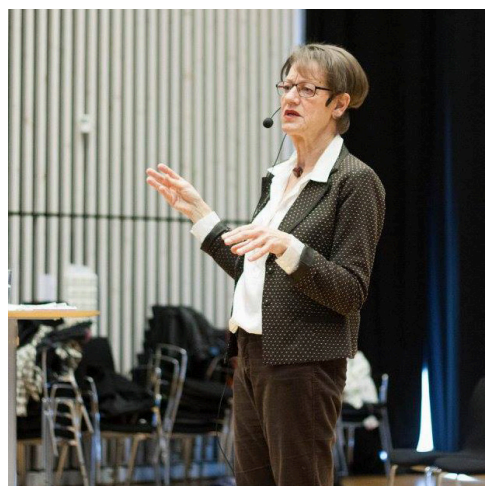


Student Union Malmö

Guide for Associations

2017



► Room booking

Kölsvinet

Kölsvinet is booked through the Unions janitor Andre Waider.

Mail; andre.waider@karen.mah.se

Info; make the booking as soon as you can, since the room is used a lot.

Malmö university

The rooms are booked through the Unions organizations administrator Lena Petersson.

Mail; lena.petersson@karen.mah.se

Info; needs to be booked at least 1 week before the event. Needed for the booking:

- Info about the event
- How many people is coming
- Time and date

The conference room 3rd floor Union house

Booked through calendar on the door.

4th floor

Booked through google calendar.

► Booking of the technology equipment

Booking of the unions sound mixer

Booked through the Unions organizations administrator Lena Petersson.

Mail; lena.petersson@karen.mah.se

Booking of the Unions microphones (to be used in Kölsvinet)

Booked through the Unions organizations administrator Lena Petersson.

Mail; lena.petersson@karen.mah.se

Booking of the projector

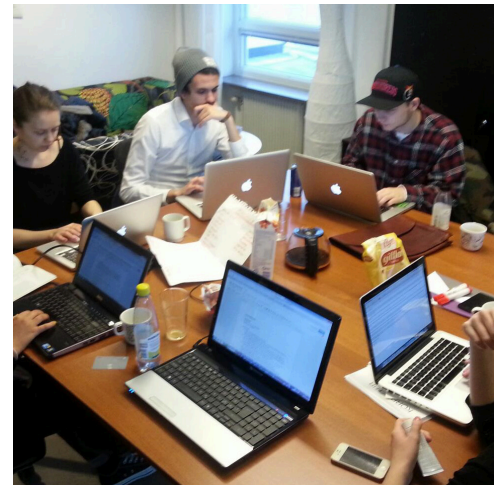
Bokas genom Google kalender

Booking of Malmö university's microphones (to be used in university's rooms

Booked through the Unions organizations administrator Lena Petersson.

Mail; lena.petersson@karen.mah.se





► Economics

Expense, cash in advance and other economics questions

If you need help with how to hand in receipt and cash in advance contact the Unions organizations administrator Lena Petersson. You can also get help with for example accounting, tax declare or how to open your own bank account.

Mail; lena.petersson@karen.mah.se

Ask for money (Äskningar) from the Student union

The application is to be sent to the head of association and the organisation administrator.

Mail head of association; paolo.alexandriyski@karen.mah.se

Mail org admin; lena.petersson@karen.mah.se

Deadline to send in application;

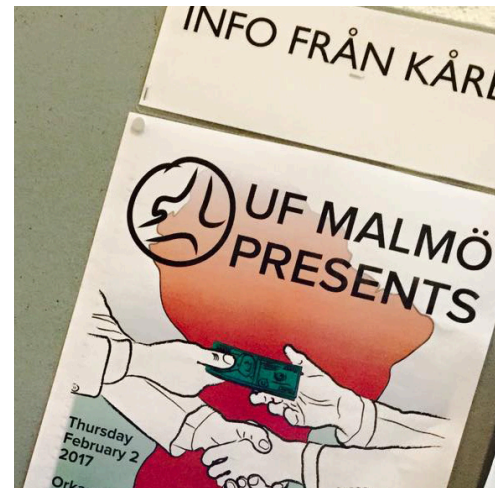
The autumn semester; 19/9

The spring semester; 12/2

Your application (äskning) should include the following:

1. Information about the board and contact person
2. Explanation of the cost and income
3. Budget with cost and income

For more information read “Äskningsmall for associations” at malmostudenter.se.



► Posters and PR material

Posters and flyers

For help with making the posters and flyers contact the communicator Erika Persson one week before you need the material.

Mail: erika.persson@karen.mah.se

Printing

For help with printing existing materials, it needs to be sent to the communicator at least 3 days before you need them.

Mail: erika.persson@karen.mah.se

Info;

- Photos needs to be high resolution (300 dpi)
- The Union logo should be on the material. Download it at malmostudenter.se/logotyp/
- Posters are printed in size A3 (297x420 mm)
- Flyers are printed in size A5 (148x210 mm) and A6 (105x148 mm)
- The printer can't print all the way out to the edge, so the material will have a 5 mm white boarder.

The Toilet Paper

An email with info and deadline for the Toilet Paper is sent to you once a month. There is limited space, so try to keep the text as short as possible. Your text may be shorten/edited. If you haven't received the email contact the communicator.

Mail; erika.persson@karen.mah.se

Facebook

We are happy to help share your events on the Union Facebook page when we have space for it. Remember to send the info in good advance.

Mail; erika.persson@karen.mah.se

Web pages

It's possible for associations to have a web page under the Unions web hotel. Contact the communicator for help to set it up.

Mail; erika.persson@karen.mah.se

► Activities

Soup lunch

Every Wednesday soup is served in Kölsvinet for the students. As an association, you can be responsible for a soup lunch either once a month or occasional time during the semester. You will oversee buying all the ingredients and you get to keep eventual profit or cover eventual loss. Contact the responsible for the Soup lunch for more info.

Mail; potus.kallstrom@karen.mah.se

Kaffe med Kåren

Every month the Student union visit the faculties, we talk to the students, hand out free coffee and give the students info about what we do. As an association, you can come with us and market your association. For more info and for booking contact head of association.

Mail; paolo.alexandriyski@karen.mah.se

The Union Days

The Union Days is a fair, that the Union organize every year in the beginning of the fall semester. Malmö University, The Union, companies and organisations visit the fair at all faculties. This is a perfect opportunity for the associations to meet new students. You will receive an invitation in August. For more info contact the organizations administrator Lena Petersson.

Mail; lena.petersson@karen.mah.se

► Other

Help with start-up of a new association and revising document

The head of association is helping with start-up of a new association and if you for example want to revise your constitution. You can also get help with writing an operational plan and a budget.

Mail; paolo.alexandriyski@karen.mah.se

Access cards

Every association can pick out maximum two access cards to the student union building. Exceptions can be made if you are a large organization with many committees. For more information and to pick up the access card contact organization administrator.

Mail; lena.petersson@karen.mah.se

