

Routine for association that ask (äskar) for money from The Student Union

Important dates;

19/9 deadline for application autumn semester

12/2 deadline for spring semester

The Student Union board will have the meeting one week after the deadline. See that you got all the right information within the `askning`, then it's going to be a easier to approve it at the first meeting. If you have any questions regarding the procedure contact Lena Petersson, organisations administrator, lena.petersson@malmostudenter.se or Associations foreningsansvarig@malmostudente.se responsible to book a meeting.

Your "askning" should include the following:

1. Information about the associations board and contact person
 2. Explanation of the cost and income
 3. Budget with cost and income
1. Information about the association, this information you can include in the e-mail when you send in the "askning".
 - Witch association
 - Responsible contact person from the association, for example the treasurer
 - Contact info for the whole board and the responsible (e-mail and phone)
 2. Explanation of the cost and income

Here you can describe the things you are planning for the semester that you are "askar" for. Describe as detailed as you can on every event you are planning. This will make it easier for the board to approve your "askning". See example.

You can't "aska" for the following things;

 - Payment for lecturer
 - Travel for the people with in the association
 - Payment for guards at event outside of Malmö University ordinary opening hours
 - Fika for your board meetings
 3. Budget

Here you describe the expected cost and income for the semester you are asking for. Specify the cost for every event and try to break down by specifying the sum you are asking for, see example.