**RGU:Union Society Quality Mark**

The new RGU:Union Societies Quality Mark is a scheme set up to reward all our societies and recognise their hard work and dedication. Rather than being additional work, the scheme is designed to recognise work already happening and to provide a guide for running a successful society.

By meeting the criteria set out in each section, societies gain points. When a certain number of points is reached, the society will gain a Bronze, Silver or Gold award and will be presented with their award at the Student Achievement Awards Ball.

To apply, please download an application form from the RGU:Union website, available in the ‘Forms & Admin’ section, under the ‘Get Involved’ tab.

**The Themes**

There are five themes which underpin the awards, representing each of the areas where societies focus their work. The themes and definitions are as follows:

* **Engagement –** This category is about interacting with students and with RGU:Union, attending important events like training, forums and AGMs, and gaining new members for your society.
* **Administration and Finance** – This relates to the society’s ability to generate additional income, manage its finances and also do all the important administration tasks which will make the Union very happy indeed.
* **Activity** – Assessing your society’s activities during the year, in terms of the number and quality, and also the society’s success in achieving the aims and objectives set out at the start of the academic year.
* **Community** – This is community in the broad sense; this category is about how your society links with other groups, either on campus or in the local area, for the benefit of those groups and your members, whether through events, volunteering or fundraising.
* **Marketing** – This category is about how well you publicise your society, the publicity materials you produce and the ways you increase the reach of your communications for the benefit of your society and its members, and how successfully you communicate with RGU:Union.

Framework:

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| Theme | **Level 1** | **Level 2** | **Level 3** |
| **Engagement** | Committee to have attended Society Training Session (1)  President attends each society forum (apologies provided prior to the meeting and alternate person sent would be accepted) (1,2 &3)  Minimum of two committee members at RGU:Union AGM (2) | Met Level 1 criteria, plus:  Matching last year’s total of society members (1, 2 &3)  AGM held with more than 50% of society members in attendance (3)  Society puts in a nomination for the Group Awards at the SAA Ball (3)  Individuals from the society put in nominations for the Individual Awards at the SAA Ball (3) | Met Level 2 criteria, plus:  Achieving a 10 member increase in number of society members (1, 2 &3)  Minimum of one committee member at each Student Voice Forum (1, 2 &3)  Be represented at the Student Achievement Awards Ball (3) |
| **Administration and Finances** | 10 paid members submitted to RGU:Union with forms (1)  Society constitution submitted at the start of the academic year, signed by the committee (1)  New committee names, roles and matriculation number sent to RGU:Union within 10 days of AGM (3)  Society committee submit volunteering hours by end of February (3) | Met Level 1 criteria, plus:  Committee meets with Union to complete Development Plan (1)  Society completes all relevant risk assessments for events (1, 2 &3)  Grant request submitted (1) | Met Level 2 criteria, plus:  End of year report completed (3)  Handover checklist completed (3)  Society secures a grant or financial sponsorship (2) |
| **Activity** | Society takes part in Freshers Fayre (1)  Society takes part in Welcome Back Week (2)  Society holds an opening meeting during the first month of term (or the first month after the creation of the society) (1 & 2) | Met Level 1 criteria, plus:  Society runs an event, not counting Freshers Fayre, during Freshers Week (1)  Society organises at least 4 events of its own on or off campus (or digitally) during the year (1, 2 &3) | Met Level 2 criteria, plus:  Society takes part in an RGU Open Day or similar event organised by the university (if not run in 2020 by the university, this is removed) (3)  Society organises one large event, with over 100 attendees (can be digital) (1, 2 & 3) |
| **Community** | Society undertakes a charity fundraising initiative (1, 2 &3)  Society actively encourages a diverse range of students to become members. (1, 2 &3) | Met Level 1 criteria, plus:  Society holds at least one event, outside of regular meetings, which is open to all students (1, 2 &3)  Society links with another society, student group, network or sports club for an event or similar (1, 2 &3) | Met Level 2 criteria, plus:  Society raises a higher value of money for charity, or themselves than is given to the Society in grant from the Union (1, 2 &3)  Society members take part in community-based volunteering with an external group (1, 2 &3) |
| **Marketing** | Society has their own logo (1, 2 &3)  Society keeps their social media pages up-to-date with events and information (1, 2 &3)  Society adheres to RGU:Union policies on poster and flyer distribution on campus (1, 2 &3)  Society updates their page on RGU:Union website frequently (minimum annually) (1, 2 &3) | Met Level 1 criteria, plus:  Society has a mailing list and does regular mailouts using the Union website (1, 2 &3)  Society produces and distributes their own posters for publicity and events (or digital event graphics) (1, 2 &3)  Society keeps RGU:Union up-to-date on activities using the whats-on event submission (1, 2 &3)  Events are submitted to Wired to be shared to all students (1, 2 &3) | Met Level 2 criteria, plus:  Society engages RGU Comms Office to promote their activities externally via RGU Union (1, 2 &3)  Society consistently produces innovative publicity materials and campaigns (1, 2 &3)  Society has gained local media coverage for its work, for example P&J or Evening Express (1, 2 &3) |

**Points scoring**

As you meet the criteria for each section, you will pick up points.

*Meeting all the criteria for a level 1 category = 1 point*

*Meeting all the criteria for a level 2 category = 2 points*

*Meeting all the criteria for a level 3 category = 3 points*

**Total score**

To obtain your overall award, you need to achieve the following points totals:

*Bronze = 5 points or more*

*Silver = 13 points or more*

*Gold = 23 points or more*

*FULL HOUSE = 30 points*

**Accreditation Committee**

To ensure fairness and transparency, the awards will be judged and the end of each term by a panel made up of the following people:

* President (Communication and Democracy)
* Vice President (Societies)
* RGU:Union General Manager
* Student Development and Volunteering Coordinator

**Additional Evidence**

You can submit additional evidence to back up your application, which could include photos, videos, publicity materials, record of attendance for events etc. These should be submitted at the same time as your form.