

Guidelines for gifts and compensations

Background and purpose

Student Union Malmö has for several years had practice for gift and compensation but no written guidelines and this made it difficult for the remunerated and employees to know what applies. To simplify the purchase of gifts and compensations, the Student Union Malmö has produced written guidelines. The guidelines apply to both internal and external gifts and compensation.

Gifts

This section regulates leaving and gifts on, for example, birthdays.

Internal (Student Union Malmö's board and employees)

Board - Summer holiday:

Leaving

Presidium: SEK 250

Members: SEK 150

Not leaving

Presidium: SEK 150

Members: SEK 150

Kansliet

Leaving: SEK 250 (can be revised depending on how many years the person has been in the organisation)

Summer holiday: SEK 150

Winter holiday

Board and kansliet: SEK 100

External (student representatives, voluntary, event, MaU)

External gifts (MaU or partners)

Leaving or birthdays: maximum SEK 250

Compensation voluntary (not board members)

Do to that the Student Union does not pay any compensation to voluntary that helps at various events, they are instead compensated in other ways, for example through gift cards or other compensation.

Coffee with the Union

1 movie ticket

Helping during Election Period

1 movie ticket/shift (more than 2 shifts qualify for invitation to the gratitude event)

Representatives in the University's bodies and organs

2 movie tickets at the end of the semester

Guidelines for Student Representatives and Recommendation Letters

Recommendation Letter from the University:

- The head of the meeting/ Dean needs to write a good recommendation letter for active student representatives. (*The Union will coordinate this Recommendation letter with the faculty*)
- If you are not active, you do not get a recommendation letter; you only receive a certificate of participation from the Union.

Meetings and Participation:

- There should be a monthly meeting with the Ombud and student representatives. This meeting needs to be a lunch meeting to discuss how the meetings are progressing and address any concerns.
- You can miss a maximum of 2 meetings in an entire academic year. Regular attendance is crucial, inform your ombud if you won't be in attendance.
- Being a student representative can help you expand your connections and build valuable relationships.

Follow Up Meetings

- Once a semester, a meeting with student representatives should be scheduled with the presidium. To discuss their experiences in the meetings
- Monthly meetings with the Ombud should be held every month to ensure continuous support and guidance.

End-of-Semester Celebrations for student representatives

- At the end of each semester, we will organize a small thank-you event to show our appreciation for the hard work and dedication of student representatives.
- The spring event will be a fancy sitting, providing a formal and enjoyable atmosphere to celebrate the accomplishments of the semester.

Not applicable events

Music pub

Artists

Gift card: SEK 500 / band/solo-artists

Travel reimbursement: maximum SEK 500/band

Food: One free meal per artist (maximum: 120 SEK)

Tech Crew:

Gift card: maximum SEK 500 (if more than one person, the amount is to be split)

Food: SEK One free meal per technician (maximum: 120 SEK)

Soup lunch

1 free soup lunch

Student breakfast

1 free student breakfast

Christmas table

2 movie tickets