

**Best Individual Application Form**

* 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).If using any Hyperlinks make sure they are working and save as a PDF for uploading.
* **Your application will be printed for the adjudicators so include all hyperlinks in your appendix.**
* Save the application as a PDF for uploading

# 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 100 marks. This is divided as follows:

 **Application form**: consists of one section (*nomination*) with multiple
 questions (90 marks)

 ***Supporting Documentation (10 marks)***

* + **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.*

**Tips for your mandatory Appendix, and Portfolio**

**Appendix**

Constitution

Finances

End of Year Reports if available or the following info: when was the society established, committee members, number of membership, list of events, and other relevant info.

**Portfolio**

Additional reference letters

Photos

Posters

Notes and comments for each section

**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** |
| --- |
|  |

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

| **Email Address** |
| --- |
|  |

| **Phone Number** |
| --- |
|  |

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

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

**PLEASE PROCEED TO SECTION 1**

**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. 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 Detail your involvement with a society/societies this year?** (*20 Marks)* ***(Maximum 750 words)*** |
| --- |
| *Tips: Do this in chronological order, list out all the roles/events/things you have done with your society or societies.*  |
|  |

| **1.2 How have you helped the society/societies you’re involved in develop and grow this year?** (10 marks) **(Maximum 750 words)** |
| --- |
| *List the different ways you have helped develop the society or societies’ you are in. it can be easier to convey this to the judges by giving the different things you have done headings.* |
|  |

| **1.3 What are your TWO proudest accomplishments with societies this year?** (*10 Marks Total) Tell the judges why you are proud of them and what they mean to you.*  |
| --- |
| **Accomplishment 1** (*5 Marks)* ***(Max 250 words)*** |
|  |
| **Accomplishment 2** (*5 Marks)* ***(Max 250 words)*** |
|  |

| **1.4 What significant contribution have you made to the society/societies you were involved in during previous years of college?** (*15 Marks)* ***(Max 750 words)*** |
| --- |
| *Tips: Start this at year 1 and work to now. Explain all your contributions over the years.*  |
|  |

| **1.5 Explain the top 2 challenges you encountered in your society work this year?** (*10 Marks*)  |
| --- |
| *Tips: Also include how you overcame them.* |
| **Challenge 1** (*5 Marks)* ***(Max 200 words)*** |
|  |
| **Challenge 2** (*5 Marks)* ***(Max 200 words)*** |
|  |

| **1.6 How have you worked as part of a team and how have you motivated others within the society this year?** (*10 Marks*) ***(Max 400 words)*** |
| --- |
| *Tips: Where has teamwork been a major factor in your work?* |
|  |

| **1.7 How has your societies’ work impacted campus life in your college this year?** (*5 Marks*) **(Max 200 words)** |
| --- |
| *Tips: What did you bring to campus that wasn’t there? How did you make a difference on your campus?* |
|  |

| **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*) ***(Max 250 words)*** |
|  |
| **Skill 2** (*5 Marks*) ***(Max 250 words)*** |
|  |

| **1.9 Is there anything else you would like to share with the judges?** |
| --- |
|  |

**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.