

Society Superstars Evidence Guide

Bronze – Brilliant Basics

Complete all 8

- 1. All Core-4 Committee to have completed Society Training**
Verified by the ART team 😊
- 2. Have at least 10 members on the BCUSU website**
Verified by the ART team 😊
- 3. Provide an up-to-date Constitution, with yearly plan**
Upload your completed Constitution and Yearly Plan document
- 4. Provide an inventory and/or plan for resources for the year**
Upload your completed [Inventory/Shopping List document](#)
- 5. Provide an Inclusivity and Accessibility statement**
Upload your completed [Inclusivity and Accessibility statement document](#)
- 6. Provide a budget plan for the year**
Upload your completed [Budget document](#)
- 7. Have at least 1 Committee member present at Society Council**
Verified by the ART team 😊
- 8. Have an up-to-date welcome email for new members on the website**
Upload a completed Welcome Email template document

Silver – Skillful Society

Complete 8 of 10

- 9. Run at least 1 Give-it-a-Go session**
 - Upload a screenshot of the event page on the BCUSU website
 - AND a photograph of the event taking place
- 10. Have at least 20 members on the BCUSU website**
Verified by the ART team 😊

- 11. Have had good communication with your members**
 - Upload screenshots of 2 emails you have sent through the BCUSU website to your members
 - AND screenshots of 2 other messages sent to your members, on any platform
- 12. Have at least 1 Committee member present 2 Society Councils**

Verified by the ART team 😊

You do not need to send the same Committee member to both Councils, you are welcome to rotate the responsibility of attending.
- 13. Collaborate with another Society on an event/campaign/social**
 - Upload a screenshot of the event page on the BCUSU website
 - AND a photograph of the event taking place
- 14. Fundraise at least £50 for your Society or a Charity**

Verified by the ART team 😊
- 15. Attend a promotional event at City Centre**

Verified by the ART team 😊

This includes events like Big Welcome Fair, and Society Fairs
- 16. Attend a promotional event at City South**

Verified by the ART team 😊

This includes events like City South Social, and New Year Welcome
- 17. Run at least 1 event on another Campus**
 - Upload a screenshot of the event page on the BCUSU website
 - AND a photograph of the event taking place
- 18. Participate in a University or Community Outreach event (Open Day, Applicant Taster Day, Family Day etc.)**

Upload a screenshot of an email or message from a member of BCU or BCUSU staff confirming your participation at the event.

This should include:

 - Event name
 - Event date
 - Your Society name

19. Run a Wellbeing event

- Upload a screenshot of the event page on the BCUSU website
- AND a photograph of the event taking place

20. Run or participate in an event linked to an Awareness Month/Day or Cultural holiday

- Upload a screenshot of the event page on the BCUSU website
- AND a photograph of the event taking place

Participating in an event might look like having a stall at a BCUSU-led Black History Month event etc.

Gold – Going for Greatness

Complete 8 of 10

21. Have at least 40 members on the BCUSU website

Verified by the ART team 😊

22. Have at 50% of your members vote in the BCUSU Officer Elections

Verified by the ART team 😊

23. Collaborate with a Society at another University

- Upload a screenshot of the event page on the BCUSU website
- AND a confirmation message from the other Society that you are working together on the event

24. Have at least 1 committee member attend Student Members Meeting

Verified by the ART team 😊

25. Have at least 1 committee member attend 4 Society Councils

Verified by the ART team 😊

You do not need to send the same Committee member to the Councils, you are welcome to rotate the responsibility of attending.

26. Fundraise £100 or more for your Society or a Charity

Verified by the ART team 😊

- 27. Volunteer as a Society in the local community**
- Upload a photograph of your Society volunteering
 - OR confirmation from the organisation you are volunteering with
 - OR a certificate of participation from Careers+
- 28. Run at least 2 events at another Campus**
- Upload a screenshot of the event page on the BCUSU website
 - AND a photograph of the event taking place
- 29. Nominate your Society, or a member, for a Roary**
- Upload a screenshot of your nomination, or the confirmation email thanking you for your nomination
- 30. Have put 10 events on the What's On page across the year**
- Verified by the ART team 😊
- 31. Have had consistent communication with your members**
- Upload screenshots of 4 emails you have sent through the BCUSU website to your members
 - AND screenshots of 4 other messages sent to your members, on any platform
- If you completed Goal 11 in Silver, you can re-use the 2 emails and messages you submitted there, and provide 2 additional emails and messages for a total of 4 each.*

Anything marked 'Verified by the ART Team' are either periodically checked and updated on the tracker, or done after the meeting/event has taken place.

If you've completed one of these goals and it hasn't been updated, you may use the submission form to prompt ART to check it.

You might find that you might be able to claim two goals with the same evidence (like running a wellbeing event and collaborating with another Society). Be savvy and have a look at what you could combine!