

S O C S

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AWARDS CRITERIA

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Introduction

The purpose of this document is to clearly outline the process and criteria for Societies Ball nominations. This document will be reviewed annually to ensure that all criteria are fair and up to date.

Societies Ball is a major part of the Students' Union calendar and is there to recognise the commitment and excellence of individual and group contributions to Student Opportunities over the course of a year.

Awards will be presented at the annual dinner held on the 17th March 2018 to those who have participated in society/media outlet activities between the summer term 2017 and the spring term 2018.

The following will identify the awards and nominations criteria.

Nomination Process

Committees are responsible for nominating their groups for group awards. Groups can nominate themselves for as many awards as they feel necessary.

Any member of a group can submit a nomination for individual awards; crests, and freshman of the year. However, all individual award nominations need to be co-signed either by two committee members, or, in the case that a nomination form is sent in by an ordinary member, by one ordinary member and one committee member.

If there is an overwhelming amount of nominations for one group, committee members can discuss who best meets the criteria and then vote for who should be put forward.

Selection Process

All nominations will be decided by a panel comprising of:

- Vice President Societies and Media,
- Societies and Media Groups Coordinator,
- Student Opportunities Manager,
- SOC Representative.

For the following awards a further representative will join the panel:

- Skills and Employability Cup; representative from the Careers Service/ Students' Union Passport and Employability Coordinator,
- Community Shield; representative from Royal Holloway Volunteering,
- Raising and Giving; representative from RAG,

- Sarah Parker Remond Inclusion and Accessibility Award; Vice President Welfare and Diversity.

Any group is eligible to nominate themselves for awards but newly ratified groups should bear in mind that we usually require a full year of activity in order to compare to other groups' nominations unless there are exceptional circumstances that deserve rewarding. For all group awards it is useful to include supportive data in the form of figures where possible and relevant.

Groups should note that it is not necessary to have achieved every area of the criteria in order to nominate themselves or indeed to win an award. This is your chance to brag about what you've done during the year so don't sell yourselves short by not nominating your group for certain awards, you may have achieved more than you think.

Individuals who are nominated for individual awards must be current students of Royal Holloway or an associate member of RHSU as well as meeting the specific criteria of the awards.

Extraordinary Nominations

The panel cannot submit nominations prior to the selection meeting, with the exception of the SOC representative who may submit nominations as part of their involvement with their student group(s). However, in the case where a panel member identifies a group/individual who has not been nominated, but whose actions are worthy of nomination, they may make a case for that group/individual to be considered alongside other nominations. The remaining members of the panel must deliberate and vote on whether to accept the nomination. If all panel members are in agreement then the nomination will be included for consideration.

Similarly, the panel may decide, by unanimous vote, to move a nomination into a separate category if they consider the nomination to be more applicable to an award other than the one that the nomination was originally submitted for.

Group Awards Criteria

Skills and Employability Cup

This is awarded to a group that has shown a clear dedication or made an outstanding effort in the area of improving the employability and/or employable skills of their members through their group's activities.

Things to consider:

- *Any careers or skills development focussed events. This can include workshops and/or talks conducted by guests from relevant industry professions, as well as external training organised/attended by the group.*
- *Any support received from the careers service.*
- *Whether the event has benefitted Royal Holloway students outside of the groups' immediate membership.*
- *Any times throughout the year that the group has promoted the use of and partnership with the Careers Service and the Passport Award.*

Community Shield

This is awarded to a group that has made a significant impact on the relationship between Royal Holloway Students' Union and the local community. They should have engaged in consistent and high quality volunteering, fundraising or community projects facilitated either by themselves or Royal Holloway Volunteering.

Things to consider:

- *Any work/activity that the group has taken on in the local community. This could be through fundraising for a local charity, running an event where the community were invited or volunteering in the local community.*
- *Any volunteering that the group has been involved in.*
- *Any community projects the group has undertaken.*
- *How many of the group's members were involved in volunteering and how many total hours they've done.*
- *Any involvement with Royal Holloway Volunteering schemes and campaigns.*
- *What skills/experiences members may have gained from participating in volunteering activities.*

Raising and Giving

This is awarded to a group that has made a significant contribution to the RAG total this year not only in size of donation but also in commitment, ingenuity and consistency.

Things to consider:

- *You may nominate individuals for this award by stating their name at the top of the nomination form.*
- *Total amount raised by group overall and for specific events.*
- *How the group coordinated with charities and why they undertook fundraising for specific causes.*
- *How fundraising activities have impacted their members, the campus and the charity/charities that received donations.*
- *How the group has worked with RHSU RAG throughout the year.*

Sarah Parker Remond Inclusion and Accessibility Award

Sarah Parker Remond was an African American activist, an anti-slavery lecturer and the first black student at Bedford College. Throughout her life she promoted inclusivity, equality and worked tirelessly to support the rights of minority groups. The Inclusion and Accessibility award is therefore awarded to a group that has demonstrated an outstanding effort to ensure that their activities are as accessible as possible and have made a significant effort to promote an inclusive attitude within their membership and in the wider campus community.

Things to consider:

- *Any workshops/liberation campaigns run by the Students' Union, i.e. Mental Health Network, Mental Health Awareness Week, Black History Month, LGBT+ History Month, Sexual Assault Awareness Week, HealthyU Body Image etc.*
- *Fundraising for causes relevant to improving the lives of marginalised people.*
- *The positive impact of inclusivity on your membership.*
- *Any changes that you have made from previous years in an effort to make your activities more accessible/inclusive.*
- *Campaigns that you have run in order to raise awareness or show support for relevant causes.*

Best Event

This is awarded to a group that has organised and delivered an outstanding event this year that was innovative, exciting and has left a lasting impression on those that attended.

Things to consider:

- *Any outstanding events you have run this year.*
- *How many students attended the event.*
- *How the event stood out from other events on campus and how it was innovative.*
- *What steps were taken to make the event more inclusive/widen participation.*
- *If the event has been run before, how it was improved from previous years.*
- *If the event raised funds for charity and/or the group and how the management of the budget impacted the success of the event.*

Best New Society

This is awarded to a group that has gone above and beyond the expected growth of a new society in their first full year as a ratified group. Through this they will have successfully established itself as a group of significant impact on student life at Royal Holloway, and on the Students' Union.

Things to consider:

- *How the group has impacted student life at Royal Holloway, i.e. through regular meetings/socials, and from engaging students from a wide range of demographics.*
- *Any ways that the group has contributed to their members' employability, our relationship with the community, RAG fundraising and events calendar.*
- *Any events that you have run this year.*
- *What steps were taken to ensure that the group is inclusive.*
- *What steps the group has taken in order to establish itself within the Royal Holloway community.*
- *Any ways in which the current committee have created the foundations for success and growth in future years.*

Most Improved Society

This is awarded to a group that has made significant effort to develop their group this year including membership recruitment, range and success of events, maintaining good finances, committee development etc.

Things to consider:

- *Any ways that the group has contributed to their members' employability, our relationship with the community, RAG fundraising and events calendar.*
- *How the committee worked together to improve their group.*
- *Any events that have been run this year, especially those that have been improved from previous years.*
- *How the committee communicated with their members to gain feedback and consider their members opinions in order to develop.*

- *How the group has increased membership/student engagement.*
- *How the activity has been more innovative, inclusive, and diverse than in previous years.*
- *What steps have been taken to ensure that development continues beyond this year.*

Society of the Year

This is awarded to a group that has made a significant contribution to Royal Holloway, student life, and the Students' Union. They should have worked in order to significantly grow as a group, increasing a wider range of members, holding innovative events, and working to hit objectives across all areas of the development plan.

Things to consider:

- *Any ways that the group has contributed to their members' employability, our relationship with the community, RAG fundraising and events calendar.*
- *Any events that have been run this year.*
- *How the committee communicated with their members to gain feedback and consider their members opinions in order to develop.*
- *How the committee have worked to ensure that their members are active and participating regularly in group events.*
- *How the committee has worked with the Student Opportunities team and wider Students' Union activities such as all student meetings, councils, and campaign weeks.*
- *How the committee has managed and maintained good finances, including clearing any debt.*
- *Any outstanding work by specific members of the committee.*
- *Any positive media coverage the group has received, including our own student media.*
- *What steps were taken to ensure that the groups is inclusive and diverse.*
- *Any new events/activities that have contributed to the particular success of the group this year.*

Individual Awards Criteria

Freshmen of the Year

This is awarded to an individual who is new to the group who has shown outstanding dedication and made a significant contribution to the success of activities this year.

NB: Nominees for this award must have joined the group this academic year, though they do not need to be in their first year at Royal Holloway.

Things to consider:

- *How the individual contributed to or participated in a range of group events.*

- *How the individual has contributed to the success of the group.*
- *Any ways the individual has improved the wellbeing/enjoyment of other society members.*

Society Crest

This is awarded to someone who has gone above and beyond the call of duty of any member/committee member throughout their years of participation and has shown outstanding dedication and commitment to their group.

NB: Nominees for this award should not be in their first year at Royal Holloway, nor should they have joined their specific group this academic year.

Things to consider:

- *How this individual has promoted a welcoming/inclusive atmosphere for new and existing members of the group.*
- *Any ways in which this individual has contributed to the success of the group.*
- *How this individual has participated in a wide range of group activities.*
- *Any ways in which this individual has represented and promoted the values/ideals of the group to the wider campus community.*
- *Any lasting impact/change that this individual has promoted or been responsible for that has contributed/will contribute to the success of the group.*

Vice-President's Cup

This is awarded to someone who has shown outstanding dedication to Student Opportunities, going above and beyond to make a difference to societies/media and wider student engagement, and dedicating their time to a number of different areas with the Students' Union and student groups.

Things to consider:

- *How this individual has promoted a welcoming and engaging environment within student groups.*
- *How this individual has engaged in multiple different opportunities within the Students' Union.*
- *Any ways in which this individual has endeavoured to improve the lives and enjoyment of other individuals within Student Opportunities.*
- *Any ways in which this individual has engaged in wider Union work, for example campaign weeks, elections, councils and all student meetings etc.*

Contacts

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