



Guide for associations, sections and student groups

Introduction

Congratulations! You are part of an association, section or student group at the Student Union Malmö (the Union). To avoid repeating “associations, sections, and student groups”, in this document we will call these “Union groupings”.



Room booking

If you book premises and later on know that you will not use the space, unbook the space so others can use it.

In any activities, the Union grouping is responsible for cleaning the premises. Notify bokning@malmmostudenter.se in case of any damages.

Kølsvinet

Kølsvinet in the Union house is booked through the Union. Request a booking as soon as you can, since the room is used a lot. You may not use Kølsvinet if you have not booked it, even if the space is unused.

OBS. Microphones and mixer is included within the booking.

Mail: bokning@malmmostudenter.se

The conference rooms, 3rd floor in the Union house

Book by writing on the calendar on the door.

4th floor of the Union house

Book through the Google Calendar (via your @malmmostudenter.se email address).

Radio room

The Union has a radio room on the 4th floor of the Union house. For booking the radio room, contact MU Radio at muradoradio@malmmostudenter.se.

Arr-salen

Arrangemangsalen, which is part of the Student Pub, can only be used in cooperation with the association Festmesteriet.



At Malmö University

Premises at the University are booked through the Union. Activities in the University classrooms cannot involve food consumption, alcohol use and must follow the rules of Malmö University. Activities in the University classrooms are secured for workshops, seminars, education material, elections and study nights. It is possible to book the lobby of buildings too.

Mail: bokning@malmostudenter.se

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

- Info about the event
- Which building, and which room if want a specific one.
- An estimate of how many people are coming.
- Time and date when it begins and ends.
- Any other specifics you require.

Union offices in the University buildings

The use of the offices the Union has in the buildings Orkanen, Niagara and HS-building is not guaranteed, and can potentially be used after agreement with the relevant student ombuds.

Booking of the technology equipment

Booking of the projector

Book through Google Calendar.

Booking of the Union's Zoom account

Union's Zoom account has no limits to how long a meeting can be. Booked through the calendar.

Economics

Äskning (financial support) from the Union

Associations and sections can apply for financial support from the Union at the start of every semester. The application is to be sent to the association or sections responsible and the organisation administrator.

Mail association responsible: foreningsansvarig@malmostudenter.se

Mail section responsible: sektionsansvarig@malmostudenter.se

Mail organisation admin: lena.petersson@malmostudenter.se

The äskning application deadline will be in the middle of September and middle of February. The exact dates will be sent out by the association or section responsible a few weeks prior to the deadline along with all the necessary information.

Äskning (the financial support) works via reimbursements: your association or section makes the cost, you keep the receipt, hand it in to the organisation admin, and you will be reimbursed. For more information read the document "Rutiner för Studentkåren Malmös äskning för föreningar och sektioner / Routines for Student Union Malmo Financial Support (äskning) for associations and sections" that can be found in the drive "Union Groupings".

Expense and other economics questions.

If you need help with how to hand in receipts, contact the Unions organisation administrator Lena Petersson. You can also get help with for example accounting, tax declaration, or how to open an own bank account for your Union grouping.

Mail: lena.petersson@malmostudenter.se

PR

In your promotion, use neutral language and focus on your events. No language that promotes a political stance affiliated to a political party or violence may be used. Furthermore, alcohol cannot be the main focus of an event.

Every Union grouping must support democratic values and follow the Union's core values, which are inclusivity, knowledge and solidarity.



Logos

Each grouping has their own individual logo, which you can use to identify yourself and add to promotional material. All groupings under the Union need to add the Union logo on your promotional material.

In your logo, Malmö University cannot be mentioned, as MAU is a different entity than the Student Union Malmö, hence you cannot claim affiliation to MAU in your logo or elsewhere.

Union groupings cannot use any inappropriate, suggestive or offensive language or pictures in your logos. Send any desired logo changes to the association or section responsible before you change it.

Social media and digital content

Each Union grouping is responsible for creating their own social media, though they may request the help of either the communicator or the association or section responsible of the Union.

Each Union grouping can create their own events on social media, such as Facebook, to promote their event. Send a co-host request to the Union on Facebook for additional exposure.

Accessibility signs

The Student Union Malmö has created accessibility signs, where students can see and understand what an event will look like, what language is going to be used etc.

All Union groupings are highly encouraged to use those signs, and they can request them from the communicator.

Mail: henrik.assarsson@malmostudenter.se

Posters and flyers

Union groupings are able to use the printer on the 3rd floor of Kårhuset to print promotional material. If they wish to print any physical promotion material, they need to contact the Union communicator five (5) working days prior so they can print the right number of materials for them.

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

Mail: henrik.assarsson@malmostudenter.se

Flyers can only be distributed and posters can only be hung at the University premises, Student Union Malmö premises and student housing accommodation in Malmö.

Printing

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

Mail: henrik.assarsson@malmostudenter.se

Info: Send in material in PDF-format to ensure good print quality! · Photos needs to be high resolution (300 dpi).

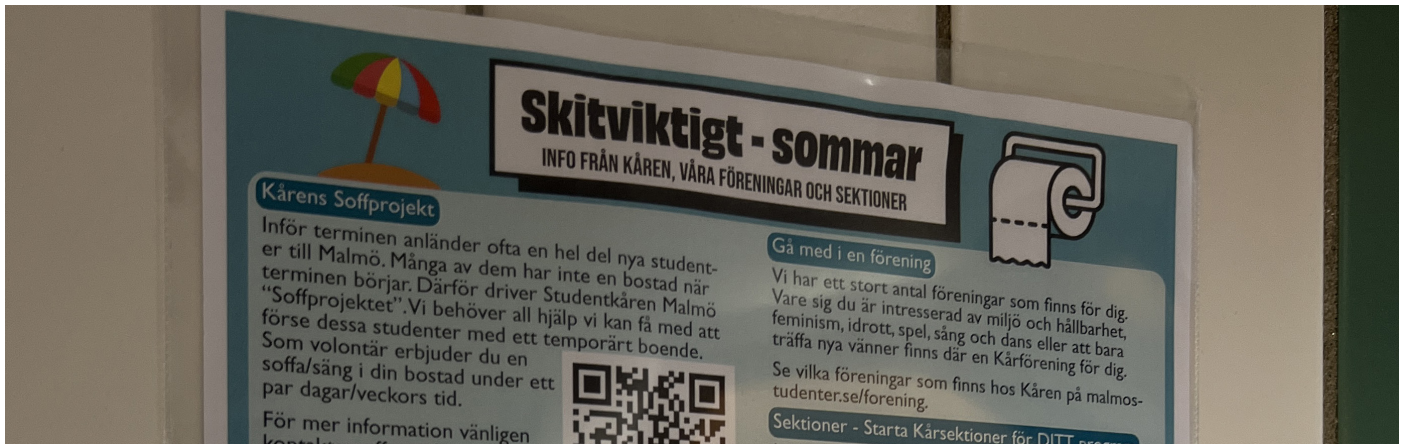
- The Union logo shall always be attached on the material. Download it at malmostudenter.se/kommunikation.
- Posters are printed in size A3 (297x420 mm) or A4 (210x297mm).

- Flyers are printed in size A5 (148×210 mm) and A6 (105×148 mm) .
- The printer can't print all the way out to the edge, so the material will have a 5 mm white border.

Skitviktigt / The Toilet Paper

The Toilet Paper or Skitviktigt is the monthly physical newsletter, which is in the University's bathrooms and on poster boards. 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 shortened/edited. If you haven't received the email contact the communicator.

Mail: henrik.assarsson@malmmostudenter.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: henrik.assarsson@malmmostudenter.se

Instagram

The Union does not post your events as a post or story on IG due, however we can repost your stories. Tag the Union's IG in your story, @studentkaren_malmo

Mail: henrik.assarsson@malmmostudenter.se

Event calendar

To make associations' and sections' events more visible, you can have your events on the calendar on the homepage of the Union, malmmostudenter.se. Send the info to the communicator at least 5 days before you want it to be put up.

Info:

- Title of event
- Short summary of event
- Date/time and location

Mail: henrik.assarsson@malmmostudenter.se

Screens

There are two screens in Kølsvinet and one in the study rooms in the Union house. If you want to have your information or promotional material rolling there, send the communicator a picture of 986x1032 pixels at least five (5) days in advance. Videos (in format MP4 or MOV) works too.

Mail: henrik.assarsson@malmmostudenter.se

Web pages

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

Union events and activities

Association/section fair

A fair during the introduction events for new students, for the Union and its associations and sections. It is part of both the Orientation (for international students) and Tjuvkik (for national students).



Get engaged event

Happens after Insparken. The purpose is to find student representatives and students to volunteer in the Union's groupings, events and committees.

Kårens dagar / The Union Days

The Union Days is a fair that the Union organises every year in the beginning of the autumn semester. Malmö University, the Union, companies and other organisations visit the fair at Orkanen, Niagara, and the HS-building. This is a perfect opportunity for your Union grouping to meet new students. You will receive an invitation in June. For more info contact the organisation administrator Lena Petersson.

Mail: lena.petersson@malmostudenter.se

Kaffe med Kåren / Coffee with the Union (KmK)

Every month the Student Union visits the faculties in Orkanen, Niagara and the HS-building. We talk to the students to get their opinion on relevant student matters, hand out free coffee and give the students info about what we do. As a Union grouping, you can come with us and market your grouping. Be aware that your grouping cannot also hand out coffee. For more info and for booking contact the association responsible.

Mail: ombudts@malmostudenter.se

Soup lunch

Every Wednesday vegetarian or vegan soup and bread is served in Kølsvinet for the students. As a Union grouping, you can be responsible for a soup lunch either once a month or occasionally during the semester. Your grouping buys all the ingredients. You get to keep the potential profit, or cover potential loss.

The students pay to the Union's Swish, and you can use the Union's cashbox for cash payments. Afterwards, the Union's organisation administrator manages the money. Soup needs to be ready to be served by 12:00, and ends by 13:00. You are also responsible for cleaning afterwards. **More info about soup lunch can be found at the drive "Union Grouping"**.

Contact the responsible for the soup lunch for more info.

Mail: foreningsansvarig@malmmostudenter.se



Joint event week

Once or twice per academic year, the Union groupings cooperate and have events for a week or a day, around a certain topic.

Past examples include Earth Day, United Nations Day, Climate Week, Community Week.

The Faculty Cup

The Faculty Cup is a tournament where students in four teams representing four faculties compete against each other. With events organised by the Union and its associations, the Faculty Cup exists out of many competitions and games that happen throughout the year, from Insparken in September to Utsparken in May. At each event students can win points for their faculty team. At the end of the year, all points are gathered and the winning faculty is announced. Sections cannot organise events since they are biased towards a faculty, unless they cooperate with an association.

Utsparken

Utsparken is a one day event towards the end of the academic year, in May, that serves as the last big event of the year. It consists of hanging out and small games organised by the associations and sections.

Other

Steering document

There are separate steering documents from the Union's Union groupings which you need to read! It contains the most important rules you need to follow, and your constitution has to be in line with the Union's steering document for your Union grouping and has to be uploaded to your map at the drive. **You can find the steering documents and other important documents at the drive "Union Groupings"**.

If you need help

You can always ask for help from the association and section responsible for certain things (the association responsible is also responsible for student groups).

This includes help with the start-up of a new Union grouping, and revising documents such as your constitution, writing documents like an operational plan and a budget.

You can also get help with figuring out how Union groupings work in general, for example the democratic aspect of elected boards.

Mail: foreningsansvarig@malmostudenter.se; sektionsansvarig@malmostudenter.se

Your email address

Log in as @karen.mah.se, create an alias ending with @malmostudenter.se. Access to Google calendars needed to book certain things via here.

Access cards

Every grouping can have a maximum of two access cards to the Union house. Exceptions can be made if you are a larger Union grouping. For more information and to pick up access cards contact the Union's organisation administrator.

Mail: lena.petersson@malmostudenter.se

Changes to constitution

When you intend to change your Union grouping's constitution, send the updated version to the association or section responsible before you change it.

Good luck with your Union grouping's!