



BICS

Board of Irish
College Societies

*National
Society
Awards
2010*

Nominee Information

www.bics.ie

What is BICS?

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

The Board's objective is the promotion of interest and awareness in the activities of Irish college societies and of fostering contact and co-operation between them. BICS 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 provide a national forum for the administration and governing bodies of college societies and endeavours. In 2008 BICS produced the BICS Ultimate Guide to Societies, a book and CD guide to all aspects of running a society, which is available to all member colleges.

During the course of the past fifteen years, the Board has met many of its objectives, which included the inauguration of the highly successful ***National Society of the Year Awards***.

Who is currently on the board?

Chairperson: Riona Hughes - NUI, Galway

Vice Chairperson: Emma Matthews -TCD

Treasurer: Siobhán Byrne - DCU

Secretary: Corrie Adams - NCI

Webmaster: David Adamson - TCD

PRO: Angelica Dooley - GMIT

New members Officer / Training Officer: Tim O'Connor - ITTD

Ordinary Committee Member: James Costello – DIT

Ordinary Committee Member: Laura Gibney – IT Tralee

Ordinary Committee Member: Diarmuid Cahill – DKIT

Ordinary Committee Member: Mervyn O'Mahony – CIT

Student Rep: Paddy English - UL

Student Rep: Cathal O'Reilly - Blanchardstown

Student Rep: Lydia Farrell – NUIM

Student Rep: - Willie Coyne - DCU

BICS Membership:

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

Large Colleges	Small Colleges
DCU	Blanchardstown IT
DIT	Cork IT
NUI Galway	Dundalk IT
Trinity College Dublin	GMIT
UL	ITT Dublin
	IT Tralee
	Mary Immaculate, Limerick
	National College of Ireland
	NUI Maynooth

BICS National Awards:

The 2010 Awards will take place on Wednesday 14th April 2010, in the Hodson Bay Hotel, Athlone.

The National Society Awards are the highlight of the Societies' Calendar. Hosted by the BICS Executive, they celebrate the achievements of the societies at a national level. The Awards are about encouraging participation in Societies and rewarding those who have contributed significantly to the life of their College through Societies.

Each member college can put forward their best societies and individuals to represent them at the National Awards.

BICS Award Categories:

There is an award in each of the first seven categories for small colleges and large colleges.

Best Poster and Best Website are combined in one category each for all participating colleges.

BICS Award Categories

Best Society	Best Civic Contribution
Best Society Event	Best Society Fresher
Most Improved Society	
Best Society Individual	Best Society Website
Best New Society	Best Society Poster

Nominee Presentations:

At last year's awards, societies were asked to make short presentations (5 minutes) to each other after the interview sessions were completed. This proved to be very useful and succeeded in fostering interaction between all the societies and students and in encouraging the sharing of ideas.

We plan to repeat this exercise, so the nominees in each category: Best Society, Most Improved Society, Best Event, Best New Society and Best Civic Contribution will get together after the interviews. Small & Large Colleges will meet together. Nominees in the Best Individual and Fresher categories will be invited to share ideas in a more informal setting. The Presentations will be followed by an open discussion to give you a chance to quiz your fellow nominees!

Your presentation can take any format. A PowerPoint presentation, a short film or a talk, it is up to you.

See the timetable on page 18 for locations.

Adjudicators:

We have over 35 adjudicators, 3 per panel, who judge each category and chose the eventual winners. We also have 3 chief adjudicators to assist and advise the panels if necessary.

The adjudicators are all individuals who have worked directly with students or have a number of years' experience being involved with student activities.

BICS National Society Awards Rules

1. 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.
Check with your college society officer as to your society's eligibility to enter the BICS awards.
2. You must fill out the on line nomination form and submit it by the deadline of 2pm Thursday 8th April 2010.
3. It is very important if you are doing the interview in 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.
4. You must attend an interview.
 - A maximum of four people are permitted to attend each interview.
 - Nominees in the Best Individual and Best Fresher category may attend alone or may bring someone to the interview with them.
5. You must fill in a brief description of your society for the awards booklet at the time of nomination.
6. Each nominee must provide just one portfolio, which should include all back up material. If you are nominated in more than one category you must have one portfolio for each nomination.
7. 10% of your marks will be docked if your portfolio is not in by the deadline of 2pm Tuesday the 13th April 2010.
8. Your society must have been operational for at least two years in order to be nominated in the Best Society category.
9. A society may not be nominated for more than one of the following awards: Best Society, Most Improved Society or Best New Society.

Note: Each nominee must provide an online application, one portfolio and attend an interview. The adjudicators will be judging and awarding separate marks for each section - your application, your portfolio and your interview, so you must complete each process.

The Process of Nominations:

The Written Online Application:

To access the online application form, ask your society administrator for your College's password.

Go to www.bics.ie and log on using your College username and password (*note there is just one society username and password for each college*). Click on to the awards link on the left menu. Then click on the award category you are entering. It is vital that you answer all questions, as each question carries marks. The questions online include the marking scheme and some tips. The marking scheme is also in this booklet.

You can save your work and go back to it (Please make sure you save your application each time you finish working on it), but you must submit it by the deadline which is strictly **2pm Thursday 8th April 2010**. Nominations will not be accepted after the deadline.

If you have any difficulties accessing the awards nomination forms, please consult with your society administrator, e-mail info@bics.ie, or telephone 091 492852. Once you have been nominated by your college check that you have access, do not leave it to the last minute!

Tip: While it is important to provide all of 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.

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 important.

- The portfolio must include all the back up material for your application.
- It should include copies of posters, press cuttings, reviews, literature you have published, photographs, bank statements if you use a bank account and more detailed accounts. Sample receipts may also be included.

*Please consult the marking scheme see what items your portfolio **must** include.*

Your portfolio is a visual description of what you are all about. There is no need to repeat what is in your nomination the portfolio and brevity with words is appreciated.

Remember the judges 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.

Note: The deadline for your portfolio is 2pm on Tuesday April 13th in the Hodson Bay Hotel. Most colleges will be sending adjudicators so you could give your portfolios to your representatives, who must be in the Hodson Bay Hotel by 11am on April 13th. Please note this deadline is absolute and failure to have your portfolio in by the deadline will result in an automatic loss of 10% of your marks. Please note the portfolio is required for marking the written application.

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, if you are a choir there is no point going in and singing for the 20 minutes, although a short burst of song at the end might be the very thing that sets you apart.

Make yourself familiar with the marking scheme and if there are any areas which you feel need 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 through... and good luck!

Marking Schemes for BICS Awards

Best Society Marking Scheme

Organisation [40 marks per judge]

- Fulfilment of aims and objectives - **5 marks per judge**
- Committee structure and how you functioned as a team - **4 marks per judge**
- Membership (compared with previous year) and recruitment methods - **4 marks per judge**
- Number and variety of events held - **10 marks per judge**
- Difficulty of organisation - **8 marks per judge**
- Systems set in place to ensure continuity - **4 marks per judge**
- Contribution to college life - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included.*
- *Proof of membership numbers: a letter from Societies officer will suffice.*
- *Backup material of events e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), Anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet - additional info on income & expenditure should be included in your portfolio*) - **5 marks per judge**
- Elaborate on your success with fundraising and sponsorship. State what % of this of your overall income - **5 marks per judge**
- Outline innovation used in fundraising and sponsorship - **5 marks per judge**
- Elaborate on the events which enhanced your members' experience in your society but which did not have a financial element - **5 marks per judge**

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise include a confirmation letter from your Societies' Officer that your balance sheet is accurate.*
- *A letter from your Societies' Officer confirming grants received from your institution. Also useful would be a detailed breakdown of income and expenditure, some sample receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

- Variety of methods used to publicise your society within your College - **10 marks per judge**
- Innovation and creativity used in promoting the society within College - **5 marks per judge**
- Success at raising on-campus profile - **5 marks per judge**
- Overall publicity outside of college - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publications, press cuttings, website screen shots, photographs, sample e-mails, texts, radio clips, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - **5 marks per judge**

Portfolio: [10 marks per judge]

TOTAL: 100 marks per judge

Most Improved Society Marking Scheme

** note comparison with past performance is necessary*

Organisation [40 marks per judge]

- Fulfilment of aims and objectives - **5 marks per judge**
- Committee structure and how you functioned as a team - **4 marks per judge**
- Membership (compared with previous year) and recruitment methods - **4 marks per judge**
- Number and variety of events held - **10 marks per judge**
- Difficulty of organisation - **8 marks per judge**
- Systems set in place to ensure continuity - **4 marks per judge**
- Contribution to college life - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included.*
- *Proof of membership numbers: a letter from Societies officer will suffice.*
- *Backup material of events e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), Anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet - additional info on income & expenditure should be included in your portfolio*) - **5 marks per judge**
- Elaborate on your success with fundraising and sponsorship. State what % of this of your overall income - **5 marks per judge**
- Outline innovation used in fundraising and sponsorship - **5 marks per judge**
- Elaborate on the events which enhanced your members' experience in your society but which did not have a financial element - **5 marks per judge**

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise include a confirmation letter from your Societies' Officer that your balance sheet is accurate.*
- *A letter from your Societies' Officer confirming grants received from your institution. Also useful would be a detailed breakdown of income and expenditure, some sample receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

- Variety of methods used to publicise your society within your College - **10 marks per judge**
- Innovation and creativity used in promoting the society within College - **5 marks per judge**
- Success at raising on-campus profile - **5 marks per judge**
- Overall publicity outside of college - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publications, press cuttings, website screen shots, photographs, sample e-mails, texts, radio clips, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - **5 marks per judge**

Portfolio: [10 marks per judge]

TOTAL: 100 marks per judge

Best New Society Marking Scheme

Organisation [40 marks per judge]

- Fulfilment of aims and objectives - **5 marks per judge**
- Committee structure and how you functioned as a team - **4 marks per judge**
- Membership (compared with previous year) and recruitment methods - **4 marks per judge**
- Number and variety of events held - **10 marks per judge**
- Difficulty of organisation - **8 marks per judge**
- Systems set in place to ensure continuity - **4 marks per judge**
- Contribution to college life - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included.*
- *Proof of membership numbers: a letter from Societies officer will suffice.*
- *Backup material of events e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), Anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet - additional info on income & expenditure should be included in your portfolio*) - **5 marks per judge**
- Elaborate on your success with fundraising and sponsorship. State what % of this of your overall income - **5 marks per judge**
- Outline innovation used in fundraising and sponsorship - **5 marks per judge**
- Elaborate on the events which enhanced your members' experience in your society but which did not have a financial element - **5 marks per judge**

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise include a confirmation letter from your Societies' Officer that your balance sheet is accurate.*
- *A letter from your Societies' Officer confirming grants received from your institution. Also useful would be a detailed breakdown of income and expenditure, some sample receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

- Variety of methods used to publicise your society within your College - **10 marks per judge**
- Innovation and creativity used in promoting the society within College - **5 marks per judge**
- Success at raising on-campus profile - **5 marks per judge**
- Overall publicity outside of college - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publications, press cuttings, website screen shots, photographs, sample e-mails, texts, radio clips, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - **5 marks per judge**

Portfolio: [10 marks per judge]

TOTAL: 100 marks per judge

Best Society Event Marking Scheme

Organisation [40 marks per judge]

- Number of society members involved in organisational structure - **5 marks per judge**
- Number of people who participated in/benefited from the event - **5 marks per judge**
- Difficulty of organisation - **10 marks per judge**
- Originality and innovation - **10 marks per judge**
- Contribution to college life - **5 marks per judge**
- Relevance of this event to your society's aims and objectives - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included*
- *Backup material of the event e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), anything else you think might be relevant*

Finance [20 marks per judge]

- Income & Expenditure submission (*just include balance sheet, additional info on income and expenditure to be included in your portfolio*) - **5 marks per judge**
- Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income - **10 marks per judge**
- How successful were you with budgeting and meeting your targets? - 5 marks per judge

Mandatory inclusions in 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 would be a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [25 marks per judge]

- Variety of methods used to publicise your society within your College - **10 marks per judge**
- Innovation and creativity used in promoting your society within College - **5 marks per judge**
- Success at raising on-campus profile for the event - **5 marks per judge**
- Overall publicity outside of college - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publication, press cuttings, website screen shots, sample e-mails, texts, radio, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - 5 marks per judge

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Civic Contribution Marking Scheme

Organisation [50 marks per judge]

- How did the target community benefit from your contribution? - **20 marks per judge**
- Number of society members involved in organisation & number of people who participated in the event/society? – **10 marks per judge**
- Difficulties overcome - **5 marks per judge**
- Originality and innovation - **5 marks per judge**
- Contribution to college life - **5 marks per judge**
- Methods put in place to ensure continuity and training - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Aims and objectives as per your constitution or a letter of confirmation from your Societies' Officer should be included*
- *Proof of membership numbers: a letter from your Societies' Officer will suffice*
- *Backup material of the event/s e.g. calendar, photos, posters, tickets, programmes, videos etc (this is also relevant for your publicity section), anything else you think might be relevant*

Finance [15 marks per judge]

- Income & Expenditure submission (*just include a balance sheet - additional info on income and expenditure should be included in your portfolio*) - **5 marks per judge**
- Elaborate on your success with fundraising and sponsorship. State what % is this of your overall income. If your contribution was not about making money, please elaborate on this here - **5 marks per judge**
- Outline innovation used in fundraising and sponsorship - **5 marks per judge**

Mandatory inclusions in Portfolio:

- *Bank statements if available, otherwise a confirmation letter from Societies' Officer that your balance sheet is accurate.*
- *Letter from Societies' Officer confirming grants received from your institution. Also useful would be a detailed breakdown of income and expenditure, sample of receipts, sponsorship request letters and replies if any.*

Promotion and Publicity [20 marks per judge]

- Variety of methods used to publicise the civic engagement in College - **5 marks per judge**
- Innovation and creativity used in promoting your society and in specific your civic engagement activity within College - **5 marks per judge**
- Success at raising on-campus profile for activity and/or target group - **5 marks per judge**
- Overall publicity outside of college - **5 marks per judge**

Recommended inclusions in Portfolio:

- *Publicity material e.g. posters, flyers, publications, press cuttings, website screen shots, sample e-mails, texts, radio clips, TV clips, video etc.*

Presentation and Overall Impression [5 marks per judge]

- Why do you deserve this award? (200 words max) - **5 marks per judge**

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Individual and Best Fresher Marking Scheme

Two written references should be submitted - they can come from any source, e.g., a fellow society member, an academic, etc. and should not exceed 500 words each.

Nomination [80 marks per judge]

1. Which societies are you involved with and outline your roles and achievements? - **15 marks per judge**
2. What events have you been involved in organising and of which are you most proud? Give reasons - **10 marks per judge**
3. What significant contribution do you feel you have made to your society(ies) this year? - **20 marks per judge**
4. What difficulties have you overcome? - **10 marks per judge**
5. Give examples of how you have worked as part of a team and have motivated your team members - **15 marks per judge**
6. Why do you think you have been nominated by your College for this award? - **10 marks per judge**

Discretionary marks for overall impression [10 marks per judge]

Portfolio [10 marks per judge]

TOTAL: 100 marks per judge

Best Poster Marking Scheme

Posters must be designed by a member/s of the society and not a professional company. **Total marks – 100**

Visual Impact – 25 marks per judge

Consider: Use of colour, images and graphics - do they help you understand the content? Do they relate to the poster's theme? Does the poster draw you in?

Informational Organisation – 25 marks per judge

Consider: Can you tell what the poster is for within 10 seconds of seeing it? Can you comfortably read the poster from a reasonable distance? Does it contain all of the necessary information about the event? Is the information organised well and easy to understand?

Originality - 25 marks per judge

Consider: How much of the poster's visual features have been made from scratch and how much has been taken from other sources (e.g. pictures from the internet). If visual features of the poster have been taken from other sources, has there been any attempt to personalise them for the poster?

Content/purpose – 25 marks per judge

Consider: how effective the poster is overall. Is it relevant to the event/society? Is the text clear and does it contribute to the feel of the poster? Does the poster 'work' aesthetically, it is visually appealing or interesting?

Best Website Marking Scheme

The Best Website will be judged under the following headings and order:

1. Quality and accuracy of the information delivered by the site. Use of the site as a communication medium to impart useful society (or other) information - **20 marks per judge**
2. Use of graphics and design features in the creation of an attractive web template - **15 marks per judge**
3. Clear navigation structure and good categorisation of information - **15 marks per judge**
 - a. How close is the site to the central running of the society and how does it improve their communication? **15 marks per judge**
 - b. Inclusion of any novel, ground breaking, impressive features, modules & tools that push the boundaries of the way the web is used - **10 marks per judge**
 - c. Level of student effort/work by the webmaster in building the site - **10 marks per judge**
4. Does the site support the existence of an active user community? - **5 marks per judge**
5. Scope of the website's audience - **5 marks per judge**
6. Integration of web 2.0 building blocks (e.g. YouTube, Google Calendar) - **5 marks per judge**

TOTAL: 100 marks per judge

Awards Time Table

Thursday 8th April

2.00pm Closing Date for online application form

Tuesday 13^h April

2.00pm Deadline for submission of Portfolios

Wednesday 14th April

- 11.00am Nominees Introductory Talk and Welcome (Killinure Suite)
- 11.30am Registration (collect your Lunch Voucher and Ball Ticket)
- 11.30am Photo Shoot (re photo shoot your own college BICS rep should arranged this with you before you come to Athlone, Make sure you have already filled out a photo information sheet)
- 12.30pm Sandwiches, tea and coffee for Nominees (Octagon Room)
- Chill-out Zone in the Octagon Room 1pm – 4pm
- 1.00pm - 3.45pm. Interviews will take place in various rooms around the Hotel, see signs or ask BICS staff for details

Panel 1: Lough Ree 1

Panel 2: Lough Ree 2

Panel 3: Lough Ree 3

Panel 4: Rindoon

Panel 5: Ballybay

Panel 6: Syndicate Room 1

Panel 7: Syndicate Room 2

Panel 8: Syndicate Room 3

Panel 9: Syndicate Room 4

Panel 10: Killinure Suite

Panel 11: Lenihan Suite

Panel 12: Barrymore Suite

- 3.45 pm – Tea, coffee (Octagon Room)
- 4.00 pm – 5.30pm Nominees' presentations to their peers
Both large and small colleges together.
 - Best Society (Lough Ree 1)
 - Most Improved Society (Lough Ree 2)
 - Best Event (Lough Ree 3)
 - Best New Society (Lenihan Suite)
 - Best Civic Contribution (Barrymore Suite)
 - Best Individual and Best Fresher informal session (Rindoon Suite)

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

- 7.00 pm – Awards Ball and Banquet (Clonmacnoise Suite, Ball Room)

