

****

**NOMINATIONS PACK WILL BE EMAILED TO EVERYONE**

 **ON 28TH FEBRUARY 2018**

**YOU WILL ALSO FIND IT ON THE SGSU WEBSITE FROM 28TH FEBRUARY 2018 ONWARDS**

**DO NOT FORGET TO EMAIL** **SUSOCIET@SU.SGUL.AC.UK** **WITH COMPLETED NOMINATIONS FORM, BY MIDNIGHT 14TH MARCH**

**LATE NOMINATIONS WILL NOT BE ACCEPTED**

**SGSU Awards Nominations 2018**

**Nominations open: 28th February – 14th March**

**IMPORTANT INFORMATION**

* Nominations must not exceed their set word limit, but please note that not all nominations need to reach this limit in order to be successful.
* All nominations will be anonymised prior to the awards committee meeting.
* For all awards, **except laurels**, if the nomination is unsuccessful for the specific award chosen, the nomination may be eligible for an alternate award at the discretion of the awards committee. This process of moving the award will be done automatically during the awards committee meeting, so there is no need to submit the same award more than once.
* In the case of laurels nominations, these will **not** **be** **considered** for a lower award due to the higher word limit. If you would like your nominee to be considered for another award in the case of their laurels nomination being unsuccessful, please also submit a separate nomination for a lower award within the 650-word limit.

**HOW DO I NOMINATE SOMEONE?**

* Fill in nominations form and return to susociet@su.sgul.ac.uk by 14th March – you may not nominate yourself or second your own application, and the seconder and proposer must be different people.
* For all awards, **except laurels,** explain in **650** **words** or less why your nominee is deserving of the award.
* **For laurels** applications only, the maximum word limit is **800 words**.
* Strong applications might include:
* Specific aspects of university life to which this person has contributed
* Any awards/qualifications/ committee positions held
* How long and extensively they have been contributing to the SU
* Brief personal quotes or anecdotes from those who they have affected or had an impact on

**AWARDS EVENING**

* Awards will be presented during the evening of May Ball
* Winners will be notified in advance
* Dates and further details will be announced in due course.

**HOW IS THE AWARDS COMMITTEE RUN?**

* The Award Committee is made up of the Students’ Union Executive, Student Trustees, and any student members who wish to apply to sit on the committee. **To apply please email Vafie Sheriff** (vpfinance@su.sgul.ac.uk).
* The awards committee will be held over the weekend of **24th/25th March** on both days.
* Nominations are considered and discussed against their specific criteria outlined below and are then voted upon.
* As described above, nominations may be moved up or down at the discretion of the committee, and this is done if the criteria for the nomination submitted is not met or is exceeded.
* All nominations are anonymised, and if any proposers/seconders/close friends/etc. are present they will be asked to leave for the discussion and vote.

Please see the following page for important details about the criteria for each award available and be sure to read this carefully before submitting your nomination for the best chance of being successful.

If you have any further questions or queries, please feel free to contact the Societies Officers (susociet@su.sgul.ac.uk), Vafie Sheriff (vpfinance@su.sgul.ac.uk) or the SU Chair, Francesca Harris (chair@su.sgul.ac.uk).

**AWARDS AVAILABLE AND CRITERIA**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **TIME SPAN** | **ASPECTS OF UNIVERISTY LIFE** | **LEVEL OF ACHIEVEMENT** | **WORD LIMIT** |
| **SILVER CARD** | One year | One area | “outstanding commitment, contribution or excellence”“beyond the call of duty” *(i.e. nominations outlining an individual effectively fulfilling their committee position as president of a society will not be successful, for example)* | 650 |
| **COLOURS** | Two years minimum | One area | ”outstanding commitment, contribution or excellence in any one area” |
| **GOLD CARD** | Two years minimum | More than one area | “consistent excellence, firm commitment or contribution to more than one area of student life” |
| **LAURELS** | Laurels is the **highest and most prestigious** possible award a student can receive. Nominees must have demonstrated “unsurpassed excellence”, “unfailing commitment” and/or “distinguished service” over their time as St George’s.  | **800** |
| **Annual Awards** | Academic Year 2017-18 | These awards are given to the most deserving nomination for the current academic year, for their contribution and achievements **within SGUL**. Awards available are:* Sports Person of the Year
* Sports Team of the Year
* Performer of the Year
* Volunteer of the Year
* Community Project of the Year
* Society of the Year
 | 650 |
| **Progress Award** | This is a relatively newly created award which is given to the “most improved” **society**, or that which has made the most progress over the current year. |
| **Student decided award** | Please be aware that if there is a student or society who you feel is deserving of an award that does not fit the criteria listed above, we welcome nominations **chosen by you**, for example “*best student organised event*”. |
| **Staff Awards** | These awards are given to the most deserving nomination/s for the current academic year, for their contributions as: * Best Student Mentor
* Best Lecturer to First or Second Years
* Best Lecturer to Third of Fourth Years
* Any student may propose a member of staff for an award of their choice, subject to approval by their Year Rep
 |
| **Honorary Life Membership** | This award is given to those who are not normally eligible for automatic life membership (e.g. lecturers, staff, etc), meaning **normal student members are not eligible for this award.** This award is given to “those who have made a significant contribution to the St George’s Union or St George’s as a whole through their work”. |

*Please refer to the SGSU Constitution (page 99-105) for further details on each award which is linked on the awards page of the SGSU website:* [*https://www.sgsu.org.uk/get-involved/awards/su-awards/*](https://www.sgsu.org.uk/get-involved/awards/su-awards/)

*Contact the Societies Officers (**susociet@su.sgul.ac.uk**) with any questions.*

**THE RECIPIENTS OF THESE AWARDS CAN RECEIVE:**

* **Name on Honours Board** **–**  name displayed on the Honours Boards in the SU Bar
* **Gold card –** free access to all Student Union events **for life**, with the exception of black tie events and performances/evenings organized privately by individual clubs, societies or other recognized bodies
* **Silver Card –** free access to all Student Union events, with the exception of black tie events and performances/evenings organized privately by individual clubs, societies or other recognized bodies **for a period of 1 year,** starting from the 1st of August in the year of the recipient’s choosing or during last year of studies during graduating year.
* **Scarf –** privilege to wear SU colours in the form of a scarf
* **Badge –** privilege to wear SU colours in the form of a badge
* **Inscription** on Trophy/Cup which will be displayed in the Students’ Union’s Trophy Cabinet
* **Certificate of Achievement** **–**  official SU certificate signed by the Principal Jenny Higham and SU President

|  |  |
| --- | --- |
| **AWARD** | **REWARD** |
| **SILVER CARD** | Silver CardCertificate of Achievement |
| **COLOURS** | Silver CardScarfBadgeCertificate of Achievement |
| **GOLD CARD** | Gold cardScarfBadgeCertificate of Achievement |
| **LAURELS** | Name on Honours boardGold cardScarfBadgeCertificate of Achievement |
| **Annual Awards*** Sports Person of the Year
* Sports Team of the Year
* Performer of the Year
* Volunteer of the Year
* Community Project of the Year
* Society of the Year
 | Inscriptionof the individuals/group/team name on a trophy displayed in the Trophy CabinetName of the individual/ group/ team on theHonours Board in the Students’ UnionCertificate of Achievement |
| **Progress Award** | Certificate of Achievement |
| **Student decided award** | Certificate of Achievement |
| **Staff Awards*** Best Student Mentor
* Best Lecturer to First or Second Years
* Best Lecturer to Third of Fourth Years
 | Certificate of Achievement |
| **Honorary Life Membership** | Membership to St. George’s Students’ Union for life and the privileges that come with it.Certificate of Achievement |

*Please refer to the SGSU Constitution (page 99-105) for further details on each award which is linked on the awards page of the SGSU website:* [*https://www.sgsu.org.uk/get-involved/awards/su-awards/*](https://www.sgsu.org.uk/get-involved/awards/su-awards/)

*Contact the Societies Officers (**susociet@su.sgul.ac.uk**) with any questions.*