NUI Galway

# Best Departmental Society Application Form

* This is for societies who have a link with an academic department in their college.
* **Note:** If your society’s main aim is charity, civic engagement or advocacy or Cultural, Academic, or Social please fill in the Best Charity/Civic Society or Best Society CAS.
* If your society is in existence for 2 years or less please fill in Best New Society
* BICS Rule: If you win Best this award 2 years in a row then you must enter either Best C/A/S or Best C/C the following year.
* All application forms must be typed. Handwritten applications will not be accepted.
* 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 awards 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 in order to avoid repetition of material.

# Marking Scheme

* Each application is marked by three separate adjudicators. The marks listed throughout refer to the marks each individual adjudicator awards.
* The Best Departmental Society marking scheme consists of a total of 100 marks. This is divided as follows:
	+ **Application form**: consists of four sections (*organisation and events, finance, publicity, and other*) with multiple questions
	+ **Discretionary marks** for overall impression worth 10 marks.

 **GOOD LUCK!**

**Background Information**

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| **Name of Society** |
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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** |
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| **Number of society members** |
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**PLEASE PROCEED TO SECTION 1**

**Section 1: Organisation & Events**

*Total marks: 55*

*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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| **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)* |
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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?** (*5 Marks*) |
| *Tips: It is important to detail the society’s membership numbers as a percentage of the overall campus population.* |
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| **1.5 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.* |
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| **1.6 How would you describe your society’s relationship with your academic department? (5 marks)** |
| Tips: *Include a letter from your department head* |

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| **1.7 How does your society promote student engagement and interaction with your subject and department? (15 marks)** |
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| **1.8 What systems have been put in place to ensure the continuity of the society and to ensure its ongoing relationship with the department?**(*5 Marks)* |
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| **1.9 What has the society contributed to campus life this year?**(*5 Marks)* |
| *Tips: Please detail what specifically the society adds to campus life that would be missing if the society didn’t exist including reference to the department/area of study to which you are aligned.* |
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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.***

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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.* |
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| **2.2 Describe the methods of financial oversight within the society and the success of your financial management.** (*5 Marks)* |
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| **2.3 Please provide details of the success and innovation of securing funds for the running of the society.** (*5 Marks)* |
| *Tips: In your response please include the percentage of your income that was achieved via fundraising for the society, grants, and sponsorship.*  |
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**PLEASE PROCEED TO SECTION 3**

**Section 3: 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. In this section, please detail how you attracted members both within the area of study you are aligned too and also those who are not.*

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| **3.1 Please give details of the creativity, innovation and variety of methods used to promote the society and its activities this year?** (*10 Marks)* |
| *Tips: It is important to detail a variety of publicity methods used as well as the creativity and innovation of society publicity.* |
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| **3.2 Please detail how the society communicated with its members this year** (*5 Marks)* |
| *Tips: This question seeks to understand how the society engaged with its members over the course of the year and what methods they used.* |
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| **3.3 Please detail the success of the society’s publicity in raising the profile of the society both on and off campus including how you promoted the area of study you are aligned with.** (*5 Marks)* |
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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?** |
| *Note: While there are no specific marks for this section it will inform the discretionary marks awarded. There is a word limit of 250 words in this answer.* |
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| **4.2 Any other information which you believe should be included.**  |
| *Note: There are no marks for this question, it is merely for crucial information which hasn’t been covered in other sections that you feel is of vital importance to your application. It is not necessary to fill in this box.* |
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**Please Note:**

* There will be an additional 10 marks for your portfolio, 90 marks for your interview and the adjudicators will also award 10 discretionary marks for overall impression.