

# 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.
* 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.

# Marking Scheme

* The Most Improved Society 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***

* **Portfolio**: a mandatory portfolio of supporting documents.
 Note: This is visual so avoid too many words. (5 marks)
* **Discretionary marks**: for overall impression (5 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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Tips for Portfolio at [this link](https://www.bics.ie/awards-online-portfolios)

Tips for Video at [this link](https://www.bics.ie/awards-videos)

**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)* **(max 400 words)** |
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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*) **(max 500 words)** |
| *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** (*15 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)* **(max 500 words)** |
| *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?** (*6 Marks Total)* |
| ***Achievement 1*** (*3 Marks)* **(max 200 words)** |
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| **Achievement 2** (*3 Marks)* **(max 200 words)** |
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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)* **(max 400 words)** |
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**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.* ***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.***

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

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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 how you managed your finances this year.** (*5 Marks)* **(max 300 words)** |
| *Tips: Tell the judges about how you manage your accounts, and who does it.* |
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| **2.3 Please provide details of the success securing funds for the running of the society.** (*5 Marks)* **(max 300 words)** |
| *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 detail how the society communicated with its members.** (*12 Marks)* **(600 words)** |
| *Tips: This question seeks to understand how the society engaged with its members over the course of the year and what methods they used. List them out and then explain how you used them, include examples in your portfolio.* |
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| **3.2 Please list and give details of the variety of methods used to promote your society and its activities, highlighting any creativity and innovation?** (*13 Marks)***(800 words)** |
| *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 society merits the award? (200 words)** |
| *Note: While there are no specific marks for this section it will inform the discretionary marks awarded.*  |
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