

**ESSEX BLADES CLUB & SU SOCIETY STANDARDS**

**APPLICATION FORM 2023-2024**

Please complete this form and submit it to blades@essex.ac.uk (clubs) or susocs@essex.ac.uk (societies) no later than **Monday 8th April 2024 at 10am.**

**HOW SCORING WORKS**

Every bronze per section is worth 100 points

Every silver level is worth 200 points

Every gold level is worth 300 points

You can only earn one level per criteria, e.g if you have earned silver for the volunteering criteria, you will earn 200 points.
You would not then also earn the 100 points for bronze.

**FINAL STANDARD POINTS TOTALS**

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| BRONZE | 800 -1199 points |  |
| SILVER | 1200-1999 points |  |
| GOLD | 2000+ points |  |

The maximum amount of points available (if you earned Gold for every piece of criteria, as well as 3 accepted submissions for Celebrating Excellence) is 3,300.

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| **CRITERIA EXAMPLE** |
| **Standard** | **Required numbers** | **Event & Date** | **Additional Information** |
| Bronze**You must provide 2 of whatever the criteria is in order to achieve bronze – 1 will not give you the points.** | 1 | Write the event name, a brief summary of what the event was and the date(s) of the event. | Add any extra info that may help towards us approving this section, or refer to where we can find this additional info e.g. at the bottom of the document, or a picture in a separate file that you sent accompanying this application. |
| 2 |  | There could be times where we need to ask for extra evidence, so send everything you have with your application to make the process as easy as possible for us and for you. |
| Silver**You must provide 4 of whatever the criteria is in order to achieve bronze – 1 will not give you the points.** | 3 |  |  |
| 4 |  |  |
| Gold | 5 |  |  |

**FOR REFERENCE – DO NOT USE THIS SECTION**

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| **CLUB/SOCIETY COMMITTEE POSITIONS** |
| **Standard** | **Required positions** | **Individual responsible** | **Email** |
| Bronze | President |  |  |
| Vice-President/Secretary |  |  |
| Treasurer |  |  |
| Welfare Officer  |  |  |
| COVID Officer |  |  |
| Silver | Social Secretary |  |  |
| Volunteering Officer |  |  |
| Fundraising Officer |  |  |
| Communications Officer *(or equivalent)*  |  |  |
| Gold | Alumni Officer |  |  |
| Coach *(Student or External)(Sport only)* |  |  |

Please note that one person can hold more than one executive position, however the positions of President, Secretary and Treasurer must be held by different people. Positions must be filled by 30th March 2022 – the Student Activities staff team must be aware of any changes to exec teams before this point – if you are unsure if we have your latest exec team list or not, please email us to check.

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| **VOLUNTEERING CRITERIA (Extra opportunities available during Volunteering Week – 7th-13th February)** |
| **Standard** | **Required numbers** | **Event & Date** | **Additional Information****(3 or more people to attend/participate)Please include the names of those who attended, as well as any photos if you have them.** |
| Bronze | 1 |  |  |
| 2 |  |  |
| Silver | 3 |  |  |
| 4 |  |  |
| Gold | 5 |  |  |

For these events to count on this application, you also need to have logged your volunteering hours on GradIntel.

<https://gradintel.com/index.php/en/>

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| **EXECUTIVE VOLUNTEERING LOG CRITERIA (TO LOG ON GRADINTEL)** |
| **Standard** | **Action required**  | **Submission/proof** |
| Bronze | **25% of Club/Society executive committee** to have each created a volunteering profile and logged 5 hours of any work done as execs (E.g. Attending meetings, attending GMs, event planning, fundraising, coaching etc.) | Attach folder/screenshots containing all execs downloaded hours from GradIntel of Volunteer record (available from logging into your Volunteering profile and following the “My Skills Record” button). |
| Silver | **50% of Club/Society executive committee** to have each created a volunteering profile and logged 10 hours of any work done as execs (E.g. Attending meetings, attending GMs, event planning, fundraising, coaching etc.) |
| Gold | **75% of Club/Society executive committee** to have each created a volunteering profile and logged 10 hours of any work done as execs (E.g. Attending meetings, attending GMs, event planning, fundraising, coaching etc.) |

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| **FUNDRAISING CRITERIA** |
| **Standard** | **Amount Required** | **Event & Date** | **Additional Information****(Only 50% from playing/society memberships, minimum of 3 members to take part in fundraising events.)** |
| Bronze | £200 |  |  |
| Silver | £500 |  |  |
| Gold | £800 |  |  |

In the event of a collaborative fundraising event, the total money raised will be split accordingly to the amount of societies/clubs involved, unless agreed otherwise in advance by all societies/clubs involved.

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| **COMMITTEE MEETINGS CRITERIAThese are meetings between exec members to help run the society/club and plan upcoming events/matches etc.** |
| **Standard** | **Required numbers** | **Dates of meetings** | **Additional Information****(minimum of 3 execs to attend)** |
| Bronze  | 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| Silver  | 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| Gold | 9 |  |  |
| 10 |  |  |

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| **ORGANISATION CRITERIA** |
| **Standard** | **Action required**  | **Completed (YES/NO)** |
| Bronze | All compulsory documents signed via DocuSign/ESign.Social Media Charter – Clubs & SocsAlcohol Policy – Clubs & SocsCode of Conduct – Clubs & SocsConstitution – Clubs & SocsInventory – ClubsRisk Assessment - ClubsDeclaration of Financial Responsibility – Clubs & Socs |  |
| [www.essexstudent.com](http://www.essexstudent.com) page up to date (blurb, training/meeting times, contact information). |  |
| President, Welfare Officer and Social Secretary (where roles exist) must have all attended Active Bystander Intervention training that has been offered, or watched a recording of the training if you weren’t able to attend.  |  |
| Compliance with the Essex Blades Federation/Societies Terms of Reference. |  |
| Attendance at all compulsory SU Student Activities training sessions, or to watch back/read the training videos/presentations if you were unable to attend the session(s). |  |
| Silver | Plan of terms events, ‘come and try’s’ etc uploaded to Student Activities what’s on page - <https://www.essexstudent.com/activities/whatson/>  |  |
| A club representative at all Essex Blades General Meetings/ a society representative at any Societies General Meetings. |  |
| Budget not exceeded (excluding extreme circumstances). |  |
| Club/society not found guilty of any disciplinary offences. |  |
| Gold | At least two club representatives at all Essex Blades General Meetings/ at least two society representatives at all Societies General Meetings, or to watch back recordings where two members were not able to attend.  |  |
| Before your general elections, the current executive team must hold a session to brief society/club members on the exec roles available and responsibilities each of them hold, and then complete a handover for each role once the elections have been completed. |  |
| Must compete/participate in at least 2 events across the year.  |  |
| (Clubs only) Provide details of all fixtures, results and sporting events using this Typeform – https://essexsu.typeform.com/to/vuhcAOiL |  |
| (Clubs only) No walkovers must be given for any fixtures. |  |
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Please note that Sports Clubs/Societies found guilty of any disciplinary offences will not be awarded a Gold Club Standard. Serious disciplinary offences may result in no club/society standard awarded at all and further action taken.

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| **SOCIAL EVENTS CRITERIA** |
| **Standard** | **Required numbers** | **Event & Date** | **Additional Information****(3 or more people to attend)** |
| Bronze | 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|
| Silver | 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| Gold | 8 |  |  |
| 9 |  |  |
| 10 |  |  |

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| **ENGAGEMENT CRITERIA** |
| **Bronze** | Have an active social media account (at least one post per fortnight) |  |
| Host an online welcome event |  |
| Host at least 1 social/activity a month (including online) |  |
| Collaborate once with Rebel: This can be writing an article; hosting a radio show or creating video content – you must submit the link to your piece of content under ‘Additional Information’ at the end of this application. |  |
| **Silver** | Attend Fresher’s Fair, or host a virtual stall during the January fair |  |
| Work on a project/event collaborating with another club/society |  |
| Have an active social media account (at least one post per week) |  |
| Collaborate twice with Rebel: This can be writing an article; hosting a radio show or creating video content – you must submit the links to your pieces of content under ‘Additional Information’ at the end of this application. |  |
| **Gold** | Collaborate three times or more with Rebel: This can be writing an article; hosting a radio show or creating video content -– you must submit the links to your pieces of content under ‘Additional Information’ at the end of this application. |  |
| Actively engage with students in one of the communities (Asian Network, Black Network, International Students Association, LGBTQ+ Networks, Mature Students, PGR & PGT Students, Student Parents & Carers, Students with Disabilities, Women Students) |  |
| Have an active social media account (at least two posts per week) |  |

**Celebrating Excellence**

If your club/society or an individual member (representing the club/society) has achieved national or international recognition for something they have done (including being shortlisted for an award), please let us know below.

Each accepted submission is worth 300 points. A maximum of 900 points will be granted for this section.

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| **1.** |  |
| **2.** |  |
| **3.** |  |

**Additional information/evidence to support application** *(E.g. photos of social events.)*