

# Best Charity/Civic (Pastoral) Society

# Application Form 2017

* All application forms must be typed. Handwritten applications will not be accepted.
* Completed application forms must be emailed to [capitation@nuimsu.com](mailto:capitation@nuimsu.com) by 12 noon on Wednesday, 29th March. When saving forms/file please include name of nominating club/society and category – eg. Dance Best Society
* 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 Charity/Pastoral Society marking scheme consists of a total of 150 marks.

**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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**PLEASE PROCEED TO SECTION 1**

**Section 1: Organisation**

*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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| **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.** (*4 Marks)* |
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| **1.4 Detail the society’s membership numbers, and how the society went about attracting new members?** (*4 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 detail the challenges encountered by the society this year.** (*4 Marks*) |
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| **1.6 What systems have been put in place to ensure the continuity of the society and to ensure its ongoing success?**(*4 Marks)* |
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| **1.7 What has the society contributed to campus life this year?**(*4 Marks)* |
| *Tips: Please detail what specifically the society adds to campus life that would be missing if the society didn’t exist.* |
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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 in 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.*

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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 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 actively engaged with its members this year** (*5 Marks)* |
| *Tips: This question seeks to understand how the society actively communicated with its members over the course of the year.* |
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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.** (*5 Marks)* |
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**PLEASE PROCEED TO SECTION 4**

**Section 4: Charity/Civic Element**

*Total marks: 30*

*Please read the following instructions carefully. You need to answer* ***TWO*** *of the following four sections;* ***Fundraising, Volunteering, Education, Awareness Raising/Advocacy****. Each section is weighted evenly and each is worth 15 marks. Read through each section carefully and select the two sections which are 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 sections to be answered** |
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**Section 4a: Fundraising**

*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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| **4a.1 Describe the fundraising the society engaged in and the impact it had on the target entity.** (*5 Marks)* |
| *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)* |
| *Tips: This answer must be backed-up with appropriate financial records.* |
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| **4a.3 Outline the variety and innovation used in the fundraising efforts.** (*5 Marks*) |
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**Section 4b: Volunteering**

*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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| **4b.1 Describe the volunteering aspect of the society and the impact this had on the target entity.** (*5 Marks*) |
| *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*) |
| *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)* |
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**Section 4c: Education**

*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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| **4c.1 Describe the educational aspect of the society and the impact this had on your target entity.** (*5 Marks*) |
| *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*) |
| *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)* |
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**Section 4d: Awareness Raising/Advocacy**

*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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| **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.** (*5 Marks*) |
| *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)* |
| *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)* |
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**PLEASE PROCEED TO SECTION 5**

**Section 5: Other**

*Please read the question carefully and answer what is asked. Please note the word limit.*

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| **5.1 What would it mean to the society to win this award and why do you feel the society merits the award?** (*5 Marks)* |
| *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 on this answer.* |
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| **5.2 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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