

Budget Points Submission Guidelines

This is not a definitive guide from the C&S Office – it is from a student perspective on how to make the most of the budget points section. All details are subject to change.

Resources

Ulwolves.ie - A Guide to Committee Administration (8.7 Budget Criteria)

Ulwolves.ie - Documents (Budget Points Workshop)

General Submission Guidelines

- **Match the Criteria** – Clearly address each requirement.
- **Be Clear & Concise** – Stick to the point; avoid unnecessary details. Don't waffle!
- **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.
- **Look at previous submissions** to see where your committee did it right and where they could improve.

Most of the points criteria applies to both clubs and societies (75 points).

The rest are unique to clubs or societies (25 points) – for more information see 8.7.1. and 8.7.2. of the *Guide to Committee Administration*.

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

TIP: Create a folder on Google Drive / SharePoint / etc. Make a new document for each category or section that requires a document as proof. Copy the question from the budget points section and assign it to a committee member. Then, copy and paste documents, links and photos to the file. Label everything clearly. (See Appendix).

7. Committee Development

ONLY WRITE WHAT IS TRUE. *Feel free to use these templates.*

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 **(Societies only: 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.

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.**

9. Publicity

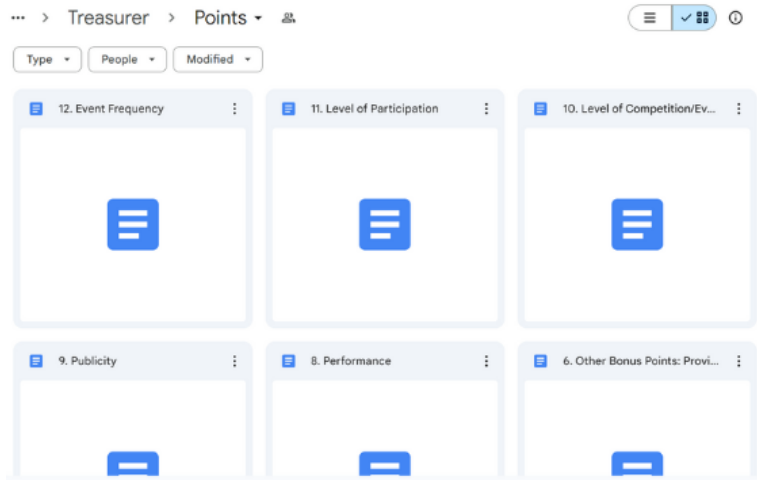
Our club/society has fully met the requirements for the Publicity category. We have consistently provided regular updates on ulwolves.ie, ensuring that news, events, activities, and fixtures were posted in real-time. In addition, we have maintained active and engaging individual publicity through our 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.

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
- C&S Drop Ins
 - Tuesdays 2-4pm & Wednesdays 10-12pm

Appendix

Appendix 1: Google Drive Folder Example



Appendix 2: Other Bonus Points Document Example

6. Other Bonus Points: External Seminars Attended

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



We held four seminars in Semester 2
(see attached our advertising)

