

# Best Society (Charity or Civic) 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.
* 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.

**Note:**

* Your Society must engage your members with an off campus entity.
* The benefit or benefits must include one of the following elements: Financial, volunteering, education and/or awareness raising for your target entity or entities.
* It can benefit one or more entities and must be an integral part of your society’s aims and objectives.
* There is no distinction or value judgment made on the thematic area or perceived value of the target entity or whether the target entity is local, national or international.

**Note:** If your society’s main aim is social or cultural please fill in the Best Social/Cultural Society. If your society is primarily Academic or Departmental fill in the Academic/Departmental Society Application. If your society is in existence for 2 years or less please fill in the Best New Society.

# Marking Scheme

The Best Society (Charity/Civic) application consists of a total of 100 marks.

You will be marked twice

* first with your written application, portfolio and appendix,
* second after the interview.
* These marks will be added together and divided by 2 to give you your final mark.

**Application form** (90 marks)

Consists of 3 sections with multiple questions

1. *Organisation & Events*
2. *Finance*
3. *Communication, Engagement & Publicity*

*Plus*

1. Section 4 - you must complete 1 of the 4 options
	1. *Fundraising*
	2. *Volunteering*
	3. *Education*
	4. *Awareness Raising/Advocacy*

***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
	+ **Appendix** This is a set list of mandatory requirements which will be submitted virtually so all links can be opened by the adjudicators.

*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: 40*

*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.** (*5 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.* |
|  |

| **1.2 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.** (*7 Marks*) **(max 400 words)** |
| --- |
| *Membership statistics (2 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 (2 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** (*13 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 (8 marks)* |
|  |
| *Give more details of your three top events that best showcase your society, including attendance numbers ( 3 marks)* |
|  |
| *Did you introduce any new elements into your events or try anything new this year to help the society grow?. (2 marks)* |
|  |
| ***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 others**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.***

| **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. Make sure that this is legible for the judges, if you are unsure how to format it, ask your societies’ officer.*  |
|  |

| **2.2 Describe how you managed your finances this year. Provide details of the success securing funds for the running of the society.** (*10 Marks)* **(max 400 words)** |
| --- |
| *Tips: Tell the judges about how you manage your accounts, and who does it. 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.* |
|  |

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

**PLEASE PROCEED TO SECTION 3**

**Section 3: Communication, Engagement & Publicity**

*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.*

| **3.1 Please outline all aspects (both digital and non-digital) of your communication and publicity this year.** (*15 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.* |
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**PLEASE PROCEED TO SECTION 4**

**Section 4: Charity/Civic Element**

*Total marks: 20*

*Please read the following instructions carefully.*

* *You need to answer* ***ONE*** *of the following four sections;* ***Fundraising, Volunteering, Education, Awareness Raising/Advocacy****.*
* *Read through each section carefully and select the one section which is most applicable to the work of your society. 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 important to avoid repetition between subsections when answering this section.*

| **Please list the section to be answered - please just answer one section.** |
| --- |
|  |

**Section 4a: Fundraising**

*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.*

| **4a.1 Describe the fundraising the society engaged in and the impact it had on the target entity.** (*10 Marks)* **(max 600 words)** |
| --- |
| *Tips: Explain a) what the target entity is and does, and b) how successful the fundraising was and the impact it will have on the target entity* |
|  |

| **4a.2 Describe the goals and targets the society set in relation to the fundraising and how successful the society was in achieving these.** (*5 Marks)* **(max 400 words)** |
| --- |
| *Tips: This answer must be backed-up with appropriate financial records. Show the plan you had for raising money for your chosen group and how you set about achieving this.* |
|  |

| **4a.3 Please detail the impact the fundraising activity had on the society’s members and the wider campus community.** (*5 Marks*)**(max 400 words)** |
| --- |
| *Tips: It’s good to talk to the groups you worked with to understand the impact your work has had.* |
|  |

**Section 4b: Volunteering**

*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.*

| **4b.1 Describe the volunteering aspect of the society and the impact this had on the target entity.** (*10 Marks*) **(max 600 words)** |
| --- |
| *Tips: Tips: Explain a) what the target entity is and does, and b) what was entailed with the volunteering and the impact it had on the target entity.* |
|  |

| **4b.2 Detail the number of the society’s members that engaged in the voluntary activity and the time spent volunteering.** (*5 Marks*) **(max 400 words)** |
| --- |
| *Tips: It is important to state the number of members engaged in the voluntary activity as a percentage of both the society’s membership and the overall student population in your college. It is also important to detail the number of hours spent by members directly engaging in the voluntary activity.*  |
|  |

| **4b.3 Please detail the impact the voluntary activity had on the society’s members and the wider campus community.** (*5 Marks)* **(max 400 words)** |
| --- |
| *Tips: It’s good to talk to the groups you worked with to understand the impact your work has had.* |
|  |

**Section 4c: Education**

*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.*

| **4c.1 Describe the educational aspect of the society and the impact this had on your target entity.** (*10 Marks*) **(max 600 words)** |
| --- |
| *Tips: It is important to clearly state at the outset what the target entity for the society’s educational activity was, and the work that they carry out before proceeding to detail all aspects of your education activity.* |
|  |

| **4c.2 Describe the goals and targets the society set in relation to Education and elaborate on the society’s success with those goals.** (*5 Marks*) **(max 400 words)** |
| --- |
| *Tips: It is important to state the number of members engaged in the educational activity as a percentage of both the society’s membership and the overall student population in your college. It is also important to detail the number of hours spent by members directly engaging in the educational activity.* |
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| **4c.3 Please detail the impact the educational activity had on the society’s members and the wider campus community.** (*5 Marks)* **(max 400 words)** |
| --- |
| *Tips: It’s good to talk to the groups you worked with to understand the impact your work has had.* |
|  |

**Section 4d: Awareness Raising/Advocacy**

*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.*

| **4d.1 Describe the awareness raising or advocacy aspect of the society and how the society raised awareness of an issue or entity, on and/or off-campus.** (*10 Marks*) **(max 600 words)** |
| --- |
| *Tips: It is important to clearly state at the outset what the target entity / cause for the society was, and the work that they carry out before proceeding to detail all aspects of how the society went about raising awareness or advocated about the cause or entity.* |
|  |

| **4d.2 Describe the goals and targets the society set in relation to the awareness raising / advocacy and elaborate on the society’s success with those goals.** (*5 Marks)* **(max 400 words)** |
| --- |
| *Tips: It is important to state the number of members engaged in the awareness raising/advocacy as a percentage of both the society’s membership and the overall student population in your college. It is also important to detail the number of hours spent by members directly engaging in awareness raising/advocacy.* |
|  |

| **4d.3 Please detail the impact the awareness raising / advocacy had on the society’s members and the wider campus community.** (*5 Marks)* **(max 400 words)** |
| --- |
| *Tips: It’s good to talk to the groups you worked with to understand the impact your work has had.* |
|  |

**Section 5: 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.* |
|  |