**UNIVERSITY OF NORTHAMPTON STUDENTS’ UNION**

**SOCIETY & VOLUNTEERING AWARDS**

**NOMINATION GUIDENCE & CRITERIA**

This year you have the chance to nominate your Society, Volunteering group or Social Enterprise as well as your members as part of the University of Northampton Students’ Union Society & Volunteering Awards 2019.

The Awards are an annual event to recognise and celebrate the fantastic achievements of our student-led groups and the members who make our societies a reality. The AWARDS this year are as follows:

SOCIETIES

Most Improved Society 2018/19

Society Event of the Year 2018/19

Best Society 2018/19: Cultural, International and Faith

Best Society 2018/19: Arts and Recreational

Best Society 2018/19: Academic, Representation and Campaign

Society Committee member of the Year 2018/19

Society Personality of the Year 2018/19

VOLUNTEERING

Volunteer or Social Enterprise Group of the Year 2018/2019

Volunteer or Social Enterprise Event of the Year 2018/19

Volunteer Committee Member of the Year 2018/2019

OVERALL

Outstanding Contribution in 2018/19

Changemaker Award 2018/19

***Who is eligible to be nominated?***

Each award description specifies who is eligible to apply for an award. Possible candidates are:

* Individual students
  + Members
  + Committee members
  + Students who have taken part in fundraising activity related to RAG
* Societies
* Volunteering projects (such as Buddies, Nightline, STAR or the Northampton Marrow Team)
* Social Enterprise groups (such as NU Radio or UONTV)

***How do I nominate myself or my group?***

Any individual or group can be nominated by their members, own committee, another group or even a Students’ Union member of staff. All they need to do is complete and submit an online nomination form.

To nominate go to: <https://northamptonunion.com/get-involved/soc-and-vol-awards>

When filling it in, please ensure you provide a good standard of information and evidence of your work, assuming that the judging panel have no knowledge of the student group or individual who is nominated. Where possible please provide the following:

* Facts or figures
* News article links
* Quotes from external parties you have worked with
* Photos or videos
* Explanation of the impact of your/their achievement

***When do I need to submit my nomination by?***

The Deadline to submit your nominations is **Monday 15th April 2019** (**5pm**).

Please ensure you have read the award criteria before completing your nomination and double check before submitting it. Please keep within the specified word limit.

***How are the winners selected?***

There will be an awards panel made up of Students’ Union staff, Student Representatives and University staff. Their decision shall be final and will be done anonymously. They can only base their decision on the criteria set and the information that you provide them with.

If a student representative on the panel is involved in any groups nominated, they will be asked to leave the room while the remainder of the panel vote on the winner. The individual will not find out who the winner is until the awards night.

Everyone that has been nominated will be notified that they have received a nomination and more specifically, what for. Shortlisted candidates will be notified and will receive an invitation to the Awards, however, the nominee will not find out if they have won until the Awards night itself.

***Where do I buy my tickets?***

Tickets are on sale online via the SU website.

**CATEGORIES & CRITERIA**

**CATEGORIES & CRITERIA**

**Societies**

**Please note**: examples and guidance included in purple text beneath each bullet point

**MOST IMPROVED SOCIETY**

***Who is eligible?***

* Societies

Any society, which can demonstrate:

* Significantly increased the activity of the society as a whole
  + Increased the number and type of events held, increased the number of members, have put considerable time and effort into the improved running of the society; have begun working with other societies.
* Improved the opportunities and quality of events run by the society
  + Moving the focus of your society away from socials and towards that of all-encompassing events such as lecture series’, workshops, performances, campaigns, careers fairs etc.
* Noticeably improved the society to fulfil its aims and objectives
  + How have you met the aims and objectives set out in your Constitution or Development Plan?
* Improved the management of finances
  + Have you applied for any Grants or received any sponsorship to help with the financial sustainability of your society?
* Improved awareness and use of SU resources and initiatives
  + Have begun to utilise the opportunities provided by the SU more than in previous years – perhaps in the form of training or support, or use of facilities.
* Shown greater attention to membership
  + How has your membership grown or diversified? Have you aimed to target more diverse demographics e.g. mature, international or postgraduate students?
* Good attendance at meetings and submitted necessary paperwork on time (i.e. Risk assessments, room bookings etc.)
  + Societies Committee, Development meetings, Student Council, Union Day or Refreshers’ Fair, risk Assessments, funding applications, room bookings etc.
* Have begun thinking about long term development
  + Evidence of handover for new committee, creation of new committee positions etc.

**CATEGORIES & CRITERIA**

**Societies**

**Please note**: examples and guidance included in purple text beneath each bullet point

**SOCIETY EVENT OF THE YEAR**

***Who is eligible?***

* Societies

Any society, which can demonstrate the event:

* Was well attended
  + Sold out or close to capacity
* Was well publicised
  + To members and/or non-members; utilising SU facilities – event advertised on society webpage and digital screens – as well as social media etc.
* Had good financial planning
  + Was well budgeted, broke even or made a profit, utilised available funding – grants / sponsorship – completed all relevant forms and used training effectively (reimbursement form, Sage – POs and Invoices processed).
* Fulfilled aims and objectives of society
  + Give details of society aims & objectives and how this event helped to fulfil your aims.
* Was open and accessible to all
  + Price (i.e. ticket subsidy), location, sale of tickets and promotion of event.
* Had the X Factor
  + Stands out from the usual event, shows initiative and originality.
* Was well executed
  + Ran smoothly and to time, well organised logistics (entrance, ticketing, exit, refreshments), was entertaining and looked good!
* Took safety implications into account
  + Completed and submitted a Risk Assessment (if applicable)

**CATEGORIES & CRITERIA**

**Societies**

**Please note**: examples and guidance included in purple text beneath each bullet point

**BEST SOCIETY: CULTURAL, INTERNATIONAL AND FAITH SOCIETY**

***Who is eligible?***

* ONLY Cultural, International or Faith Societies

Any society, which can demonstrate:

* Collaboration between your society and other SU Groups
  + E.g. join-socials/events or activities
* Volunteering within the local community and/or raising money for charity
  + Evidence of volunteering hours logged via the SU website/Changemaker Hub
* How either compulsory or optional committee training sessions have been used to benefit your society
  + E.g. how putting proper planning procedure into place has led to successful activities/events (Even Planning training); how training helped you identify issues within a specific area of your society (finances, active members etc.) and how you worked to solve this issue.
* Where your society has attended any other training and development
  + E.g. First Aid Training, Food Hygiene, meeting with SU or University Staff (Changemaker Hub) etc.
* Evidence of your society over the last year. This can include the following:
  + Increase in membership (online and via social media)
  + Any large one-off events
  + New programmes or campaigns
  + New Events/Activities etc.
* How you have offered activities and events to different demographics. This may include:
  + Postgraduates
  + International Students
  + Students based at other campuses (Park, Avenue, Moulton College, local schools etc.)
  + Associate (non-student) Members
  + Accommodated those who do not drink alcohol
* The sustainability of your society (Good Handover & Finance) This may include:
  + Financial stability (i.e. sponsorship and fundraising)
  + Committee stability (effective handover and training)
  + Include copy of completed *Society Handover Document*
* For this final step, please add any additional achievements/photos/developments

**CATEGORIES & CRITERIA**

**Societies**

**Please note**: examples and guidance included in purple text beneath each bullet point

**BEST SOCIETY: ARTS AND RECREATIONAL SOCIETY**

***Who is eligible?***

* ONLY Arts & Recreational Societies

Any society, which can demonstrate:

* Collaboration between your society and other SU Groups
  + E.g. join-socials/events or activities
* Volunteering within the local community and/or raising money for charity
  + Evidence of volunteering hours logged via the SU website/Changemaker Hub
* How either compulsory or optional committee training sessions have been used to benefit your society
  + E.g. how putting proper planning procedure into place has led to successful activities/events (Even Planning training); how training helped you identify issues within a specific area of your society (finances, active members etc.) and how you worked to solve this issue.
* Where your society has attended any other training and development
  + E.g. First Aid Training, Food Hygiene, meeting with SU or University Staff (Changemaker Hub) etc.
* Evidence of your society over the last year. This can include the following:
  + Increase in membership (online and via social media)
  + Any large one-off events
  + New programmes or campaigns
  + New Events/Activities etc.
* How you have offered activities and events to different demographics. This may include:
  + Postgraduates
  + International Students
  + Students based at other campuses (Park, Avenue, Moulton College, local schools etc.)
  + Associate (non-student) Members
  + Accommodated those who do not drink alcohol
* The sustainability of your society (Good Handover & Finance) This may include:
  + Financial stability (i.e. sponsorship and fundraising)
  + Committee stability (effective handover and training)
  + Include copy of completed *Society Handover Document*
* For this final step, please add any additional achievements/photos/developments

**CATEGORIES & CRITERIA**

**Societies**

**Please note**: examples and guidance included in purple text beneath each bullet point

**BEST SOCIETY: ACADEMIC, REPRESENTATION AND CAMPAIGN**

***Who is eligible?***

* ONLY Academic, Representation & Campaigns-based societies

Any society, which can demonstrate:

* Collaboration between your society and other SU Groups
  + E.g. join-socials/events or activities
* Volunteering within the local community and/or raising money for charity
  + Evidence of volunteering hours logged via the SU website/Changemaker Hub
* How either compulsory or optional committee training sessions have been used to benefit your society
  + E.g. how putting proper planning procedure into place has led to successful activities/events (Even Planning training); how training helped you identify issues within a specific area of your society (finances, active members etc.) and how you worked to solve this issue.
* Where your society has attended any other training and development
  + E.g. First Aid Training, Food Hygiene, meeting with SU or University Staff (Changemaker Hub) etc.
* Evidence of your society over the last year. This can include the following:
  + Increase in membership (online and via social media)
  + Any large one-off events
  + New programmes or campaigns
  + New Events/Activities etc.
* How you have offered activities and events to different demographics. This may include:
  + Postgraduates
  + International Students
  + Students based at other campuses (Park, Avenue, Moulton College, local schools etc.)
  + Associate (non-student) Members
  + Accommodated those who do not drink alcohol
* The sustainability of your society (Good Handover & Finance) This may include:
  + Financial stability (i.e. sponsorship and fundraising)
  + Committee stability (effective handover and training)
  + Include copy of completed *Society Handover Document*
* For this final step, please add any additional achievements/photos/developments

**CATEGORIES & CRITERIA**

**Societies**

**Please note**: examples and guidance included in purple text beneath each bullet point

**SOCIETY COMMITTEE MEMBER OF THE YEAR**

***Who is eligible?***

* Elected Society Committee Members

Tell us who you feel best represents an Elected Society Committee Member that has been outstanding throughout the year. This person can either be from your society, or another student-led group.

Any individual that has demonstrated:

* How they have developed or improved a society for the better
  + E.g. put in place a recruitment strategy to increase active members (4x socials a term)
* The life changing impact or difference that they have made to an individual or group of people
  + Have they helped members develop their skills and confidence or created opportunities for their members?
* How they go above and beyond the call of duty
  + Have they dedicated a considerable amount of their own time and effort for the benefit of the society, your members or people within the local community?
* How have they inspired others to get involved in societies or Union activities
  + What sort of qualities do they possess to make them inspirational to others?
* How they have actively promoted the work of the Students’ Union and our societies
* How many volunteer hours have they logged?
  + Please feel free to ask the [Student Opportunities Manager](mailto:kerri.wheeler@northampton.ac.uk) for these figures.
* Why are they the best?

**CATEGORIES & CRITERIA**

**Societies**

**Please note**: examples and guidance included in purple text beneath each bullet point

**SOCIETY PERSONALITY OF THE YEAR**

***Who is eligible?***

* Society Committee Members
* Society Members

Tell us who you feel best represents a society member that has been unforgettable throughout the year. This person doesn’t have to be a committee member and can either be from your society, or another society.

Any individual that has demonstrated:

* Incredible passion for the society and its activities
* How they go above and beyond the call of duty
  + Have they dedicated a considerable amount of their own time and effort for the benefit of the society, society members or people within the local community?
* The impact they have had on their society and the wider Students’ Union
* How they have improved the experience of their society members
  + Have they inspired others to run for a committee position? How have they made your experience within the society more enjoyable?
* Why are they the best?

**CATEGORIES & CRITERIA**

**Volunteering & Social Enterprise Groups**

**Please note**: examples and guidance included in purple text beneath each bullet point

**VOLUNTER OR SOCIAL ENTERPRISE GROUP OF THE YEAR**

***Who is eligible?***

* Volunteering Projects
* Social Enterprise groups

Any Volunteering Project or Social Enterprise, which can demonstrate:

* Examples or evidence of exceptional teamwork
* Significant area(s) of improvement from the previous year(s)
* Commitment to their project and its participants
* Good attendance for events/activities/campaigns that they have run for both
* members and non-members at events (if applicable)
* A high level of participation and enthusiasm from members in group activities
* Good financial planning
* Prompt and effective communication with SU staff
* Innovation and creativity in their project planning
* How you have benefited the cause or people it has set out to help (beneficiaries)
* The Volunteer Group and its committee complied with all SU rules and regulations without problems
* Why they are simply the best

**CATEGORIES & CRITERIA**

**Volunteering & Social Enterprise Groups**

**Please note**: examples and guidance included in purple text beneath each bullet point

**VOLUNTER OR SOCIAL ENTERPRISE EVENT OR ACTIVITY OF THE YEAR**

***Who is eligible?***

* Volunteering Projects
* Social Enterprise groups

Any Volunteering Project or Social Enterprise, which can demonstrate the event:

* Was well attended
  + Sold out or close to capacity
* Was well publicised
  + To members and/or non-members; utilising SU facilities – event advertised on society webpage and digital screens – as well as social media etc.
* Had good financial planning
  + Was well budgeted, broke even or made a profit, utilised available funding – grants / sponsorship – completed all relevant forms and used training effectively (reimbursement form, Sage – POs and Invoices processed).
* Fulfilled aims and objectives of society
  + Give details of society aims & objectives and how this event helped to fulfil your aims.
  + Meet any fundraising targets that were set
* Was open and accessible to all
  + Price (i.e. ticket subsidy), location, sale of tickets and promotion of event.
* Had the X Factor
  + Stands out from the usual event, shows initiative and originality.
  + Had an impact on students in raising awareness or changing a culture
* Was well executed
  + Ran smoothly and to time, well organised logistics (entrance, ticketing, exit, refreshments), was entertaining and looked good!
  + Took safety implications into account
  + Good marketing campaign
  + Completed and submitted a Risk Assessment (if applicable)

**CATEGORIES & CRITERIA**

**Volunteering & Social Enterprise Groups**

**Please note**: examples and guidance included in purple text beneath each bullet point

**VOLUNTEER COMMITTEE MEMBER OF THE YEAR**

***Who is eligible?***

* Volunteering Project Leader/Committee Member
* Social Enterprise Leader/Committee Member

Tell us who do you feel best represents a student volunteer leader or social enterprise leader. They do not need to be a committee member, but anyone who has undertaken volunteering.

Any volunteering project or social enterprise, which can demonstrate:

* Can tell us a story about the difference or life changing impact they have made to an individual/ a group of people?
* How did they go above and beyond the call of duty?
* How have they inspired others to get involved in volunteering, social enterprise or Union activities?
* Actively promoting the work of the Students’ Union and all volunteering/social enterprise projects?
* How many volunteer hours have they logged?
* Why are they the best?

**CATEGORIES & CRITERIA**

**Societies**

**Please note**: examples and guidance included in purple text beneath each bullet point

**OUTSTANDING CONTRIBUTION**

***Who is eligible?***

* Society Committee Members
* Society Members
* Volunteering Group Members
* Volunteering Group Leaders/Committee Members
* Social Enterprise Members
* Social Enterprise Leaders/Committee members

Tell us who you feel has made an outstanding contribution to a society this year. This person doesn’t have to be a committee member and can either be from your society, or another society.

Any individual that has demonstrated:

* An outstanding contribution made to the society over the course of the year
  + Have they helped members develop their skills and confidence or created opportunities for their members/fellow members?
* How they go above and beyond the call of duty
  + Have they dedicated a considerable amount of their own time and effort for the benefit of the society, society members or people within the local community?
* The impact they have had on their society and the wider Students’ Union
* Evidence of their participation
  + E.g. volunteering hours logged on the Changemaker Hub website; photographic or video evidence; testimonials from fellow members

**CATEGORIES & CRITERIA**

**Please note**: examples and guidance included in purple text beneath each bullet point

**CHANGEMAKER AWARD**

***Who is eligible?***

* Societies
* Volunteering Projects
* Social Enterprise Groups

Any group which can evidence:

* An outstanding contribution to the local community and the impact the society have made to an individual/ group of people
  + This can include fundraising for a local charity or project or volunteering within the local community i.e. workshops in schools, assisting at a day centre etc.
* Community volunteering hours logged via the SU website
  + Including a breakdown of what the hours included
* How many people (student and non-student members) took part in the event/activity?
* How students/members benefitted from this event/activity
  + Did the event/activity help their personal development i.e. skills such as confidence and teamwork, or language skills for international students?
* The society and its committee complied with all SU rules and regulations without problems
  + E.g. providing written confirmation to Heritage & Volunteer Coordinator that funds could be raised for said charity; sending in the appropriate form for booking out buckets to fundraise; all money raised paid through society’s SU account.
* The society worked with external organisation(s) or the University Changemaker Hub