

DCU
Clubs &
Societies

2024/2025

THE CLUBS & SOCIETIES AWARDS

A GUIDE TO NOMINATION FORMS

clubsandsocs.ie

*Be brave
Be bold*

Club Awards Categories

Freshers

- Best Club Fresher

Graduate Awards

- Alumni engagement Award
- Graduate Contribution to a Club

Individual Awards

- Individual Contribution club Life

Overall Individual

- Sports Personality of the Year

Comms/Publicity Awards

- Communications & Marketing Award
- Best Club Promotional Video
- Best Club Photograph
- Best Club Poster or Graphic

Club Group Awards

- Club of the Year
- Most Promising Club
- Team of the Year

Society Awards Categories

Freshers

- Best Society Fresher

Individual Awards

- Individual Contribution to Society Life

Comms/Publicity Awards

- Best Society Publicity Campaign
- Best Society Promotional Video
- Best Society Photograph
- Best Society Poster or Graphic

Society Group Awards

- Best Society
- Most Promising Society
- Best New Society
- Best Society Event
- Best Society Activity
- Best Society Collaboration

Graduate Awards

- Alumni engagement Award
- Graduate Contribution to a Society

Overall Individual

- Society Personality of the Year



GENERAL TIPS

Relevant to Clubs & Societies

**Clubs &
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Individual Awards

THESE TIPS RELATE TO BEST FRESHER/INDIVIDUAL CONTRIBUTION

PARTICIPATION/ACHIEVEMENT SECTION

- **Involvement:** Tell us about important aspects of your contribution, how many clubs/societies are you apart of? Events you helped with/or organised.
- **Stand-Out:** Tell us about your personality and what you have done to go the extra mile. What did you do to stand out/what are you proud of?
- **Role/Achievements/Contribution:** Tell us about how you got involved with your C/S. What significant contribution or personal achievements happened this year. Tell us what had happened and why these mean a lot to you.
- **Plan to remain involved:** You've completed your first year in your club/society why are you staying? What does the future look like?
- **Difficulties:** Tell us about any obstacle your club/society experienced and how you worked to overcome it. This could be problems with events or budgeting.
- **Teamwork:** How did you cooperate with your club/society? Tell us what worked well and if something went wrong how did you overcome it together.

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Individual Awards Cont.

THESE TIPS RELATE TO BEST FRESHER/INDIVIDUAL CONTRIBUTION

SUMMARY OF SKILLS SECTION

- Explore these skills fully, tell us about how/where you applied these skills.
- Possible skills you developed as a Fresher include but not limited to: Leadership, Communication, Problem-Solving, Organisational
- How have these skills helped you/your club/society?

REFERENCE LETTER (OPTIONAL)

- For reference letter this can be from another committee member, faculty (staff), coaches, etc.

OVERALL INDIVIDUAL AWARD

- To win the Overall Individual Awards, the **Sports/Society Personality** of the Year, make sure to really show what makes you stand out compared to the other applicants. We want to know who you are and what you've done!
- Talk about why being a part of C/S is special to **you**. How has this improved your college experience?

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Graduate Awards

THESE TIPS RELATE TO GRADUATE CONTRIBUTION

GUIDE TO WORD DOCUMENT

- **Highlight Key Achievements:** Emphasise the most impactful aspects of your alumni engagement efforts, e.g. the number of alumni involved, unique initiatives, and their lasting effects on the community.
- **Use Specific Examples:** Provide concrete examples of your participation.
- **Demonstrate Long-Term Engagement:** Highlight how the event created ongoing relationships, such as alumni continuing to support intervarsity competitions and remaining connected to the society.
- **Include Personal Testimonials:** Quotes from alumni, like the testimonial from Caoimhe Cummins, add authenticity and emotional appeal to your nomination.
- **Align with Award Criteria:** Ensure that each response directly addresses the scoring criteria (e.g., engagement methods, alumni office involvement, and impact) to maximise your chances of getting full marks.

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C/S Group Awards

BEST SOCIETY / CLUB OF THE YEAR

Organisation & Events Tips

- Give concrete examples of how your committee interacted with each other and how often you met to discuss plans for the society.

Finance Tips

- When detailing income and expenditure copy and paste a complete balance sheet of both income and expenditure below and detail afterwards when necessary and make sure the sheet is easy to read.
- When discussing securing funds for the running of the society give examples of any successful fundraising/sponsorship you received outside of your society grant. Mention any attempts you made that were unsuccessful in gaining sponsorship and how you overcame these.

Comms, Engagement & Publicity Tips

- We want to understand how the society engaged with its members and promoted the society over the course of the year. How did you make your society stand out? Include screenshots in your portfolio.

C/S Group Awards Cont.

MOST PROMISING CLUB/SOCIETY

- Tell us how your club/society is the most promising by detailing the events held, numbers tracked, obstacles that you overcame and any improvements of your society from the start of the year till now.
- You can follow the tips from Best Society / Club of the Year (see previous slide) as the questions overlap but what is important to remember for this form is to:
 1. Highlight your society (structure, events, issues, etc) at the beginning of the year
 2. Your society now (improvements, new events / structure, etc.), and
 3. What your society will look like next year due to the foundations you have laid this year.

Content Creation Awards

BEST POSTER TIPS

- When describing the design process (e. g computer programme/by hand/etc) include as much detail as possible here, including concept design, graphic design, physical drawing etc.
- Start from the beginning of the poster concept until completion.

BEST PROMOTIONAL VIDEO TIPS

- Detail the concept of the video & design process from start to finish. This answer should cover if the video achieved the aims of the video (i.e. to have more people attend the event, to increase membership, etc) and it should quantify that success with evidence.
- Include how many views it got, how many shares it got and if any media took it up.

BEST PHOTOGRAPH TIPS

- When explaining the concept of the photo include all details on the set up and shot, and explain the meaning of the shot and how it impacted you Club / Society.

Portfolio Tips

THESE TIPS RELATE TO ALL PORTFOLIO SECTIONS ACROSS ALL AWARDS

- It is the content which is very important, regardless of what format you choose. The portfolio must include all of your backup material for your application. Hyperlink or QR Code your links to websites, social media, videos etc.
- What you put in your portfolio is up to you, but it should be a visual description of what you are all about. Remember: the judges of the awards do not know you, they have not been to your events or activities. Use whatever means you wish to invite the judges into the world of your C/S.
- Please Remember: There is no need to repeat what is in your nomination; the portfolio is a visual description, therefore brevity with words will be appreciated.
- The best portfolios follow the format of the application and make it easy for the judges to refer to both, it is a pictorial backup so do not simply repeat what you have written in your application.

CLUB TIPS

Relevant Specifically to Clubs

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Club Group Awards

TEAM OF THE YEAR

Achievements

- When discussing your team's achievements start from the largest wins to the smallest. Include any relevant achievements, you can even discuss any close wins and how you dealt with your failures!

Summary

- Outline the reasons why your team deserves this award
- Break this part into sections and discuss e.g. team organisation/teamwork, team challenges and resilience to these challenges, any leadership demonstrated, impact in the team/on DCU/ any body else.

Content Creation Awards for Clubs

COMMS & MARKETING

General Tips

- Detail the different platforms your club uses and why you use them. How are these platforms effective? Give us real examples how their effectiveness have helped your club.
- Make use of number & stats, (show through figures the growth of your platforms, reach, engagement etc.) to prove how your club has succeeded in the area of comms and marketing.
- Detail the organisation of the platforms, who is in charge of what? Expand on this and tell us why these roles were allocated.

Portfolio (Optional)

- Although it is not required to submit a portfolio, a well-designed submission certainly stands out in a sea of text heavy entries.
- Refer to *Portfolio Slide 11*.



SOCIETY TIPS

Relevant Specifically to Societies

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Content Creation Awards for Societies

BEST PUBLICITY CAMPAIGN TIPS

General Tips:

- It's important in this to outline who was involved in the campaign and what duties they undertook. Tell us how you planned and executed this campaign from start to finish, outline what makes your campaign original, and tell us about the reach/impact of your campaign.
- Make specific reference to the aims and objectives listed in the society's constitution. List the aims and directly link ways the campaign helped achieve them.
- Outline all aspects (both digital and non-digital) of the publicity campaign.
- Explain how you approached creating your campaign and why.

Portfolio (Optional)

- Although it is not required to submit a portfolio, a well-designed submission certainly stands out in a sea of text heavy entries.
- Refer to Portfolio Slide 11.

Society Group Awards

BEST SOCIETY EVENT

Organisation:

- Make specific reference to the aims and objectives listed in the society's constitution. List the aims and directly link ways the event helped achieve them.
- Ensure you detail all the different cohorts of people who attended including committee, members, members of the public and staff.
- Describe the challenges and include how you overcame these challenges & talk about why your event is different from all other events.
- Tell us why your society deserves this award.

Finance Tips

- Detail all income and expenditure for your event and tell us about how you managed your budget and did you have to make compromises?
- If discussing securing funds for the running of the event give examples of any successful fundraising/sponsorship you received outside of your society grant.

Promotion/Publicity

- Tell us what mediums of advertising you used and how successful they were.
- Did you find that certain mediums worked better than others? Why?

Society Group Awards

cont.

BEST SOCIETY ACTIVITY (NEW AWARD).

Engagement:

- In detail outline the regular schedule of this activity. Please include the dates it was held this year and give us an overview of the attendance rates.
- Outline what steps have been taken to improve the engagement of members. If engagement numbers were low and tell us how you overcame this and what steps you took to drive engagement.

Organisation of the Activity:

- Talk about the organisation of this regular activity and how your society ran it smoothly. Was it difficult to maintain a regular schedule? If so why? And how did you overcome this difficulty.

Society Group Awards

cont.

BEST SOCIETY ACTIVITY

Engagement:

- Be specific with the schedule, including the dates and times of your activity and mention any adjustments made throughout the year regarding.
- Give actual numbers or percentages for attendance and if possible, compare attendance rates to previous years.

Organisation of the Activity:

- Breakdown the planning process for the organisation of this regular activity and how your society ran it smoothly. Was it difficult to maintain a regular schedule? If so why? And how did you overcome this difficulty.
- Emphasize the strategies you utilised for the activity, (e.g. use of event management tools, any plans for last-minute issues, regular committee meetings).
- If relevant, mention any recognition received for the activity.

Society Group Awards cont.

BEST SOCIETY COLLABORATION

- List the names and number of Societies involved in the structure and planning of the collaboration and discuss your planning and organisation process, any challenges, etc.
- Tell us the number of people who participated in and/or benefited from the collaboration. Discuss in depth about anything important that happened before/after the collaboration.

BEST NEW SOCIETY

- Similar to the tips made for Most Promising Club/Society (see slide 9) it's important to 1. highlight your society (structure, events, issues, etc) at the beginning of the year, 2. your society now (improvements, new events / structure, etc.), and 3. what your society will look like next year due to the foundations you have laid this year.
- The main points we are looking for is **how and why** your new society is succeeding. Tells us the journey of the society from the beginning till now, how you have grown your society, and what this new society has brought to DCU.

A photograph of two young women with long hair, smiling and holding a large silver trophy. The woman on the left is holding the handle of the trophy, and the woman on the right is holding the base. The trophy has a plaque that reads "DCU Best Society Award". The background is a green wall with the DCU logo and text "Ollscoil Chathair Bhaile Átha Cliath Dublin City University" repeated. There are also green and yellow diagonal stripes on the left and right sides of the image.

WE HOPE THAT WAS HELPFUL :)

If you have any questions at all about Nomination Forms please contact clubsandsocs@dcu.ie we're happy to help

by Lauren and Joshua :)

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