

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

Important dates;

20/9 deadline for application autumn semester

14/2 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 responsible foreningsansvarig@malmostudente.se 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".
 - Which 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.
 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.

Rules for what you can ask for;

You **can** "aska" for things such as;

- Fika for events for students (lectures, movie nights, parties etc)
- Travel cost for your mother organisations (if you have one) national annual meeting
- Office supplies
- PR material

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

- Payment for lecturer, however you can ask for money for gifts for lectures (up to 500kr per lecture, max amount for gifts ?????)
- Travel for the people within the association
- Payment for guards at event outside of Malmö University ordinary opening hours
- Fika for your board meetings
- Money for ingredients for soup lunch