attend an interview which will take place in the Sheraton hotel, Athlone on April 16th.

The Application Form

The application is an online word document which you download from bics.ie on the Awards link. See end of this booklet for a copy of all the application forms, Go to bics.ie and go to the awards page. Download the nomination form (word document) the questions on this form include the marking scheme and some tips plus what you must include in your portfolio. Once your application form is completed you must upload it to the BICS Portal as a word document or a PDF. To access the awards portal, ask your society administrator for the society's password log on to <http://awards.bics.ie/users/login/> (link on bics.ie using your society username and password (note there is just one society username and password for each college). You will have already accessed this portal by April 8th. Click on to the awards link in on the left menu. Then click on the award category you are entering. It is vital that you answer all questions and upload the Nomination form. Note on the on-line form you can save your work and go back to it but you must submit it by the deadline which is strictly Noon Monday 13th April 2015. Nominations will not be accepted after the deadline.

Please make sure you save your application each time you finish working on it. If you have any difficulties accessing the awards nominations please consult with your society administrator or e-mail [**chairperson@bics.ie**](mailto:chairperson@bics.ie) or telephone 091 492088. Once you have been nominated by your college check that you have access, do not leave it to the last minute!

Make sure you include a contact telephone number in your application.

Please note while it is important to provide all the information for the adjudicators please be aware that they will have a lot of nominations to read so if you can say it in a sentence rather than a paragraph succinctness will be appreciated.

Note: the adjudicators will be judging and awarding marks for your application, your portfolio and your interview so you must complete each process.

Booking your Awards ticket.

You must complete the form by Noon April 10th the question on who is attending the ball is for press purposes and greatly facilitates promoting BICS and the Awards so fill in as much details as possible.

The Portfolio:

Your portfolio can take any form and we require just one portfolio for each nomination. Some societies create very colourful and artistic portfolios while others may use a more functional folder. Whatever format you choose it is the content which is very important. The portfolio must include all your back up material for your application. You should include copies of posters, press cuttings, reviews, literature you have published, photos, bank statements if you use a bank account and more detailed accounts. Some societies in the past have included video footage on CD, screen shots of your website, copies of e-mails and letters sent some have even included photocopies of receipts. Please consult the marking scheme in this book to see what items your portfolio must include.

What is in your portfolio is up to you but it should be a visual description of what you are all about. Remember the judges do not know you, have not been at your events and have no way to know just how amazing you are. So use whatever means you wish to invite the judges into the world of your society. Your portfolio will be returned to you at the end of the adjudication and is a great archival record of your society to keep.

There is no need to repeat what is in your nomination the portfolio is a visual description brevity with words will be appreciated.

The deadline for your portfolio is Noon on Wednesday April 15th in Sheraton Hotel, Athlone. Most colleges are sending adjudicators so give your portfolios to your adjudicators, who must be in the Hotel by 11am on Wednesday April 15th. Please note this deadline is absolute.



Adjudicators:

Apart from nominees, we will have over 40 adjudicators, 3 per panel, who judge each category and chose the eventual winners.

The adjudication panels are made up of individuals who have worked directly with students or have a number of years' experience being involved with student activities. Your colleges choice of Adjudicator is very important. Full details on Adjudication can be found on bics.ie.

The Interview:

The interview is an opportunity for the adjudicators to get to know you and your society a little better. It is an opportunity for them to seek clarity on any issues and for you to fill in any gaps. The interview is short, no more than 20 minutes (depending on the number of nominees in any category). The maximum who may attend the interview is four. Adjudicators will have already read your application and studied your portfolio; this is a chance to get a face-to-face feeling for what you are all about. Remember, they are not there to catch you out. Use the time wisely: for example, there is no point if you are a choir to go in and sing for the 20 minutes, while a short burst of song at the end might be the very thing that sets you apart.

Before you go in have another look at the marking scheme and if there are any areas which you feel needs more information, now is the opportunity to give it. If there are more than one of you attending the interview make sure each of you gets a chance to speak, avoid contradicting or correcting one another in front of the judges. Decide before you go in what areas each of you will cover. Most of all smile and look happy. The judges have been working very hard reading all your material so cheering them up with your obvious enthusiasm and love of what you do will be a breath of fresh air for them.

When you go in, introduce yourselves, be confident, open and friendly and let your ease with one another and your team spirit shine and good luck.



Group Presentation:

To foster interaction between all the societies and students and to encourage the sharing of ideas, after the interviews nominees in the following categories are invited to make a short presentation (no more than 5 minutes) to your fellow nominees:

Best Societies (both categories), Most Improved Society, Best Event and Best New Society. This will be followed by an open discussion.

Nominees in the other categories are invited to an informal ideas sharing session.

Your presentation should be informal and can take any format, whatever you are most comfortable with. You may use a presentation such as a PowerPoint presentation, show a short movie or just a talk.

Remember the presentation is not part of the marking scheme so it is just an opportunity to see what other societies are up to!

See the timetable at the back of this book for details.



Best Society (in a Cultural, Academic, or Social field) Marking Scheme

- **Note:** If your society's main aim is charity, civic engagement or advocacy please fill in the Best Charity/Civic Society. If your society is in existence for 2 years or less please fill in the Best New Society.
- All application forms must be typed. Handwritten applications will not be accepted.
- Three printed copies of this application must be provided to the adjudicating panel by noon on April 15th.
- A copy of this application form must be uploaded to your online application portal.
- Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators awards marks for facts above all else so make use of bullet points, etc. when appropriate.
- Please read through the nomination form in its entirety before filling it out in order to avoid repetition of material.
-

Marking Scheme

- Each application is marked by three separate adjudicators. The marks listed throughout refer to the marks each individual adjudicator awards.
- The Best Society (in a Cultural, Academic, or Social field) marking scheme consists of a total of 200 marks. This is divided as follows:
 - **Application form:** consists of four sections (*organisation and events, finance, publicity, and other*) with multiple questions worth 90 marks.
 - **Portfolio:** a mandatory portfolio of supporting documents worth 10 marks.
 - **Interview:** an interview worth 90 marks
 - **Discretionary marks** for overall impression worth 10 marks.

Background Information

Name of Society
College
Name of person submitting
Phone Number
Email Address
Year the Society was founded (an approximate date if unsure will suffice)
Number of society members

Section 1: Organisation & Events

Total marks: 45

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

1.1 Please detail the society's aims and objectives.

Tips: These should be the aims and objectives as outlined in the society's constitution.

1.2 How has the society's work fulfilled these aims and objectives? (5 Marks)

1.3 Please give details of the society's committee structure and how committee members functioned as a team. (5 Marks)

1.4 Detail the society's membership numbers, and how you went about attracting new members to the society?(5 Marks)

Tips: It is important to detail the society's membership numbers as a percentage of the overall campus population.

1.5 Please list the number and variety of events held (15 Marks)

Tips: Please include at the start of this answer a simple statement as to the total number of events held this year before proceeding to detail them.

1.6 Please detail the challenges encountered by the society this year. (5 Marks)

1.7 What systems have been put in place to ensure the continuity of the society and to ensure its ongoing success?(5 Marks)

1.8 What has the society contributed to campus life this year?(5 Marks)

Tips: Please detail what specifically the society adds to campus life that would be missing if the society didn't exist.

Section 2: Finance

Total marks: 20

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. **It is mandatory to include the following in your portfolio: Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate; Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.***

2.1 Details of income and expenditure? (5 Marks)

Tips: Copy and paste a complete balance sheet of both income and expenditure below and detail afterwards when necessary.

2.2 Describe the methods of financial oversight within the society and the success of your financial management. (5 Marks)

2.3 Please provide details of the success and innovation of securing funds for the running of the society. (10 Marks)

Tips: In your response please include the percentage of your income that was achieved via fundraising for the society, grants, and sponsorship.

Section 3: Publicity

Total marks: 25

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

3.1 Please give details of the creativity, innovation and variety of methods used to promote the society and its activities this year? (10 Marks)

Tips: It is important to detail variety of publicity methods used as well as the creativity and innovation of society publicity.

3.2 Please detail how the society communicated with its members this year (5 Marks)

Tips: This question seeks to understand how the society engaged with its members over the course of the year and what methods they used.

3.3 Please detail the success of the society's publicity in raising the profile of the society both on and off campus. (10 Marks)

Section 4: Other

Please read the question carefully and answer what is asked. Please note the word limit.

4.1 What would it mean to the society to win this award and why do you feel the society merits the award?

Note: While there are no specific marks for this section it will inform the discretionary marks awarded. There is a word limit of 250 words on this answer.

4.2 Any other information which you believe should be included.

Note: There are no marks for this question, it is merely for crucial information which hasn't been covered in other sections that you feel is of vital importance to your application. It is not necessary to fill in this box.

Please Note:

- There will be an additional 10 marks for your portfolio, 90 marks for your interview and the adjudicators will also award 10 discretionary marks for overall impression.

Best Society (in a Charity or Civic field) Application Form

- Note:
 - Your Society must engage your members with an off campus entity.
 - The benefit or benefits must include at least two of the following elements:
 - Financial, volunteering, education and/or awareness raising for your target entity or entities.
 - It can benefit one or more entities and must be an integral part of your society's aims and objectives.
 - There is no distinction or value judgment made on the thematic area or perceived value of the target entity or whether the target entity is local, national or international.
 - Your society must be in existence for more than 2 years.
 - All application forms must be typed. Handwritten applications will not be accepted.
 - Three printed copies of this application must be provided to the adjudicating panel by noon on April 15th.
 - A copy of this application form must be uploaded to your online application portal.
 - Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators awards marks for facts above all else so make use of bullet points, etc. when appropriate.
 - Please read through the nomination form in its entirety before filling it out in order to avoid repetition of material.

Marking Scheme

- Each application is marked by three separate adjudicators. The marks listed throughout refer to the marks each individual adjudicator awards.
- The Best Society (in a Charity or Civic field) marking scheme consists of a total of 200 marks. This is divided as follows:
 - **Application form:** consists of five sections (*organisation & events, finance, publicity, civic/charity activity, and other*) with multiple questions worth 90 marks.
 - **Portfolio:** a portfolio of supporting documents worth 10 marks.
 - **Interview:** an interview worth 90 marks
 - **Discretionary marks:** for overall impression worth 10 marks.

Background Information

Name of Society
College
Name of person submitting
Phone Number
Email Address
Year the Society was founded (an approximate date if unsure will suffice)
Number of society members

Section 1: Organisation

Total marks: 25

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

1.1 Please detail the society's aims and objectives. <i>Tips: These should be the aims and objectives as outlined in the society's constitution.</i>
1.2 How has the society's work fulfilled these aims and objectives? (5 Marks)
1.3 Please give details of the society's committee structure and how committee members functioned as a team. (4 Marks)
1.4 Detail the society's membership numbers, and how the society went about attracting new members? (4 Marks) <i>Tips: It is important to detail the society's membership numbers as a percentage of the overall campus population.</i>
1.5 Please detail the challenges encountered by the society this year. (4 Marks)

1.6 What systems have been put in place to ensure the continuity of the society and to ensure its ongoing success?(4 Marks)

1.7 What has the society contributed to campus life this year?(4 Marks)

Tips: Please detail what specifically the society adds to campus life that would be missing if the society didn't exist.

Section 2: Finance

Total marks: 15

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. It is mandatory to include the following in your portfolio: Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate; Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.

2.1 Details of income and expenditure? (5 Marks)

Tips: Copy and paste a complete balance sheet of both income and expenditure below and detail afterwards when necessary.

2.2 Describe the methods of financial oversight within the society and the success of your financial management. (5 Marks)

2.3 Please provide details of the success and innovation in securing funds for the running of the society. (5 Marks)

Tips: In your response please include the percentage of your income that was achieved via fundraising for the society, grants, and sponsorship.

Section 3: Publicity

Total marks: 20

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

3.1 Please give details of the creativity, innovation and variety of methods used to promote the society and its activities this year? (10 Marks)

Tips: It is important to detail variety of publicity methods used as well as the creativity and innovation of society publicity.

3.2 Please detail how the society actively engaged with its members this year (5 Marks)

Tips: This question seeks to understand how the society actively communicated with its members over the course of the year.

3.3 Please detail the success of the society's publicity in raising the profile of the society both on and off campus. (5 Marks)

Section 4: Charity/Civic Element

Total marks: 30

*Please read the following instructions carefully. You need to answer **TWO** of the following four sections; **Fundraising, Volunteering, Education, Awareness Raising/Advocacy**. Each section is weighted evenly and each is worth 15 marks. Read through each section carefully and select the two sections which are most applicable to the work of your society. Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. It is important to avoid repetition between subsections when answering this section.*

Please list the sections to be answered:

Section 4a: Fundraising

Total marks: 15

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

4a.1 Describe the fundraising the society engaged in and the impact it had on the target entity. (5 Marks)

Tips: Explain a) what the target entity is and does, and b) how successful the fundraising was and the impact it will have on the target entity.

4a.2 Describe the goals and targets the society set in relation to the fundraising and how successful the society was in achieving these. (5 Marks)

Tips: This answer must be backed-up with appropriate financial records.

4a.3 Outline the variety and innovation used in the fundraising efforts. (5 Marks)

Section 4b: Volunteering

Total marks: 15

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

4b.1 Describe the volunteering aspect of the society and the impact this had on the target entity. (5 Marks)

Tips: Explain a) what the target entity is and does, and b) what was entailed with the volunteering and the impact it had on the target entity.

4b.2 Detail the number of the society's members that engaged in the voluntary activity and the time spent volunteering. (5 Marks)

Tips: It is important to state the number of members engaged in the voluntary activity as a percentage of both the society's membership and the overall student population in your college. It is also important to detail the number of hours spent by members directly engaging in the voluntary activity.

4b.3 Please detail the impact the voluntary activity had on the society's members and the wider campus community. (5 Marks)

Section 4c: Education

Total marks: 15

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

4c.1 Describe the educational aspect of the society and the impact this had on your target entity. (5 Marks)

Tips: It is important to clearly state at the outset what the target entity for the society's educational activity was, and the work that they carry out before proceeding to detail all aspects of your education activity.

4c.2 Detail the number of the society's members that engaged in the educational activity and the time spent volunteering. (5 Marks)

Tips: It is important to state the number of members engaged in the educational activity as a percentage of both the society's membership and the overall student population in your college. It is also important to detail the number of hours spent by members directly engaging in the educational activity.

4c.3 Please detail the impact the educational activity had on the society's members and the wider campus community. (5 Marks)

Section 4d: Awareness Raising/Advocacy

Total marks: 15

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

4d.1 Describe the awareness raising or advocacy aspect of the society and how the society raised awareness of an issue or entity, on and/or off-campus. (5 Marks)

Tips: It is important to clearly state at the outset what the target entity / cause for the society was, and the work that they carry out before proceeding to detail all aspects of how the society went about raising awareness or advocated about the cause or entity.

4d.2 Describe the goals and targets the society set in relation to the awareness raising / advocacy and elaborate on the society's success with those goals. (5 Marks)

Tips: It is important to quantify the success of the society's awareness raising / advocacy.

4d.3 Please detail the impact the awareness raising / advocacy had on the society's members and the wider campus community. (5 Marks)

Section 5: Other

Please read the question carefully and answer what is asked. Please note the word limit.

5.1 What would it mean to the society to win this award and why do you feel the society merits the award? (5 Marks)

Note: While there are no specific marks for this section it will inform the discretionary marks awarded. There is a word limit of 250 words on this answer.

5.2 Any other information which you believe should be included.

Note: There are no marks for this question, it is merely for crucial information which hasn't been covered in other sections that you feel is of vital importance to your application. It is not necessary to fill in this box.

Please Note:

- There will be an additional 10 marks for your portfolio, 90 marks for your interview and the adjudicators will also award 10 discretionary marks for overall impression.

Most Improved Society Application Form

- **Note:** The society must be in existence for 2 years or more.
- All application forms must be typed. Handwritten applications will not be accepted.
- Three printed copies of this application must be provided to the adjudicating panel by noon on April 15th.
- A copy of this application form must be uploaded to your online application portal.
- Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators award marks for facts above all else so make use of bullet points, etc. when appropriate.
- Please read through the nomination form in its entirety before filling it out in order to avoid repetition of material.

Marking Scheme

- Each application is marked by three separate adjudicators. The marks listed throughout refer to the marks each individual adjudicator awards.
- The Most Improved Society marking scheme consists of a total of 200 marks. This is divided as follows:
 - **Application form:** consists of four sections (*organisation and events, finance, publicity, and other*) with multiple questions worth 90 marks.
 - **Portfolio:** a mandatory portfolio of supporting documents worth 10 marks.
 - **Interview:** an interview worth 90 marks
 - **Discretionary marks** for overall impression worth 10 marks.

Background Information

Name of Society

College

Name of person submitting

Phone Number

Email Address

Year the society was founded (an approximate date if unsure will suffice)

Section 1: Organisation & Events

Total marks: 45

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. **Remember you must constantly compare your society's performance to its performance last year.***

1.1 Please detail the society's aims and objectives.

Tips: These should be the aims and objectives as outlined in the society's constitution.

1.2 How has the society's work fulfilled the society's aims and objectives?

(5 Marks)

1.3 Please give details of the society's committee structure and how committee members functioned as a team. (5 Marks)

Tips: It is important that you focus on how the committee structure has improved this year from the society's structure last year.

1.4 Detail how the society's membership numbers compare to last year, and how you went about attracting new members to the society. (5 Marks)

Tips: It is important to state the membership numbers both this year and last year and to detail them as a percentage of the overall campus population.

1.5 Please list the number and variety of events held (12 Marks)

Tips: It is important to detail this year's events and also to detail last year's events so the adjudicator's are able to see the improvement in the society. Please include at the start of this answer a simple statement as to the total number of events held this year as well as last year before proceeding to detail them.

1.6 What were the biggest challenges you faced in getting the society back on its feet? What were the biggest challenges in getting the society back on its feet? (4 Mark)

1.7 What would you regard as your 2 most outstanding achievements in improving the society this year? (4 Marks Total)

1.8 What systems have you put in place to ensure the continuity of the society and to ensure its ongoing success?(5 Marks)

1.9 What has the reinvigoration of the society contributed to campus life? (5 Marks)

Tips: Please detail what specifically the society adds to campus life that would be missing if the society hadn't been rehabilitated to its current degree.

Section 2: Finance

Total marks: 20

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. **Remember you must constantly compare your society's performance to its performance last year. It is mandatory to include the following in your portfolio: Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate; Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.***

2.1 Details of income and expenditure. (5 Marks)

Tips: Copy and paste a complete balance sheet of both income and expenditure below. It is also important to detail the same for the previous year so that a comparison can be made by the adjudicators.

2.2 Describe the methods of financial oversight within the society and the success of the financial management. (5 Marks)

2.3 Please provide details of the success and innovation of securing funds for the running of the society. (10 Marks)

Tips: In your response please include the percentage of your income that was achieved via fundraising for the society, grants, and sponsorship. Please compare this to last year's achievements in this field.

Section 3: Publicity

Total marks: 25

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. **Remember you must constantly compare your society's performance to its performance last year.***

3.1 Please give details of the creativity, innovation and variety of methods used to promote the society and its activities this year? (10 Marks)

Tips: It is important to compare this activity to the activity last year. It is also important to detail variety of publicity methods used as well as the creativity and innovation of society publicity.

3.2 Please detail how you actively engaged with your members this year (5 Marks)

Tips: It is important to compare this activity to the activity last year. This question seeks to understand how the society actively communicated with its members over the course of the year.

3.3 Please detail the success of your publicity in raising the profile of the society both on and off campus. (10 Marks)

Tips: It is important to compare this activity to the activity last year.

Section 4: Other

Please read the question carefully and answer what is asked. Please note the word limit.

4.1 What would it mean to the society to win this award and why do you feel the merits the award?

Note: While there are no specific marks for this section it will inform the discretionary marks awarded. There is a word limit of 250 words on this answer.

4.2 Any other information which you believe should be included.

Note: There are no marks for this question, it is merely for crucial information which hasn't been covered in other sections that you feel is of vital importance to your application. It is not necessary to fill in this box.

Please Note:

- There will be an additional 10 marks for your portfolio, 90 marks for your interview and the adjudicators will also award 10 discretionary marks for overall impression.

Best New Society Application Form

- **Note:** The society must not be in existence more than 2 years including any provisional or probationary period.
- All application forms must be typed. Handwritten applications will not be accepted.
- Three printed copies of this application must be provided to the adjudicating panel by noon on April 15th.
- A copy of this application form must be uploaded to your online application portal.
- Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators awards marks for facts above all else so make use of bullet points, etc. when appropriate.
- Please read through the nomination form in its entirety before filling it out in order to avoid repetition of material.

Marking Scheme

- Each application is marked by three separate adjudicators. The marks listed throughout refer to the marks each individual adjudicator awards.
- The Best New Society marking scheme consists of a total of 200 marks. This is divided as follows:
 - **Application form:** consists of four sections (*organisation & events, finance, publicity, and other*) with multiple questions worth 90 marks,
 - **Portfolio:** a mandatory portfolio of supporting documents worth 10 marks.
 - **Interview:** an interview worth 90 marks.
 - **Discretionary marks** for overall impression worth 10 marks.

Background Information

Name of Society

College

Name of person submitting

Phone Number

Email Address

Date of the founding of the society

Section 1: Organisation & Events

Total marks: 45

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

1.1 Please detail the society's aims and objectives.

Tips: These should be the aims and objectives as outlined in the society's constitution.

1.2 How has the society's work fulfilled these aims and objectives? (5 Marks)

1.3 Please give details of the society's committee structure and how committee members functioned as a team. (5 Marks)

1.4 Detail the society's membership numbers, and how you went about attracting new members to the society. (4 Marks)

Tips: It is important to detail the society's membership numbers as a percentage of the overall campus population.

1.5 Please list the number and variety of events held (15 Marks)

Tips: Please include at the start of this answer a simple statement as to the total number of events held this year before preceding to detail them.

1.6 Please detail the challenges encountered by the society this year. (5 Marks)

1.7 What systems have been put in place to ensure the continuity of the society and to ensure its ongoing success? (6 Marks)

1.8 How has the establishment of the society contributed to campus life? (5 Marks)

Tips: Please detail what specifically the society adds to campus life that would be missing if the society hadn't been established.

Section 2: Finance

Total marks: 20

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. **It is mandatory to include the following in your portfolio: Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate; Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.***

2.1 Details of income and expenditure? (5 Marks)

Tips: Copy and paste a complete balance sheet of both income and expenditure below and detail afterwards when necessary.

2.2 Describe the methods of financial oversight within the society and the success of your financial management. (5 Marks)

2.3 Please provide details of the success and innovation of securing funds for the running of the society. (10 Marks)

Tips: In your response please include the percentage of your income that was achieved via fundraising for the society, grants, and sponsorship.

Section 3: Publicity

Total marks: 25

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

3.1 Please give details of the creativity, innovation and variety of methods used to promote the society and its activities this year? (10 Marks)

Tips: It is important to detail variety of publicity methods used as well as the creativity and innovation of society publicity.

3.2 Please detail how you actively engaged with your members this year (5 Marks)

Tips: This question seeks to understand how the society actively communicated with its members over the course of the year.

3.3 Please detail the success of your publicity in raising the profile of the society both on and off campus. (10 Marks)

Section 4: Other

Please read the question carefully and answer what is asked. Please note the word limit.

4.1 What would it mean to the society to win this award and why do you feel the society merits the award?
--

<i>Note: While there are no specific marks for this section it will inform the discretionary marks awarded. There is a word limit of 250 words on this answer.</i>
--

4.2 Any other information which you believe should be included.
--

<i>Note: There are no marks for this question, it is merely for crucial information which hasn't been covered in other sections that you feel is of vital importance to your application. It is not necessary to fill in this box.</i>
--

Please Note:

- There will be an additional 10 marks for your portfolio, 90 marks for your interview and the adjudicators will also award 10 discretionary marks for overall impression.

Best Event Application Form

- All application forms must be typed. Handwritten applications will not be accepted.
- Three printed copies of this application must be provided to the adjudicating panel by noon on April 15th.
- A copy of this application form must be uploaded to your online application portal.
- Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators award marks for facts above all else so make use of bullet points, etc. when appropriate.
- Please read through the nomination form in its entirety before filling it out in order to avoid repetition of material.

Marking Scheme

- Each application is marked by three separate. The marks listed throughout refer to the marks each individual adjudicator awards.
- The Best Event marking scheme consists of a total of 200 marks. This is divided as follows:
 - **Application form:** consists of four sections (*organisation and events, finance, publicity, and other*) with multiple questions worth 90 marks,
 - **Portfolio:** a mandatory portfolio of supporting documents worth 10 marks.
 - **Interview:** an interview worth 90 marks.
 - **Discretionary marks:** for overall impression worth 10 marks.

Background Information

Name of Event
Name of Society
College
Name of person submitting
Phone Number
Email Address
Number of members in the society
Did the event take place over a single day or multiple days. In the case of multiple days please state how many days.
Please detail the society's aims and objectives.
<i>Tips: These should be the aims and objectives as outlined in the society's constitution.</i>
Please provide a brief summary of the event.
Who was the target audience for the event?

Section 1: Organisation

Total marks: 45

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

1.1 How many society members were involved in organising the event? (5 Marks)

Tips: Please detail each member involved in organising the event and the role that each of these played in the organisation and execution of the event.

1.2 How many people attended, participated in, and/or benefited from the event? (5 Marks)

1.3 Please detail the challenges faced in the organisation and execution of the event. (5 Marks)

1.4 What makes your event original? Do you know of a similar event being organised before either in your own college or another and what made your event stand out from these? Outline the creativity and innovation of the event. (10 Marks)

1.5 How did this event benefit the society's members? (7 Marks)

1.6 How did this event fulfill the society's aims and objectives? (7 Marks)

Please make specific reference to the aims and objectives listed in the society's constitution.

1.7 How did this event contribute to campus life? (6 Marks)

Section 2: Finance

Total marks: 25

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. **It is mandatory to include the following in your portfolio: Bank statements if available, otherwise confirmation letter from Societies' Officer that your balance sheet is accurate; Letter from Societies' Officer confirming grants received from your institution. Also useful is a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.***

2.1 Details of income and expenditure for the event? (5 Marks)

Tips: Copy and paste a complete balance sheet of both income and expenditure below and detail afterwards when necessary.

2.2 Describe the methods of financial oversight for organizing the event and how you financially managed and budgeted for your event. (10 Marks)

Tips: Please copy and paste a complete version of the budget that you initially planned before detailing the success of that budget and how you managed your finances

2.3 Please provide details of the success and innovation in securing funding for the running of the event. (10 Marks)

Tips: In your response please include the percentage of your income that was achieved via fundraising for the event, grants, and sponsorship.

Section 3: Publicity

Total marks: 20

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

3.1 Please give details of the creativity, innovation and variety of methods used to promote event? (10 Marks)

Tips: It is important to detail variety of publicity methods used as well as the creativity and innovation of the publicity utilised.

3.2 Please detail the success of the publicity in raising the profile of the event and the society both on and off campus. (10 Marks)

Tips: It might be useful to break your answer to this question into two parts, namely: 'Profile of the Event', and 'Profile of the Society'.

Section 4: Other

Please read the question carefully and answer what is asked. Please note the word limit.

4.1 What would it mean to the society to win this award and why do you feel the society merits the award?

Note: While there are no specific marks for this section it will inform the discretionary marks awarded. There is a word limit of 250 words on this answer.

4.2 Any other information which you believe should be included.

Note: There are no marks for this question, it is merely for crucial information which hasn't been covered in other sections that you feel is of vital importance to your application. It is not necessary to fill in this box.

Please Note:

- There will be an additional 10 marks for your portfolio, 90 marks for your interview and the adjudicators will also award 10 discretionary marks for overall impression.

Best Fresher Application Form

- All application forms must be typed. Handwritten applications will not be accepted.
- Three printed copies of this application must be provided to the adjudicating panel by noon on April 15th.
- A copy of this application form must be uploaded to your online application portal.
- Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators awards marks for facts above all else so make use of bullet points, etc. when appropriate.
- Please read through the nomination form in its entirety before filling it out in order to avoid repetition of material.

Marking Scheme

- Each application is marked by three separate adjudicators. The marks listed throughout refer to the marks each individual adjudicator awards.
- The Best Fresher marking scheme consists of a total of 200 marks. This is divided as follows:
 - **Application form:** consists of one section (*nomination*) with multiple questions worth 90 marks
 - **Portfolio:** a mandatory portfolio of supporting documents worth 10 marks.
 - **Interview:** an interview worth 90 marks.
 - **Discretionary marks:** for overall impression worth 10 marks.

Background Information

Name

College

Email Address

Phone Number

Section 1: Nomination

Total marks: 90

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

1.1 What society/societies have you been involved in and detail your role(s) within them? (10 Marks)

1.2 What has been your contribution to your society/societies this year? (20 Marks)

Tips: Please expand fully on aspects of your contribution including events that you were involved in organising.

1.3 What are your TWO proudest achievements with the society/societies this year? (20 Marks Total)

Tips: Please expand fully on these achievements.

Achievement 1 (10 Marks)

Achievement 2 (10 Marks)

1.4 Please outline two skills that you feel you've developed through your work with societies. (10 Marks Total)

Skill 1 (5 Marks)

Skill 2 (5 Marks)

1.5 What challenges have you overcome in your society work this year? (5 Marks)

1.6 How have you worked as part of a team and how have you motivated others within the society this year? (10 Marks)

1.7 What is your plan to remain involved with societies? (5 Marks)

1.8 Why do you think your peers have nominated you for this award? (10 Marks)

Please Note:

- Two written references should be submitted with this application form. They can come from any source; academic, society member, etc. They must not exceed 1 A4 page each.
- There will be an additional 10 marks for your portfolio, 90 marks for your interview and the adjudicators will also award 10 discretionary marks for overall impression.

Best Individual Application Form

- All application forms must be typed. Handwritten applications will not be accepted.
- Three printed copies of this application must be provided to the adjudicating panel by noon on April 15th
- A copy of this application form must be uploaded to your online application portal.
- Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators awards marks for facts above all else so make use of bullet points, etc. when appropriate.
- Please read through the nomination form in its entirety before filling it in order to avoid repetition of material.

Marking Scheme

- Each application is marked by three separate adjudicators. The marks listed throughout refer to the marks each individual adjudicator awards.
- The Best Individual application consists of a total of 200 marks. This is divided as follows:
 - **Application form:** consists of one section (*nomination*) with multiple questions worth 90 marks
 - **Portfolio:** a mandatory portfolio of supporting documents worth 10 marks.
 - **Interview:** an interview worth 90 marks.
 - **Discretionary marks:** for overall impression worth 10 marks.

Background Information

Name

College

Email Address

Phone Number

Name of society/societies and role(s) within them

Section 1: Nomination

Total marks: 90

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

1.1 Detail your involvement with a society/societies this year. (20 Marks)

1.2 How have you helped the society/societies you're involved in develop and grow this year? (10 Marks)

1.3 What are your THREE proudest achievements with societies this year? (15 Marks Total)

Achievement 1 (5 Marks)

Achievement 2 (5 Marks)

Achievement 3 (5 Marks)

1.4 What significant contribution have you made to the society/societies you were involved in during previous years of college? (10 Marks)

1.5 What challenges have you overcome in your work with societies this year? (5 Marks)

1.6 How have you worked as part of a team and how have you motivated others within the society this year? (5 Marks)

1.7 How has your society work impacted campus life in your college this year? (5 Marks)

1.8 Please describe two skills that you have developed as part of your society work that have prepared you for your post-college life. (10 Marks Total)

Skill 1 (5 Marks)

Skill 2 (5 Marks)

1.9 Why do you think your peers have nominated you for this award? (10 Marks)

Please Note:

- Two written references should be submitted with this application form. They can come from any source; academic, society member, etc. They must not exceed 1 A4 page each.
- There will be an additional 10 marks for your portfolio, 90 marks for your interview and the adjudicators will also award 10 discretionary marks for overall impression.

Best Society Photograph

- The Award for best society photograph is the award for the photograph which best captures the 'society spirit'. The award will be selected by the colleges at the BICS Awards by way of a first past the post ballot.
- Each college shall have two votes and may not vote for their own college.
- Fill in the form on the portal by April 13th up load the photo and a hard copy must be at the hotel by noon on April 15th.

Name of Society

College

Name of person submitting

Phone Number

Email Address

Title of Photograph

Name of photographer and their relationship to the society

Best Publicity Campaign Application Form

- All application forms must be typed. Handwritten applications will not be accepted.
- Three printed copies of this application must be provided to the adjudicating panel by noon on April 15th.
- A copy of this application form must be uploaded to your online application portal.
- Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators awards marks for facts above all else so make use of bullet points, etc. when appropriate.
- Please read through the nomination form in its entirety before filling it in order to avoid repetition of material.

Marking Scheme

- Each application is marked by three separate. The marks listed throughout refer to the marks each individual adjudicator awards.
- The Best Publicity Campaign application consists of a total of 100 marks. This is divided as follows:
 - **Application form:** consists of one section (*nomination*) with multiple questions worth 90 marks.
 - **Discretionary marks** for overall impression worth 10 marks.
- You should provide a portfolio of supporting documents that support the information in your application form. This should be a visual accompaniment to your application.

Background Information

Name of Publicity Campaign

Name of Society

College

Name of person submitting

Phone Number

Email Address

Number of members

Please detail the society's aims and objectives.

Tips: These should be the aims and objectives as outlined in the society's constitution.

Please provide a brief summary of the Publicity Campaign. It is important to include a timeline of the campaign.

Please detail any involvement from outside parties in any stage of the publicity campaign. (i.e outside graphic designers, web designers, etc)

Please detail the finances (if any involved in the publicity campaign)

Section 1: Nomination

Total marks: 90

Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated.

1.1 Please outline all aspects (both digital and non-digital) of the publicity campaign. (40 Marks)

Tips: It's important in this section to outline all facets of the campaign. It is also important to state why the campaign was relevant to the society and the fulfillment of its aims and objectives.

1.2 How was the publicity campaign organised? (10 Marks)

Tips: It's important in this section to outline who was involved in the campaign and what duties they undertook.

1.3 Please outline the variety and innovation of the publicity campaign. (20 Marks)

1.4 Please show how the campaign was successful and the impact this had on the society and its members. (20 Marks)

Please Note:

- The adjudicators will also award 10 discretionary marks for overall impression.

Best Society Promotional Video Application Form

- All application forms must be typed. Handwritten applications will not be accepted.
- Three printed copies of this application must be provided to the adjudicating panel by noon on April 15th.
- A copy of this application form must be uploaded to your online application portal.
- Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators awards marks for facts above all else so make use of bullet points, etc. when appropriate.
- Please read through the nomination form in its entirety before filling it out in order to avoid repetition of material.
- Please note all videos must be entirely created by a member or members of the society and may not be from an outside videographer or professional company. There is a five minute time limit of video length and they must be submitted via a digital link or on a USB drive.

Marking Scheme

- Each application is marked by three separate adjudicators.
- The marking scheme is comprised of a total of 100 marks per adjudicator divided as follows: **Visual Impact** (20 Marks), **Informational Content** (15 Marks), **Originality** (20 Marks), and **Content & Purpose** (20 Marks), **Success** (15 Marks) and **Discretionary Marks for Overall Impression** (10 Marks).

Name of Society

College

Name of person submitting

Phone Number

Email Address

Title of video

Name of those involved in the filming and editing of the video and their relationship with the society

Please detail the society's aims and objectives.

Tips: These should be the aims and objectives as outlined in the society's constitution.

Please detail the success of the video.

Tips: This answer should cover if the video achieved the aims of the video (i.e. to have more people attend the event, to increase membership, etc) and it should quantify that success with evidence.

Any Other Information which you believe should be included.

Note: There are no marks for this question, it is merely for crucial information that you feel is of vital importance to your application. It is not necessary to fill in this box.

Best Poster Application Form

- All application forms must be typed. Handwritten applications will not be accepted.
- Three printed copies of this application must be provided to the adjudicating panel by noon on April 15th.
- A copy of this application form must be uploaded to your online application portal.
- Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators awards marks for facts above all else so make use of bullet points, etc. when appropriate.
- Please read through the nomination form in its entirety before filling it out in order to avoid repetition of material.
- Please note all designs must be designed by a member or members of the society and may not be from an outside graphic designer or professional company.

Marking Scheme

- Each application is marked by three separate adjudicators.
- The marking scheme is comprised of a total of 100 marks per adjudicator divided as follows: **Visual Impact** (25 Marks), **Informational Content** (25 Marks), **Originality** (25 Marks), and **Content & Purpose** (25 Marks).

Name of Society

College

Name of person submitting

Phone Number

Email Address

Title of Poster

Name of designer of the poster and their relationship with the society

Please detail the society's aims and objectives.

<i>Tips: These should be the aims and objectives as outlined in your society's constitution.</i>
--

Explain the concept of the poster.

Describe the design process (e. g computer programme/by hand/etc)
--

- Please note there is no interview or portfolio needed for this award though a copy of the poster must be submitted.

Best Intervarsity Application Form

To enter for the BICS Best Intervarsity /Intercollegiate event add your event to the calendar at this link: bics.ie/event-submission-page/.

Note the following rules:

1. The event must be organised by at least one society in a member college.
2. In addition to the host college at least 2 other colleges must have participated (they do not all have to be members of BICS)
3. The event must be open to all colleges on the island of Ireland (not all colleges must attend but there must be no restrictions imposed by the host college)
4. The event may be open to non-students but in an audience capacity only.
5. There must be a competitive element (this may form only part of the event)
6. A short application form must be completed by March 16th at 3pm.
7. The event must take place between March 12th 2014 and March 15th 2015.

Note: your BICS Student Networking Rep can help you with your application.

The winning entry will be chosen as follows:

- Each member college will have 3 votes
- No college can vote for its own event
- There are no restrictions on the number of events per college which are submitted
- The 3 events with the most votes will be short-listed and receive 2 tickets to the BICS Awards in Athlone on April 16th. (you must arrange your own accommodation & transport)
- The Voting will take place between March 18th and April 1st. The shortlisted events will be notified by e-mail on April 2nd.
- The winning entry will be chosen by appointed adjudicators, their decision is final.
- The winning entry will be announced at the BICS Awards.

Application Form

After your event

1. Fill in the Application Form by 3pm March 16th 2015.

And e-mail to info@bics.ie

The background Information (page 2) is to be included in the body of the e-mail.

2. Answer the questions in the application. Maximum 2 A4 pages of writing.

Add a copy of your poster and brochure/ timetable plus at least 6 photos from your event and links to any videos and websites.

3. Save as 1 PDF file.

From page 3 onwards and this will be up loaded onto your calendar event for adjudication.

4. Adjudication will take place between March 18th – April 1st.

Background Information

Name of Intervarsity
Name of Society
College
Name of person submitting
Phone Number
Email Address
Participating Colleges:
Dates and duration of you event.

Application

Please provide a brief description of the event.
<i>Include if this was a new event, if not how did it improve on last year. Did you face any challenges, What you were most proud off.</i>
1. Describe the competitive element and who the winners were.
2. How many were involved in the event
<i>Include number on the organising committee, how many attended form each college, additional attendees eg audience.</i>
3 How did you fare financially?
<i>What grant did you receive, how successful was your sponsorship/ fundraising. What was the entry fee and what did it include. What was your overall income and expenditure?</i>
4 Please give details of the methods used to promote event?
<i>How successful were you at your PR and getting other colleges involved. Tips: It is important to detail variety of publicity methods used as well as the creativity and innovation of the publicity utilised.</i>
5 What would it mean to the society to win this award and why do you feel the society merits the award?

Include poster, brochure and at least 6 photos of your event plus links to videos and websites.

BICS Awards Timetable

Thursday 16th April 2015

- 10.30am: Registration from 10.30am at main desk, collect your lunch voucher. *You can register at any time before 12.45pm. Note only your BICS designated contact is to register and collect all your vouchers and awards wrist band.*
- 11.00am: Nominees Introductory Talk and Welcome
- 11.45pm – 1.00pm: and 1.30pm – 3.00pm Interviews will take place in various rooms in the hotel. See signs or ask BICS staff for details. *Be at your designated interview room 5 minutes before your allotted slot. Each college must select a BICS coordinator who will report to the main desk and be responsible for their own nominees attendance at the interviews and will be the contact point with BICS staff in the case of any emergency.*
- 12.30pm – 2.30pm: Lunch for Nominees collect your voucher from your BICS designated contact.
- 1:10pm: Group photo opportunity all must attend.
(Note if you are travelling a long distance and are arriving late you must be in the Hotel by 12.45pm to register and participate in the photo. You must let us know your time of arrival when registering on line)
- 3.15pm – 4.45pm: Nominees' presentations to their peers
 - *Both large and small colleges together.*
 - Best Society in a Cultural or Social Field
 - Best Society in a charity or civic field.
 - Most Improved Society:
 - Best Event:
 - Best New Society:
 - Best Civic Contribution:
 - Best Individual & Best Fresher informal session:

Nominees in the other categories are welcome to attend a session of their choice.

7.00pm: Reception & Photo opportunities

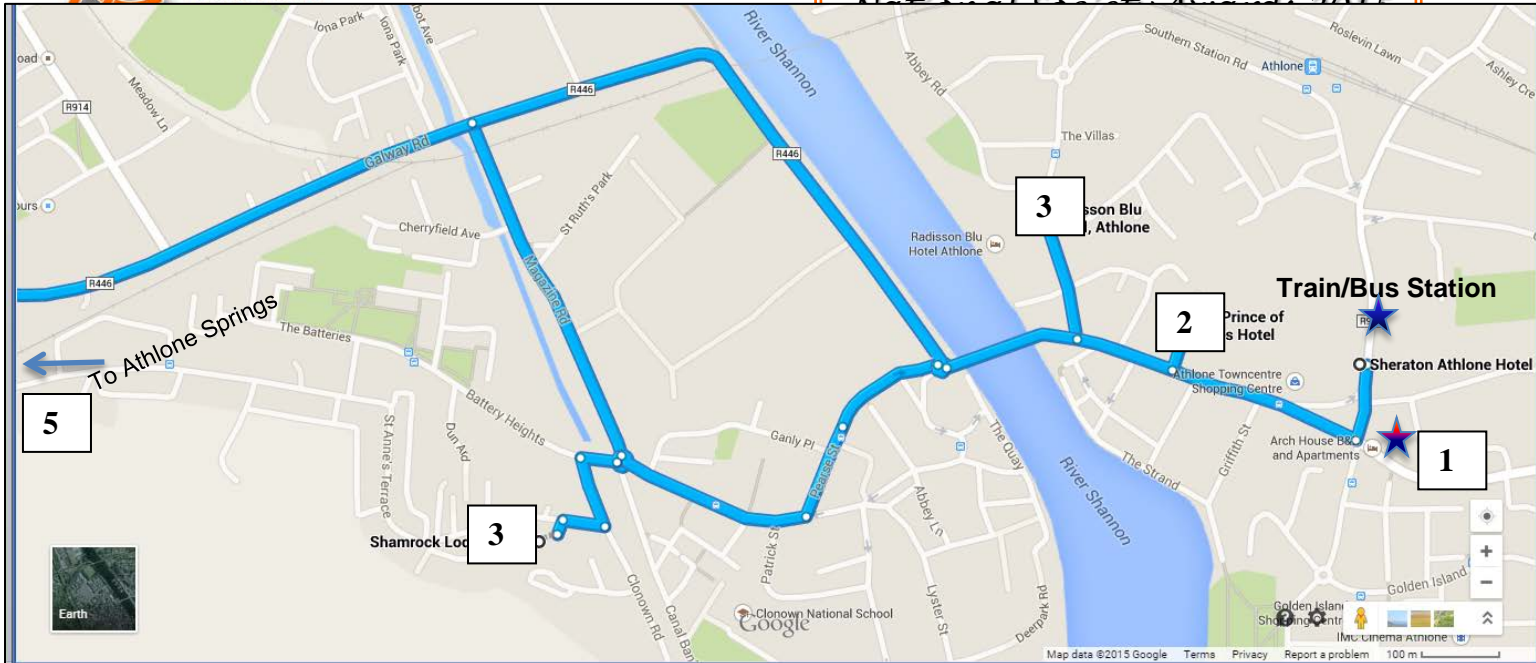
7.30pm: Awards Ball and Banquet

(Collect your wristband from your BICS designated contact.)

Dinner

Award Ceremony

DJ & Photo Opportunity *(for each college group watch the screens for your slot)*



Live Band – Transmitter & DJ

Locations of Hotels in Athlone.

1. Sheraton, 2. Prince of Wales, 3. Radisson Blu, 4. Shamrock lodge, 5. Athlone Springs.
- See bics.ie for accommodation prices for BICS attendees



Banquet Hall Sheraton Hotel, Athlone
BICS Awards April 16th

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