

# BUDGET POINTS WORKSHOP

Submitting a Strong Budget in Semester Two

# GOALS

- Understanding the budget points section.
- How to write a strong budget or improve on previous submissions.
- Working as a team.





# YOUR EXPERIENCE

What do you do well in the points section?

Do you think you could improve it?

What are some of the challenges you face?

# WHERE TO SCORE BUDGET POINTS

- Attendance: Admin seminars, C&S council, treasurer workshops/hustings/etc.
- C&S News / Activities / Events / Fixtures
- Awards (shortlist and winning)
- Good behaviour (finance, grievances & disputes, etc).
- Uploading Documents (statements, handovers, minutes).
- Social Media presence/Publicity.
- The Budget Submission - Points Section (you have to be able to prove that you did all of this!)
- Consistency!

**THE BUDGET:**

**POINTS BREAKDOWN**

# 1. Participation

**Number of Active Members:** No action required / no points

**Ball Tickets:**

200+ members = Maximum 18 tickets

100 - 200 members = Maximum 13 tickets

100 members = Maximum 8 tickets

**Points for Participation:**

Automatically awarded when Club or Society participates in the Semester 1 C&S Fair





## 2. Budget Engagement

**2 points per quarter academic year** are automatically awarded for adding at least **2 income and 2 expenditure items per quarter**

i.e. you need to regularly upload income and expenditure throughout the year - don't leave it until the last minute!

# 3. Membership Record Keeping

**Compliance With Online System:** 2 points

Use the UL Wolves website to sign up members

**Committee Up To Date Online (Semester 1):** 2 points

Awarded to Clubs & Societies if their committee details up-to-date at the end of semester 1

**Committee Up To Date Online (Semester 1):** 2 points

Awarded to Clubs & Societies if their committee details up-to-date at the end of semester 2



# 4. C&S Council Attendance

**C&S Council meetings will be held at least four times per semester:**

Attend 8+ = 8 points

Attend 5+ = 5 points

Attend 3+ = 3 points

Attend 1+ = 1 point

- 2 members must be present at each meeting
- One apology per semester
- One member must be a core committee member



# 5. C&S Awards

**C&S Awards:** 5 points are automatically awarded for attendance

**Bonus Points for Winning:** 2 points

**Bonus Points for Being Shortlisted:** 1 point

- Winning and being shortlisted for multiple awards means more points!
- If you win the award, you won't be given that 1 point for being shortlisted.

# Sections 1 to 5 are AUTOMATIC

These sections are automatically recorded by the system and do not require input. They reflect your consistent engagement with the budget, online system, awards, and the C&S Office. However...

**YOU WILL NOT BE AWARDED THESE POINTS IF YOU DO NOT FINISH THE BONUS POINTS SECTION**

# A Guide to Committee Administration

## 8.7 Budget Criteria

This hasn't been changed in exactly 10 years - if you don't like something, change it at council!

The screenshot shows a web application interface. At the top left, a blue header contains the text "C&S Executive Service" and "• Treasurer". To the right of the header is a blue navigation menu icon (three horizontal lines) and the UL Wolves logo (a black wolf head with a red and white scarf and the letters "UL" below it). Further right is a search bar with a magnifying glass icon and the text "Search Members". Below the header, a dark grey sidebar on the left contains two menu items: "← UL Wolves Site" and "← Guide to Committee Administration". A large red "X" is overlaid on the "Guide to Committee Administration" item. The main content area on the right features a large grey Euro symbol (€) on the left, followed by the text "C&S Executive Points 2" and a breadcrumb trail "Dashboard / Budget / Points".

# A Guide to Committee Administration

**There are points specific to clubs (8.7.1) and societies (8.7.2).**

Please read these and use them as a guide to writing your specific budget. The majority of the budget points section is common to both clubs and societies, so we will be focusing on that today! (75 points)


If there is something unclear in the guide, email [lisa.ryan@ul.ie](mailto:lisa.ryan@ul.ie) and use the drop ins.

# 6. Other Bonus Points

No writing needed! Just proof :)

### 6. Other Bonus Points: External Seminars Attended

We held one seminar in Semester 1 (see attached our advertising)



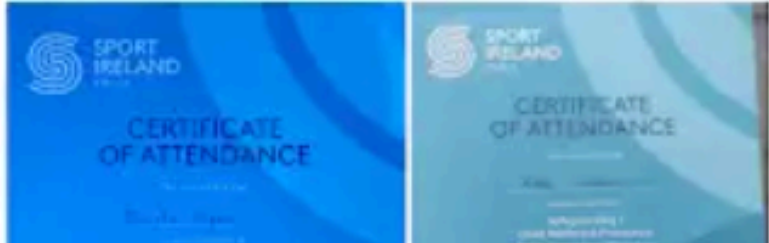
6. Other Bonus Points: External Seminars Attended

### 6. Other Bonus Points: Competency Development

Points for Competency Development are allocated when you invest in sending Archery Club members to complete training courses/seminars etc in order for these members to utilise these new skills for training and development within your Club for free (attach proof)

**Safeguarding 1 Workshop (24.10.2023)**  
Attended by Dervla Ryan & Lauren Moriarty (Sponsored by UI Sport)

Attended by Alan Ozani & Joseph Bourke (Paid for in full by UI Archery)



6. Other Bonus Points: Competency Development

### 6. Bonus Points - Intervarsity/Competition Winner

Points for Competency Development are allocated when you invest in sending Archery Club members to complete training courses/seminars etc in order for these members to utilise these new skills for training and development within your Club for free (attach proof)

**Irish Student Archery Association (ISAA) League**

**Intervarsities**

**Maynooth (28.10.23) - Two 1st place, one 2nd place, and one third place**  
<https://www.janico.net/YourData/2023/1575610.php>

Women - Individual Bow (Max 10 Arrows/Session) - After 30 Arrows (Session 1)				
Rank	Club	Score	Max	Points
1	UNIVERSITY COLLEGE DUBLIN	485	500	4
2	UNIVERSITY OF LIMERICK	475	500	3
3	UNIVERSITY COLLEGE DUBLIN	467	500	2

Women - Individual Open (After 30 Arrows)				
Rank	Club	Score	Max	Points
1	UNIVERSITY OF LIMERICK	427	450	4
2	UNIVERSITY OF LIMERICK	418	450	3
3	UNIVERSITY OF LIMERICK	413	450	2

Men - Individual Bow (Max 10 Arrows/Session) - After 30 Arrows (Session 1)				
Rank	Club	Score	Max	Points
1	UNIVERSITY OF LIMERICK	494	500	4
2	UNIVERSITY OF LIMERICK	487	500	3
3	UNIVERSITY OF LIMERICK	479	500	2


  

Men - Individual Open (After 30 Arrows)				
Rank	Club	Score	Max	Points
1	UNIVERSITY OF LIMERICK	441	450	4
2	UNIVERSITY OF LIMERICK	434	450	3
3	UNIVERSITY OF LIMERICK	426	450	2

6. Bonus Points - Intervarsity/Competition Winner

Type ▾ People ▾ Modified ▾

☰ 12. Event Frequency ⋮




☰ 11. Level of Participation ⋮




☰ 10. Level of Competition/Ev... ⋮




☰ 9. Publicity ⋮



☰ 8. Performance ⋮



☰ 6. Other Bonus Points: Provi... ⋮



# WRITING

only write what is true :)

## 7. Committee Development

Our club/society has fulfilled all the necessary criteria to secure full points in the Committee Development category. We have maintained a minimum of four/five core committee members, ensuring that our Chairperson, Secretary, Treasurer, and PRO **(with H&S responsibilities doubled up where applicable)** are up-to-date and correctly listed online. Each committee member has uploaded a high-quality handover document to the HANDOVER DOCUMENTS page. We have also submitted all committee meeting minutes for the past academic year on the COMMITTEE MINUTES page. Our financial affairs have been well managed, with relevant bank statements uploaded to the BANK BALANCES page. Additionally, we have promptly provided any required information to the C&S Office throughout the academic year.



# WRITING

## 8. Performance

Our club/society has met all the requirements to achieve full points in the Performance category. We have ensured that there are no outstanding creditors, with all debts cleared before the budget submission. Throughout the year, **we have maintained a positive and fair environment, with no grievances raised; if any concerns did arise, they were handled in a just and transparent manner.** Our overall track record demonstrates strong leadership, effective management, and active engagement in the C&S community. Additionally, **our attendance at Council meetings over the past three years has been consistent, as reflected in the sign-in records.**

# WRITING

## **9. Publicity**

Our club/society has fully met the requirements for the Publicity category. We have consistently provided regular updates on [ulwolves.ie](http://ulwolves.ie), ensuring that news, events, activities, and fixtures were posted in real-time. In addition, we have maintained active and engaging individual publicity through our own social media platforms, text groups, email lists, and posters to keep our members informed and involved. Our presence has also extended to internal UL media channels, ensuring visibility within the university community. Furthermore, we have secured coverage in external media, helping to promote our activities beyond UL. All necessary evidence has been attached to verify our efforts.



# YOUR COMMITTEE

Who should be responsible for the points section?

How long they have been on the committee?

What knowledge do they have?

Think about each role on your committee & which section they would be most suited for.

# GENERAL SUBMISSION GUIDELINES

- **Match the Criteria** – Clearly address each requirement.
- **Be Clear & Concise** – Stick to the point; avoid unnecessary details.
- **Use Bullet Points Where Possible** – Improves readability.
- **Provide Evidence** – Attach screenshots, links, or documents where needed.
- **Keep Records Updated Throughout the Year** – Prevents last-minute stress. The Snipping Tool is your best friend here!
- **Look at previous submissions** to see where your committee did it right and where they could improve.

# FINAL REVIEW BEFORE SUBMISSION

- **Spelling & Grammar Checked** – Professional and readable.
- **All Required Attachments Included** – Documents, links, and screenshots.
- **Submission Follows Any Formatting Guidelines Given** - if it asks for proof, provide proof. If there is a text box, write something!
- **Committee Has Reviewed & Approved Submission before sending.**

Finally... Complete the Income & Expenditure section. Review everything. Submit. Then you're done!

# OTHER USEFUL RESOURCES

- Your peers!
  - Which C&S consistently get 100 points? Talk to them!
- C&S Staff - Aisling, Lisa & Jana
- UL Sport Staff - Noreen & Neasa
- Communities Officer - [studentcommunities@ul.ie](mailto:studentcommunities@ul.ie)
- C&S Drop Ins
  - Tuesdays 2-4pm & Wednesdays 10-12pm

# FEEDBACK

