Society Tier System Evidence Portfolio

*Anything in italics can be removed from your final portfolio – they are just hints and tips to help you complete one!*

*Remember – you can upload the same evidence for more than one requirement. If your event meets several criteria, that's fine!*

*Compulsory requirements are marked with (\*). Some criteria are not listed because the evidence can be attained by the Societies' Office.*

*Name of Society*

*Society Logo*

Application for *Gold/Silver/Bronze* Tier

**BRONZE/SILVER/GOLD**
These criteria apply to more than one level, so just provide evidence for what you can.
For details about the criteria, visit [www.swansea-union.co.uk/societies/tiersystem](http://www.swansea-union.co.uk/societies/tiersystem)

* **Non-Alcoholic Events\***
*Evidence can include a risk assessment, event poster, Facebook event, or photographs.*
* **Event Frequency\***
*Evidence should include a risk assessment, to demonstrate how regularly rooms were booked (if applicable). If rooms were not booked, provide evidence of booking external spaces, or regularly posting Facebook events.*
* **Both Campuses\***
*Evidence can include risk assessments, event posters, or Facebook events. Just provide evidence for the campus on which you are not usually situated.*
* **Increase membership**
*If you think you have increased your membership, include your current membership here again and the Societies' Office can check it compared to last year. You need to have increased it by* ***10%*** *for* ***Silver****, and* ***20%*** *for* ***Gold****.*
* **Swansea Student Media**
*Evidence can include an article in The Waterfront (online or on paper), or email evidence of working with Xtreme or SUTV. You need to have got involved* ***once*** *for* ***Silver****, and* ***twice*** *for* ***Gold****.*
* **Contribution to a SUSU Society collaborative event**
*Evidence can include emails between Societies/staff. You need to have contributed* ***once*** *for* ***Silver*** *and* ***three times*** *for* ***Gold.***
* **Study Sessions**
*Evidence can be a risk assessment or Facebook event. You need to have hosted one* ***once per term*** *for* ***Silver*** *and* ***twice per term*** *for* ***Gold****.*

**BRONZE**
All criteria in Bronze are compulsory. For details about the criteria, visit [www.swansea-union.co.uk/societies/tiersystem](http://www.swansea-union.co.uk/societies/tiersystem)

* **Membership Figures\***
*Take a screen shot of how many members you have from the SU website. Check out the* [*website guide*](http://www.swansea-union.co.uk/societies/websiteguide) *to show you how to find this information.*
* **Society Funds\***
*Email* *finance.reception@swansea-union.co.uk* *and request a copy of your society statement, then copy it here.*
* **AGM Minutes\***
*Upload a copy of the minutes from* ***this year's*** *election (i.e. not the minutes you use for HEAR accreditation!).*
* **SU Webpage\***
*Take a screen shot of your SU webpage, including a copy of its Welsh version (click the orange speech mark in the top right-hand side of the website). If it has not been translated, just ask the Welsh translators! welshtranslator@swansea-union.co.uk*

**SILVER**
You must complete all 8 compulsory Silver criteria, along with 5/11 of the optional.

* **Event open to the entire student population\***
*Evidence can include a risk assessment, event poster or Facebook event.*
* **Volunteer/raise money for a charitable cause\***
*Evidence can include a risk assessment, event poster, Facebook event, or photographs.*
* **Host a Give it a Go event**
*Evidence can be a Facebook or SU website event with relevant artwork.*
* **Social Media**
*Provide us with links to any and all of your social media.*
* **Successful funding application**
*Take a screen shot of the confirmation email Charlotte sent you upon successfully acquiring funding.*
* **Talk/Workshop with *Internal* Speaker**
*Evidence can include a risk assessment, event poster, Facebook event, or photographs.*
* **Host a quiz**
*Evidence can include a risk assessment, event poster, Facebook event, or photographs.*
* **Host a debate**
*Evidence can include a risk assessment, event poster, Facebook event, or photographs.*
* **Trip outside Swansea**
*Evidence can include a risk assessment, event poster, Facebook event, or photographs.*

**GOLD**
You must complete all 6 compulsory Gold criteria, along with 8/13 of the optional.

* **Hosting a Collaborative Event**
*Evidence can include emails between you and your collaborators.*
* **Talk/Workshop with *External* Speaker**
*Evidence can include a risk assessment, event poster, Facebook event, or photographs.*
* **Trip abroad**
*Evidence can include a risk assessment, event poster, Facebook event, or photographs.*
* **University Department Involvement**
*Evidence can include emails between your Society and the department.*
* **Local Community Involvement**
*Evidence can include emails between your Society and a local community body.*
* **Campaign**
*Evidence can include emails, risk assessments, Facebook events or photographs.*
* **Event open to the public**
*Evidence can include a risk assessment, event poster, Facebook event, or photographs.*
* **Collaboration with non-SUSU Societies to host an event**
*Evidence can include emails between your Society and non-SUSU Societies.*
* **Original Event**
*Evidence can include a risk assessment, event poster, Facebook event, or photographs.*