



Guild Awards 2012 Nominations

The Guild Awards is an annual event to recognise and celebrate the fantastic achievements of the Guild's student groups and members.

Eligibility

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

- **Individual students** (Guild members) who can apply in their capacity as a **volunteer, campaigner, society member, Guild Councillor, or student staff member. Guild Officers** can apply but only for activities completed outside their remit.
- **Guild Societies**
- **Liberation Associations**
- **Residents' Associations**
- **Guild Volunteering Projects**
- **Guild Student Staff**
- Some awards state they are open to '**Student Groups**'. This refers to Guild Societies, Volunteer Projects, Liberation Associations and Representation Associations
- Awards open to 'All' include all the above categories

Completing the Nomination Form

Any member of the Guild or Guild staff member, apart from anyone on the judging panel, can submit a nomination. If you would like to nominate an individual, group or even yourself, please complete the nomination form which is available electronically from

www.guildofstudents.com

Forms can be printed and returned to Guild Reception or emailed to reception@guild.bham.ac.uk

If a nomination form has not been correctly completed it will be rejected, we won't be checking forms until after the closing date we will be unable to notify people of rejected forms, it is therefore essential that you follow the instructions below and email the address above if you are in doubt about anything:

- All the applications should give a good level of detail as standard; assume the judges have no knowledge of the student group or individual who is nominated.
- Each award has criteria they are judged on (outlined below) – please ensure that you put the evidence of how the nominee meets that criteria on the nomination form.
- Give explanations, evidence, quotes, facts or figures to support points and opinions and clearly explain the impact of your achievement.
- Get someone else to read the application and ask for feedback before you submit it
- Keep within the word limit as we will reject applications that exceed this limit.

Submitting a Nomination Form

At least three photos must be submitted with each application, please supply the original file as a jpg. Images should not be taken directly from social network sites. Please note by submitting images for the Guild Awards you are granting the Guild of Students permission to use these for marketing purposes. You can submit these either by email, or on a memory stick or disc. You can either email nomination forms and supporting items to reception@guild.bham.ac.uk or hand in copies to Guild reception.



Supporting Items

You may submit one additional piece of evidence to support your nomination, for example a testimonial, video or audio item.

Closing Date

The closing date for all entries is **Friday 10th February 2011**.

Judging

The nomination forms will be read by a panel of judges who will decide, based on the details given in the forms, on the winners for each award.

Awards Ceremony

The winners will be announced at the Guild Awards night on **Tuesday 20th March**. You will be informed if you have been shortlisted for the award so you are able to purchase tickets for the event. Tickets will go on sale at the end of January.

The Awards

- **Outstanding Student Staff (student community)**

Recognises an outstanding contribution made by student staff to the student community.

- Open to: Individual student staff members. Contribution must have been made since February 2011. (the same student staff cannot be nominated for both student staff awards)
- Your application must demonstrate:
 1. Evidence of the impact of your work on students i.e. what the students issue was, how it was affecting them, how you helped that person and what the impact of your help was on that student's life.
 2. Personal qualities such as reliability, flexibility, customer service skills, cheerfulness etc.

- **Outstanding Student Staff (Guild departments)**

Recognises an outstanding contribution made by student staff to the department they work for.

- Open to: Individual student staff members. Contribution must have been made since February 2011. (the same student staff cannot be nominated for both student staff awards)
- Your application must demonstrate:
 1. Evidence of an outstanding contribution to the Guild department they are working in, or to the Guild as an organisation
 2. Evidence of impact on other staff and student staff (i.e. supporting other student staff in their role, the positive contribution you have made towards your team)
 3. Personal qualities such as reliability, flexibility, customer service skills, cheerfulness etc.

- **Outstanding Guild Councillor**

Recognises an outstanding contribution to Guild Council through participation and engagement with constituents.

- Open to: to Individual Guild Councillors elected since February 2011
- Your application must demonstrate:
 1. Evidence of engaging proactively with constituents
 2. Evidence of professional conduct at all times
 3. Accountable and transparent in how they represent students



- **Engaging hard to reach students**

Recognises the engagement of students who traditionally face barriers to participation of Guild activities and events.

- Open to: All. Contribution made since February 2011
- Your application must demonstrate:
 1. Engaging students in the Guild who traditionally face barriers to participation, i.e. postgraduates, internationals, home students, student parents, disability issues and so forth.

- **Most Improved Group**

Recognises a strong and pro-active committee who have demonstrated their commitment to increasing and diversifying their membership and effectively promoting their group and its activities.

- Open to: Student Groups in existence before February 2011
- Your application must demonstrate:
 1. Evidence of how problems and issues were overcome and lessons learnt from this process
 2. Evidence of achievements and the impact on members, students and/ or the community (i.e. skills learnt by members/clients, benefits to client group and the community etc).
 3. A commitment to diversifying the groups income through fundraising, sponsorship, grants etc. and not relying solely on the student groups grant
 4. Evidence of promotion to and engagement of, a diverse group of students i.e. post graduates, international students etc.

- **Best Event**

Recognises an outstanding event from planning to execution.

- Open to: All. Nominated events must have taken place since February 2011
- Your application must demonstrate:
 1. Evidence of an event that is original, innovative and creative and effectively achieves the group's aims and objectives.
 2. Evidence of good planning (budgets, risk assessments etc.) and creative use of resources (finance, time etc)
 3. Evidence of promotion to and engagement of, a diverse group of students i.e. post graduates, international students etc.
 4. Evidence of achievements and the impact they have had on members, students and/or the community.

- **Community Impact/Achievement**

For an individual or group who has made an outstanding contribution via the local, national or international community through a project, event or relationship.

- Open to: All. Must have occurred since February 2011
- Your application must demonstrate:
 1. Evidence of the impact of the event / activity on the clients / service users
Evidence of the community impact (outside the student community)
 2. Examples of relationships created within the community (i.e. community organisations, schools, council etc.)
 3. Evidence of achievements and outcome of the event / activity and the benefit to the student volunteers (i.e. skills developed)
 4. Evidence of achievements and outcomes of the event / activity and the benefit to the Guild and University (i.e. improved reputation, raising profile etc.)

- **Outstanding Individual Contribution**



For an individual who has made an outstanding commitment and contribution by considering new initiatives or innovative ways of working

- Open to: Individual students who are members of the Guild of students. Contributions must have been made since February 2011.
- Your application must demonstrate:
 1. Evidence of the impact of the individual on the student community or wider community
 2. Examples of relationships created within the community (i.e. community organisations, University staff etc.)
 3. Evidence of achievements and outcomes as a result of the work of the individual
 4. Evidence of achievements and outcomes of the individual and the benefit to the Guild and University (i.e. improved reputation, raising profile etc.)

● **Outstanding Society**

For a society who have made a significant impact to the Guild of Students and its members.

- Open to: Guild Societies, Representation Associations and Liberation Associations. Must have been made since February 2011
- Your application must demonstrate:
 1. A commitment to diversifying the groups income through fundraising, sponsorship, grants etc. and not relying solely on the student groups grant.
 2. Evidence that the activities and events organised achieves the society aims and objectives and are innovative and original.
 3. Evidence of a positive impact upon the members of the society
 4. Demonstrate promotion to, and engagement of, a diverse group of students i.e. post graduates, international students etc.

● **Outstanding Residents' Association**

For a Residents' Association who have made a significant impact on its members through increased engagement, innovative events, campaigns and community action.

- Open to: Residents' Associations between January and December 2011
- Your application must demonstrate:
 1. Evidence of engagement of residents within Halls.
 2. Evidence of engagement of diverse groups of residents such as post graduates and international students
 3. Evidence of the impact of the RA committee on the community (local community and student community)

● **Outstanding Volunteering Project**

For a Volunteering Project who have made a significant impact to the Guild of Students and its' members, in addition to the wider community.

- Open to: Volunteer Projects. Achievements must be since February 2011
- Your application must demonstrate:
 1. A commitment to diversifying the groups income through fundraising, sponsorship, grants etc. and not relying solely on the student groups grant.
 2. Evidence that the activities and events organised achieves the projects aims and objectives and are innovative and original.
 3. Evidence of a positive impact upon the projects beneficiaries (client group, community organisation, university, students etc.)
 4. Evidence of promotion to and engagement of, a diverse group of students i.e. post graduates, international students etc.

● **Outstanding Student Representative**



For a pro-active Student Representative who has made significant improvements for students through effective communication, wider engagement and lobbying.

- Open to: Student Representatives elected since February 2011
- Your application must demonstrate:
 1. Evidence of innovative and effective communication to a variety of students
 2. Evidence of engagement with a variety of students (i.e. activities that engage a wide variety of students etc)
 3. Evidence of effective and prompt resolution of student issues
 4. Evidence of engagement with the Guild (i.e. attending training and Guild council, involvement in campaigns etc)

● **Outstanding New Student Group**

For a new student group who have made a significant impact to the Guild of Students and its members.

- Open to: Student Groups recognised since February 2011
- Your application must demonstrate:
 1. A commitment to diversifying the group's income through fundraising, sponsorship, grants etc. and not relying solely on the student groups grant.
 2. Evidence that the activities and events organised achieves the society aims and objectives and are innovative and original.
 3. Evidence of a positive impact upon the members of the group
 4. Evidence of promotion to and engagement of, a diverse group of students i.e. post graduates, international students etc.