

UL WOLVES CLUBS & SOCIETIES



Budget Points Submission Guidelines

Version 2, Updated: Aug 2026

All details are subject to change.

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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 or Paragraphs 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.

*And most importantly... **ONLY WRITE WHAT IS TRUE.***

If you do not finish the points section, your entire budget will be rejected, regardless of the contents of your finance section. DO NOT FORGET TO COMPLETE YOUR POINTS.

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).

SECTIONS 1 TO 5

NOTE: SECTIONS 1 TO 5 ARE AUTOMATIC AND REFLECT YOUR PARTICIPATION THROUGHOUT THE YEAR

1. PARTICIPATION

CRITERIA	POINTS	ACTION REQUIRED
Number of Active Members	N/A	No action required
Ball Tickets	N/A	Request within the following regulations: 200+ Members = maximum 18 tickets 100 – 200 Members = maximum 13 tickets < 100 Members = maximum 8 tickets
Participation	10 Points	Automatically awarded upon participation in Semester 1 C&S Fair. No action required.

2. BUDGET ENGAGEMENT

CRITERIA	POINTS	ACTION REQUIRED
Income & Expenditure Uploads	8	2 points uploaded per quarter academic year. Add at least 2 income and 2 expenditure items per quarter

3. MEMBERSHIP RECORD KEEPING

CRITERIA	POINTS	ACTION REQUIRED
Compliance with Online Systems	2	Use the UL Wolves website to sign up members. No further action required.
Committee Up to Date Online (Semester 1)	2	Update your committee details at the end of semester 1
Committee Up to Date Online (Semester 2)	2	Update your committee details at the end of semester 2

4. C&S COUNCIL ATTENDANCE

CRITERIA	POINTS	ACTION REQUIRED
Attendance at council over 2 semesters	8	Attend 8+ = 8 points Attend 5+ = 5 points Attend 3+ = 3 points Attend 1+ = 1 point
		2 members must be present at each meeting (1 core & 1 other member, core or non-core) One apology is permitted per semester. What is a core committee member? Chairperson/President, Secretary, Treasurer, Public Relations Officer & Health and Safety Officer all qualify as core committee members.
Attendance at Hustings	5	Points awarded automatically for attendance at the husts.

5. C&S AWARDS

CRITERIA	POINTS	ACTION REQUIRED
Winning	2	Bonus points awarded automatically for each won award No further action required.
Shortlisted	1	Bonus points awarded automatically for each award you were shortlisted for. No further action required. If you win the award, you won't receive this point for being shortlisted.

BONUS POINTS

PROVINCIAL AWARD (2 points)

This bonus point is given for any of your teams/members winning a competition or award at a regional level.

Upload a screenshot of a scoreboard/leaderboard showing the win, and an **image** of the winners with the trophy or prize

REPRESENTATION ON GOVERNING BODY (3 points)

This bonus point is given for any of your committee/members representing your society on either the sport's governing body (for clubs) or a Student Union committee/council.

Upload a screenshot of your member being named on either an official website or social media post

INTERVARSITY / COMPETITION WINNER (3 points)

This bonus point is given if your club/society won any national or international competitions or intervarsity prizes.

Upload a screenshot of a scoreboard/leaderboard showing the win, and an **image** of the winners with the trophy or prize

COMPETENCY DEVELOPMENT (3 points)

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

Upload a screenshot of event posters/certificates of attendance, and an **image** of your members at the training/seminar

EXTERNAL SEMINARS ATTENDED (5 points)

A seminar is any training/talk/certification that gives your members extra knowledge/information outside of what they gain in regular training/events run by the committee. One point is awarded for each seminar, capped at 5 seminars.

Upload a screenshot of event posters/certificates of attendance, and an **image** of your members at the training/seminar

SECTIONS 7 TO 9

7. COMMITTEE DEVELOPMENT (13 points)

Text Box Template:

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 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.

Points & Evidence Breakdown:

CRITERIA	POINTS	PROOF/EVIDENCE REQUIRED
Core Committee	5 Points	Your club or society gains one point for each of the core committee roles that are filled (Chairperson, Secretary, Treasurer, Public Relations Officer, Health & Safety Officer). <i>Societies are considered low risk and are permitted to have their HSO responsibilities carried out by another core committee member if required (i.e. they must have a minimum of 4 core committee members)</i> C&S office can access your Committee List to see if these requirements are met. No screenshots required. List your core committee members in the Text Box.
Handover Documents	2 Points	Each core committee member is required to upload a good quality handover document. Points are lost for each handover document missing. Upload documents to the Handover Tab under “Documents”
Committee Minutes	2 Points	The committee is required to host at least 6 meetings per academic year; therefore, a minimum of 6 committee minutes should be uploaded to gain points in this section. Points are lost for each minutes document missing. Upload documents to the Minutes Tab under “Documents”
Bank Statements	3 Points	A valid bank statement (from within 6 months of the budget due date) must be uploaded, or all points to this section will be lost. Upload the document to the Bank Statement Tab under “Budget” in the Finances section.
Providing Information	1 Point	This point is rewarded for continuously working with the C&S Office to provide them with any information they might need throughout the year. No proof/evidence required.

8. PERFORMANCE (12 points)

Text Box Template:

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.

Points & Evidence Breakdown:

CRITERIA	POINTS	PROOF/EVIDENCE REQUIRED
No outstanding creditors	2 Points	A statement in the text box should suffice for this section, stating that you do not owe anyone any money at the end of the academic year. Also include, if available, a screenshot of a complete balance sheet of all your expenditure
No grievances	3 Points	If you have experienced no grievances, a short statement in the text box saying as such should suffice. If you have experienced grievances, state, in the text box, the details of how the grievance was solved, and upload screenshots of relevant emails/official correspondence as proof.
Overall Track Record	4 Points	Discuss, in the text box, your club or society's relationships with: - Other clubs and socs (including collab events organised, peer to peer support and how you might uplift each other in person or on social media) - The C&S office (your attendance at drop ins, communication with staff to solving any issues and anytime you might have volunteered to help with the organisation of events) - The wider UL community (how your events affect the wider UL population and your level of respect for the rooms and facilities you make use of) - The wider Limerick community (local initiatives, relations with local businesses, charity work etc)
Attendance at Council	3 Points	This is assessed based on sign-in records which are available to the C&S office. No screenshots required.

9. PUBLICITY (13 points)

Text Box Template:

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.

Points & Evidence Breakdown:

CRITERIA	POINTS	PROOF/EVIDENCE REQUIRED
Collective Platform	5 Points	This category tests whether you make use of the ulwolves.ie page with regular updates. C&S office can view all News/Events/Activities/Fixtures you have posted throughout the year. Make sure all these categories are made use of throughout the year. No screenshots required.
Individual Publicity	4 Points	This category awards you for your own social media/text group/email groups/posters. Upload images and screenshots of all examples in a pdf document, clearly labelled.
Internal UL Media	2 Points	This category applies to anywhere your events/workshops/news is shared within the UL community, but outside your individual publicity. This includes other UL clubs and socs reposting your posts, an Instagram takeover of the Student Life page, or collabs with UL Global or UL PSU. Include screenshots of all posts as proof.
External to UL Media	2 Points	This category applies to any publicity gained OUTSIDE of UL. This can include a post or collab by any non-UL body (including a charity partner, sponsor or company), a news outlet promoting your event (whether it be radio, news article or visual media) or members posting about your club or soc on their personal accounts. Include screenshots of all posts as proof.

SOCIETY HEADINGS

To account for the diversity of Societies activities, they are entitled to be **scored on each section singularly or collectively up to a maximum of 25 points**. All events can only be listed and scored in one section only. (The choice is the society's to make).

GUEST SPEAKERS

What is a guest speaker?

A guest speaker is any local individual with experience in the theme/topic of your workshop/event/talk. They do not have to have a college degree or accreditation in the topic, however they must be respected within their field of expertise. Completing a workshop/talk with this individual does not give your members any official accreditation, but it gives them valuable insight into the world of the guest and encourages them to pursue further knowledge.

POINTS	1 Point awarded per guest speaker (capped at 25) with the following criteria met for each
CRITERIA	PROOF/EVIDENCE REQUIRED
Guest Speaker (GS) Name and Bio	The Guest Speaker's name and a short biography should be included in the text box . The biography should include details of their achievements and why they fit the definition of a guest speaker.
Proof of Guest Speakers	Proof that the guest speaker attended your workshop/talk should preferably come in two forms. - A screenshot of the poster for the event from your society's social media (preferred) - A screenshot of email correspondence with the guest speaker - A picture of the guest speaker at the workshop/talk (must be accompanied by one of the other two examples listed above)
Detailed Descriptions of Workshops/Events	For each guest speaker, include a list of learning outcomes/workshop goals that align with the guest speaker's area of interest. Describe the workshop topic in the text box .

PROFILE SPEAKERS

What is a profile speaker?

A profile speaker is someone who is perceived as an expert in their area, whether they have specialised experience or a professional accreditation in the theme/topic of your workshop/event/talk. Some examples of this would include a published author giving a novel-writing workshop, a lecturer/professor in gender studies giving a talk on feminism, or a professional ceramics instructor teaching a pottery class. Completing a workshop/talk with this individual does not necessarily give your members any official accreditation, but it gives them valuable insight into the world of the guest and encourages them to pursue further knowledge.

POINTS	2 points awarded per speaker (capped at 25) with the following criteria met for each
CRITERIA	PROOF/EVIDENCE REQUIRED
Profile Speaker (PS) Name and Bio	The Profile Speaker's name and a short biography should be included in the text box . The biography should include details of their achievements and why they fit the definition of a profile speaker.
Proof of Profile Speakers	Proof that the profile speaker attended your workshop/talk should preferably come in two forms. - A screenshot of the poster for the event from your society's social media (preferred) - A screenshot of email correspondence with the profile speaker - A picture of the profile speaker at the workshop/talk (must be accompanied by one of the other two examples listed above)
Detailed Descriptions of Workshops/Events	For each profile speaker, include a list of learning outcomes/workshop goals that align with the profile speaker's area of interest. Describe the workshop topic in the text box .

EVENTS

What is an event?

An event involves a level of organisation above a normal weekly meeting/session and at least two of more of the following logistics: organising a venue, speaker, accommodation, reception, transport, special advertising, special pre-training, entry fee, etc.

POINTS	3 points per event (capped at 25), when the following criteria are met for each
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For full marks the following is required:

- Event titles, descriptions and dates (**written in the text box**)
- The event budget, including how much money was raised or spent (**written in the text box**)
- **Screenshots** of promotional content for the event
- **Images** of the event taking place

SHOWCASES

What is a showcase?

A showcase involves a level of organisation above an event, bringing an increased workload and planning to the committee. It must involve at least two or more of the following logistics: pre-planning (possibly a sub-committee), higher associated costs, successful sponsorship, attempt to involve the broader campus community beyond their own membership, visible profile on campus, prestigious speakers, etc.

POINTS	6 points per showcase (capped at 25), when the following criteria are met for each
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For full marks the following is required:

- Showcase titles, descriptions and dates (**written in the text box**)
- The showcase budget, including how much money was raised or spent (**written in the text box**)
- **Screenshots** of promotional content for the showcase
- **Images** of the showcase taking place

CLUB HEADINGS

CLUB TYPE 1: TEAM SPORTS

NUMBER AND NAMES OF TEAMS (10 points)

Two points are awarded per team	1 team = 2 points 2 teams = 4 points 3 teams = 6 points 4 teams = 8 points 5 teams = 10 points
Text Box Section	Begin the text section by stating the exact number of teams your club has. Follow on from this by clearly naming and describing each team and where/how they compete
Uploads Section	Screenshots of posts promoting the teams' performances in training or competitions can be used as proof here An alternative would be to include a screenshot of the leaderboard/rankings from a competition they have competed in

SCHEDULED GAMES & COMPETITIONS (15 points)

One point is awarded per game	3 games = 3 points 6 games = 6 points 9 games = 9 points 12 games = 12 points 15 games = 15 points
Text Box Section	Open with a statement of exactly how many games your club has played this year. Then give a list of all games and competitions (including intervarsities), with a description of which of your teams played in them.
Uploads Section	Attach screenshots of the game results/timetables as proof of your club competing

CLUB TYPE 2: INDIVIDUAL COMPETITION

LEVEL OF COMPETITION/EVENTS (10 points)

Enter your highest-level competition/event	County = 2 points Regional = 4 points Provincial = 6 points National = 8 points International = 10 points
Text Box Section	Clearly state which level (from the list above) your chosen competition/event falls under. Describe the competition/event, including how many of your members attended and any achievements/wins earned
Uploads Section	Include screenshots of social media posts/posters about the competition/event Include screenshots of leaderboards/timetables/scoreboard from the event

LEVEL OF PARTICIPATION (9 points)

Max points gained by encouraging the participation of all levels of experience	Beginners = 3 points Intermediates = 3 points Advanced = 3 points
Text Box Section	Describe in separate paragraphs how each of the above levels are included and encouraged to participate in your club. This can include describing events/training/leadership experience/coaching etc.
Uploads Section	Include screenshots of any events/training sessions mentioned in the text box. Also attach evidence of teams/competitions that include participants of different levels.

EVENT FREQUENCY (6 points)

What is an event?

An event involves a level of organisation above a normal weekly meeting/training session. It relates to competition or a special training session which involves extra organisation or travel to get to the event location.

Text Box Section	List all: - Games - Fixtures - Special Workshops - Fundraising Events Also include a description of each event, as well as dates, income and expenditure relating to the event and approx. number of members in attendance.
Uploads Section	Upload screenshots of event posters from your personal promotion as proof that the event took place.

CLUB TYPE 3: LEVEL BASED ACHIEVEMENT

GRADING LEVEL OF CLUB (6 points)

What counts as a grade achievement?

A grade achievement differs depending on the club or sport. It can be described as any test/special training that awards your members a certificate/title. This certificate/title would deem the member to be a higher-experience participant in the sport or award them a certain amount of expertise in the area. For martial arts, this might be completing a grading test to receive their next belt. For a high-risk sport, it might be training in the safe use of the equipment involved in the sport.

2 Points earned per grade achieved this academic year	1 grade = 2 points 2 grades = 4 points 3 grades = 6 points
Text Box Section	Name and describe each grade achieved by your members this academic year. Do you host these gradings/tests/certifications within your club or are they outsourced – describe Describe how your club trained/supported your members to achieve these grades
Uploads Section	Upload screenshots of certificates proving a member achieved this grade within this academic year

LEVEL OF COMPETITION/EVENTS (5 points)

Enter your highest-level competition/event	County = 2 points Regional = 4 points Provincial = 6 points National = 8 points International = 10 points
Text Box Section	Clearly state which level (from the list above) your chosen competition/event falls under. Describe the competition/event, including how many of your members attended and any achievements/wins earned

Uploads Section	Include screenshots of social media posts/posters about the competition/event Include screenshots of leaderboards/timetables/scoreboard from the event
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SEMINARS HELD BY CLUB (5 points)

What is a seminar?

A seminar involves more work and time to organise than your average weekly training session. It intends to teach your members specific skills or hone their existing abilities to enhance their participation in the sport. This could include a training session with a high-level expert guest speaker, professional health and safety training, or certification in the use of equipment. A seminar involves a higher level of promotion by your club and may involve facility booking or travel costs outside of your standard activity.

For full marks the following is required:

- Seminar titles, descriptions and dates (**written in the text box**)
- The seminar budget, including how much money was raised or spent (**written in the text box**)
- **Screenshots** of promotional content for the seminar
- **Images** of the seminar taking place

LEVEL OF PARTICIPATION IN CLUB (9 points)

Max points gained by encouraging the participation of all levels of experience	Beginners = 3 points Intermediates = 3 points Advanced = 3 points
Text Box Section	Describe in separate paragraphs how each of the above levels are included and encouraged to participate in your club. This can include describing events/training/leadership experience/coaching etc.
Uploads Section	Include screenshots of any events/training sessions mentioned in the text box. Also attach evidence of teams/competitions that include participants of different levels.

OTHER USEFUL RESOURCES

- Your peers! - Which C&S consistently get 100 points? Talk to them!
- C&S Staff
- UL Sport Staff
- Communities Officer - studentcommunities@ul.ie
- C&S Drop Ins
- Ulwolves.ie - A Guide to Committee Administration (8.7 Budget Criteria)
- Ulwolves.ie - Documents (Budget Points Workshop)