

# 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 the deadline.
* 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.

**GOOD LUCK!**

**Background Information**

|  |
| --- |
| **Name of Society** |
|  |

|  |
| --- |
| **College** |
|  |

|  |
| --- |
| **Name of person submitting** |
|  |
| **Phone Number** |
|  |
| **Email Address** |
|  |

|  |
| --- |
| **Date of the founding of the society** |
|  |

**PLEASE PROCEED TO SECTION 1**

**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.* |
|  |

**PLEASE PROCEED TO SECTION 2**

**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.* |
|  |

**PLEASE PROCEED TO SECTION 3**

**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)* |
|  |

**PLEASE PROCEED TO SECTION 4**

**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.