

# Best Departmental Society Application Form

This application is for societies who have a link with an academic department in their college.

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.
* A society can only enter 1 category of Best Society Cultural/ Academic/ Social, Best Society Charity/Civic or Best Departmental Society
  + If your society’s main aim is charity, civic engagement or advocacy consider entering for the Best Society Charity/Civic Award.
  + If your society is a big society with lots of activities consider entering for the Best Society Cultural/ Academic/ Social instead of this award.
* If your Society wins Best Departmental Award for two years running you will not be eligible to apply for a third year.

# Marking Scheme

* The Best Departmental 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 worth (85 marks)

***Supporting Documentation***

* + **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. (10 marks)

**Discretionary marks**: for overall impression (5 marks)

**GOOD LUCK!**

**Background Information**

| **Name of Society** |
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| **College** |
| --- |
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| **Name of person submitting** |
| --- |
|  |
| **Phone Number** |
|  |
| **Email Address** |
|  |

| **Year the society was founded** |
| --- |
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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)

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

**PLEASE PROCEED TO SECTION 1**

**Section 1: Organisation & Events**

*Total marks: 50*

*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.*

| **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)* **(max 400 words)** |
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| *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 Describe how your society enhances the student experience of your academic department.** *(10 marks)* **(max 400 words)** |
| --- |
| *Tips: Describe your relationship with your academic department. Details any successes and/or challenges you have experienced when working with the department. How does your society promote and support student engagement and interaction with your subject and department?* |
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| **1.5 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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| **1.6 Detail the society’s membership.** (*8 Marks*) **(max 400 words)** |
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| *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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| **1.7 Please list the number and variety of events held** (*12 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: 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)

| **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)* **(max 300 words)** |
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| *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)** |
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| *Tips: Give examples of any successful fundraising/sponsorship you received outside of your society grant. Mention any attempts you made that were unsuccessful in gaining sponsorship.* |
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**PLEASE PROCEED TO SECTION 3**

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

*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.*

| **3.1 Please outline all aspects (both digital and non-digital) of your communication and publicity this year.** (*14 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?** (*6 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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