

Student Union Malmö's Sponsoring policy

The following guidelines support the work of sponsorship, as well as in decision to receive sponsorship and for evaluation and follow-up of existing collaborations.

1. Student Union Malmö's **definition of sponsorship**.
Sponsorship is a business cooperation for mutual benefit for the parties, where sponsorship and repayments are governed by an agreement. If there is no claim for opposition, it is a matter of gift or donation.
2. **Objectives and purpose** of sponsorship cooperation.
 - To carry out projects that otherwise would not be possible or to raise the level of ambition for projects already decided.
 - Receive products that benefit the Student Union Malmö and our members.
3. **In what framework**, the Student Union Malmö receives sponsorship funds
The Student Union Malmö carries out a professional activity that is characterized by independence and integrity. If there is a risk of questioning this, it may significantly harm the organization. Therefore, in each individual sponsorship cooperation, an assessment must be made of which activities and to what extent it is appropriate to finance with sponsorship. Sponsorships may under no circumstances be received to benefit the individual.
4. The Student Union Malmö's **service in return** must be valued and priced in a fair way. To support this, there is a price list for the Student Union Malmö's most products and arrangements. Service in return that may challenge the Student Union Malmö's main objectives or harmful to other activities may not occur.
5. **Budget** to finance the sponsorship costs.
The pursuit of attracting sponsors and offering goods and services as service in return can take a lot of time and resources. If all costs are not accurately calculated, the result of the sponsorship may be a deficit, i.e. the value of the sponsorship is less than the cost of providing the service in return. Therefore, a complete pre-calculation should be prepared as a basis for each individual sponsorship cooperation.
6. How the sponsorship work is organized internally and who decides what.
 - Responsibility for contact with questions or discussions about agreements has a collaborative responsibility in consultation with the board. Responsible for sponsored activities manages the contact regarding information about the arrangement.
 - Decisions on collaborations concerning several activities can only be taken by the Board. Budget managers can decide within their budget to sponsor their respective activities, after consultation with the collaborator responsible and the board. An agreement must not adversely affect other activities in the organization.

- Signatories and / or collaborator responsible sign an agreement.
- The contracting party is responsible for evaluating and following up the cooperation before expiry of the maturity. The Board must approve the evaluation before any possible extension can be made.

7. Guidelines for assessing sponsors.

A sponsor may not conflict with the Student Union Malmö statutes or democratic principles. Sponsorship support is not accepted;

- By political parties or religious organizations.
- If the cooperation for ethical or other reasons can be questioned.
- If the company / organization conducts an activity that clearly harm people and / or the environment.
- Breaks against the Student Union's value

The Student Union Malmö reserves the right to refuse or cancel sponsorship cooperation for ethical reasons or for reasons other than those mentioned in the above paragraphs.

8. Written agreements shall always be established, irrespective of the amount of the financial contribution, or whether remuneration is paid in the form of goods or services instead of cash.

An agreement should contain information about;

- Name, address and organization number and contact information.
- Responsibility, purpose and goals of sponsorship cooperation.
- Definition of sponsor sum and / or compensation in the form of goods or services.
- Student Union Malmö's service in return.
- Termination of the agreement, termination terms, measures for breach of contract and, if applicable, dispute.

The receipt of cash, goods or services from sponsors is income and must be accounted for in accordance with applicable principles and accounting standards. The sponsorship agreement must be in original at the Kansli of the Student Union of Malmö. The sponsorship policy should be attached to the agreement.