

ISYY'S TRAINING FOR ACTIVE MEMBERS OF CLUBS – 2019

30.1.2019



Itä-Suomen Yliopiston
Ylioppilaskunta

Structure of the training

- Administration
- Finances
- Communications

ISYY's club?

- ISYY's clubs are run by students for students
- Clubs operate under the Student Union
 - Association act (Finnish law) doesn't apply
 - The rules of the Student Union and club must be followed!

- **All members of the Student Union (ISYY) are automatically members of ISYY's clubs and should be welcomed to club's events and activities**
- The clubs activities and events should be aimed at the members

- Club does not have or can't have their own finances:
 - No own bank account
 - All finances have to go through ISYY's accounts and bookkeeping
 - All property belongs to ISYY

Legality

- Club is not a “legal person”
 - Club can NOT sign any binding contracts
 - All contracts have to be made in ISYY’s name -> approved and signed by ISYY’s executive board and Secretary General
 - Can agree to hold an event at a restaurant e.g.
- Club can NOT make statements
 - Club can ask if ISYY wants to make a statement

- **Clubs must update their contact information** (board) by the end of January every year and whenever the board changes (even if there are no changes made to the board) by using the form on ISYY's webpage.
- If a club fails to update the information ISYY can deny the club the use of its operating grant and right to use the premises of the Student Union

- The board of the club must consist of at least 3 persons
 - Of whom at least **one must be a member of the Student Union.**
 - The board must have a Chairperson, Vice Chair, Secretary and a person in charge of the finances.
- Other people (who are not members of the Student Union or can't become members) can join events and activities
 - Participation fee for non-members

- The club should always pass on the information and familiarise the new board of its rules and operations itself (old board/active members to the new) and also make sure that the property of the club is handed back.
- The club should have an inventory list of its "property" (what and where)

- Active clubs registered in the club directory may have financial operating grant and access rights to the premises of the Student Union for their activities.
 - In order to have funds of ISYY at its disposal, a club needs to compile a report of its budget and operating plan for the coming year and deliver it to the Executive Board of ISYY by the end of October.
- A club may also apply for a project grant
 - Application period for autumn events is during the previous spring
 - Application period for spring events is during the previous autumn

- ISYY's executive board and representative council approves operating grants
- Clubs can use ISYY's premises for free
 - Haltia meeting room (Joensuu)
 - Suvas meeting room & sauna (does NOT include cleaning; Joensuu)
 - Lukema (Kuopio)
 - Booked at ISYY offices
- Club may also use UEF premises for free
 - Booking through UEF facilities management
 - Security for evening (after 7 pm)/weekend events and meetings

Important documents on ISYY's webpage:

- [The Club Regulations of the Student Union of the University of Eastern Finland](#)
- [The Guide for Student Club Members](#)
- [The Rules of the Student Union of the University of Eastern Finland](#)
- [Club contact information update form](#)

Finances

- Club's operating period is one calendar year (fiscal year: January-December)
- ISYY's executive board and representative council decides and approves club operating grants
 - In order to have funds of ISYY at club's disposal, a club needs to compile a report of its budget and operating plan for the coming year and deliver it to the Executive Board of ISYY by the end of October
- ISYY's [budget is on ISYY's webpage](#) (talousarvio)
 - You can check how much operating grant your club has been given
- Club is obliged to operate within its budget

- Before you purchase/order something make sure your budget allows it
- Purchases over 100€ should be approved by ISYY's accountant Erja or Hannele at Joensuu or Kuopio campus office in advance
- Purchases should be marked in the club "property" inventory
- If a club has money left at the end of the year it will go back to ISYY
- Clubs may apply for a project grant. Project grant applications shall be submitted in advance during the call for applications; in spring for the autumn events and in autumn for the spring events. The calls for applications are published on the ISYY's website along with the grant application form.

- ALL monetary transactions have to go through ISYY's accounts and bookkeeping
- Personal Plussa/Bonus cards are NOT allowed
 - You can borrow a Plussa card from ISYY's office (Joensuu) -> return immediately
- Gift cards:
 - Write in the receipt:
 - Name of the club
 - Event
 - Purpose
 - Can NOT be used as a reward
 - Reward=salary -> taxes & salary side fees 25%

- All receipts and payment/invoicing orders must be delivered to ISYY without delay
 - Spring semester: before the end of MAY
 - Autumn semester: usually at the end of November/beginning of December
- Club can NOT employ anyone without approval
 - Contact ISYY's accountant or Office secretary in advance
 - Employee must deliver tax card to the Student Union
 - Salary side fees 25% added to the expense
 - E.g. salary 100€ -> cost for the club 125€

- ISYY's accounting is usually done by the 15th day for the previous month (March bookkeeping is ready by April 15th)
 - You can ask ISYY's accountant for a balance sheet for clubs finances
- Club should constantly keep track of its own finances (e.g. Excel)
- ISYY office staff can help you (with questions) and give money for purchases against receipts
DURING OPENING HOURS
 - If you think it will take more time please agree in advance

Receipts and money

- A member of the club can make purchases within club's budget and by clubs permission as follows:
 - Make the purchase self (no Plussa/Bonus) and bring the receipts to ISYY's office and get cash in return
 - Make the purchase self (no Plussa/Bonus) and bring the receipts to ISYY's office and fill a payment order and have the money paid to his/her bank account (only purchases over 10€)
 - Collect the money from ISYY's office in advance (notify ISYY's office about the required amount) and bring back the receipts and change
 - Ask for an (e-) invoice for the purchase to be sent to ISYY: <https://isyy.fi/en/contact-us/invoicing-information/>

Receipts

- Write the name of the club and which event/purpose the receipt concerns on the receipt with a PEN (not pencil)
- Appropriate receipt?
 - The receipts must have the following information:
 - Name of the seller
 - Y-tunnus=business identity code
 - Date of the purchase
 - What has been purchased
 - Price
 - ALV kanta=VAT (value added tax) percentage
 - The amount of ALV / VAT

ALV / VAT?

- When you ask for a quote/offer from a company pay attention does the quote/offer include VAT?
 - Companies usually give quotes/offers without VAT
 - VAT (24%) will be added to the price
 - Purchase of 100€ 0% ALV -> actual cost 124€ with 24% ALV percentage
- Purchases within EU:
 - Ask for an invoice with **0% VAT**
 - ALV / VAT (24%) will be added to the cost of purchase

- Payment order
- Invoicing order
 - Invoicing address and information are in the guide for student club members
 - Inform clubs name as a reference
- Club property inventory

Proceeds

- Participation and entrance fees can be collected
 - Different prices for ISYY members/non-members
- During the event keep accurate tally of the paid fees
 - You can borrow a cash box and base cash from ISYY's office (notify one week in advance)
 - Bring the proceeds to ISYY's office
 - Count the paid fees (members/non-members) before bringing the proceeds to the office
- Tickets can be sold in ISYY's office
 - Contact office staff in advance
- Sometimes fees can be paid directly to ISYY's bank account – **IMPORTANT** to contact ISYY's accountant in advance!

Communications

Why should you communicate?

Through communications you can:

- Tell who you are, what you do, how you do it and why do you do it
- Build an image
- Inspire others to join
- Discuss and influence matters that are important to you

Does it exist if no one knows about it?

When you communicate consider the following:

- Plan ahead:
 - What?
 - Where?
 - When?
 - Who?
 - Target audience
 - What results are you trying to achieve: awareness/participants?
- Intelligibility:
 - Is it clear and understandable?
 - Is the communications consistent?
 - Does it have all the necessary information?

- Reliability
 - Is the information correct?
 - Answer questions
 - Update
- Timing
 - Better well in advance than too late
 - But not too much (in advance) –don't spam
- Openness and honesty
 - If there are problems or you make a mistake don't try to sweep it under the carpet
 - Tell honestly of the mistake/problem (and apologize when necessary)

How to get your message through?

- Create content that interests your target audience
- Communicate in a way that suits your target audience (pictures, videos, memes? Remember copyrights!)
- Use the communication channels your target audience already follows
- Communicate when your target audience is responsive

Good to remember...

- Keep your contact information up to date
- Communicate in English and Finnish (if possible)
- **Respect copyrights**, don't use pictures/videos/music you don't have rights to
- Collect your posters and flyers away after the event
- Think outside the box 😊

Who communicates?

- Everyone or just one person?
- Delegate responsibilities
- Don't assume, CHECK!
- Pass on instructions and good practices
- Also communicate about communications 😊

How can ISYY help with communications?

- ISYY's communication channels:
 - Weekly newsletters: Weekly Feed & Wiikko-Ärsyke
 - ISYY's webpage
 - Instagram
 - Notice boards
 - Facebook
 - Student Diary
- ISYY requires clubs to inform about their events and activities through ISYY's communication channels

Weekly Feed & Wiikko-Ärsyke

- Published Tuesdays
- Advertisements should have the following info (c. 500 characters):
 - What?
 - Where?
 - When?
 - Who?
 - Entrance fee?
 - Where to find more information?
- Weekly Feed in English
- Wiikko-Ärsyke in Finnish

- Materials should be ready (no need to edit)
- **Materials sent by email to:**
 - Joensuu Wiikko-Ärsyke: vapaa-aika@isy.fi
 - Kuopio Wiikko-Ärsyke: tiedotus@isy.fi
 - Joensuu Weekly Feed: kv.joensuu@isy.fi
 - Kuopio Weekly Feed: kv.kuopio@isy.fi
- A picture would be nice (optimal size 270 x 270 pixels)
- ISYY reserves the right to edit, prioritize and/or not to publish advertisements and announcements

Other channels?

- UEF: Yammer
- Facebook group: Itä-Suomen yliopisto

Thank you for your attention!