

# Best Society (in a Charity or Civic field) 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
* 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 at least 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.

# Marking Scheme

* The Best Society (Charity/Civic) application consists of a total of 100 marks. This is divided as follows:

**Application form** (85 marks)

Consists of 3 sections with multiple questions

1. *Organisation & Events*
2. *Finance*
3. *Communication, Engagement & Publicity*
4. 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.

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

**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.*

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| **Please detail the society’s aims and objectives.** |
| *Tips: These should be the aims and objectives i.e what you set out to achieve or as outlined in the society’s constitution.* |
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| **1.1 How has the society’s work fulfilled these aims and objectives?** (*5 Marks)*  **(max 400 words)** |
| *Tips: What did you hope to achieve this year and how did you achieve it? How do you feel your society contributed to student life.* |
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| **1.2 Please give details of the society’s committee structure and how committee members functioned as a team.** (*5 Marks)* |
| *Tip: Give concrete examples of how your committee interacted with each other and how often you met to discuss plans for the society.* |
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| **1.3 Please detail the challenges encountered by the society this year.** (*6 Marks*) **(max 500 words)** |
| *Tips: Include how you overcame these challenges in your society. How did COVID impact your society?* |
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| **1.4 What systems have been put in place to ensure the continuity of the society and to ensure its ongoing success?** (*4 Marks)* **(max 400 words)** |
| *Tips: In your portfolio, show evidence of these things, for example include any handover documents you have.* |
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| **1.5 Detail the society’s membership.** (*10 Marks*) **(max 400 words)** |
| *Tips: How many members do you have? How successful were you in attracting new members? How did you communicate with your members this year?* |
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| **1.6 Please list the number and variety of events held** (*10 Marks)* |
| *Tips: Please include at the start of this answer a simple statement as to the total number of events held this year before proceeding to detail them. It is easier to do this in order from the start of your year till now.* |
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**PLEASE PROCEED TO SECTION 2**

**Section 2: Finance**

*Total marks: 10*

*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.***

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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 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.* |
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| **2.2 Describe how you managed your finances this year. Provide details of the success securing funds for the running of the society.** (*5 Marks)* **(max 400 words)** |
| *Tips: Tell the judges about how you manage your accounts, and who does it.* |
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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.*

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| **3.1 Please outline all aspects (both digital and non-digital) of your communication and publicity this year.** (*10 Marks)* **(max 800 words)** |
| *Tips: This question seeks to understand how the society engaged with its members and promoted the society over the course of the year. How did you make your society stand out? What variety of methods you used. List them out and then explain how you used them i.e reach and insights. Include screenshots in your portfolio.* |
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| **3.2 Please give one example of a campaign that was successful and the impact this had on the target audience?** (*5 Marks)* **(max 500 words)** |
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| *Tips: Detail the campaign and its success. It is important to detail the variety of publicity methods used as well as the creativity and innovation of the campaign. List them out and then explain how you used them, include examples 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.*

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| **Please list the section to be answered** |
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**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.*

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| **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* |
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| **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.* |
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| **4a.3 Outline the variety and innovation used in the fundraising efforts.** (*5 Marks*)  **(max 400 words)** |
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**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.*

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| **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.* |
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| **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.* |
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| **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.* |
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**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.*

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| **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.* |
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| **4c.2 Detail the number of the society’s members that engaged in the educational activity and the time spent volunteering.** (*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.* |
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**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)** |
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| *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.* |
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| **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 quantify the success of the society’s awareness raising / advocacy.* |
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| **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.* |
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