**INSTITUTIONAL STUDENT GOVERNANCE OFFICE AWARDS (SOUTH CAMPUS):**

**CRITERIA & CHECKLIST FOR APPLICATION FORM:**

The following documents **MUST BE** attached to the Application Form to be considered for the award categories:

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| **Award Category** | **Criteria** | **Supporting Documents** | **Attached? YES.** |
| 1. **CSRC Leadership Award:** | * Shown significant contribution to their SRC portfolio * Outstanding academic performance amongst other SRC members * Good personality * Displays positive attitude * Self-disciplined individual * Responsible and accountable * Focused, committed, and reliable * Role model * Striving for good fellowship with other SRC members * Increased display of professionalism and high morale | * Completed application form * Final term report or portfolio of evidence * Personal profile or curriculum vitae * Academic transcript * SGO referral letter * Motivation: written submission of 500 words or two-minute video | The referral letter will be provided by the SGO once entries have been submitted. |
| 1. **Best CSRC Portfolio Award:** | * **Innovation** – Has the project stimulated new thinking, or laid the foundations for further innovation? * **Return on investment** – Has the project measurably improved the SGO’s ability to achieve its core goals? * **Quality of management** - Was the project completed on time and within budget? Did the project deliverables match or exceed the initial objectives? What lessons were learned to improve the management of future projects? * **Impact** – What measures have been used to assess the success of the project? How will the project deliverables support future growth or change in the organization? | * Completed application form * Final-term report or portfolio of evidence * Summary in 500 words how the project/initiative meets each of the four criteria points. * SGO referral letter | The referral letter will be provided by the SGO once entries have been submitted. |
| 1. **Association/Organisation of the Year Award:** | * Demonstrated significant effort to fulfill and further its purpose and mission through its contribution to the Student Governance Office and observing its Standard Operating Procedure. * Contributed significantly toward the improvement and growth of individuals within their association/oprganiation, and the campus community at large that stands out above others. * Most significant impact on campus community that stands out above others and serves as a role model for other associations/organisations on the campus. | * Completed application form * Brief description in 500 words setting out who they are and what they do. * An outline of policies or key strategic programmes put in place to further the development of individuals within the association/organisation. | The referral letter will be provided by the SGO once entries have been submitted. |

**APPLICATION FOR STUDENT GOVERNANCE OFFICE AWARDS (SOUTH CAMPUS):**

Applicant Name:

Award Category:

Leadership Position:

Student Number:

**MOTIVATION FOR AWARD CATEGORIES:**

1. **CSRC Leadership Award:** Written submission of 500 words or two-minute video.
2. **Best CSRC Portfolio Award:** Summary in 500 words how the project/initiative meets each of the four criteria points.
3. **Association/Organisation of the Year Award:** An outline of policies or key strategic programmes put in place to further the development of individuals within the association/organisation.

**NB:**

* Online application submissions open from the 6TH of September and close on the 20TH of September 2024.
* The CSRC Leadership Award and Best CSRC Portfolio Award categories are only applicable to CSRC members.
* The Association/Organisation Award category is only applicable to registered associations/organisations.
* All entries will be evaluated by the Student Governance Office (SGO), for completeness and adherence to the terms and conditions listed in the application form and set criteria for the respective award categories.
* The SGO alongside external stakeholders within the DSA will shortlist entries received in each category based on the agreed set of criteria and decide on the final winners.