

# Best Departmental Society Application Form

This application is for societies who have a link with an academic department in their college.

**Note:** The society must be in existence for 2 years or more.

* All application forms must be typed. Handwritten applications will not be accepted.
* A copy of this application form must be uploaded as per instructions.
* 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. Read and answer the questions, do not repeat yourself, brevity is appreciated by the adjudicators, however don’t leave anything important out. Uploading your application as a shared word doc in Google Drive is a good idea so that more than one person can work on it. Spell and grammar check and read and answer the questions. **Note and adhere to the word count as the judges will only read up to that amount.** (Note: you do not need to meet the word count, just don't exceed it).
* **Your application will be printed for the adjudicators so include all hyperlinks in your appendix.**
* Save the application as a PDF for uploading.

NB: If your Society wins in this category for two years running you will not be eligible to apply for a third consecutive year.

**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 primarily social and or cultural please fill in the Best Social/Cultural Society application. If your society is in existence for 2 years or less please fill in the Best New Society.

# 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 Cultural, Academic or Social field) application consists of a total of 100 marks. This is divided as follows:

**Application form**: consists of one section (*nomination*) with multiple questions (85 marks)

 ***Supporting Documentation***

* + **Appendix** is compulsory and an integral part of your answers and provides marks in each category.
	+ **Portfolio**: a mandatory portfolio of supporting documents.
	+ Note: Your portfolio can take any form but they need to be portable. This is visual so avoid too many words. You are welcome to submit a virtual portfolio.

*Note the supporting documentation is an integral part of the process for getting the marks in the application form.*

**Interview (90)**

 The adjudicators will re-mark the questions in the application form after the interview.

**Discretionary marks**: for overall impression (10 marks)

*The marks from the application and the interview are added together and divided by two to give your final mark out of one hundred.*

**Appendix**

*What is needed in the Appendix, check individual questions for tips. Save as PDF and upload make sure all hyperlinks work.*

**Organisation**

* List of your committee name and Position/role
* List of events chronologically can be taken from calendar
* Hyperlink to Society Website or profile
* Constitution full doc for link to constitution
* Annual Safety Statement (if available)

**Finance**

* All Income
* All Expenditure
* Bank statements or letter from societies officer to confirm finance is correct

**Publicity**

* Hyperlinks to
* All social media
* Videos
* Links to any local or national media

**GOOD LUCK!**

The adjudicators are looking forward to meeting you and really want to give you marks, so please give them as much info as possible to give yourselves the best chance.

**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)** |
| --- |
|  |

Tips for **Portfolio** at [this link](https://www.bics.ie/awards-online-portfolios)

**Appendix** Requirements at this link
Note your appendix must be submitted digitally in pdf format with live links

**Note: Max word count** is the maximum number of words allowed. It is not a target, if you can communicate your points in fewer words please do.

**PLEASE PROCEED TO SECTION 1**

**Section 1: Organisation & Events**

*Total marks: 55*

*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. Formatting your answers is important, to ensure that the information you are giving is in the easiest format to read. Things like bullet points, underlining and bolding can be very useful.*

| **1.1 Please detail the society’s aims and objectives and how your society fulfilled them.** (*6 Marks)* **(max 600 words)** |
| --- |
| *Tips: These should be the aims and objectives in bullet points; these are your aims in your constitution. Under each bullet point please detail how you met this aim & objective.****Add to Appendix*** *: Your Constitution or hyperlink to your constitution.* |
|  |

| **1.4 Describe how your society enhances the student experience of your academic department.** *(8 marks)* **(max 400 words)** |
| --- |
| *Tips: Describe your relationship with your academic department. Details any successes and/or challenges you have experienced when working with the department. How does your society promote and support student engagement and interaction with your subject and department?*  |
|  |

| **1.2 Please give details of the society’s committee structure and how committee members functioned as a team.** (*5 Marks)*  |
| --- |
| *Number of committee meetings* | *In person* | *Virtual* |
| *Please answer the following questions** *What format did your meetings take ie formal/informal?*
* *How did you communicate between meetings?*
* *How did you work as a team?*
* *Did you do any teambuilding?*

***Add to Appendix:*** *List of your committee and their committee positions.****Portfolio:*** *Photo of committee, A personal statement from each committee member about their role could be a good idea. Sample agenda and minutes. (one of each)* |
|  |

| **1.3 Society’s membership.** (*8 Marks*) **(max 400 words)** |
| --- |
| *Membership statistics (3 marks)* |
| *Number of members* |  |
| *Number of students in your college/campus* |  |
| *% of student in your college/campus in your society* |  |
| *What methods did you get new members to join your society and how successful were these methods? Did you increase membership this year (4 marks)* |
|  |
| *How engaged were your members? for this name, your top 3 events and the attendance at each. (3 marks)* |
|  |
| ***Tip: Portfolio*** *auto generated proof of membership (not lists of names) ie screen grab of your society management system, or letter from your society's officer. Include photos of your members at events, do not keep showing the same 4 members!* |

| **1.4 Please list the number and variety of events held** (*18 Marks)* |
| --- |
| *Total number of events, not including committee meetings* |  |
| *Give detail of your events, title, date and time, group them under* ***categories*** *according to your event types. i.e social events, regular meetings, guest speakers, film screenings, classes etc, do this chronologically (10)* |
|  |
| *Give more details of your three top events that best showcase your society, including attendance numbers (5)* |
|  |
| *Did you introduce any new elements into your events or try anything new this year to help the society grow?. (3)* |
|  |
| ***Portfolio:*** *posters & photos of your events. ticket stubs, health and safety plans (sample) etc****Appendix*** *your list of events chronologically (this can be generated from a calendar).* |

| **1.5 Please detail the challenges encountered by the society this year.** (*5 Marks*) **(max 500 words)** |
| --- |
| *Please list 3 challenges in bullet point format and underneath explain why it was a challenge and focus on how you overcame it.* |
|  |

| **1.6 What systems are in place to ensure the continuity of the society and to ensure it lasts into the future.** (*5 Marks)* **(max 400 words)** |
| --- |
| *Please detail under the following heading: Handover documents, Committee Elections, (AGM) and any other methods.****Tips:*** *In your portfolio, show evidence of these things, for example include any handover documents you have, have you held or have plans to hold an AGM, Have you already elected a committee for next year if yes give details.* |
|  |

**PLEASE PROCEED TO SECTION 2**

**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.***

Click here for [Finance Tips](https://www.bics.ie/finance)

| **2.1 Details of income and expenditure?** (*5 Marks)* |
| --- |
| *Below please put the following: Total Income, Total Expenditure for this year.****Your Appendix.*** *Copy and paste a complete balance sheet of both income and expenditure below and detail afterwards when necessary. Make sure that this is legible for the judges, if you are unsure how to format it, ask your societies’ officer.* ***Portfolio:*** *bank statements, letter from your society's officer verifying your spending, sponsorship letters, sample of receipts.* |
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| **2.2 Describe how you managed your finances this year.** (*5 Marks)* **(max 300 words)** |
| --- |
| *Tell us who controls the society funds, how they do it, how you spend money, how you receive funds etc.* |
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| **2.3 Please provide details of how you secured funds for the running of the society.** (*5 Marks)* **(max 300 words)** |
| --- |
| *Tips: Give examples of any successful fundraising/sponsorship you received outside of your society grant. How successful was your fundraising/sponsorship? This doesn’t exclusively mean money received, it can also be donations of food or venue hire that saved you some costs for events. Have you acquired any other non monetary resources the society can use next year, if yes detail them. Mention any attempts you made that were unsuccessful in gaining sponsorship.* |
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**PLEASE PROCEED TO SECTION 3**

**Section 3: Communication, Engagement & 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 outline all aspects (both digital and non-digital) of your communication and publicity this year.** (*20 Marks)* **(max 1000 words)** |
| --- |
| *Tips: This question seeks to understand how the society engaged with its members and promoted the society both on and off campus over the course of the year.* ***What variety of methods you used.*** *In Bullet Points list all the methods (Remember to include on line, print, media etc)**Then where relevant provide the following information.* *- How you used each method i.e reach, insights etc.* *- How did you use these methods to foster a sense of community?** *How did you make your society stand out?*
* *Was this reflected in engagement and attendees at your events?*

***Appendix:*** *links to your social media, website, videos. Include links/handles (no screen grabs needed) your appendix is a pdf so will include live links)****Portfolio:*** *include anything you cannot share via a link in your portfolio.* |
|  |

**Section 4: Additional information (Optional)**

| **4.1 Have you any additional information not already provided that you would like to share with the Adjudicators (Max 100 words)** |
| --- |
| *If you have provided all the information in the form already there is no need to fill in this section.* |
|  |