

**Best New Society Application Form**

**Note**: The society must not be in existence more than 2 years including any provisional or probationary period.

* 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

* Each application is marked by two to three separate adjudicators. The marks listed throughout refer to the marks each individual adjudicator awards.
* The Best New Society marking scheme 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: Use Powerpoint and save as a PDF. This is visual, so avoid too many words. (5 marks)
	+ **Video**: Note use this opportunity to elaborate on the themes in the questions below, to help the judges get to know your society.
	Max 5 minutes. (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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| **Date of the founding of the society**  |
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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. 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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| **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 these aims and objectives?** (*5 Marks)* ***Maximum******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)* |
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| **1.4 Detail the society’s membership numbers, and how you went about attracting new members to the society.** (*4 Marks*) ***Maximum* 4*00 Words*** |
| *Tips: It is important to detail the society’s membership numbers as a percentage of the overall campus population. It is also important to showcase your membership numbers in proportion to your campus.* |
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| **1.5 Please list the number and variety of events held** (*15 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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| **1.6 Please detail the challenges encountered by the society this year.** (*5 Marks*) ***Maximum* 5*00 Words*** |
| *Tips: Include how you overcame these challenges in your society* |
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| **1.7 What systems have been put in place to ensure the continuity of the society and to ensure its ongoing success?** (*6 Marks)* ***Maximum 400 Words*** |
| *Tips: In your portfolio, show evidence of these things, for example include any handover documents you have.*  |
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| **1.8 How has the establishment of the society contributed to student life this year?** (*5 Marks)* ***Maximum 400 Words*** |
| *Tips: Please detail what specifically the society adds to student life that would be missing if the society hadn’t been established. What do you do that no one else does on campus?* |
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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.* ***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 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.** (*5 Marks)* ***Maximum* 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)* ***Maximum* 300 words** |
| *Tips: In your response please include the percentage of your income that was achieved via fundraising for the society, grants, and 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.* |
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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.*

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| **3.1 Please detail how the society communicated with its members.** (*12 Marks)* ***Maximum* 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, including 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)****Maximum* 600 words** |
| *Tips: It is important to detail the variety of publicity methods used as well as the creativity and innovation of society publicity. Show how you made your society stand out. 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: 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? *Maximum* 200 words** |
| *Note: While there are no specific marks for this section it will inform the discretionary marks awarded.*  |
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