

BIG Award - Step by Step Guide



1. Log onto our website www.bullyinginterventiongroup.org
2. Press **Enter your BIG Portfolio Here** button.
3. Read through each of the criteria required to achieve the BIG Award
4. Complete each field with a few paragraphs to demonstrate how you feel your school is achieving each of the criteria.
5. You can save your portfolio at any time, all information added will be there when you log back in.
6. Use the BIG Guides for each criteria to help you understand what is required to achieve the BIG Award.
7. Once you have completed each field, press **Submit**, your portfolio will be sent to us for assessment.
8. We will send you an acknowledgement of receipt of your portfolio. We will contact you if we require any further information or once assessment is complete.
9. Once you receive your confirmation email that your school/organisation has achieved the BIG Award, you will receive your logo attached, your wall plaque will be sent within 2 weeks by post.
10. If you have any questions you can contact us and we will be happy to help you.