



How to:

WRITE A GREAT NOMINATION

Make sure to include:

- **Why your nominee deserves to win this award**
 - Have they had a positive impact on student life?
 - Have they gone above and beyond what is expected?
- **What impact has your nominee has?**
 - What difference did they make?
 - How did it benefit the students involved or the cause they work on?
 - Why was what they achieved important?
 - How did it go above and beyond?
- **Examples of how your nominee meets the award criteria**
 - This doesn't have to be a written answer. You can instead include photos, videos or links to content. Or perhaps record a video of you talking about how they meet the criteria.



NOMINATIONS FAQS

How many nominations can I submit?

You can submit as many nominations as you like. But remember, quality is better than quantity!

Will the winner be decided on whoever has the most nominations?

In short, no. We would prefer one well thought out and meaningful nomination, rather than hundreds of nominations that don't include much detail.

We will combine any nominations for the same person, project or group into one entry. We won't give extra credit if we get multiple nominations for a specific project.

When does the nomination activity need to have taken place to be eligible for an award?

To be eligible for a Guild Award, you need to be referring to an activity between March 2023 – March 2024.



How will the shortlist be decided?

Each award will have a panel made up of a staff member, full time officer and student member. The panel will review all nominations for the award and look to shortlist down to 4 nominations.

Nominations will be judged against the criteria provided, so for example the wellbeing award panel will be looking for nominees that:

- Have championed student wellbeing
- Put wellbeing at the heart of what they do
- Strived to make a positive impact
- Have raised awareness, campaigned or equipped others with knowledge and skills to champion wellbeing.
- Created an initiative to enhance student wellbeing.
- Has brought the student community together through events and activities that benefit wellbeing.

How are you making the judging process fair?

Each award has a judging panel made up of a full-time officer, student and guild staff member.

All panel members will inform the rest of the panel of any vested interest in any nominee. So, for example if the judge is involved in some way with the society nominated, they wouldn't get to shortlist for that category.



How are winners decided?

The shortlisted nominations will go to a panel made up of the Guild CEO, a full-time officer and a student who have not been involved in any panel shortlisting. They will rank the shortlisted nominees for each award from 1 to 4, selecting a winner, highly commended and 2 runner ups.

If I have any other questions, who should I contact?

If you have any questions about:

- the Guild Awards event
- the nominations process
- how to be part of an awards panel

Contact Emily Jameson, our Campus Engagement Manager:

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