

# 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 9th.
* 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 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.

**GOOD LUCK!**

**Background Information**

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| **Name of Society** |
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| **College** |
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| **Name of person submitting** |
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| **Phone Number** |
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| **Email Address** |
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| **Year the society was founded (an approximate date if unsure will suffice)** |
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**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.* ***Remember you must constantly compare your society’s performance to its performance last year.***

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| **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.* |
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| **1.2 How has the society’s work fulfilled the society’s aims and objectives?** (*5 Marks)* |
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| **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.* |
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| **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.* |
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| **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.* |
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| **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)* |
| *Tips: Please use bullet points.* |
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| **1.7 What would you regard as your 2 most outstanding achievements in improving the society this year?** (*4 Marks Total)* |
| ***Achievement 1*** (*2 Marks)* |
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| **Achievement 2**(*2 Marks)* |
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| **1.8 What systems have you put in place to ensure the continuity of the society and to ensure its ongoing success?**(*5 Marks)* |
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| **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.* |
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**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.* ***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.***

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| **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.* |
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| **2.2 Describe the methods of financial oversight within the society and the success of the financial management.** (*5 Marks)* |
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| **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.* |
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**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.* ***Remember you must constantly compare your society’s performance to its performance last year.***

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| **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.* |
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| **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.* |
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| **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.* |
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**PLEASE PROCEED TO SECTION 4**

**Section 4: Other**

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

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| **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.* |
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| **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.* |
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**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.