



For Societies

Tuesday is the deadline to enter for your ALIVE Award, you do this by logging into yourspace.nuigalway.ie to answer the questions and fill in your hours, if you are on a committee it will default to that.

As societies also have to complete your part I would implore all individuals to get your application finished by Monday.

ALIVE Certs (Presidents Award)

Your members and committee members who volunteer at least 10 hours with you can apply for an ALIVE cert with you.

In your dashboard you go to the ALIVE link on the right hand side in the Apps Section.



- You must approve the applications, this happens after the individual's deadline.
- you can update their hours, this is done after the individual deadline if they have over or understated their hours.
- you need to add in a short description of your society
- upload a photo of your society (optional)

Committee members applying

Committee members details are added in automatically to the award in their personal yourspace.nuigalway.ie Non committee members choose Type: Society and then your society from the drop down list and then add their role. (Committee members you do not need to do this)

NOTE: You can get an ALIVE Cert without the Society Leadership Award but not the other way around.

A screenshot of the 'Add your volunteering' form. It has a title 'Add your volunteering' and a subtitle 'Enter your volunteering roles for your certificate.' The form contains three dropdown menus: 'Type' (with 'Select' as the current selection), 'Organisation List', and 'Role' (with 'e.g. Captain, Volunteer, Fundraiser, etc.' as a hint). At the bottom, there are two buttons: 'Cancel' and 'Add Volunteering Role'.

Individuals:

You get your ALIVE Cert by:

- Applying in yourspace.nuigalway.ie, if you are on a committee the role and society will automatically be there for you, if you volunteer with a society you need to add this in.
- You must answer the 8 questions
- put in your hours to get the cert.

Societies

you need to go to your society dashboard on www.socs.nuigalway.ie and go to the ALIVE link:

- fill in the short society description
- check that everyone who has applied to get a cert with your society is entitled to one.

There will be about a day once the individual applications close to check all your applications and accept or reject them and make any adjustments to hours. You must do this or your members will not get their award.

You can add Society Leadership to your ALIVE Cert (It will also include your society and committee position)

The Society Leadership Award

This is an add on to your ALIVE Cert, you can get the ALIVE Cert without the leadership part. your society must be eligible

Go to the Leadership section of your dashboard.

Society Eligibility requires:

- Completing the 2 questions in the leadership section Mission and Aims
- 4 committee members (they need to have their first personal questions answered)
- You need to have held at least 8 events this year. (4 this year)
- 100 members (*this is waived for new societies this year who were established in seester one and fulfill the other criteria*)

The SocsBox checked Society eligibility a month ago, if your society is not marked as eligible but has completed the list above email us and we will check it out for you.

Personal Eligibility Requires

- Answering your first question (this happened at the start of the year) your end of year reflection question
- completing the short survey in the leadership section (*note if you complete the survey for one society it register for all, if you had a very different experience in your more than one society then fill in the survey for both*)
- attending training*
- Applying to do the ALIVE cert in yourspace.nuigalway.ie

* If you attended a training session during the year or completed 2 e-learning modules in the societies dashboard you have already been added in and you will see the training button is green. Check the section at the end of the leadership

Leadership

 **Enter Leadership Details**
Add leadership details here

 **Leadership View**
A summary of your leadership entries

 **Leadership Questionnaire**
Answer Leadership Questionnaire. This is to be completed by each member of the committee. It is compulsory that all committee members complete this survey.

1. **The first tab 'Enter Leadership details'** has info on your eligibility and the table with the red and green boxes to show the status of each of your committee members. (If you do not see your leadership eligibility green by 1pm on Monday and you have fulfilled all the steps email the socsbox or pop into the help desk. This is also where you answer all questions.
2. The second tab is a summary of all the answers you cannot edit anything here
3. This is the end of year survey and you can also access it in the first tab.