

Policy Plan 2019/2020



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Preface

With love, excitement and pride, we would like to present to you the 79th policy plan of the Vereniging van Studenten in de Psychologie te Amsterdam (VSPA). This document is brought to you by us, the board of 2019/2020, with support from our guidance committees.

The purpose of this policy plan is to provide an overview of and to elaborate on the focus points, events, partners, committees, projects and procedures that will be relevant to the VSPA this year. The initial concepts were crafted in the woods of the Achterhoek, where we used the peace and quiet to discuss and outline the core of what we want to add, change and keep this year. After a quick transition back to Amsterdam, we incorporated the feedback given to us by the Supervisory Board (SB) and the Cash Audit Committee (CAC). And with that, the groundwork for this document and subsequently this academic year was laid.

We would like to explicitly thank the Supervisory Board and the Cash Audit Committee for their guidance and time. Without their questions, insights and critiques this policy plan would not have been what it is now.

We would also like to let the reader know that throughout the production of this plan, we have kept the members in mind as much as possible. Thank you to all of you for being involved in this organisation. We are going to do our best, together with you, to make this year the greatest success it can be.

Lots of love,

The VSPA-board of 2019/2020

Céline, Lynn, Eli, Nina, Malou and David

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Introduction

The 79th policy plan of the VSPA will encompass all the plans we have made for 2019/2020, as well as elaborate on the organisational structure and the policies we will be applying. With regards to each aspect of this plan, there will be two major concepts kept in mind and applied as thoroughly as possible: *Opportunity & Sustainability*.

First of all, we will substantiate our decision to take on these two themes as our focus points. We subdivided Opportunity into four different aspects: the communication of opportunities, the expansion of opportunities, social opportunities and VSPAssistance. We split up our second focus point, Sustainability, into different subcategories: sustainability committee, coffee policy, vegetarian meals, and recycling. We will elaborate more on these aspects of the policy plan in the next chapter *A. Focus Points*.

After explaining our focus points we will discuss our committee policy. We will explain what each committee entails and why we made particular changes with regards to the past. We will also clarify the role of the board within those committees.

A big part of this document will entail the ongoing policy we will apply. This part touches on a large variety of matters that range from the General Members Assembly to Thank You Gifts.

After the ongoing policy we will list our internal and external contacts. We will mention who is responsible for the communication with the contacts, what agreements between the VSPA and its partners have been made as well as ideas for possible improvement of our cooperation in the future.

Lastly, there is the financial policy. It serves as an overview of all the different sources of income and how we intend to distribute it to the greatest benefit of our members.

A. Focus Points

1. Opportunity

This focus point revolves around the opportunities that the VSPA offers its members. For years now, the VSPA has been active in both the professional and the social aspect of studying Psychology at the University of Amsterdam. The professional aspect of the VSPA allows you to; organise a large variety of activities and events, set up a valuable network, gain knowledge and skills not obtainable through the regular Psychology courses and close the gap between the end of your studies and the beginning of the rest of your career. For us, this gap symbolises the difficulty students can experience when searching for a job or valuable follow-up to their studies. Students can enrich their resume and undergo personal development by being a VSPA member and with that become more attractive to future employers. The VSPA also attracts and displays a large variety of vacancies from different companies and organisations. The social aspect of the VSPA allows members to develop themselves socially and meet like-minded people.

We think it is important that every member is aware of the opportunities the VSPA has to offer, because we feel like everyone should get the chance to benefit from those opportunities. Therefore, we will try our best to enrich those opportunities and to make students more aware of them. More information about this can be found under section *A.1.1. Communication of Opportunities*.

1.1. Communication of Opportunities

As mentioned in our introduction, we feel that too many first year students and inactive/non-members are unaware of the amount of opportunities that the VSPA has to offer. This feeling is based on personal experiences as well as on a questionnaire we sent out during the summer, when we started writing this policy plan. This questionnaire covered a variety of questions with the aim of getting a clear picture of what students think of the organisation and what areas we can improve in. More information about this topic can be found under *C.13 Member Input*. The feedback indicated that quite some people do not have a clear idea of what the VSPA entails and that people only figure this out later on in the year. Next to our experience and the data from the questionnaire, the amount of people showing up at events is far from the total amount of members registered with the VSPA. This relatively small portion of active students is another indicator that students are not as aware of the opportunities as we wish they would be. As a study association, we exist for students that want to get more out of their time at the university. Therefore, we see this lack of awareness as one of the fields in which the VSPA has a lot to gain. We want to tackle this issue by on the one hand, strengthening existing opportunities and introducing new ones. More on this you can find under section *A.1.2. Expansion of Opportunities*. On the other hand we want to improve the communication by focussing on the things listed below.

Together with Linden-IT, we are and have been working on the website in order to make it run and look better. One of the major changes will be the addition of VSPAssistance to both the website and the VSPApp. This will be an entirely new page on the website containing a Frequently Asked Questions page plus a space for Soft Landing and TakeOff. VSPAssistance concerns the communication of opportunities towards members. This is because it will function as a clear and

concise overview of information about the VSPA as well as a new format in which we hope to communicate vacancies, post-graduate opportunities and the help we offer to members. More on this project can be found under section *A.1.4. VSPAssistance*. More information on the website can be found under section *C.7. Website*.

In collaboration with last year's board and Linden-IT, we are also going to introduce the VSPApp this year. Besides offering a concise display of all relevant information and dates, members can be held up-to-date about in-app topics. We are working on the use of personalised notifications. The app will help us promote events, committees, study aides, discounts and anything else we want members to know. For more information on the developments and plans regarding the app, see section *C.8. App*.

We want to rebrand the Bored-with-the-Board and set up VSPAsk. These will be gatherings similar to idea of Board-with-the-Board yet with a specific, informational purpose. There will be four these throughout the year, yet each of them will cover a significant topic and serve as a moment for students to be informed directly by the board members. The first one was about committee information, the other three will be about information about trips, the study programme and opportunities within the VSPA. Per VSPAsk, two board members will be responsible.

Lastly, we plan on using our Instagram story more often, mainly for promotion. Instagram story has the option to send in questions or comments, we want to use this option to get more feedback from our members.

1.2. Expansion of Opportunities

Being part of a committee is one of the best ways to benefit from the opportunities that the VSPA has to offer. This is a great way to meet new people and to experience fun together, but there is also a professional aspect of being part of a committee. Improving the experience of committee work to the point where it is seen as a more qualitative addition to ones studies, to personal development and of course to ones resume. It is an important goal of ours with regarding this focus point. We will do so by adding a new committee, and changing the content of several committees. More about these changes can be found under *B.1.1. Opportunity*. In the following paragraphs you can read about two changes we want to make to committees in general.

We are adding the role of secretary to the standard roles that are distributed in committees. By adding this role to the committees, more members will have an official task and with that clearer responsibility. More about the secretary of the committees can be found under section *B.1.1.3. Opportunity Within Committees*.

We are also thinking of rewarding each committee member with a certificate or addition to their degree stating the committee, their role, duration of involvement and an overview of the events organised. This will contribute to the more professional interpretation of committee work. In order to add recognized value to the certificate, or implement an official addition to their degree, we want to look into the possibility of collaborating with other associations from the Fv-FMG and the UvA Psychology Department. Céline will look into this.

1.3. Social Opportunities

One of the great aspects of the VSPA is that it is a place where people come together. To many people, the VSPA has the function of being a social platform. We want to build on this by continuing past years' efforts to increase the approachability of the VSPA.

One primary tool we will use in order to achieve this goal will be the VSPApp and the in-app platform. The platform is a forum-like function of the app where members can both contact each other as well as come into contact with the board. For more information about the platform, see section *C.7. Website*.

Next to the app, we will reshape the newsletter. We want to give members the opportunity to write about their experiences. The Editorial Committee will think of committees to cover in the newsletter and the Committee Affairs Officers will ask their committee members if they are interested in writing something about it. Members interested in this student-spotlight could talk about being in a committee, their experiences on campus, what they thought of an event or trip or some other interesting topic the Editorial Committee would like to elaborate upon. Also, we want to add a standard segment in the newsletter where a board member shares something about the project they have been working on or upcoming developments or any other noteworthy thing that happened that particular month. The goal is to give students more insight in the backend of the VSPA and make the board more accessible.

We will also bring back the TentAfters after the first year's exams, which was originally set up by the board of 2017/2018. We believe the hours after exams to be highly valuable moments for the board to support and connect with first year students. Also, these events can be used for promotion of other events, educational resources and ticket sales. We realise that by focussing on only first year students we are missing the second and third year students. We did however decide to put the focus on first year students due to time constraints. The first year consists of the most people and probably have the least knowledge of the VSPA or what a study association entails. Therefore, we think promotion will be most effective to this particular group of students. We are planning on setting up a stand with beers, promotional items and information in order to connect with students. This will hopefully decrease the gap between students and the board. We think this can lower the threshold for students to become active within or more familiar with the VSPA. Our aim is to have 5 board members present at each TentAfter, and one in the VSPA room to keep it open. Every TentAfter there is one board member responsible for coordinating it.

The VSPA room also plays an important role in increasing approachability. The CAO's will make it standard procedure of the first committee meetings to stop by the room, get a coffee and meet the present (board) members. By being invited into the room we hope to reduce the anxiety some members may feel when entering the room, in the future. We will try to make the interior design of the VSPA room as inviting as possible. We have also spent time thinking of ways to increase the 'homey' and 'cozy' feel of the room. More on this in section *C.4. VSPA Room*.

1.4. VSPAssistance

VSPAssistance is the project which will embody the way in which we want to formalize the help and information we offer to both new students as well as students leaving university. This year is the second year that the Bachelor of Psychology is an international study. The vast amount of changes that the internationalization has brought with its arrival, pose for plenty of challenges for both students as well as the VSPA as a supportive association. Building on the idea of Daniel Heijke, the Officer of

Sales & Acquisition of the board of 2018/2019, David, Lynn and Eli have come up with a new vision on how to best use the VSPA's resources in order to provide as much help to the new students as possible. First of all, we believe that an overview of general information about starting out at university, living in Amsterdam, settling in the Netherlands and the VSPA, will be of incredible use and value to new students. When broadening this view, we decided that the VSPA can not only use this space to help out new students joining the university, but also students looking for opportunities for after their studies. That is why this overview will also function as a platform to better communicate possible postgraduate and post-master projects and opportunities like: ways to study abroad, international volunteering, application and networking workshops and vacancies.

Practically, VSPAssistance will be an online environment, integrated in both the website as well as in the VSPApp, which will consist of three subheaders: Frequently Asked Questions (FAQ), Soft Landing & TakeOff. FAQ will provide answers on questions about the UvA, the VSPA, living in Amsterdam and studying in general. Soft Landing entails the ways in which we intend to help out new students, both national and international, with getting started at the UvA and living in Amsterdam on a deeper and more practical level. TakeOff is mostly focussed offering an overview of opportunities for when leaving the study. Each of these headers play their role in providing information and help (and for Soft Landing and TakeOff also eventually deals and discounts) to students in different phases of their studies at the University of Amsterdam. More information on the individual interpretation and purpose of these subheaders can be found in their respective sections, following this introduction.

The execution of VSPAssistance has been divided into two phases. In the first phase, David, Lynn & Eli will set up and work out the digital environments in the website and in the VSPApp and lay the groundwork for the subheaders. This will mean creating a functioning page on the website with all of the FAQ selected and the primary topics for Soft Landing and TakeOff sorted out and displayed. The deadline for finishing the first phase is the end of the first semester (31st of January). The second phase will start off right after the first phase is completed and is divided in two separate projects to be executed simultaneously: External Partnership and Internal Partnership.

With External Partnership we will look into the possibilities of collaborating with companies and other organisations which can offer a practical advantage or discount on services relevant to both Soft Landing and TakeOff. This way we expand this environment from just being informational, to also offering real benefits that will otherwise not be available without the VSPA. Examples of types of companies we will be contacting can be found under sections *1.4.2. Soft Landing* and *1.4.3 TakeOff*. Besides making things easier and cheaper for new students, this way VSPAssistance can also function as a new source of income for the association as a whole. Next to looking into new partnerships, we will look into ways of giving current partners a valuable spot in one of the topics. This project will not have a deadline as the acquisition of partners and deals will be a continuous process, that hopefully will be picked up by future boards as well. With that said, the core topics for Soft Landing should in our view be set up before the end of course registrations for the first semester of the upcoming first semester (25th of June). We view a bank account, a telephone provider, health insurance, language course, student housing options and municipal registration as core topics. David and Eli will focus on the acquisition of deals and contacts for the expansion of Soft Landing and TakeOff.

With Internal Partnership we will look into the possibility of collaborating with the University of Amsterdam with the aim of getting Soft Landing to be linked to the application process for the Bachelor of Psychology in 2020. The UvA already has a variety of services aimed at helping new students like Get Ready and the Pick-up service. We want to see to what degree VSPAssistance, and in this case mainly the aspects of FAQ and SoftLanding, can coexist with these services and can be mentioned in the application process. The goals of this project are to: help out students as early on as

possible in their transition to the UvA, raise awareness of the VSPA among future first year students and to show the university we are actively trying to assist in the internationalization of the study. This last goal can contribute to the partnership between the UvA and the VSPA and will hopefully increase the goodwill between both parties. David and Lynn will look into ways of collaborating with the UvA.

1.4.1 Frequently Asked Questions

Frequently Asked Questions is part of VSPAssistance on the website and in the VSPApp. Practically this will be a page with general information about the UvA, VSPA, living in Amsterdam and studying in general. Our plan is to have the page display questions in order of perceived relevance and to have an alphabetical overview per topic. When clicking on a question, the answer and possible hyperlinks will be displayed underneath the question without linking to another page on the website. This is our idea and intention of what the FAQ will look like and we will work with Linden-IT to see what is possible. With general information about the UvA we mean information about (using) Canvas, study advisors, how the UvA schedule works (rooster.uva.nl), how to find your way around campus, etc. With general information about the VSPA we want to briefly explain what the VSPA is and what it entails, all the benefits students can enjoy from becoming a member and the opportunities we offer.

The FAQ will be expanded and tailored to what we feel is necessary and useful information when starting out as a new psychology student at the University of Amsterdam. The initial list of questions will be based on our personal experience, member input we plan on gathering in a variety of ways (among which use of the in-app platform) and already existing information available on the UvA website. The deadline for this initial list is the same as for the deadline for phase one. These are already existing services which are focussed on getting new (international) students ready and settled for the start of the first semester. Lynn will be in charge of this aspect of VSPAssistance, whereas David and Eli will have a more supporting role.

1.4.2. Soft Landing

Soft Landing will cover topics such as: setting up a bank account, finding a suitable telephone provider, public transportation, registration in the municipality of Amsterdam, language courses, student housing, setting up health insurance, and more. The deadline for the final selection and implementation of these topics coincides with the deadline of phase one.

Soft Landing differs from the FAQ in that instead of just being a collection of general information, Soft Landing will contain basic information and hyperlinks to relevant websites that can help students further, directly. Take for instance the example of setting up a bank account: in the FAQ you can find information about how the banking system in the Netherlands works and what personal information you need in order to set up an account. In Soft Landing we will preselect the bank with the best deal for internationals and link to their offer while also displaying the link to the topic in FAQ. This way students can get started right away from Soft Landing while also having direct access to more information if that is what they want.

During phase two, with the project External Partnership, David and Eli will look into ways of collaborating with companies in order to get the best deals and biggest discounts relevant to the topics displayed in the Soft Landing environment. We intentionally want to finish setting up the initial environment with the selected topics before starting phase two. This is because we feel we strengthen our bargaining position and come across as more professional and serious this way when stepping to possible partners. Once the online page has been set up, we will approach organisations providing the

required services with the goal of getting discounts or other benefits for students on these services. We offer these companies a whole new group of possible customers/clients (that are not tied to other brands yet) and exposure. We see this as a very valuable offer and expect to be able to gain a variety of new benefits for our members. The goal of Soft Landing is to make the transition to the UvA easier for new students and in order to increase the VSPA's image of being an organisation which exists for you, the students. Also, if this project is executed properly and successfully, we can take some pressure off the discount on study books as being the primary reason for new students to join the VSPA.

1.4.3. TakeOff

Besides providing help and benefits for new psychology students, we also want to assist members by offering an overview of opportunities when leaving the study. TakeOff is mostly focussed on decreasing the gap between your studies and further career. For some time now, many of the VSPA's efforts have been focussed on first year students and new members. You can see this when looking at the amount of events revolving around this group of students, for instance: VSPAacquaintance during the Intreeweek, the First Years Weekend, VSPAsk, TentAfters held mainly after the exams of first year students and all the initiatives related to the internationalisation of the study. We do not see this as a bad thing, as you can take from this policy plan and our continuation of these projects, yet we do not want to forget the members currently in their third bachelor year or even master. In the results of the questionnaire mentioned in *A.I.1. Communication of Opportunities* we found many responses from older members related to this issue. Several students expressed their dissatisfaction with regards to these developments.

Practically, TakeOff will look like a subheader under VSPAAssistance showcasing core topics. When clicking on a topic, the related information, deals and possible hyperlinks will be displayed underneath the topic without linking to another page on the website. Core topics we want to include are: finding a valuable internship, job or training which could be beneficial for their personal development and future career.

One of our main assets is the vacancy bank. This is a feature on the website in which a variety of vacancies are displayed. They range from volunteering opportunities and internships to real job offers and can function as a bridge between your studies and the next chapter of people's careers. Last year's board already noticed that the vacancy bank could use more attention. We want to build on this by renewing the website, with the help of Linden-IT, and by integrating vacancy bank itself in TakeOff's online environment. This way, members can be kept up-to-date about new vacancies on their mobile device and check them out with two taps on their screen. In order to keep the vacancy bank up-to-date and filled with the most suitable opportunities for our members, David is striving to post a new vacancy on every Friday, every single week. To realize this, Eli en David have fixed weekly meetings in order to look at every single offer received in that week. In that way, they can discuss every option and think about their impact, relevance, and what they can offer the VSPA.

Next to the updated vacancy bank, TakeOff will serve as an overview of other types of postgraduate and postmaster projects like studying abroad, exchange programmes and assessment trainings. We are open to, and will actively try to acquire offers from organizations making these things possible or easier for our members. David will look into the best way to incorporate the vacancy bank on the TakeOff page underneath the 'Vacancies'-topic. The deadline for this development will coincide with the deadline for phase one.

Also, within TakeOff we can display unique opportunities for postgraduates like the CEOx1day initiative, which David is collaborating with. This initiative gives master students the

opportunity to apply for a selection procedure which eventually could bring them in contact with CEO's of major corporations. Right now, there is not a clear environment where these kinds of opportunities are promoted and displayed in an attractive and consistent way. Right now, organisations do not necessarily know if we deal with these types of unique opportunities and members do not know where to find them once we do. TakeOff will be set up to change all that.

2. Sustainability

This focus point revolves around becoming more sustainable as an organization. Beyond that, this focus point includes the intention to increase sustainable behaviour among members and to do our best as an organization to make a difference. Since sustainability is such a huge topic in the world right now, we believe that the VSPA cannot lag behind. By making sustainability our focus point, we hope to use our platform to raise awareness of the topic and inspire other people to change their behaviours as well. We therefore dedicated our second focus point on sustainability.

2.1. Sustainability Committee

We came up with a new committee this year: the Sustainability Committee. This committee is going to have two tasks. The first task is to think of ways to make the association more environmentally friendly. The committee is going to be a facility committee which means that the board will partly think of subjects that need to be changed. This will be communicated to the Sustainability Committee, and it will be up to the committee to think of ways of realizing these subjects. The second task is organizing two events with regards to sustainability. The interpretation is up to the committee. An example could be cleaning up the beach with a group, or cleaning the canals by boat. The goal is to provide our members with the opportunity to partake in charitable and altruistic work concerning sustainability in a fun way. In this way we also stimulate sustainable awareness and with that sustainable behaviour among our members. More information about this committee can be found in the committee policy, *6.3. Sustainability Committee*.

2.2. Coffee Policy

We decided to apply a new coffee policy. If we get coffee for our members, we will always try to serve it in a mug. We will do so by asking if the member has the opportunity to stay a while to finish their coffee in the VSPA room. In case the person has an errand to run, we will ask if they have the time to return the mug after their appointment. Sometimes our members grab the coffee card themselves. We will place a reminder on the coffee card for our members to grab a mug instead of a paper cup. Because of our extra usage of mugs, we noticed that the pantry gets full very quickly. We find it important that the board member who cleans the VSPA room also puts all mugs in the dishwasher and turns the dishwasher on when full. That way keep the pantry clean.

2.3. Vegetarian Meals

Furthermore, we are only going to serve vegetarian meals to our members. This means that all food cooked for the GMA's needs to be vegetarian. We also decided to only serve vegetarian burgers

at the VSPAquintance. Additionally, most of the food served at the First Year Weekend was vegetarian. The toasties at FYW were without meat. This will be the case for all our activities. Everything is going to be vegetarian. We see this as a small change for our members, but hopefully a bigger and positive change for the environment.

2.4. Recycling

Finally, we are planning on paying more attention to recycling. There are already two trash cans in the VSPA room for plastic and paper trash, and two bins for residual waste. We also want to recycle more decoration. More about this in *C.9. Storage*. This means that before buying decorations for a certain event, there must be thought about what useful decorations we already have. That way we hope to prevent buying the same thing twice, even though it is reusable. We already reused the inflatable animals from First Year Weekend for the first party and for a *borrel*; VSPAqua and TentamenTrainingen.nl *borrel*. Additionally we plan on creating a recycling bin for people to hand in their used gadget; the VSPA markers.

2.5. Sustainable Promotion Articles

For every promotion item we provide our members, we will look into sustainable alternatives. Our gadget this year is going to be a sustainable VSPA marker. Furthermore, we are looking into options for sustainable VSPA pens, sustainable Thank You Gifts, and sustainable VSPA sweaters. Provided that this is affordable

B. Committee Policy

Members of the VSPA have the opportunity to join a committee. It is a way for them to improve their organizational skills, learn how to work in groups, meet new people and learn more about the VSPA. The Study-Related Committees organize study-related events, such as lectures and workshops. The Social Committees organize events, such as parties, trips and sport activities. The committees and the activities contribute to the interaction between the VSPA and its members and members amongst themselves. By joining a committee and/or participating in activities, it is possible for members to broaden their life outside of studying. This year's focus points for the committees are: 'Opportunity' and 'Sustainability'.

1. Focus Points for all Committees

1.1. Opportunity

Our first focus point is opportunity. This is really important to us because we, as an association, want to create opportunities for students to improve their student experience. We hope that being a member of the VSPA contributes by giving students opportunities to learn new things, develop and improve their skills, express their qualities and creativity and make new friends within the association. One of those opportunities is joining a committee. This is why this focus point is also really important within the committees. More information about this focus point can be found under section *A.1. Focus Point: Opportunity*.

1.1.2. Opportunities Created by Committees

One of the most important opportunities created by joining a committee is getting to know more like-minded students. Getting to know more fellow students broadens your social network and working together with them in a committee can greatly improve communication and organizational skills. Having a good relationship with fellow students has a great impact on your experience at the university and as a student. We want to create a nice atmosphere within the committees. To realize this, we came up with some ideas. The first meeting with every committee will be dedicated to explaining how a committee works, assigning roles and other important practicalities. Also we will bring the committee members to the VSPA room at the end of the first meeting. This is the same as last year. Furthermore, we want to focus on getting to know each other by means of introduction games. The committee members will be free to come up with nice introduction games. If they do not know anything, the CAO will have an introduction game prepared. There will also be a committee dinner, as there has been in the past, to make sure the committee members unite with each other.

Other than making friends and connections, committee work is considered an extracurricular activity and therefore possible to add to one's resume. It shows motivation and dedication as well as enthusiasm. It looks good on a resume, because employers love it when students do useful stuff outside of studying.

Every committee offers different opportunities. For example, the international committee offers to get to know more about different cultures and to make sure people know more about a specific nationality and their traditions. It also makes international students feel more welcome at the

VSPA, since we will be interested in their habits. The same goes for the A-Day-in-the-Life Committee. This committee offers the opportunity to bring friends and families together and to show them what the life of a Psychology student in Amsterdam is like these days. This year, we created a new committee: the Sustainability Committee. This committee offers the opportunity to make the association more aware of the environment and more sustainable. It offers the opportunity for students to make a difference within the VSPA and to fight for something they may be or become passionate about. This year we also added an event to the prom committee. For this reason, it is now called the Prom/Dinner Committee. This committee gets to organize the annual prom, but in addition to that they will also organize a dinner at the end of the year. In the past, this committee did not do anything after February, because that is when the prom took place. By extending the committee's tasks, we give them the opportunity to be an active committee member throughout the whole year. We also decided to apply some changes to the Music Committee. Some of our members are very excited about making music. By offering them the Music Committee, they get to do something with their musical knowledge and skills. The past years it was noticed that those events did not turn out to be a big success. Not as many people attended, as the committee wished for. By letting the committee organize one big event, we create the opportunity to organize something special, because they will have more time and budget. More information about those committees can be found under section: *B.3. Committee Specific Policy: Social Committees* and *B.4. Committee Specific Policy: Study-Related Committees*.

1.1.3. Opportunity Within Committees

To create extra opportunities within the committees we decided to add one more function. In previous years there were four functions within a committee: the chair, treasurer, head of promotion and head of acquisition. This year we wanted to add the role of secretary, which we hope will create more clarity within the committees and gives one extra committee member the opportunity to add a label to their extra curricular activity. This person will be in charge of the minutes during the meeting and takes care of the committee email. The person will make sure the emails are responded to on time. In the past, this was something that tended to be forgotten and by making this a function we hope to prevent this from happening. It is important that the secretary is always in possession of a laptop during the meetings. By creating this extra function, we create the opportunity for someone to improve their communication, writing and typing skills. We also create the opportunity for this person to add this function on their resume which looks good.

This year the committees will not consist of as many members as it did in the past. This year there will only be six members in a committee. This is to prevent the committee members from social loafing and to make sure every member feels useful within the committee. There is a bigger workload for each committee member and they have a bigger impact on the decision that the committee makes. Next to that, the meetings will be more efficient with less people since there are less people with an opinion and it will be easier to make decisions. Also it will be more efficient because it is easier to meet up with fewer people in the committee. There are five functions within the committee. The sixth person will be a general committee member and help out whenever it is necessary. Obviously, every member will brainstorm about the content of the event.

During the year it sometimes happens that people quit the committee for some reason. To make sure the committees still have enough members, it will be possible to join some of them later in the year. When a committee member decides to leave the committee, we will promote there is an open spot on Facebook and we will contact the people we know that might be interested. However, this is

only possible if the CAO feels like this is good for the committee and if the committee members agree. This is important, because we want to prevent the committee from being chaotic, which tends to happen with too many changes during the year.

We decided to reduce the amount of activities from four, like last year, to three for some committees. The Lecture, Workshop, Excursion, Activity, Sport and International Committee used to organize four activities. Sometimes, it was hard for the committee to organize successful activities, since there was not enough time. By organizing fewer activities, we will be able to focus more on the activities itself. This enables the committee to invest more time and, in some cases, money into making the activities well-thought-out and lavish. Also, the budget for some of those events will be higher, since the amount of money can be divided over fewer activities. More information about budget for committees can be found under section: *F.4.7. Committees*.

1.2.1. Sustainability

Sustainability is this years second focus point, since we deem it important that the sustainability awareness among VSPA-members will grow. We believe that this is in the best interest of our students as well as our society as a whole. Hopefully a little stimulation, which we would like to offer, will motivate the VSPA-members to contribute more actively to the world we live in.

1.2.2. Sustainability Within Committees

First of all, it is very important that the committee members are well informed about the new policy and focus points. It is especially Nina and Malou their job to communicate this with the committees. All the events and activities should be organized in a way that is as sustainable as possible, while maintaining the quality the VSPA members are accustomed to. This needs to be thought about while making decisions. We expect the committee members to keep the focus point actively in mind. When there are events that involve food for example, the amount that is necessary will be carefully estimated and plastic plates and cutlery will no longer be used. With trips, the CAO's will advise the committee members to look for alternatives to flying to see if a more sustainable option is possible. Furthermore, we will make sure that not every purchase will be thrown away after the initial event is over. A project of Céline this year is to clean out and reorganize the storage of the VSPA. This way we will be able to use the space more efficiently and there will be a better overview of what we already have. Purchases by committees that are still in a good state can be reused by other committees or for another activity or event. Besides these basic guidelines for all of the committees, there will be the Sustainability Committee as well. More information in *B.6.3. Sustainability Committee*. We believe that changes made by this committee and the organized events, will stimulate VSPA members to show more sustainable behavior.

2. Startup and General

2.1. Startup of the Committees

The registration deadline for the committees was October 4th, the Friday after the First Years Weekend. The week after that the committees will be formed and announced, and the first meetings will be held. The Trip Committee, Ski Committee, and Study Trip Committee however, are exceptions, since they began in May the year before or, in the case of the Study Trip Committee, in early September. Nina and Malou will select the committee members based on their motivation letters

and will form groups that are in their opinion both compatible and capable. Committees can start when there are two members who actively want to join and there is a maximum of six members. In this way there can be a fair and realistic division of the workload. When the committees are formed, the CAO's will make whatsapp groups through which they will send out a *datumprikker*, to set a date for the first official meeting. The new committee members will also receive an email with information about their specific committee, the first meeting and the related functions within a committee. All the committee members, experienced or not, will thus know what to expect and can think about which role they want to fulfill.

The first meetings are highly valued. Not only will it set the tone for the meetings to follow, it will also be a moment of mutual acquaintance. For some it will be their first experience with the VSPA. The CAO's will therefore make sure they are well prepared and will lead the meeting in an organized way. They will do so by giving a powerpoint presentation. General information about committees will be explained, such as how the declaration of money works, as well as committee specific information. The goal is to give all of the committee members a clear view of what they can expect for the coming year. After the presentation the functions (for more information see *B.2.2. Functions Within a Committee*) will be divided and the committee members will together look for a standard meeting time, to ensure some structure and certainty. The last part of the first meeting will be a small tour to the VSPA room, where the committee members will be offered a cup of coffee and will be introduced by Nina or Malou to the other board members.

2.2. Functions Within a Committee

There will be five functions that can be divided over the committee members: chair, treasurer, head of promotion, secretary and head of acquisition. The first three functions are mandatory to have. In case of only two committee members, these three functions will be divided over those two committee members. Preparatory to the first meeting, the committee members will receive an email where every function is set out and explained. The CAO's will ask the members to read this information prior to the meeting so that everyone will come in prepared. This way, the functions can be divided in a fair and democratic way. After the functions are assigned among the committee members in the first meeting, the chair will meet up with the CAO to go over the role of committee chair and to discuss what needs to be done and how this needs to be done. They will also discuss their expectations from one another. The same goes for the treasurer who will meet up with Eli to learn about the making of budget plans and realizations, and the head of acquisition who will learn all the sales tips and tricks from David, if interested. The lessons are there to teach the members new skills and to ensure substantive and efficient committee work. The head of promotion will be taking care of the promotion of each organized event, and will control the promotion schedules. This means making a planning and checking up if fellow committee members write and send their promotion posts on time. The head of promotion will also meet up with the CAO to get more insight in the controlling of these schedules. New this year is the secretary function. The secretary will receive an email from Lynn, where she shares some useful tips and tricks about making notes and regulating mail, and where she offers her help if necessary.

2.3. Development Within Committees

In general, students join committees to learn and develop new skills, meet new people, and to simply have fun. It is the task of the CAO's to make sure that these goals can be accomplished as well and easy as possible. Earlier years showed that with more people, committee members often felt less responsible and there was a lower threshold to cancel on meetings or to not do their tasks. To avoid this neglect and social loafing, the maximum amount of committee members will be pushed back to six persons per committee. This way, each member will be required to have an active attitude, which will enlarge the opportunity to grow and connect. The CAO's are there to offer help and support with the organization of events and with creating a safe and nice environment. To make sure that these processes keep on improving throughout the year, evaluation meetings will be held, just as in previous years. Committees with one event (all the trips, the career day, the conference, the a-day-in-the-life, and the music event) will have an evaluation before and after their event. All the other committees, that organize multiple events, will have an evaluation after every event. There will also be a moment halfway throughout the year, where the CAO and committee chair will sit down to evaluate their collaboration thus far, and where they reflect on the expectations they had from one another in the beginning of the year.

2.4. Closure and Transfer

We want to provide the next years committees with as much useful information as possible. Therefore there will be, apart from the evaluation moments talked about above, also an end evaluation. A date for this final evaluation will be set before the (last) event of the committees has happened. To help the year of 2020/2021, all of the knowledge and experiences that are gained during the year, will be written down and added to the transfer documents of the committees. This makes it possible for new committees to build further on the knowledge of earlier committees.

2.5. Role of the Board

The role of the board within committees is really important. The board has information about previous events organized by those committees and is expected to be more experienced than the committee members. Of course, it is up to the committee to decide on the content of the event, but it is helpful to have a member of the board at the meeting in case there are any questions. The board is also involved to make sure the committees keep the focus points in mind while organizing the events. Therefore a board member is expected at every meeting. Information about the board member who has to attend which committee meetings can be found under section *B.2.2.5. Role of Individual Board Members*. If it is not possible for the board member to attend the meeting, that person should be replaced by another board member. The budget plan of every activity has to be judged by the board. This is to make sure the committee thought of everything that is needed and to make sure the committee is not deviating from their budget.

Furthermore, it is also really important that every board member makes committee members feel welcome and appreciated.

Chair

Céline is this year's chair. She is available for any questions regarding chairmanship. The chairs of the committees can always contact her for any information. Céline will also coordinate the editorial committee.

Secretary

Lynn is the secretary of this year's board. She will be in contact with the chairs of the committees. They will email her when they need to book a room and Lynn will do that for them. Lynn will also send an email to the secretary of each committee in which she explains how to keep the email and minutes organized. Besides that, Lynn will also coordinate the Support Committee.

Treasurer

Eli is the treasurer of this year's board. He will be available for any questions regarding finance within a committee, will execute the declarations and pay invoices. He will also give a small masterclass to all committee treasurers to make sure they are successful within their function. Eli is also the person who keeps in contact with the General Members Assembly Committee.

Social Committee Affairs Officer

Nina is this year's social committee affairs officer. She will coordinate all social committees. Nina will also have a meeting with the chair and head of promotion of every committee to explain the function and to make a plan.

Study Committee Affairs Officer

Malou is this year's study committee affairs officer. She will coordinate all study-related committees. Malou will also have a meeting with the chair and head of promotion of every committee to explain the function and to make a plan. Besides that, Malou also coordinates the Design Committee and the Sustainability Committee.

Officer of Sales and Acquisition

David is the officer of sales and acquisition this year. He is available for questions regarding acquisition within a committee. If the head of acquisition of a committee is interested, he will give a masterclass about sales to make sure they know how to close those deals.

3. Committee Specific Policy: Social Committees

3.1. Activity Committee

This committee organizes three activities throughout the year. The committee members are the ones to come up with original activities, as long as it is not something the other committees are for. The purpose of this committee is to organize fun and original activities for members of the VSPA and to give them the opportunity to attend an activity with their fellow students that they normally would not organize themselves. In the last few years the activity committee organized a cocktail workshop, disco bowling, a silent disco boat party and many more activities.

3.2. *Borrel* Committee

The *Borrel* Committee organizes eleven *borrels* during the year. The *borrels* take place at De Heeren van Aemstel where they start at 9 PM and last until 1 AM. However, if at this point there are still many people in the bar, the *borrel* will continue until 3 AM. It is up to the staff of De Heeren van Aemstel to decide if they want to keep the bar open. Since last year De Heeren van Aemstel provided us with a security officer at the entrance. He will make sure only students join the *borrel*. De Heeren van Aemstel also makes sure there is a DJ at midnight. Before midnight, it is up to the committee to arrange one if they want to. In case of no DJ, there will be a standard playlist that the Heeren van Aemstel provides. All *borrels* have a theme, which the committee members come up with. The committee discusses the theme with De Heeren van Aemstel. The *Borrel* Committee also decide on what drink they are going to offer for a lower price. De Heeren van Aemstel gives us the opportunity to do that, but it is something that needs to be discussed with them of course. The *borrels* officially start at 9 PM, but often it is quite empty until midnight. We want to make sure that the beginning of those nights get more crowded. For this, together with De Heeren van Aemstel, we came up with the idea to organize activities during the beginning of the evening. The *Borrel* Committee of last year has applied this at some *borrels*, to correct for the decrease in participants around the winter months, which did seem to help attract more people. The committee can decide whatever they want to do, but they will have to discuss it with the bar. During the winter the *borrels* often are not attended as much as at the beginning of the year. For this, we have the option to invite a music artist for the night. De Heeren van Aemstel will pay for this. It is up to the committee to decide whether they want to do this and who they want to invite.

3.3. Culture Committee

The Culture Committee is a fairly new committee. The committee organizes three cultural activities. The aim of this committee is to make cultural activities more accessible by making them less expensive. The committee will be able to add things to the activity that students would not have done by themselves. For example, a guided tour through a museum instead of just a visit to the museum. The dates for the activities are already set but the committee is free to decide everything else, as long as it has to do with culture and art.

3.4. Hitchhike Committee

This committee organizes a hitchhike weekend at the end of the academic year. This trip will be an adventurous weekend. The trip will take three days, which normally would mean that students miss their classes. That is why the weekend is planned during Whit Sunday and -Monday. On the Monday after this weekend there will not be any classes. The location of this weekend will not be known by any of the VSPA members until the day of departure. Only the committee members, CAO and the treasurer of the board will know its location. The committee members organize fun activities during the weekend and make sure there is a bus to take everyone home in the end. During the hitchhike trip it is important that all couples consist of both a boy and a girl and that there is a car available to pick up people that are lost or do not know how to get to the destination. This is why it is important that some of the committee members have a driver's license, but it is not a requirement for joining the committee.

3.5. Internationality Committee

The Internationality Committee only exists since last year. The last board introduced this committee because the VSPA now is an international study association. This committee organizes three events during the year. The aim of the committee is to organize activities that are typical for a specific nationality. For example, a workshop for making sushi or a Spanish dancing class. By organizing such activities, VSPA members get the opportunity to learn more about other cultures and nationalities. This seems very important to us since we want to make international students feel welcome at the VSPA. Because the activities, organized by this committee, should have something to do with a specific nationality, it would be convenient if some of the members are international students, since they probably know more about specific nationalities. Though we will still mainly select the committee members on their motivation.

3.6. Music Committee

This committee already exists for some time, but the board changed it a bit last year. This year we will change it even more. In the past there were Live Music Nights at Maloe Melo. These nights were not as popular as hoped so the amount of activities got reduced to four. This year there will only be one big music event, because we hope that a single big music event attracts more people and will be more diverse. Moreover, the committee will have more time and money to realize and promote this event. The event will take place in May at the location that the committee comes up with. The committee is free to organize anything that is music related. For example a festival, a concert, an open mic, a talent show or any other musical thing. VSPA members can sign up for this committee like any other, but it would be nice if they are passionate about music.

3.7. Party Committee

The Party Committee will organize two parties during the year. In total there will be three VSPA parties, but the first one is organized by the board, since this one took place in the first week of October, when the party committee had not started yet. The committee is free to organize any party they want. They decide on the location, theme, music and anything else that needs to be arranged. The dates of both parties are already set. One of them will be in March and the other one will be in June.

3.8. Prom/Dinner Committee

The annual prom will be organized by the Prom/Dinner Committee. The prom will take place in February. The committee decides on a location, a theme, the music and any other things they come up with. We want to give the committee the opportunity to also arrange a dinner beforehand. How and if they want to do this is up to them. In the past years this committee always ended in February, but this year the committee will arrange another chic event. This way, the committee members get the opportunity to improve their organizational skills even more. The date for this event will be on the 26th of June, right before the End of the Year *Borrel*. The committee will organize a dinner and they are free to choose any location and food. It is up to the committee to make sure that everyone can be available at the End of the Year *Borrel* on time.

3.8. Ski Trip Committee

This committee will organize one of the biggest events of the year, namely the ski trip. The committee has already started during the previous academic year, and is set up by last years Social Committee Affairs Officer in April. The trip will take place at the 11th of January until the 19th of January in Sauze d'Oulx in Italy. The committee started with seven members, but two people dropped out so another spot opened up at the beginning of this year. The location and logistics are organized by an external organization. This year the committee chooses to work with Skifest. It is up to the committee to come up with fun activities during the weekend and to promote the trip in a nice way. The Ski Trip Committee of 2021 will start around April or May 2020. The application process will start in March.

3.9. Sport Committee

The Sport Committee will organize three sport activities. The first two activities can be anything, as long as it is sports-related. This could be a bootcamp, yoga, bounce ball and many other things. The last event is at the end of the year, when the weather is hopefully nice. This event will be a tournament. It could be any type of tournament, it is up to the committee to decide. We think it is nice to organize a tournament so students can sign up in groups and have a moment to bond over sports. A tournament is a big event that plays into the competitiveness of members, which will hopefully motivate and excite them to join. Also, by forming teams, members can bond with each other while practicing a sport.

3.10. Trip Committee

The Trip Committee organizes the annual trip of the VSPA. Just like the Ski Trip Committee, this committee already started during the previous academic year. Last year's Social Committee Affairs Officer set the committee up with seven students. Right now, there is no room for new students. This year's trip takes place at the 25th of October until the 27th of October. The location of the trip is Ghent. The accommodation, transportation and the activities during the weekend are arranged by the committee. The location of this trip is often a secret until the committee announces it in a special way. This year the location was announced at a *borrel*. The new trip committee will start around April or May 2020. This trips location will be Lille, since this was decided at the GMA last year. More information about this decision can be found in the annual report of 2017/2018.

4. Committee Specific Policy: Study Related Committees

4.1. A-Day-in-the-Life Committee

The A-Day-in-the-Life Committee organizes one big event. The goal of this event is to give family, friends and acquaintances more insight in the daily life of a psychology student. The past years showed that it is not always easy to sell tickets. That is why we decided to stop using the name 'Family Day Committee' and started calling the committee 'A-Day-in-the-Life'. This because we think it sounds more relevant and it speaks to a bigger audience. This way it is clear that the target audience is bigger than just family, which makes it easier to promote: everybody is welcome. We do, however, expect a lower participation rate, because this year is the second year of Psychology being

an international study. This also means the VSPA has more international members than last year, and for these students it would be harder to participate in this event with family, since their family often does not live close to Amsterdam.

The committee will at least organize one lecture, a campus tour, a supper and drinks afterwards. The further filling of the day is up to the members of the committee. A request for a colloquium point for attending the lecture during the A-Day-in-the-Life will be made.

4.2. Career Day Committee

The Career Day Committee will organize one big activity: The Experience Your Future Day (EYFD). Just as in previous years, the purpose of this committee is to offer students more insight and knowledge about future job options. This will be realised through for example a job market, lectures and a network *borrel*. The day will be organized in collaboration with the City Board of the Dutch Institute of Psychologists (SPS-NIP). Malou is already in contact with the secretary of the City Board. To prevent any communication problems, Anouk (who is also a VSPA-member) agreed to be part of the Career Day Committee as an SPS-NIP delegate. She will be present at every meeting. Because she is a delegate she will be an extra member to the committee and therefore there will be 7 committee members in total. However, because she has her own workload for the event at the SPS-NIP side, she will be spared as much as possible from the regular committee action points. Malou will contact the coordinator of the course *Professional Orientation*, to look for the possibilities to get Professional Orientation-points for attending the EYFD. Moreover, colloquium points will be requested.

4.3. Conference Committee

The annual conference is one of the biggest events of the VSPA. The committee will organize a day where students can learn more about one specific psychological topic. What this topic is, is completely up to the committee members, but we will advise them to choose a relevant and current topic because experience learns that these are more visited. The committee members will invite various speakers and we will encourage them to try and make the conference as interactive as possible, since it is a long day and people often tend to doze off halfway through. The committee will request colloquium points for this event, to make it even more attractive.

4.4. Excursion Committee

The Excursion Committee organizes three excursions that have a psychological touch to them. The goal is to create more insight in what certain fields of psychology look like in the real world, in a fun and interactive way. We will therefore encourage the committee members to be as creative and original as they can be. The committee will request a colloquium point for each excursion that is held.

4.5. Lecture Committee

This year, four psychology-related lectures will be organized. The goal of these lectures is to offer students more knowledge about specific psychology related topics. This is besides the standard curriculum, so that it is possible for students to get even more out of their studies. The lecture committee itself will organize three out of these four lectures. It is up to the committee members to come up with interesting topics, and to look for experts in this field that are willing to give a talk

about it. The first lecture has already taken place, and was organized by the board. The topic of this lecture was “Why people radicalize”.

4.6. Study Trip Committee

The Study Trip Committee organizes a 10-day-trip, which makes it one of the biggest trips of the VSPA. The goal is to introduce students to a local psychology faculty, so that they can get a good idea of what studying psychology in a different country looks like. A university in a city of choice will thus be visited. Besides that, other study related activities will also be organized, and many cultural outings. Last but not least an important part of the trip is the social group aspect of it. To make sure that everyone gets to know each other and experiences this process in a nice way, social activities will be organized. It is completely up to the committee how they want to plan the days of the trip and what they want to do. Colloquium points for attending the study trip will be requested.

4.7. Workshop Committee

The Workshop Committee organizes three workshops throughout the year. The goal of the committee is to help students develop themselves by teaching them new skills and knowledge. The committee is allowed to be as creative as possible, as long as it has to do with the learning of relevant skills for psychology students. The committee will request a colloquium point for each workshop that is held.

5. Administrative Bodies

5.1. Application Committee

The Application Committee (AC) will be handling the application process of all the applicants for the new board of the VSPA. The committee has the freedom to handle that process in any way they deem appropriate. The optimal occupation of this committee consists of a current board member, an active member, a member of the supervisory board, a former board member, and a non-active member. The AC gets elected at the GMA.

5.2. Application Guidance Committee

The Application Guidance Committee (AGC) searches for candidates for the board elections. The AGC members give information about being a board member, how to apply to become one, and guides applicants during the process of their application. This committee consists of members with administrative experience in the VSPA. This is because they possess a lot of relevant and useful knowledge about the VSPA and being in the board due to their own board year experience or experience as a member of an administrative body. The AGC gets elected at the GMA.

5.3. Cash Audit Committee

The Cash Audit Committee (CAC) supervises the financial policy of the VSPA. They are selected by the General Members Assembly and operate on their behalf. This year the committee consists of three members of which one is a former board treasurer. The CAC advises the board and support its treasurer, and they will make sure that the policy plan is respected. So far this year, they

have done so by being present at board meetings. Every week a representative will focus on the financial part of the meeting. They will prepare and ask questions in case they have any. This way they are able to intervene if the policy plan is violated. Though, they might come up with a new way of supervising.

5.4. First Year Weekend Coordination Committee

This First Year Weekend Coordination Committee (FCC) coordinates the First Year Weekend that takes place at the end of September each year. This year it took place from the 27th till the 29th of September. This weekend is one of the biggest events for the first year psychology students. The FCC supervises the committees that plan the entire weekend. All mentors that go on First Year Weekend participate in a committee to help organize the weekend. The FCC ensures that everything runs smoothly. The FCC of this year consists out of five members who have been elected in the previous academic year. In March, the new FCC and the number of members in the FCC will be chosen by the GMA.

5.5. General Members Assembly Committee

Like the previous year, the GMA Committee consists of a chair, a secretary and a general committee member. The chair assembles all the pieces that need to be in agenda and combines them in a structured agenda, which is then sent to all active members of the association by email. The secretary writes the minutes during the GMA. These minutes will be sent together with the agenda of the next GMA so members can check if the minutes are in order. Together with the general committee member, all three members are all responsible for the promotion of the GMA's and for buying snacks offered to the members during GMA's.

This year we chose to add a general board member to the GMA committee, with the purpose to serve as a contact person. Eli Minco will attend the meetings of the committee this year, to create a more efficient wire between this committee and the board. He will not attend the meeting to guide as a CAO. Besides this, our policy is to guide committees with the attendance of a CAO/contact person and that is why, in our opinion, this committee should not be different. At the end of the academic year, Eli Minco will write a transmission document for the next contact person about the GMA committee.

5.6. Supervisory Board

The Supervisory Board (SB) supervises the policy plan and the charter of the VSPA. They are selected by the General Members Assembly and operate on their behalf. The SB of 2019/2020 consists of four members of which two are former board members. The supervisory board advises the VSPA board when asked or needed, and intervenes when they tend to make a mistake. This way they keep an eye on the compliance of the policy plan and charter. The SB does this by being present at each board meeting. Every week a representative will prepare the meeting. Other than that the supervisory board will encourage and support the board. The members of the SB have a role as confidant of one or two of the board members. Throughout the year, the confidants will have several conversations with their appointed board members, to make sure everything is okay. They will check up on us, show support and together think of ways to improve possible traps.

5.7. Lustrum Coordination Committee

The Lustrum Coordination Committee is a committee that is set up every five years. This committee is in charge of organizing (an) event(s) to celebrate the 80th anniversary of the VSPA. The committee members will be selected by members of the VSPA during a General Members Assembly. The committee will consist of six people, just like any other committee. The committee will start after the members are selected. This will be in December. The committee will continue during the next academic year with a new CAO.

6. Facility Committees

6.1. Design Committee

The Design Committee will be maintained. The focus will lie on the support of the other committees, and sometimes by the support of the board. For promotion purposes, posters and banners often have to be made. This can be a hard task for people that do not know how to work with Photoshop, or that are not used to designing stuff. That is why the Design Committee exists. A group of people that enjoys projects like these will be available for the committees to appeal to. The regular Committees can choose if and how they want to use this opportunity. They can decide to do the promotion themselves, to hand it completely over to the Design Committee, or to do it in collaboration with the Design Committee. This will be via a standard form that will be sent to the Design Committee. With the help of the Design Committee, the other committees and the board can be supported, without losing their influence. Since it is a facility committee that does not organise their own events, there will be a different division of the committee functions. Only the functions of chair and secretary will be relevant. Malou will take on this committee.

6.2. Editorial Committee

The Editorial Committee is involved in writing the VSPA's digital newsletter. The newsletter will appear in the mailbox of all members of the VSPA every two months. This newsletter will contain a clear overview of upcoming activities and reviews from past activities. The aim is to create a newsletter that promotes the VSPA and its activities, but is also interesting and personal. We plan on asking committee members to write about their experience in organizing a certain event. We plan to do this by asking one of the CAO's to ask their committee if anyone is interested in writing something about an event that has been or will be organized by that committee. This way, we can promote upcoming events and also what being a committee member entails. It could show what goes on behind the so called screens, which might help make the VSPA more approachable. The Editorial Committee ensures that members are aware of what is happening within the VSPA, that they are entertained and that they can look back on fun activities. Céline will take on this committee.

6.3. Support Committee

The Support Committee is a committee that has been established by the previous board. It is a fusion of three committees, previously known as *VrijMiBoCie*, *PruttelCie* and *PromoCie*. This committee will have three tasks: cooking dinner for the General Members Assembly, organizing the Friday Afternoon *Borrels* and promoting the VSPA on matching days. We believe that people who

joined this committee last year, joined because of their supportive attitude towards the VSPA. This committee will consist of 7 members. There has to be at least 3 members as head of the Friday Afternoon *Borrel*-part of the committee and 3 members as head of the cooking part of the committee. Additionally there will be one chair that keeps an overview over the whole committee. Furthermore, this committee will also register a list of VSPA-members committed to the VSPA, who will help the Support Committee during the events. This will be called the “VSPA DreamTeam”. Lynn will take on this committee.

6.3. Sustainability Committee

The Sustainability Committee is a new committee this year. As talked about in our second focus point, one of our main goals this year is to focus on creating more sustainability awareness among our members. We as the board take this challenge upon us and will for example promote relevant strikes and demonstrations, and change our coffee and meat policy. However, we can only do so much as full time board members. That is why we would like the help of a Sustainability Committee. The committee will be responsible for two different tasks. The first task is to organize two events with regards to sustainability and voluntary services. It is complete up to the committee what they want to make out of these events, but they will be encouraged to do everything to make them as attractive as possible. An example of an event could be the cleaning of beaches. We hope this will stimulate the VSPA-members to actively take part in these sustainable actions, and that in this way their awareness will grow. The second task of the committee is to make the VSPA as an association more sustainable. The board will think of ways in which the VSPA-footprint can be reduced, and what changes have to be made to give out a good example. These points will be communicated with the committee and thereafter it will be up to them to think about ways to improve. Of course the committee will be given a budget so that they can implement their best ideas. There is also a possibility to pitch their own ideas to make changes, without a request from the board. The board will vote about these ideas in board meetings. Malou will take on this committee.

C. Ongoing Policy

1. General Thank You Gifts

1.1. Weekend Getaway

As a special ‘thank you’ to our active members for playing their part in the association, we will organize the annual Weekend Getaway towards the end of the year. The VSPA will leave Amsterdam for the weekend and move to a large farmhouse somewhere in the Netherlands. The weekend will consist of playing games, relaxing in the sun, playing soccer, sitting around a campfire, dancing, eating and drinking beer. A great weekend, that we are very much looking forward to.

This trip is accessible for all of our members, but we want to give a special thanks to our active members by giving them priority registrations. Just like last year, active members will receive a discount as well as members who are attending multiple GMA’s. Like last year, the magnitude of the discounts depend on the amount of GMA’s visited. In this way we hope to attract and stimulate people to come to the GMA’s and contribute to the development of the association. The discount will be communicated through the GMA promotion. The different price categories for the Weekend Getaway will be as follows:

- Two main categories are implemented: one for active and one for non-active members. The category for active members will receive a bigger discount than the one for non-active members because of their efforts within the association.
- There will be three categories within the active and non-active members, namely (1) visited zero or one GMA, (2) visited two GMA’s and (3) visited three or more GMA’s.

The prices are not known yet. These will be set later on during the year when we start making plans and make the budget for the Weekend Getaway. We strive to give our members a discount as big as possible. David and Eli will take on the task of organizing the Weekend Getaway this year. They will start in January.

1.2. Thank You Gifts Active Members

For some years now it has been tradition to give active members a thank you gift for their time and effort that they put into our association. At the end of the year, when most committees have come to an end and just before the summer break, is a good time to give them our thanks. How we are going to realize the Thank You Gift is up to Céline and David, who will work on this later on in the academic year. They will start in March.

1.3. Birthday Cards

Malou and Nina, the CAO’s of this years’ board, asked for the date of birth together with the motivation for the committee applications. In this way, they already have an overview of the birthdays of their committee members. Céline is going to make a standard agenda point “Birthdays” at every board meeting on Monday. In this way we know who’s birthday it is that week. Lynn will bring the birthday cards to the board meeting. Altogether we can write the birthday cards, so the CAO’s can hand them out during their committee meeting.

1.4. End of the Year *Borrel*

The end of the year is a special moment, which calls for a festive gathering. We will be hosting another edition of the End of the Year *Borrel*. We also want to continue with the annual elections for various titles called the *VSPAwards*. A few weeks beforehand, members will be able to nominate each other for categories that have yet to be decided. A little later on members will be able to choose from a select group of nominees and vote for the winner. The winners will be announced during this evening and they will receive a small prize. Céline and Nina will be organizing this End of the Year *Borrel*. They will start in March.

2. General Members Assembly

All important decisions and changes concerning the VSPA and her policy will be discussed and made at the General Members Assembly (GMA). The GMA is the highest body of the VSPA and has the most influence on the association. Every member has the right to give their opinion, ask critical questions and vote for topics that are discussed during the GMA. Besides that, members are allowed to issue topics if they have great plans for the VSPA or want to change a part of her policy. The GMA is the place where every idea, plan or opinion can be conveyed. At least one percent of the VSPA members must be present at every GMA. If this situation does not occur, there cannot be voted because the result is not valid. To stimulate and attract people to attend the GMA, we would like to thank them for their participation by giving discounts to the Weekend Getaway, as was done in the previous years. For the exact discount policy see *C.I.I.I. Weekend Getaway*. Besides the discount we also offer snacks and drinks during the GMA, a meal (created by the Support Committee) and two coins for free drinks after the assembly.

Last year, we had the feeling that mostly international students were not aware of what GMA's are. To make people more aware so the meaning and importance of the GMA, so the turnout will be even higher from previous years, we will promote the GMA's by explaining the function of the assemblies during the first committee meeting and during the meetings before GMA's. We will then explain why attending the GMA's is very valuable and to tell them the possibility to have a voice in the association. Besides the committee members, we want to explain word to mouth how students can contribute to the policy of the association. Last but not least, we will spread posters through the campus, create a strict and informative Facebook promotion scheme and promote with free snacks, food and beers. The informative Facebook promotion will also focus on making clear what a GMA exactly stands for and what specific topics are going to be discussed, to make it more clear to members that they are also welcome to engage in the association.

The committee scheduled at least five GMA's with the option to organize a sixth meeting in case this is necessary. In the first GMA, the annual report including year result of the previous board and the policy plan of the candidate board including financial policy will be presented. In the second GMA, members of the Application Committee, the Application Guidance Committee and the Lustrum Coordination Committee will be chosen. The third GMA is all about the Half-Year Report of the board and the application of the First Year Coordination Committee. The fourth GMA, the new candidate board members will be presented to the members of the GMA. The fifth and possibly last GMA will be used to present the new Cash Audit Committee and the Supervisory Board.

3. Alumni Reunion

Just like previous years, we plan on organising an Alumni Reunion together with the Alumni Association Spectra. Most of the organisation is in the hands of Spectra. The VSPA finances the activity. These contacts might come in handy because after all, they graduated psychology at UvA and could be great external contacts for lectures, excursions, internships, and so on. At the moment, we are talking with Spectra about their association. They would like to apply some relatively big changes, and we are still talking about what it is going to look like. However, regardless of what will happen with the Alumni Association Spectra, the Alumni Reunion will be organised anyway.

4. VSPA Room

4.1. Room Policy

The VSPA room is a place for students to relax, socialize and work. It should also be a place for the board members to work. We want members to feel welcome in the room. It is important that the board member with room duty is available for people visiting the room. This board member will sit at the desk close to the door or on the couch and will try to have a conversation with everyone who enters the room. The board member will also offer the student a cup of coffee, tea or lemonade. When it is really crowded, another board member will help out if present at the room.

When students come by for a cup of coffee, we walk with them to make sure they put the coffee in a mug, because this is more eco-friendly. If we already know this person, we make sure to remind them to grab a mug but we do not have to walk with them. By providing the members coffee in a mug, we are more sustainable than when they use disposable cups. To enlarge our hospitality we want to be able to offer the members something to eat as well. For this reason we will buy some food on Mondays and Wednesdays.

Since the VSPA is an international association, we talk English at the room if there is an international student present. This is the same as last year. We think this is how we make the international students feel included and welcome at the VSPA. If the board members notice that not everyone is talking in English while there are international students listening as well, we remind them to speak English.

To make the room more accessible, we changed the location of the counter. Before, students did not have to enter the room when they wanted a summery or when they had a question. With the new setup everyone has to enter the room with at least one step. And once they are inside, we hope they find it easier to stay.

5. Extraordinary Activities

5.1. Constitutional *Borrel*

Like in previous years, we will organise a Constitutional *Borrel*. We invited former VSPA boards, our administrative bodies, our sister associations and our brother associations of the faculty. The constitutional *borrel* took place at De Heeren van Aemstel on Tuesday the 15th of October. We would like to meet other board members of the faculty and predecessors we do not yet know. We

think it is important to maintain good relationships with other study associations and our predecessors. By getting to know those people, we hope to be able to contact them in case of questions. Lynn and Nina will organise this years' Constitutional *Borrel*.

5.2. Committee Evening

The board of 2014/2015 came up with the committee evening, and we think this is a great initiative and would like to realize it again. This is also in line with our focus point Opportunity. An evening like this is a good way to thank our active members as well as to create an opportunity for those members to meet other active members. We want to keep the same structure that this evening has had the past two years, meaning all active members will be shuffled into teams consisting of members from different committees. These teams will compete in several games, which will lead to a winning team that will receive a prize. Céline and Eli will be in charge of organizing this event and start planning in November.

6. General Promotion

Just like previous years, we are going to hand out a gadget. This will be a sustainable VSPA marker. We looked for an item that is both practical as well as sustainable, since this can contribute to our focus point Sustainability. Furthermore, we personally felt like a marker is something lots of people use for their studies. We will distribute the VSPA marker by handing them out to people who enter the VSPA room. They will also be handed out in goodie bags of events and when someone picks up a summary.

Moreover, we decided to continue with the Design Committee. This means that they will make Facebook banners and posters for the promotion of events.

7. Website

At the end of last year, a switch was made to a new web administrator: Linden-IT. A lot of improvements have to be made with regards to the website. Especially the English version of the website is missing a lot of information and many pages of the website are outdated or could use a visual update. Besides the actual content of the website, it also tends to run rather slowly, cannot take on lots of traffic and is overall not very user friendly. These factors also make that the website is suboptimal for promotional purposes. We want to address these issues by keeping close contact with Linden-IT and by communicating our wishes and goals with them in a concrete manner. If we can manage to create a smoother running, better looking and more practical website, we will generate more traffic which is good for the awareness of students about the VSPA and for attracting sponsors. We will look into the options of implementing general data-tracking, to be used to increase the quality of the user experience and in the communication to other organisations. This will obviously be in line with the GDPR-law. More information about that can be found in *C.II. GDPR*.

Not only do we plan on improving the existing content: we want to add an entire new space to the website dedicated to VSPAssistance. For detailed information about this project, see *A.I.4. VSPAssistance*. Lynn and David are in contact with Linden-IT and have responsibility over this project.

Lastly, we are going to implement a platform in the website and app. The platform will look like a forum, where members can both contact with other members. Members can post whatever they feel is relevant or useful on the platform. We, as the board, have to approve the post, in order to prevent the platform to be used for unwanted promotion and spam. When we approve of the post, anyone can react to the post. This will be a forum on the website as well as in the app. WhatsApp group chats also are limited with regards to the amount of people having access to the shared information. The platform in the VSPApp does not have the same problem, leading to more access to useful information.

8. App

Our web administrator Linden-IT is also in charge of creating and running the VSPApp. The app-project did not start completely smoothly this year, since the deadline for the uploading of the app would be July 31th. However, Linden-IT wasn't aware of this deadline. Nevertheless, the app has since been launched and is available in the App Store as well as in the Google Play Store. Communication with Linden-IT has run very smoothly so far: they respond quickly to our emails, are open to all of our suggestions and ask many questions which help us take the next steps in the developing process.

The app will primarily serve as an environment where members can find all the relevant information they need with regards to the VSPA. It will contain some pages similar to the website, but also: a calendar with upcoming events, direct access to the vacancy bank, an overview of links to the booksalespage, summaries, language courses and exam trainings, a social platform, a contact form for questions, links to social media and more. Another great benefit of the app is that, if possible, members will be able to adjust notification settings to their liking. This will make the app interesting not just for say first year students with lots of questions, but also for a third year or master student looking for the latest vacancies. With the app they will be kept up-to-date on all of the offers we upload on the website. We are looking into the possibility of sending push notifications about the things we want our members to be notified about.

The app will be held relevant by updating the news section frequently, adding upcoming events to the calendar and notifying on new educational resources. The news section will regard topics such as: VSPA study rooms, the arrival of summaries, registrations for activities, the newsletter and events that need extra promotion (like for instance GMA's). We aim at creating roughly one new news topic per week, in order to prevent an overload of information while keeping the section relevant. Topics can be introduced and proposed by every board member and will be decided on during the weekly board meetings.

Lynn and David are also looking into the possibility for the app to function as a registration-tool. This would mean that new members can sign up for a membership at the VSPA by downloading the app. This would allow for a smoother running sign-up process and a 'cleaner' message to new students: download the app and become a member, everything you need is on your phone. Also, Linden-IT has shown optimism with regards to allowing more methods of payment for internationals to be integrated in the app.

8.1. Promotion of the App

We appreciate the fact that the promotion of the app is almost just as important as the functioning of the app itself. This is why we want to set up a large promotional campaign in order to get as many downloads as fast as possible. Reaching the most students as soon as possible with this message not only benefits our promotional purposes, it also increases the value of the in-app platform with every single download. More members online means more member input and more fellow students to answer questions.

When the app is launched, we want to make a roll-up banner for the promotion of the app. This banner will contain QR-codes for both the Apple Store and the Play Store, so people get directed to it straight away. We also want to print posters and flyers with information about the app and use these to promote at events such as FYW, TentAfters and *borrels* and in the room.

We decided to use all of our social media accounts and online channels for promotion. We will also send out an email to all of our members, containing a clear overview of the content and benefits that the app has to offer.

Furthermore, we are going to have a *borrel* dedicated to the App. There will be a beer deal with the Heeren van Aemstel and we are going to think of ways to make people download the app there

Last but not least, we want to promote the app by telling everyone when entering the VSPA room. When members buy their summaries or have general questions or just want to chill, we'll try to promote the app.

9. Storage

The VSPA disposes over two storage facilities on Roeterseiland Campus. One close to the VSPA room, G S.26A, and one in building B3.48. With regard to our focus point Sustainability, we plan on keeping the inventory list as up to date as possible. The inventory list can be found on the door of the concerned storage space as well as on the server. We want to recycle more, so we want to make reusing what we have as easy as possible. For decorations, we want to create one designated area, to keep things orderly and easily accessible. We want to prevent buying more than we need and promote using things we buy more than just once. Before buying new decorations for an event, the committee should check to see if we already have what they need and think about reusing items used in previous events. Céline will be in charge of keeping the storage facilities organized.

10. The Payment System

10.1 Transaction Costs

The website is linked to the payment system called Mollie. Every ticket for activities can be bought on the website and goes via Mollie. They transfer the money thereafter to the bank account of the VSPA, but subtracts transactions costs from every transaction. Since last year bachelor's study programme is international, the board of 2018/2019 added the option to pay with credit card and SOFORT banking to facilitate their payment.

The current situation is that €0,36 is automatically added at the checkout on the website. As a consequence, the VSPA does not pay for all the transactions that are done through the website since this would be a lot of money. In this way, the customer pays for transactions costs themselves and not the VSPA. The €0,36 is based upon the transaction costs for iDeal, since that is the minimum amount transaction costs for a transaction and the only payment for the last two years. The amount of transaction costs differ between €0,35 and €0,36. That is why some payments results in a small profit or a small loss.

However, this procedure entails a big problem. The board of 2018/2019 calculated the transaction costs for paying with credit card and SOFORT banking and these costs appear to be higher than for iDeal. This means that the VSPA is currently paying for the remaining transaction costs, which is the difference between the €0.36 and the costs for credit card or SOFORT banking. For example, Mollie uses a fixed price of €0,25 (excluding VAT) for credit card transactions and on top of that depending on whether it is a European/personal or non-European/business card a percentage of respectively 1,8% or 2,8% of the total price. So if an international student pays for an event (€15) with an European credit card, this means that the transaction cost will be $€0,25 + (€15 * 0,018) = €0,25 + €0,27 = €0,52$ per transactions. Including the 21% VAT, the costs are $€0,52 * 1,21 = €0,63$. This means that the VSPA is paying the remaining €0,27 (€0,63 - €0,36). Depending on the price of the article/ticket on the website, these costs can also be even higher.

Also, when a new member is paying for their membership, the €0,36 transaction costs are not added. This means that the VSPA does not receive €15,- as an income per membership but €14,64. With the transactions costs being higher for other payment methods than iDeal, this also means that the income per membership for the VSPA will be even less when paying with these other methods. That is why the treasurer of last year decided to work with an average of €14,55 for a new membership. This policy will continue during this year.

The board of board of 2018/2019 decided to solve this problem partially by taking the average of the transaction costs for the different payment methods. This is only applicable for memberships because the €0,36 transaction costs are not added. Adding tickets to the shopping cart on the website is the only way to add this amount.

The ideal solution seems to be an addition of the correct transaction costs immediately after choosing the specific payment method. Right now, €0.36 will be added before choosing the payment method. By adding the transaction costs after choosing the payment method could mean that the website can design the payment including the right amount of transaction costs. Lynn and David already discussed this topic with Linden-IT. Further choices will be made in the near future. Together with Linden-IT, we hope to change the procedure to receive the right income from ticket sales. If this is not possible, Eli will search for different solutions and take this project to a different level.

Furthermore, David and Lynn spoke with Linden-IT about the possibility to add Paypal to the payment methods on the website and app. Paypal is a payment method where everyone can login on their Paypal account, link their bank account to their Paypal account, and Paypal then subtracts money from their bank account or credit card. For example, if a member with only a credit card wants to pay a ticket via our website, he/she can login on his/her Paypal account and automatically, the money is subtracted from the credit card. At the moment, some internationals cannot pay tickets for events or succeed their membership due to a different payment method. In the upcoming weeks, Linden-IT is going to rebuild our website including the possibility to add Paypal. During this period, we will further investigate the advantages and disadvantages of adding this new payment method. Eli will investigate this in October and will then present this in one of the board meetings.

10.2 Direct Debit

Since the study year 2017/2018 there has been a change with regards to collecting the contribution money. Where it used to be possible to choose between a one-year membership or a full-study-time membership, it is now only possible to get a full-study-time membership with direct debit for €15 per year. The contribution money used to be paid only once but in the current situation the contribution is paid via a direct debit within the European payment market SEPA (Single Euro Payments Area). One of the main reasons for switching to direct debit is that we will receive more income from memberships in a structured manner and, so we can evaluate our plans within committees to a bigger measure. Another reason for the switch to direct debit was the possibility to become a member through the VSPA website. This means that the membership is immediately redeemed instead of having to physically go to the VSPA room to sign up. For more information, we recommend you to look at the minutes of the GMA of June 20th 2017, the GMA proposition of that day or the annual report of 2016/2017.

The current situation is that new members will automatically stay a member for three years. So this year, new students will stay a member until the end of the academic year 2021/2022. The board of 2017/2018 made sure that students could become a member with a direct debit through the Dutch payment system iDeal, credit card and SOFORT banking.

At the end of the last academic year, the Secretary of the board 2018/2019 made sure that all members received an email about their membership. Students who did not want to be a member anymore could unsubscribe from the VSPA and taken out of the direct debit system. We plan on doing the same at the end of our year, so members can unsubscribe if they want to. Unfortunately, people tend to deny the direct debit if they do not want to be a member anymore. As a result, chargebacks happen often. This means that the VSPA need to pay for the costs of denying the direct debit. Lynn and Eli spoke about this issue and thought about emailing every person who canceled a direct debit which resulted in chargebacks. However, they believe this will cost a lot of time and effort to receive a small amount of money back. They came to the conclusion these chargebacks are overheard by contingency costs.

11. General Data Protection Regulation

The General Data Protection Regulation (GDPR) is a European regulation and was enforced in May 2018. With the GDPR, the European Union has one privacy law. Because the VSPA collects data from its members, we need to obey these regulations.

First of all, just like last year, we ask for permission to take pictures of members during activities in the registration form. If a member does not want to be in pictures, we will ask them to actively try to avoid the camera. When it is the case that that person is featured in a picture, we cannot use or store it, thus we will delete the picture.

Secondly and most importantly, our website is not GDPR-proof at the moment. Linden-IT can make our website fully GDPR-proof when doing the rebuild of our website. Our member list has to be rearranged, we need to get a privacy statement and Terms and Conditions. They will help us setting this up and implement this in the membership registration form. The Terms and Conditions and the privacy statement will be placed there, this way our members will know that we treat their data correctly.

12. Board Attendance at Activities

At activities, we want at least four board members present, but will always strive to have all six board members present.

The board of 2018/2019 founded a board budget for activities to compensate for the financial debts that a board year may cause. We stand by their argumentation (see Policy Plan 2018/2019) and want to do the same. For more information about the board budget for activities see *F.4.6.4. Board Budget for Activities*.

13. Member Input

We want to distribute a survey three times this year amongst our members. In this way, we can immediately receive feedback from our members on what they enjoy, what they miss and when they have good ideas themselves. We already distributed a survey before the summer break, to obtain information about what our members miss, what they would like to see differently, but also what they appreciate and enjoy. The first survey of this study year will be sent just before the Christmas holidays, to gain an insight into what our members think of the VSPA and the way it is run. We can use this information for our half-year report and apply that knowledge by potentially changing some things. The next survey will be sent in March, to get an insight on whether we changed things for the good or not after the half-year report. The last survey will be at the end of the year, in June. The board following us can use the information we will acquire for writing their policy plan. The surveys will be distributed in the committee group chats, on our socials and in our VSPApp. Lynn will take care of this and make sure the surveys will be sent in time.

D. External and Internal Contacts

1. External contacts

1.1. Section Psychology Students Dutch Institute of Psychologists (SPS-NIP)

The Psychology Students Section (SPS) is part of the Dutch Institute of Psychologists (NIP). Together this makes the abbreviation SPS-NIP. The city board is the student platform of the University of Amsterdam (UvA).

Malou will consult with SPS-NIP, talk to the chair and compare agendas and discuss our cooperation for the Experience Your Future Day (EYFD). Communication with SPS-NIP has not always been flawless, which is something we want to change, for more information see *B.4.2. Career Day*. We also have an agreement to discuss the days and topics of the lectures. This will minimize the overlap in the promotion and the subjects.

1.2. Establishment of Study Associations Psychology in the Netherlands (SSPN)

The SSPN is a foundation consisting of all study associations of psychology in the Netherlands and SPS-NIP. The SSPN meets every four weeks to exchange information and to eventually organize an event that will take place at the end of the year. Each meeting is held at one of the involved study associations. These meetings serve to maintain our national contacts and for the exchange of information, which can be useful when we come across problems that other associations can help us with. The VSPA has not always maintained a proper relationship with other psychology associations, but we will try to change that this year by attending as many meetings as possible. We want to stay up to date with what other associations are doing and possibly learn from them. Eli and Céline are going to do this by attending as many meetings as possible.

1.3. General Student Association of Amsterdam (ASVA)

The ASVA is the most important body for advocacy of students. In addition, ASVA organizes the study association consultations once in a while. This is a meeting for which all study associations of the UvA and the HvA are invited. Also, we have attended the ASVA *Besturendag* with all six of our board members to learn and work on skills that are useful to acquire as a board member. We thought this was a useful event to attend, in line with our focus point 'Opportunity'. We wanted to use this opportunity to become more aware of how to be more efficient as a board member.

2. Internal Contacts

2.1. Educational Institute

Our contact of the Educational Institute is the director Joeri Gritter. We can request grants from the Educational Institute for the study trip, the conference, the Experience Your Future Day and the First Year Weekend. The Educational Institute also subsidizes our printing costs. We can also book rooms for VSPA activities through *Bureau Onderwijs en Logistiek* (BOL), which is part of the Educational Institute. Through the Educational Institute we can send direct emails to all psychology students. And lastly, we will organize the matching days together with the Educational Institute.

To maintain a good relationship with the Educational Institute, we try to be as transparent as possible when filing for a grant. We do this by making an appointment with Joeri Gritter before and after the activity to explain what we plan on using the grant for by showing him the budget plan and realization for the activity.

Aside from being transparent, we also try to spend the grants we receive as well as possible. For instance, we try to keep the printing costs as low as possible.

We want to maintain a good relationship with the employees of the Educational Institute in an informal way. The *VrijMiBo* was introduced three years ago by the ombuds student Gaby Lunansky together with Joeri Gritter and the VSPA. Lynn will be the coordinator of the Support Committee that will organize the *VrijMiBo*'s.

This year, the Educational Institute wanted to organize a graduation party for all students that finished their propedeuse, bachelor or research master. The Educational Institute asked the help of the VSPA. Céline and Nina will organize this event together with Joeri Gritter.

Lastly, to thank the employees of the Educational Institute and to get to know them better, we will invite them to lunch together with other employees of the UvA.

Céline will be the general point of contact for the Educational Institute.

2.2. Faculty Association of the Faculty of Social and Behavioral Sciences (Fv-FMG)

The faculty association started in the year 2013/2014. The board of this association consists of all chairs of the eight study associations of the Faculty of Social and Behavioral sciences. The eight associations are; Comenius, Kwakiutl, Machiavelli, Mercurius, Pegasus, Sarphati, SEC, and the VSPA. The faculty association was founded to unite the eight study associations, so that they can serve the interest of the students of the faculty and to exchange knowledge. There will be a meeting once every two weeks. This year Céline will be the representative of the VSPA, since she is the chair of the VSPA. Céline will be in charge of organizing the FMG party within the board of the faculty association.

The faculty association organizes two events every year; a social and a study related event. These events are organized by committees, consisting of members of the boards of the faculties study associations. This year, Malou will join Céline in the social committee. Together they will organize the faculty party. Lynn will join the study related committee which will organize an interdisciplinary event. Besides these events a *Borrel* Committee (BoCo) will be set up, consisting of four members of the FMG boards. They will organize three events for the boards of the FMG, which will tighten the bonds between the associations. These events are completely optional and are simply organized for fun and are paid for by the board members that choose to participate. Eli will be in the BoCo this year.

Four of our six board members will be investing time in the FV-FMG this year. The bond with the other faculty associations is important in order to get a firm position in the faculty, to achieve goals that the VSPA would not be able to achieve alone, and it is helpful in case we have questions that we do not hold the answer to. Therefore, we want to unite and collaborate with the other boards again this year.

2.3. Student Meeting Psychology (STOP)

This meeting is organized by the ombuds student. At this meeting the representatives of the student parties, the Programme Committee, SPS-NIP and the VSPA will be present. These meetings are meant to unite the most active and involved students so that they can collaborate and exchange knowledge. Céline will attend the STOP meetings to represent the VSPA.

2.4. Faculty Student Council (FSR)

The Faculty Student Council (FSR) focuses on matters that concern the students of the Faculty of Social and Behavioral sciences and on the quality and improvements of the education. The FSR consists of students of the Faculty of Social and Behavioral sciences. The FSR and the Programme Committee are the only two student bodies within the faculty that have the right to consent and advise. This means that in the meetings with the deanery, they will be the student representatives. Céline will stay in touch with the FSR through the Fv-FMG meetings.

2.5. Alumni Association Spectra

This association was founded in 2014 and provides VSPA members with the opportunity to stay in contact with former members. Spectra is of use to the VSPA with regards to their professional network and for when the board has VSPA-related questions. It also serves as a way for former members to stay in contact with each other and organize and enjoy events together. Spectra consists of older, former members that together possess a large knowledge base, gathered through both their studies and their work experience. An example of how the association benefits from this is a charter class, organized by Rick Smit (chair of Spectra), given to new board members. He organizes this class in the beginning of the year and on his own initiative. We attended the class and experienced it as very helpful to us. Moreover, Spectra organizes a gathering to reunite former members. VSPA finances part of this gathering and we thus have a say in the organization. We want to collaborate with Spectra and learn from them. This year, the communication between Spectra and VSPA will go through Céline.

2.6. Programme Committee (OC)

The Programme Committee consists of UvA psychology employees and students. The Programme Committee gives advice on education and exam regulations, the study guide and study manuals. Since two years, the Programme Committee has the right to consent on certain matters, according to the *Wet Versterking Bestuurskracht*, which was accepted by the *Tweede Kamer* last year.

Every week, we share a poll the OC created on our VSPA Facebook page. In that way we form a bridge between the Programme Committee and our members. Lynn is the point of contact within the board.

2.7. Spiegeloo

Just like previous years, we can send in a promotion page for the VSPA to the Spiegeloo. We will post our upcoming events and other promotion on there. The Spiegeloo sends us a theme, and we will try to make our promotion page with this theme. Lynn will be in charge of the contact with the Spiegeloo and make the promotion pages.

E. Sales Education Resources

The VSPA has been selling books for years. A few years ago we also started selling and promoting other education resources, namely summaries and exam trainings. At first, selling summaries and providing exam trainings was merely a service with which the association made a small profit, and sometimes even a loss. When we switched from de Boekenbalie to working with a book supplier, the income from books decreased and the income from selling summaries and exam trainings increased. Now, the VSPA is at a point where the income of selling summaries and exam trainings are about equally as important for its annual budget as the income of selling books.

1. Book Sales

1.1. Book Sales in General

The VSPA has been providing book sales for its bachelors- and masters student members for years. This is, partly because they can buy their books discounted, through the VSPA. For most students, especially in the beginning of the year, this is the reason to become a member. Just like last year, students can buy their books online via a module of our book supplier Studystore on our website. Here, students can order books all year round and have them delivered at home, free of charge. This year, as an extra service, with the help from the previous Officer of Sales & Acquisition, we made it possible for students to get their books delivered at the VSPA room. This was only possible during the first week of the first semester, yet it helped out plenty of students that didn't have housing yet and still wanted to get their books in time. This extra service came with its benefits and its challenges. The benefit was that the board spoke to and helped out many first year students that they otherwise wouldn't have met yet. The challenge was that David had to coordinate the supply and sale of two pallets of book packages that weren't delivered at the right time or address.

1.2. Book Sales Promotion

This year we made sure a flyer with information about ordering books through our website, was in a package delivered at the house of first year students. By doing this, we made sure that every new first year student of psychology knows that we sell books and how to buy them. It has also been promoted during the introduction day by Céline to remind them of the discount we offer. We also scheduled Facebook posts leading up to the first weeks of the first semester with information and links to the module. We also used the roll banner and put it outside of the opening of the VSPA room every day and next to the doors of the first lectures.

One month before the new semester, we will start again with scheduling Facebook posts to make sure many people buy their books again for the second half of the year. We will also use the roll banner again extensively. With the app we can notify all users of the discount we offer and directly link them to the module.

1.3. Book Prices

Studystore, our partner, strives to offer their books at the lowest price. They compare the prices of the major online vendors and intend to offer their books at a lower price. Eli and David will personally look up the prices of other suppliers before a meeting with StudyStore concerning the supply of books for the second semester. The members of the VSPA receive additional discounts on top of that. This adds up to a total discount of 13% on foreign titles, while Dutch titles receive the maximum discount of 5%. The latter will no longer be relevant next year (for the bachelor,) due to the internationalization of the study.

1.4. Book Supplier

The book sales will proceed to take place online, without the VSPA room as a pick-up point. As a result, the course of events will be a lot clearer, so that in busy periods it will soon be clear

whether and which books have to be ordered. David has insight in the back office, and can precisely keep track of how sales are going and tailor the promotion to this data.

Also, for the second semester we will start the promotion of selling used books. StudyStore has come up with a very user friendly way of checking your books' value and ways of getting them processed. The bonus percentage that the VSPA will receive will remain the same, however the amount we receive will be lower, since the second-hand books will be cheaper. The second-hand books that Studystore offers are checked for quality and will be available in a limited edition, as much as Studystore has.

As well as selling used books, David and Eli will try to collaborate with StudyStore with regards to the possible sale and use of eBooks. This is in line with our Sustainability focus point and is an appropriate response to the developments over the last few years on the topic of file-sharing in group chats. If possible, we will try our best and get these eBooks ready for use in the second semester. If not feasible, this will at least serve as a starting point for future Officers of Sales & Acquisition to build on.

2. Summary Sales

2.1. Summary Sales in General

The VSPA has sold hard copy summaries at the VSPA room for the past couple of years. The Officer of Sales & Acquisition makes sure to deliver the right study guides to our partner in the first week of the block. The amount of summaries will be decided the month before the exam.

2.2. Summary Sales Promotion

To promote the summaries we are posting messages on Facebook every time the summaries are ready to be sold. We also create stories on Instagram showcasing the deal and benefit of studying with a summary. In cooperation with our new summary partner, JoHo, we created a poster showcasing the discount we offer as well as the fact that students can get their summaries both online through JoHo.org as well as printed at the VSPA room. There will also be notifications and an overview of summaries in the app.

2.3. Summary Prices

Summaries are sold at a fixed price of €5,- a piece or with a JoHo-membership at €15,- for 10 summaries. JoHo works with annual memberships that are not conform the academic year. This means that in January, students pay another €15,- for a membership but receive 15 summaries instead of 10 for their money.

2.4. Summary Supplier

Since the end of last year, the VSPA has a partnership with JoHo. JoHo is an organisation that has a very broad set of services all aimed at helping students and connecting people all over the world. The sale of summaries is not profitable for them: they simply use summaries in order to get students to get a membership, in the hopes of them using their other services. Contact with JoHo is interesting as they are really willing to help us out in any way they can, as long as they think it can help students.

Though, in their ambition they can be a little chaotic and the first supply of summaries was already a day late. They also set up a new system for obtaining and handing out summaries, which directly contradicted agreements in the contract. To make sure the collaboration will be as successful as possible, we will arrange for at least two evaluation meetings per semester. During these meetings we are also planning on addressing these issues.

In every summary printed by JoHo, the VSPA gets a page which can be used for informational and promotional purposes. The content of this page consists of an agenda of the upcoming month as well as relevant information for that period and promotion of other partners like TentamenTrainingen.nl.

David, together with Eli, will evaluate in the upcoming months if the partnership with JoHo is sustainable and beneficial to our members.

3. Exam Training Sales

3.1. Exam Training Sales General

The VSPA has been offering its members exam trainings for multiple years now. Since the trainings cannot take place at the UvA anymore, the only thing that needs to be done for the exam training sales is promotion.

3.2. Exam Training Sales Promotion

We promote TentamenTrainingen.nl through a page in the summaries. The VSPA also organized, in collaboration with TentamenTrainingen.nl, a *borrel* in the Heeren van Aemstel. The aim of this *borrel* was to give TentamenTrainingen.nl name recognition among mostly first year students, but also students who used other exam training companies before. Again, the VSPApp will also be a major tool when it comes to promoting this sales education resource.

3.3. Exam Training Prices

The exam trainer will provide trainings for the VSPA in exchange for a 20% members discount and a commission for the association. Because of confidentiality, the exact percentages of the commission are not given.

3.4. Exam Training Supplier

This is the second year, the VSPA has a collaboration with TentamenTrainingen.nl, a company that provides the VSPA with exam trainers and trainings. Their main focus is the quality of the trainers. For this reason, the trainers can be evaluated anonymously by everyone who attended the training and this evaluation will be visible for others who register for a training.

In each training guide, a booklet handed to participants of exam trainings, the VSPA gets a page which can be used for informational and promotional purposes. The content of this page consists of an agenda of the upcoming month as well as relevant information for that period and promotion of other partners like JoHo. To make sure the collaboration will be as successful as possible, we have arranged for at least one evaluation meeting per semester. The first one was planned before the start of the year and the second one will be planned during this first meeting.

F. Financial Policy Plan

1. Introduction

The financial policy will include both the income and expenses of the association. Financially, we will probably receive more money from our memberships, books and TentamenTrainingen.nl because of an increase in first year students, in comparison to last year. Last year, 496 first year students made the first exam in comparison with the 540 students this year. Therefore we have more money available to give committees opportunities. Besides this, we have chosen to decrease the amount of activities from four, like previous years, to three for some committees. Because of this change, more money will be divided over less activities which means some activities could become bigger and maybe even more extravagant than ever before.

2. Annual Budget

The annual budget will be included in an Excel file.

3. Remarks on the Income

3.1. Memberships

Just like last year, every student who buys a membership will automatically receive a direct debit every sequential year. The direct debit will automatically stop after three years. The membership can always be terminated during these three years and a new one can be bought after the initial three years have passed. A membership costs €15,- per year.

In accordance with Ingmar Visser, the Director College of Psychology at the UvA, 550 first year Psychology students have been introduced by the UvA.

Budgeted last year: €11.058,11

Realized last year: €10.201,45

Newly budgeted: €13.593,67

On October 8th, the VSPA had sold 311 memberships. At this moment, there are 47 'inactive' members that signed up but whose payment did not go through. Lynn and Eli will email before the end of the calendar year all inactive members, requesting them to come by the VSPA room in order to complete the payment. By emailing everyone, we hope that all the 47 students will have fixed their payment before our Half-Year Report. We expect these people to revise their cancelled direct debit or to complete their payment. This will form an additional $47 * €15,- = €705,-$. To estimate the number of memberships we will sell this year, we calculated the percentage of first year students that became a member of the VSPA over the past four years. Before last year, an average of 91,12% of the first year students became a member. This was the average percentage of first year students becoming a member in 2015/2016, 2016/2017, and 2017/2018. Last year, 73,19% first year students became a member, probably due to the internationalization of the Psychology Bachelor. This process had a big impact for the future of the VSPA and this 18% difference in comparison with the three years before can be mainly attributed to this change. Accounting for this big change for the VSPA, we used the

average of 73,19% and 91,12% (82,15%) to calculate the amount of expected new memberships. This year we have 540 first year students which made the first exam in September, so we would expect to sell $540 * 0,8215 = 444,17$ new memberships.

We also looked at the number of memberships that were sold in the 2 academic years before us in order to make an estimate of how feasible our expectation of the 82,15% was. In the period of 01-07-2017 until 09-10-2017, 289 of the total number of 376 memberships in 2017/2018 were sold. Between the 1st of July and the 9th of October, 76,86% ($1 - (1 - (289/376))$) of the total amount of memberships were sold. We looked at the same period last year, so from 01-07-2018 until 09-10-2018, where 285 of the total number of 364 memberships in 2018/2019 were sold. Between the 1st of July and the 9th of October, 78,30% ($1 - (1 - (285/364))$) of the total amount of memberships were sold. The average amount of sold memberships till the 9th of October in the last two years is therefore 77,58%. As mentioned above, we sold 311 memberships already. According to these numbers, we would expect to sell $311/0,7758 = 400,88$ memberships in our year. Because we believe that both of these calculations describe an accurate representation of the expected memberships, we decided to take the average of the two calculations. The number of memberships we expect to sell is $(444,17 + 400,88)/2 = 422,53$.

Shy-Ann Moehamatdjilil, the Treasurer of the board 2018/2019 discovered that the transaction costs for the different payment methods differ quite a lot. Due to the internationalization, we introduced credit card and SOFORT banking. The transaction costs for these methods are higher than for iDeal and because the transaction costs are subtracted from the price of a membership, the actual income per membership depends on the payment method. Shy-Ann calculated the average income per membership, which is €14,55. For more information, we would recommend that you read the Policy Plan of 2018/2019 and to look at section *F.4.1. Memberships*.

Next to the “new” memberships that we sell, we also receive income from the memberships from 2017/2018 and from 2018/2019 since they receive a direct debit. From the 376 memberships that were sold in 2017/2018, 333 students are still in direct debit. Out of 363 students that bought a membership in 2018/2019, 313 are still in direct debit. However, at the end of last year, the Secretary of the board of 2018/2019 sent an email to all members asking them if they still wanted to be a member. As a consequence, 139 students canceled their membership. The actual income per membership from the direct debit is €14,70.

The total income that we expect to receive this year from the memberships is as follows. We expect to sell 422 “new” memberships for the average price of €14,55 and we expect to receive $333 + (313 - 139) = 507$ extensions of memberships via the direct debit. This comes down to $(€14,55 * 422) + (€14,70 * 507) = €13.593,67$. Adding to this, the for now 47 inactive members we hope to complete their payment will add €705,- to the €13.593,67 which will add up to €14.298,67.

3.2.1 Savings Account

Budgeted last year: €102,-

Realized last year: €2.882,79

Newly budgeted: €3.875,-

Last year, €2.882,79 was realized due to the payment of the VSPA-app with money from the savings account. Part of this amount is also due to the interest rate. The interest rate was €45,34.

We decided to do a rebuild for the whole website. Linden-IT will totally renew our website, which will cost €4.875,-. We are planning to pay this fee with money from the savings account. However, we received a reservation of €1.000,- from the Board 2018/2019 for the modification of the website. More details can be found under section *F3.5.3. Reservation Board 2018/2019*. That is why

we only need to budget €4.875,- - €1.000,- = €3.875,-. Since we have to withdraw money from the savings account we decided to budget €3.875,- for it.

3.2.2 Interest Rate

Budgeted last year: €102,-

Realized last year: €45,34

Newly budgeted: €42,87

We also budget the interest rate from the savings account at €42,87. This amount is an indication and calculated on the basis of the average amount on the savings account during 2018 with an interest rate of 0,2%. Since our financial year is from 01-08-2019 until 31-07-2020, we receive 5 months of interest from the year 2019 and 7 months from the year of 2020. The interest rate in 2019 changed to 0,05%, but that is automatically included in the calculation, because this calculation is partly based on the interest rate in 2019. This comes down to €42,87.

3.3. Sales Education Resources

3.3.1. Profit Book Sales

Budgeted last year: €7.176,68

Realized last year: €9.021,93

Newly budgeted: €10.157,09

This academic year is the third year with our book supplier Studystore. Since more students start studying Psychology this year and the amount of second year students have increased in comparison to last year, we expect an increase in book sales and their profit. The book prices and the amount of third year students are nearly the same as in the last two years.

Therefore, to make the estimate, we calculated last year's profit derived from first year students. The total revenue of first year students last year was €8.253,82. This number is the sum of the amount of books multiplied by the price of the books. Last year, our total amount of income from the book sales last was €9.021,93. That means we received $€9.021,93 - €8.253,82 = €768,11$ from second and third year books, which is $€768,11 / €9.021,93 = 0.085 = 8.5\%$ from the total profit. In 2017/2018 the VSPA received $1 - (5.648,76 / 6.610,25) = 14,5\%$ profit from second and third year students.

We then multiplied the income from the first year students book sales by the ratio of increase in first year students. We calculated this ratio by dividing the number of current first year students by the number of first year students from last year. The amount of first year students increased with $540 / 496 = 8,87\%$. The expected revenue of the first year students this year is $€8.253,82 * 1,08871 = €8.986,01$. We then took the mean of the book sales for second and third year students in 2017/2018 and 2018/2019 which is $8,5\% + 14,5\% / 2 = 11,5\%$. This means approximately 88,5% (100%-11.5%) comes from first year students. We divided this by the expected profit from first year students book sales, so we are expecting to receive $€8.986,01 / 0,885 = €10.157,09$.

Note: the above calculation was done in Excel which uses more decimal places. Therefore, the outcome slightly differs from the calculation but the shown outcome is the one taken from Excel.

3.3.2. Profit Summary Sales

Budgeted last year: €6.739,35

Realized last year: €4,728,84

Newly budgeted: €5.206,-

Since May 2019, we are working with our new partner, JoHo, due to an earlier partnership last year which ended up not working well. The board of 2018/2019 decided to switch suppliers

because summaries were delivered too late most of the time and their quality was not what the VSPA expected and required. Our new partner JoHo provides summaries for each exam in the first year and for the shared program in the second year.

We cannot elaborate much on the details of the contract due to confidentiality reasons. We receive a sponsorship for the whole academic year 2019/2020 which is in total €4.356,-. To read more about the contract with JoHo, look at section *E.2. Summary Sales*.

A JoHo-membership costs €15,- per calendar year and provides members with 10 summaries. In January, students can renew their membership and obtain 15 summaries for that same price instead. Some students do not want to become a member, because they only need one summary or do not feel the necessity to become a member of JoHo. To still provide them with summaries, we sell individual summaries for €5,- per piece. Daniel Heijke, the Officer of Sales & Acquisition of 2018/2019, made a deal with JoHo, allowing for us to be able to sell summaries separately, as long as the amount of sold individual summaries stays below 5% of tot total amount of sold summaries.

The calculation of the amount of the individual sold summaries is based on the first four months working with JoHo and the first month of this academic year. 60 individual summaries have been sold in March, April, May and June. That means we sold an average of 15 individual summaries per month. In September 2019 we sold 19 individual summaries to first and second year students, next to our promotion for a JoHo membership. For our calculation, we took the mean of the sold summaries in the last four months of the previous academic year and the first month of 2019/2020, which is $(19 + 15)/2 = 17$ summaries. We choose to use both data sets to increase the data in our attempt to make the most realistic estimate. The academic year consists of 10 months, so we believe we will sell $17 * 10$ months = 170 individual summaries. We sell them for €5,- per piece, so we expect a profit of $170 * €5,- = €850,-$. All together with the established agreement, we came down to an estimate of the profit from the summary sales: $€4.356,- + €850,- = €5.206,-$. There are no production costs related to the VSPA.

3.3.3. TentamenTrainingen.nl Income

Budgeted last year: €6.130,96

Realized last year: €1.445,28

Newly budgeted: €2.822,51

This year we have a partnership with the same partner as last year, TentamenTrainingen.nl. For every exam training that is sold, the VSPA receives a certain amount. We cannot go in too deep on the details because of confidentiality, but we have a better deal than with our previous partner. TentamenTrainingen.nl made a prognosis about the expected amount of sold exam training and their expected profit, based on last year. We asked for some numbers from TentamenTraining.nl about the amount of sold exam training for Psychology with the VSPA-discount last year. 211 of the 376 Psychology students used the link. We used this percentage to calculate the expected income for all the exams.

Next to this calculation, the board of 2018/2019, made a prognosis themselves by multiplying the amount of sold exam trainings last year with the increase of sold items between 2015/2016, 2016/2017 and 2017/2018. The average of both the calculation from the prognosis of TentamenTrainingen.nl and the calculation of last year, which is our expected revenue, comes down to €2.572,51. The calculation of the expected revenue is less hard than last year, because we can benefit from the information that now exists. Therefore, we expect to budget more realistic for this item comparing with last year. The big difference between the income budgeted and realized last year, was mainly due to higher prices for the exam trainings, brand awareness and not so effective

promotion. We will also receive €250,- to promote TentamenTrainingen.nl on our partner *borrel* which already took place on the 10th of October. More info about the partner *borrel* can be found in E.3.2. *Exam Training Sales Promotion*. The total budget will come down to an amount of €2.572,51 + €250,- = €2.822,51

3.4. Grants

3.4.1. Grant from Educational Institute

Budgeted last year: €6.000,-

Realized last year: €6.000,-

Newly budgeted: €6.000,-

The VSPA usually gets different grants from the Educational Institute for some of the bigger activities that we organize. This year, we will budget the same as last year, because we expect to receive a grant of equal proportion. The money will go to the First Years Weekend and the study trip. A difference between this year and last year, is that last year, some of the money was spent on the conference. This year that will not be necessary, because we have budgeted what we believe is enough money for these two events to be well realized. We will divide the money by spending €5.000,- on the First Years Weekend. The remaining €1.000,- will be spent on the study trip this year.

3.5. Sponsoring

3.5.1. Acquisition Revenue

Budgeted last year: €1.500,-

Realized last year: €3.270,-

Newly budgeted: €3.002,27

This calculation is based on the average increase in revenue experienced over the last three years. Acquisition is a part of the position of Officer of Sales & Acquisition now for the fifth year. During this time, the amount that is accumulated by the officer has increased with an average of approximately 1,22 times the amount of the previous years. This is in part due to the continuous developments within this position. We think this is a good predictor of our acquisition revenue for this year since there are, again, developments (like for instance the VSPApp) that will contribute to better promotion and projects (like VSPAssistance) that will open up new ways of obtaining funds and sponsors. However, before multiplying the realized revenue from last year, we subtract €800,- from this amount. This is because last year's Officer of Sales and Acquisition made a deal last year for €800,- which is a big outlier compared to the other deals in VSPA's history. In order to predict this year's revenue as accurately as possible, we do not apply the multiplier to this outlier as well. Therefore we subtract the €800,- from the total revenue of €3.270,- and end up with €2.470,-. Then, we multiply this amount by 1,22, giving us a newly budgeted acquisition revenue of €3.002,27 for 2019/2020.

3.5.2. VrijMiBo Revenue

Budgeted last year: €1.858,03

Realized last year: €1.617,77

Newly budgeted: €1.555,70

Last year there were eight *VrijMiBo*'s organized and a total amount of €1.617,77 was earned. Divided by eight means that the average per *VrijMiBo* was €202,22. To get a more precise number, we also took the average per *VrijMiBo* in 2017/2018 and 2016/2017. The average amount of profit per *VrijMiBo* in 2017/2018 was €179,48 and in 2016/2017 it was €285,03. Last year, there was a small winterdip that resulted in a somewhat lower income than budgeted. The *VrijMiBo*'s that had an

attention grabber seemed to be more popular. In 2016/2017, almost every *VrijMiBo* had an attention grabber. Because we feel like the activities during the *VrijMiBo* in the past three years turned out to be more successful, we want to actively reintroduce the activities at every *VrijMiBo* for a bigger turnout.

The average of the averages in the last three years is $(€179,48 + €285,03 + €202,22/3) = €222,24$. Since we are planning to organize 7 *VrijMiBo*'s this year, this would result in a total revenue of $€222,24 * 7 \text{ VrijMiBo}'s = €1.555,70$.

3.5.3. Reservation Board 2018/2019

Budgeted last year: €0,-

Realized last year: €0,-

Newly budgeted: €1.000,-

The board of 2018/2019 budgeted €1.000,- for the modification of the website. Because they did not spend this amount in their year, they kindly decided to make a reservation for us. Therefore, the €1.000,- reservation for us will be spent on the modification of the website. For more information, see section *F.4.5.7. Modification Website*.

4. Remarks on the Expenses

4.1. Association Costs

4.1.1. General Members Assembly Costs

Budgeted last year: €546,-

Realized last year: €619,77

Newly budgeted: €941,51

This year we decided to give two tokens for drinks after the GMAs instead of one. This is why we budget more money than the previous year. The reason why the result of last year is higher than budgeted is unclear. In the previous years two coins per person were given away at the end of each GMA, but last year they changed the amount to one token. However, we made the decision to reintroduce the two tokens because the GMA is an important body of the VSPA and we feel like this contributes to the attendance. Furthermore, we want to thank our members for being at the GMA by giving them two tokens. For the budget, we calculated the average costs for the *borrels* in the last two years. In 2017/2018, the average amount spent on the *borrel* was €89,76. In 2018/2019, the average amount spent on tokens was €70,50. We multiplied this amount with two, because members will receive 2 tokens for the *borrel*, which is $2 * €70,50 = €141,-$. The average costs per *borrel* were $(€89,76 + €141,-)/2 = €115,38$. We planned six GMA's, so this comes down to $6 * €115,38 = €692,28$. We added a 10% tip. This makes $1,1 * €692,28 = €761,51$ for the *borrels* after each GMA.

We also calculated the average amount of money spent on snacks and beer during the GMA last year, which was €26,90. The year before, the average amount of money spent on snacks and beers was €31,08. The mean of both years is $€26,90 + €31,08 = €28,99$. We want to buy 2 crates of beer, each worth €10,-. And we want to buy some snacks as well for €10,-. That is why we decided to budget €30,-. When looking at the average costs per GMA in the last two years, this estimate seems to be realistic. We planned six GMA's, so this comes down to $6 * €30,- = €180,-$. Together with the *borrel*, we budget for $€180,- + €761,51 = €941,51$.

4.1.2. Accounting System

Budgeted last year: €138,-
Newly budgeted: €150,10

Realized last year: €138,-

The costs of the accounting system are the same as last year, €11,50 a month. In total this will be €11,50 * 12 months = €138,-. However, the treasurer of 2018/2019 created a link between the accounting system and the bank account for committees (BC), to make the accounting of the BC even more efficient. The link was a one-time payment of €12,10. The total amount for this post is €138,- + €12,10 = €150,10.

In accordance with the internationalization of the Bachelor Psychology and the VSPA, the next treasurer of the VSPA could be originally from outside the Netherlands. That is why a new accounting system is required. Eli will search in the next few months for a new English system. That means the costs for the accounting system could change in the near future.

4.1.3. Bank Charges

Budgeted last year: €520,15
Newly budgeted: €451,74

Realized last year: €432,67

The bank charges are calculated by the means of the average bank charges a month in the year of 2017/2018 and 2018/2019. The VSPA has two bank accounts for which we have to pay bank charges. We get a maximal discount of €400,- a year on domestic payment transactions and SEPA-transactions. The average charges of the current bank account (CB) in the last two years were €23,09 a month and for the bank account for committees (BC) the charges were €12,06 a month. The costs for the CB are a bit higher because this account is used more often and therefore has more transactions. The total costs for the bank charges this year would be (€23,09 + €12,06) * 12 months = €421,74. Next to the bank charges for the two bank accounts the VSPA has, there are also annual costs of €30,- for the credit card of the VSPA. In total this all comes down to €421,74 + €30,- = €451,74.

4.1.4. FV-FMG Membership

Budgeted last year: €50,-
Newly budgeted: €100,-

Realized last year: €50,-

Just like previous years, we will continue our membership at the FV-FMG. The board of the FV-FMG has proposed that price for this membership is doubled, making it €100,-. This increase is due to a lack of liquidity within the FV-FMG, making it harder for them to organise their planned events. This increase was subject to a vote at their final GMA last year. We value our membership at this organisation enough for it to be worth the increase in costs.

4.1.5. SB and CAC Meetings

Budgeted last year: €132,-
Newly budgeted: €180,-

Realized last year: €75,10

The SB and the CAC will have meetings with the board during the year. We expect to have at least 5 meetings with confidants of the SB per board member. The CAC will have at least three

meetings with Eli Minco during this year. We budgeted for all those meetings. We want to budget an amount of €2,50,- for a drink for each person. Since every SB meeting consists of two people this comes down to $12 * €2,50,- * 5 = €150,-$ for the SB meetings. For the CAC meetings we budgeted $4 * €2,50,- * 3 = €30,-$, since those meetings will consist of four people. In total we budget $€150,- + €30,- = €180,-$ for the SB and CAC meetings.

4.1.6. Payment Terminal Costs

Budgeted last year: €36,30

Realized last year: €47,19

Newly budgeted: €79,86

The costs for the software license of the payment terminal increased last year to €47,19 a year. This sum needs to be paid once a year. However, the charger of the terminal is broken so we ordered a new charger for €32,67 including taxes. That is why we budgeted $€47,19 + €32,67 = €79,86$ for the terminal costs.

4.1.7. ASVA Membership

Budgeted last year: €12,50

Realized last year: €12,50

Newly budgeted: €12,50

We will remain a member of the ASVA this year. An extension of the membership is €12,50, which is why we budgeted this exact amount.

4.1.8. SSPN

Budgeted last year: €112,18

Realized last year: €12,18

Newly budgeted: €115,-

Eli and Céline went to the first SSPN meeting and there it was concluded that these meetings will be held in Utrecht as much as possible, because it is located centrally in the Netherlands and therefore more easily accessible for most associations. We will not budget for the meeting to be hosted by us, because Utrecht was so explicitly labelled as the best option for everyone. We will, however, budget €15,- for snacks to bring to one of the SSPN meetings, because it does not seem fair to have Alcmæon and SPS-NIP from Utrecht both host and supply the meetings.

Every year the SSPN organizes a Psychology related event and all connected study associations participate. This event requires a contribution of €100,- and we are willing to contribute our part as well. If there is an amount left after the conference, that amount will be divided over all associations and the contribution will be reduced. Last year the event did not take place due to locational problems, but last year's board did host a meeting at the University of Amsterdam with snacks. Therefore, only €12,18 was realized.

So, in total, we budget €115,- for SSPN.

4.1.9. Transaction costs

Budgeted last year: €0,-

Realized last year: €143,36

Newly budgeted: €72,17

At the start of last year, the board of 2018/2019 implemented the option to pay with credit

card and SOFORT banking to our website, so that our new international members would also be able to pay online. The transaction costs for these methods are higher than for iDeal and because the transaction costs are subtracted from the costs of an order made online, we actually get less income. So the actual income that we get for memberships or an activity depends on the payment method. This means, that depending on the payment method used, sometimes the standard transaction costs of €0,36 are sufficient. However, with most of the transactions made, this is insufficient and the VSPA has to make up for the difference. Based on the amount of transaction costs at 01-10-2019, which was €50,76, we made a calculation for the rest of the year. These costs are based on three months of transaction costs. Because the accounting year last 12 months, we have only paid the costs for 3/12 = 25% of the year. That is why we divided €50,76 by 0,25, which is €203,04. Last year, €143,36 was realized. We calculated the mean of our expectation this year and the realization of last year. That is why we expect to pay $(€203,04 + €143,36)/2 = €173,20$ for the accounting year.

However, we are working on a plug-in on the website that will make sure that the transaction costs are added during checkout based on the payment method that is chosen. This means that it will not be necessary anymore to budget for this cost item. To get this done, Lynn and Eli scheduled that this plug-in is implemented at least before the 31st of December. Therefore, we expect that we only need to pay for transaction costs until the 31st of December. From the start of our accounting year until the 1st of January, we already spend 5 months on transaction costs. That is why we calculated the average amount of costs per month, which comes down to €14,43. This amount multiplied by five is €72,17. That is why we only budgeted for €72,17.

4.1.10. Board Day TOA 2018/2019

Budgeted last year: €80,-

Realized last year: €80,-

Newly budgeted: €120,-

We already attended the board day that ASVA organized, and followed some of the board trainings. The costs of this day were €20, - per person. The total budget for this will be €20,- * 6 board members = €120, -. We already received the invoice.

4.2. Pressing, Copy and Postage Costs

4.2.1. Postal Charges

Budgeted last year: €0-

Realized last year: €16,60

Newly budgeted: €0,-

We have decided, just like last year, to not send the birthday cards to the committee members this year. We will hand them out during committee meetings or events. Therefore, we don't need to budget for postal charges. Furthermore, there are still some stamps left from last year, we can use these to send the Chamber of Commerce forms.

4.3. Office Costs

4.3.1. VSPA Room Food and Drinks

Budgeted last year: €400,-

Realized last year: €370,08

Newly budgeted: €600,-

We want to budget an amount of €15,- a week to get food and drinks for the VSPA room. We offer our members food and drinks, because we want to treat them when they come visit the room. With this increased budget, we can offer more healthy and vegan options, which can be expensive. We want to think more about what we buy and less about how cheap it is. This is in line with our focus point Sustainability.

The board is at the room for 40 weeks this year, so that makes a budget of $40 * €15,- = €600,-$. Last year, the amount realized was less than expected due to not declaring or forgetting to declaring the room food. We hope to keep strict to our budgeted money and to declare all the purchases.

4.3.2. Household Items

Budgeted last year: €54,95

Realized last year: €102,34

Newly budgeted: €15,-

Last year, they budgeted for a *kruimeldief* and cleaning supplies. However, they ended up needing sandwich toasters for the Weekend Getaway. That's why the result ended up higher than estimated. We want to budget an amount for some cleaning supplies for the VSPA room. The VSPA room gets vacuumed and the trash bins are replaced by *Facility Services*. However, cleaning of the desks is up to us. There are still some cleaning supplies left from last year. Because the desks and table in the VSPA room are used a lot for having lunch or drinking coffee, it gets dirty pretty easily. For this reason, we want to budget €15,- for some basic cleaning supplies like cleaning wipes for during the year.

4.3.3. Office Supplies

Budgeted last year: €100,-

Realized last year: €83,69

Newly budgeted: €120,-

This post is for office supplies like pens, post-its, scissors, tape or paper and plastic post boxes. There is still some things left from last year. However, we think we need to refill the basic office supplies throughout the year. Last year's result consisted of necessary expenses. Therefore, we think we need €80,- for the basic office supplies. Furthermore, we want to buy a presentation pointer for lecturers and other occasions this might come in handy, such as a GMA. The pointer costs around €40,-. In total, we want to budget $€80,- + €40,- = €120,-$ for office supplies.

4.4. Promotion

4.4.1. Promotion Educational Resources

Budgeted last year: €142,78

Realized last year: €143,24

Newly budgeted: €28,69

This year we have already spent €28,69 on posters for our summary partner JoHo. We already received free flyers from Repro for the promotion of book sales at the start of the first semester. We still have a few posters for the promotion of book sales and a stack of flyers for TentamenTrainingen.nl in the room. With the eye on our Sustainability focus point, we want to decrease the budget in order to limit to the paper usage within and by the organisation. Therefore, we do not budget for more printed promotion for educational resources, and therefore the budget stays at €28,69.

4.4.2. Constitutional Borrel Board 2019/2020

Budgeted last year: €500,-

Realized last year: €381,32

Newly budgeted: €300,-

Last year the board budgeted €500,- for this *borrel*. Only €381,32 was realized because fewer people showed up than expected. We decided to budget €200,- less than the previous year. This is because we made a deal with De Heeren van Aemstel; the location of our constitution *borrel*. During the summer we organized a *borrel* there, which we had to promote. They have given us 5% of the revenue of that day, which comes down to €261,85. We decided to use €200,- of this amount for the constitution *borrel* and €61,85 for any other *borrel* during the year. Since we expect to need €500,- for this evening, we only budgeted €300,-. The €500,- is based on the fact that we expect 20 boards, who approximately consist out of five board members. Next to that, there were ten guards and one *pedel*. In total we expect $20 * 5 + 10 = 110$ people at this *borrel*. A drink costs €2,- and we want to give every guest two drinks. We do this by handing out two coins per person. One coin is worth €2,- and can be used for a beer or a soda. Wine will be one and a half coin. This comes down to $110 * 2 * €2,- = €440,-$. Furthermore, we think we need €60,- for a sceptre, decorations and a guestbook. In total this comes down to $€440,- + €60,- = €500,-$. Since we have the extra €200,- from De Heeren van Aemstel, we budget only €300,-.

4.4.3. Promotion Board 2019/2020

Budgeted last year: €304,19

Realized last year: €304,19

Newly budgeted: €431,86

This cost item is meant for the promotion of our board by means of special board clothing with printing. We bought six red t-shirts and six white blouses with the budget. The printing on the shirts and embroidery of the blouses was also paid with this budget. For the embroidery we needed to pay extra costs. We chose to embroider the blouses because we wanted to do something special with the blouses. We understood that €500,- is budgeted for this post as an ongoing policy before we started our board year. This is the reason we budgeted more money than previous years. In hindsight we would have gone for a cheaper option. The shirts cost €31,07 and the printing costs were €100,43. The blouses cost €120,07 and the embroidery costs were €180,29. Summed up, this makes a total of $€31,07 + €100,43 + €120,07 + €180,29 = €431,86$.

4.4.4. Promotion VSPA

Budgeted last year: €900,29

Realized last year: €684,01

Newly budgeted: €1.114,92

We spent €28,56 on the first *borrel* in the Intreeweek to promote the VSPA and create awareness of the association among the new Psychology students. This was lower than last year, due to a deal with the owner of the Heeren van Aemstel who gave us some beers for free. To further promote the association this year, we want to buy a new batch of the same VSPA-pens from the last two years. We want to order 1000 new pens again so that we definitely have enough and because we believe this is a good way to spread the VSPA through the UvA. However, we will search for more sustainable options so we decided to switch to different pens. Last year, the board paid €451,94. We

expect to pay a little more for sustainable pens. That is why we budget €500 for new VSPA-pens. In addition, we want to budget an amount of €250,- for promotion on Facebook. The board of last year suggested us to budget €50,- when using Facebook for promotion, because lower than €50,- does not make a big difference in reaching your members. That is why we decided to give us the possibility of promoting a maximum of five times via Facebook. $5 * €50,- = €250,-$. We want to be able to give certain activities that are attended less a boost by offering the possibility to do a paid promotion. In this way, the Facebook post will reach a bigger audience and with that we hope to draw more students to the activity. We chose not to put this on committee budgets, because we cannot know in advance which events from which committees need the extra promotion boost. We also want to promote the VSPApp through Facebook promotion, so we budgeted €50,- for this too. We already bought a banner for the VSPApp (€57,67). To promote the VSPApp even better, this year one of our borrels will revolve around the VSPApp. We budgeted €200 in order to be able to offer the first 200 beers for €1,- per piece. Lastly, we want to budget for 25 posters from Drukbedrijf.nl, which comes down to €28,69. The total amount that we want to budget would be $€28,56 + €500 + €250 + €50 + €57,67 + €200 + €28,69 = €1.114,92$.

4.4.5. TentAfters

Budgeted last year: €0,-

Realized last year: €0,-

Newly budgeted: €250,-

This year we will organise 5 TentAfters at which we will have a promotional stand with free beer and snacks available for members. At each TentAfter we want to have four 24-bottle beer (averaging around €10,- a crate) crates and a remaining €10,- for snacks. We feel this gives us enough room to provide something extra for members without blindly spending money on alcohol for everybody. By budgeting for snacks and beer, we want to add more direct value to the TentAfters. By adding this value, we hope to attract more attention to the board and to the stand. There, we will have promotional items, posters, flyers and the VSPApp banner. This way we can use the TentAfters to support members, as well as inform them of benefits as a member and upcoming events. The total amount spent on TentAfters will be $5 * (€40 + €10) = €250,-$. For more information about the TentAfters, see *A.1.3. Social Opportunities*.

4.4.5. VSPA Gadgets

Budgeted last year: €465,85

Realized last year: €465,84

Newly budgeted: €862,13

This year we want to offer our members environmentally friendly markers, with the VSPA logo on it. Because the markers are sustainable, the price for this gadget will be a little higher per piece than the previous years. We want to promote the VSPA and offer our members this practical gadget by handing them out at many events, giving them away with summaries, and displaying them in the room. This is why we want to order 750 markers, which a bigger amount of gadgets than last year, but we plan on handing them out more than was done last year. The price for the markers is €862,13.

4.4.6. VSPAcquaintance

Budgeted last year: €1.314,60

Realized last year: €1.287,72

Newly budgeted: €1.269,60

The first day of the Intreeweek, we welcomed 200 first year psychology students who were participating in the Intreeweek to have dinner with us. The students got a free meal at Poesiat & Kater. The money was spent on the dinner for the new students, prices for an interactive game, fun decorations, dinner for the board and volunteers and a tip for the employees at Poesiat & Kater. The VSPA paid €7,50 for every burger. Poesiat & Kater told us that 196 students have eaten their burgers, so we spend $196 * €7.50 = €1.470,-$ on burgers. We spend €189,01 on small presents for all participants, €46,52 on dinner for all the volunteers and the board and we spend €14,87 on decoration. All together, we spent $€1.470 + €189,01 + €46,52 + €14,87 = €1.720,40$.

We signed a contract with Commissie Intree wherein we are guaranteed to receive the remaining €2,30 for every burger eaten. Eli already had contact with Commissie Intree. Based on the data of their app and the employees of Poesiat & Kater, they guaranteed us to give 196 burgers * €2,30 = €450,80 back for the VSPA acquaintance. They already transferred the money to the bank account of the VSPA. That means the total cost of this event is $€1.720,40 - €450,80 = €1.269,60$

4.5. Investments, Depreciations and Reservations

4.5.1. Reservation Lustrum 2020/2021

Budgeted last year: €500,-

Realized last year: €500,-

Newly budgeted: €500,-

The VSPA celebrates a lustrum year every five years. In a lustrum year, the Lustrum Coordination Committee (LCC) organises one or multiple activities. Every year an amount is reserved for this special occasion. Since it's an ongoing policy, we will also make a reservation of €500,- to contribute to this event. This year, the LCC will already start organizing. The new LCC will have a budget of $5 * €500,- = €2.500,-$.

4.5.2. Policy Weekend

Budgeted last year: €89,89

Realized last year: €89,89

Newly budgeted: €0,-

Before the academic year, we as the board went a few days to the Achterhoek and Amsterdam to start on our policy plan. During these days we started discussing the focus points, the policy for the committees and other concepts, projects and plans written and worked out in this policy plan. In addition to all the meetings we had during these days, this was also a great moment for some bonding within the board. Unlike last year, we did not budget for the groceries during the weekend. We did not know that we could budget some money from the VSPA for the policy weekend. And we lost all of our receipts, which is why we budgeted €0,-. The next board has the freedom to decide if they want to budget for the policy weekend, themselves. However, at the moment we can spend this money on different, more valuable items within the VSPA.

4.5.3. VSPA Room

Budgeted last year: €150,-

Realized last year: €114,84

Newly budgeted: €500,-

We plan on spending part of this money on new decorations for the VSPA room to make it a nice place to hang out. We want to buy a few nice plants. A few to hang down from the ceiling and a

few to stand beside the table. Furthermore, we want to do something cool with the room. The plan is to start a talk with the UvA about the options of hanging a big television in the VSPA room. We could use it for promotion of events and other VSPA related news. This will hopefully replace the usage of a lot of posters, which is in line with our focus point Sustainability. We did some research, and want to budget €400,- for a television including a wall bracket. The remaining €100,- will be spent on a birthday calendar (€30,-), ping-pong balls (€15,-) and plants (€55,-).

4.5.4. Emergency Response Officer Courses (BHV)

Budgeted last year: €254,10

Realized last year: €254,10

Newly budgeted: €285,20

On our events, we want at least two people with either a BHV- or First Aid-certificate on our events. We decided David would follow the BHV course and Malou the First Aid course. We budgeted for one BHV course, one First Aid course and we will get another BHV course for free from the faculty, meaning we will have three certified board members. We chose to follow one First Aid course instead of another BHV course because we think this knowledge may be applicable more often throughout the year. Previous boards have had to deal with more bruises and bleeding than with for example fires in a building. However, we value the BHV course as well and wanted to increase our combined knowledge. That is why we budgeted for one of each of those courses. The board has made the agreement of having at least four board members at every activity, which will mean that there will always be a board member with BHV or First Aid experience present at any activity. The BHV course cost €145,20, which is a little bit more expensive than the BHV courses last year. The First Aid course cost €140,-. This comes down to €145,20 + €140,- = €285,20 that we will budget for this cost item.

4.5.5. Board Transmission

Budgeted last year: €350,-

Realized last year: €392,12

Newly budgeted: €350,-

The transmission is a very important and obligatory, weekend prior to the start of the new board year. Last years board wanted to organize this weekend without it being necessary for the new board to contribute their own money. Therefore they enlarged the budget to €350,-. Most money however, was spent on food and a trip to the Amsterdam lookout. €392,12 was realized, and the new board still had to pay €19,50 for train tickets. We believe that we can organize a fun weekend with less money, but nonetheless we would still like to, just like the past board did, reduce the costs for the new board members as much as possible, since their year has not started yet at this moment. Therefore we keep the budget on €350,-.

4.5.6. UvA Lunch

Budgeted last year: €175,-

Realized last year: €159,30

Newly budgeted: €175,-

We want to hold the annual UvA lunch again this year. The goal of this event is for us to connect with the employees of the psychology department.

Last year €10,- was budgeted for 16 people and a tip of €15,- was included. The difference in budget and realization was due to two people not attending the event. We do not plan on changing anything about the event, so we will budget the same as the board of 2018/2019.

4.5.7. Modification Website

Budgeted last year: €1.000,-

Realized last year: €0,-

Newly budgeted: €4.875,-

This year, we switched from our previous web administrator to Linden-IT. There are a lot of things on our website that need to be optimized and implemented. For example, the English version is very messy and limited, a forum that can be implemented in the app needs to be built, the back-end of the website needs to be optimized, et cetera. Therefore, we want to invest in a website that works properly, can take on more users at a time and has a more user friendly admin-space. We decided to invest in a complete rebuild of the website. We did this because of the technical advantages this offers the developers and with that, us. This way we can customize the way we set up the back-end and implement our new ideas quicker, easier and sooner. The total costs amount to €4.875,- and because we see this as an investment for several years to come, we want to pay for this from our savings account. It will be an improvement for the VSPA in the long run, because promotion will be easier, the amount of payment options will increase, the website will be made GDPR-proof and many more changes and additions will be made and implemented. Also, registrations for trips can finally be done via the website instead of Google Forms. This will make the administration way easier for the upcoming years.

4.5.8. Inventory

Budgeted last year: €0,-

Realized last year: €800,-

Newly budgeted: €350,-

Last year, the board decided to make a promotional film to extend the promotion for the VSPA. The costs for the film are €1.500,- including tax. The board of 2018/2019 choose to pay €800,- in that year and the remaining money was divided over the two upcoming years. Therefore, this year we will spend €700,- / 2 = €350,- on inventory costs. The next years board will pay €350,- on inventory costs as well.

4.5.9. Hosting Costs Website

Budgeted last year: €359,40

Realized last year: €359,37

Newly budgeted: €225,-

The hosting costs for the website (and the app) charged by Linden-IT amount to €25,- per month. We will hopefully launch the rebuilt website in November, therefore we budget for 9 months of hosting costs (until July). This comes down to $9 * €25,- = €225,-$.

4.5.10. Telephone Costs

Budgeted last year: €132,-

Realized last year: €132,90

Newly budgeted: €132,-

The VSPA has an emergency phone that costs €11,- a month. The telephone costs that are made are usually for calling during trips abroad or during the First Year Weekend. We want to keep the same phone plan this year, which will cost us $€11,- * 12 \text{ months} = €132,-$.

4.5.11. VSPApp

Budgeted last year: €2.650,-

Realized last year: €2.837,45

Newly budgeted: €0,-

The app has been built and launched. No costs were related to the launch of the app. The development was already paid for last year. There are no separate hosting costs for the app. The hosting costs for Linden-IT are described in *F.4.5.9. Hosting Costs Website*. These include the hosting costs for both the app and the website.

4.5.12. VSPA-camera

Budgeted last year: €500,-

Realized last year: €542,79

Newly budgeted: €0,-

Last year, a new camera has been bought. Because this camera works perfectly, we budget €0,- for the VSPA-camera.

4.6 Thank You Gifts for (Active) Members

4.6.1 Thank You Gifts for Board, SB and CAC

Budgeted last year: €280,-

Realized last year: €281,53

Newly budgeted: €260,-

To thank the board, the SB and the CAC from 2018/2019 for their efforts during the last year we want to budget an amount of €20,- per person. The board of last year consisted of six people, the SB consisted out of four and the CAC also consisted of three people. We will give our predecessors a present for their hard work and their transmission, help and commitment to us. We will be getting a thank you gift at the end of the calendar year, after we are more settled and comfortable in our positions. In total this means that we want to thank thirteen people (6 + 4 + 3), which means that the total amount that we want to budget for this will come down to $13 * €20,- = €260,-$.

4.6.2. Board Getaway

Budgeted last year: €180,-

Realized last year: €180,-

Newly budgeted: €180,-

We think it is important that board members have a good relationship with each other, since we will have to work together a lot during this year. This is why we budgeted €180,- for a Board Getaway. With this money we will organize a day with fun activities. We think this will contribute to the bonding between board members. We can spend €30,- per person during this day. We feel like this amount is alright because with this money we can have dinner at a nice place. This comes down to $6 * €30,- = €180,-$.

4.6.3. Administrative Bodies Getaway

Budgeted last year: €260,-

Realized last year: €242,81

Newly budgeted: €260,-

The Supervisory Board exists of four people this year and the Cash Audit Committee consists of three people. The board, which exists of six people, will also join on this Getaway. We want to make sure that members of both of these bodies get along and bond. Furthermore, we want to thank them for their effort and commitment. For this reason, we want to budget €260,- for a getaway where the members of these bodies can do something together with us in an informal setting, just like last year. This budget is based on €20,- per person, which makes a total of $13 * €20,- = €260,-$.

4.6.4. Board Budget for Activities

Budgeted last year: €640,-

Realized last year: €640,-

Newly budgeted: €808,80

The board of 2018/2019 decided to budget €640,- for their participation fee for the activities during the year. According to their policy on board attendance at activities, they felt like at least four members should attend every activity. In total, they budgeted $4 * 32 * €5,- = €640,-$, since there were 32 activities organized that year. At the end of the year, they calculated the average price paid for entrance fees for those activities. This was an amount of €6,74. We then calculated the amount of activities planned excluding the trips, *borrels* and activities without an entrance fee for the board, like parties and lectures. That will be 30 activities in total. We expect every board member to pay $30 * €6,74 = €202,20$ during the whole year. Even though we strive to be there with six board members we budgeted for only four. This is because we feel like it is necessary to have at least four board members attending those activities. $4 * €202,20 = €808,80$. The budget and the obligated attendance will be distributed evenly among the board members. Like last year, we want to calculate how much every board member spend on all the activities. We then divide this by the total amount spent on activities in the board. We will multiply this percentage by the €808,80 we have budgeted for this item. In this way, we create an honest distribution of the money.

4.6.5. First Year Weekend

Budgeted last year: €4.500,-

Realized last year: €4.740,67

Newly budgeted: €5.000,-

We expect to get €6.000,- from the Educational Institute just like last year. We want to budget €5.000,- for the First Year Weekend. This is more than last year. The difference in the result and the budget of last year is mainly due to less people joining the First Year Weekend. Because we already know that even fewer people joined the FYW in comparison to last year, we want to budget €5.000,- from OWI for the First Year Weekend.

4.6.6. Weekend Getaway

Budgeted last year: €2.000,-

Realized last year: €1.921,46

Newly budgeted: €2.000,-

The Weekend Getaway is a great success every year and we want to budget the same as last year, even though a little less was eventually realized. Last year organised an extra event for which they budgeted an additional €125,- in the HYR. However, they ended up not exceeding their original budget. For this reason, we also want to budget the amount of €2.000,-.

4.6.7. Alumni Reunion

Budgeted last year: €300,-

Realized last year: €198,90

Newly budgeted: €300, -

Last year, only 31 people were present at the alumni *borrel*. However, this year Spectra is probably going to change. We don't know yet how and what is going to change, but we hope to make something very fun out of this *borrel* to make it more attractive for VSPA-members as well. We are pretty positive about this *borrel*, since it is a good opportunity for active members to mingle with older VSPA-members and vice-versa. In 2017/2018 there were 41 people present. We estimate the number of participants at 40. Furthermore, we want to offer them two beers (€2,50 per beer). In total, this comes down to $40 * (2 * €2,50) = €200,-$. The remaining €100,- will be spent on snacks/food. Therefore, we want to budget €300,-.

4.6.8. Committee Dinners

Budgeted last year: €2.850,-

Realized last year: €2.332,22

Newly budgeted: €2.895,-

There are multiple reasons to plan committee dinners. It is for example a way to say thank you to all of the committee members, and to show some appreciation for their efforts. The biggest reason however, is that the dinners are a great moment for bonding, which is something we deem very important. That is why the committee dinners will take place as early as possible. This year the 'regular' committees will consist out of six committee members and one CAO. In total seven persons will attend the dinner per committee. There are a few exceptions where the member amount of the committees is different. The following applies to the Cash Audit Committee (3), General Member Assembly Committee (4, including CAO), Supervisory Board (4), Application Committee (5), Application Guidance Committee (5), First Year Weekend Coordination Committee (7, including two CAO's), Career Day Committee (8, including CAO), Ski Trip Committee (8, including CAO), Support Committee (8, including CAO), and the Trip Committee (8, including CAO). For the First Year Weekend Coordination Committee we will budget for two CAO's, because there will be a shift after the summer break. The same goes for the Trip Committee and Ski Trip Committee, but since these dinners have already taken place and the Social CAO of last years' board did not join them, we will only budget for one CAO this year. Other than that there are 20 committees with 7 members. In total we have to budget for 193 (including the CAO's) people. We will keep the amount of money that can be spent per person on €15,-. That means that in total we will budget $193 * €15,- = €2895,-$.

4.6.9. Partner Borrel 2019

Budgeted last year: €350,-

Realized last year: €346,-

Newly budgeted: €341,84

In the beginning of the year we organized a *borrel* to promote our exam training partner (TentamenTrainingen.nl). They sponsored €250,- for this evening. They also provided us with two free exam trainings to give away to visiting members. This *borrel* has already taken place. We budgeted €91,84 for this *borrel*. We wanted to provide the students with a discount on beers as an offer to promote with. The first 300 beers were only €1,-. We chose to budget for 300 beers with a discount because we hoped for people to arrive early and to make sure everyone could take advantage of this discount. Therefore, we needed to spend €300,- at De Heeren van Aemstel, the event location.

For this *borrel* we also wanted to have some decorations and a welcome drink. We spent €41,84 on the welcome drinks and decoration. In total we spent €300,- + €41,84 = €341,84 on this event.

4.6.10. End of the Year Borrel 2020

Budgeted last year: €400,-

Realized last year: €327,42

Newly budgeted: €400,-

At the end of the year, the board will organize the End of the Year *Borrel*. Last year €400,- was budgeted for this *borrel*. Only €327,42 was realized since there were fewer attendees than expected and the snacks turned out to be cheaper than initially budgeted for. We have decided to budget €400,- for this event, similar to previous years. This money will be spent on welcome drinks, snacks, decorations a guest book and prizes for the VSPAwards.

4.6.11. VSPArtifact

Budgeted last year: €1.000,-

Realized last year: €925,65

Newly budgeted: €1.000,-

We want to budget €1.000,- for the VSPArtifact this year. We believe we can come up with a nice gift for our members with this amount. We want this gift to be sustainable and of good quality. That is why we budgeted as much as last year, even though a little less was realized. We do not know what the artifact will be, but we believe this budget should cover it nicely.

4.6.12. Committee Evening

Budgeted last year: €500,-

Realized last year: €309,-

Newly budgeted: €500,-

We want to budget €500 for the Committee Evening, just like last year. The board of 2018/2019 made a good estimation, but were surprised by low rent because of a high bar guarantee. We do not want to assume we will have the same situation, so we want to keep in line with their estimation. We want to use €400 for the event itself and €100 to offer a fun prize to the winning team this evening.

4.6.13. VSPAsk

Budgeted last year: €150,-

Realized last year: €104,87

Newly budgeted: €60,-

This year we came up with a new 'Bored with the board' concept: VSPAks. There will be four VSPAsk's throughout the year. The idea of the activity is different, but we would still like to provide snacks and drinks for the attendees and some fun games for the room so that people would like to stay for a bit. We want to budget €15,- per VSPAsk. In total this comes down to 4 * €15,- = €60,-.

4.7 Committees

4.7.1. A-Day-in-the-Life Committee

Budgeted last year: €400,-

Realized last year: €237,27

Newly budgeted: €250,-

The A-Day-in-the-Life Committee is a study related committee, the former Family Day Committee. We want this committee to take a different approach than last year. First of all, we want to focus more on welcoming friends and acquaintances, as well as family. It is up to the committee members to think of fun activities that are suitable for all three of the target audiences. Besides that we do expect less participants than previous years. The last two years there were fewer registrations than expected, and that is why a lot of money was not used. Last year for example, there were only 56 participants, instead of the expected 100. For this reason only €237,27 was realized from the budgeted €400,-. Therefore we will reduce the budget to €250,-. We think that this will be sufficient for arranging a lecturer, supper and to organize the rest of the evening's program. More information about the A-Day-in-the-Life Committee can be found under *B.4.1. A-Day-in-the-Life Committee*.

4.7.2. Activity Committee

Budgeted last year: €400,-

Realized last year: €321,63

Newly budgeted: €450,-

This year there will be three activities organized by the Activity Committee. Every activity will get €150,- on average. Last year, this committee realized less money than they budgeted for. This was due to the fact that one of the activities was cancelled. The committee organized four activities last year, which they all budgeted €100,- for. We think it is important that the committee has more money to spend, to make sure the committee can come up with original ideas and the participation fee will not be too high. Last year the fee was higher than average. $3 * €150,- = €450,-$ in total should be enough for this committee.

4.7.3. Application Committee

Budgeted last year: €50,-

Realized last year: €32,37

Newly budgeted: €50,-

This budget is meant for snacks and drinks at the application interviews and for supplies to be used at the assessment day. Much less was realized last year, because not all expenses were declared by the committee members. We will make sure everything is declared at the end of our academic year. Therefore, we want to budget the same amount as last year

4.7.4. Application Guidance Committee

Budgeted last year: €200,-

Realized last year: €163,51

Newly budgeted: €175,-

Last year's calculation embodied the costs for the 2 coffees consumed during an estimated 35 meetings that would be held by members of this committee and applicants. They budgeted €5,- per talk for the coffee. $35 * €5,-$, with an additional €25,- for snacks at the info-evening, adds up to €200,-. However we saw a decrease in realised spending the last two years. In 2017/2018 only €108,71 was realized. That is why we think the originally budgeted amount of €200,- is too high. By budgeting €175,- this committee can have 30 meetings ($30 * €5,- = 150,-$) and €25,- worth of budget left for snacks. An extra €25,- for snacks adds up to the newly budgeted €175,-.

4.7.5. Borrel Committee

Budgeted last year: €400,-

Realized last year: €399,38

Newly budgeted: €600,-

The *borrels* are important for the VSPA. This is the moment students bond and relax outside of the university. The *borrels* are more accessible than other activities. This is why we decided to raise the budget of this committee. To be able to make the *borrels* even more fun. There will be fourteen *borrels* during the year. Only eleven will be organized by the committee, but we have to budget for twelve of course. The other two *borrels* are from different budgets. For each *borrel* we budgeted €50,-. In total that is $12 * €50,- = €600,-$. With this money, the committee will buy welcome drinks and decorations for each *borrel*. Since De Heeren van Aemstel wants us to think of solutions for the low turnout at the beginning of the evening, we decided some of the budget can be used for activities during the *borrels* and promotion. We already discussed this with De Heeren van Aemstel. They will help organizing those activities, since they have a lot of the supplies already. This means, we will not have to spend that much money on activities as they normally would cost. When there is a tournament the bar will also provide a price, but sometimes the committee might want to add something to this. Last year they budgeted €33,33 per *borrel* for decorations and welcome drinks. We will have €50,- - €33,33 = €16,67 left for the activities and price.

4.7.6. Career Day Committee

Budgeted last year: €500,-

Realized last year: €402,56

Newly budgeted: €400,-

In previous years the budget for the Career Day Committee has often been €400,-. This seemed to be enough. Even last year, when they budgeted a €100,- more, they only spent €402,56. The extra money was not needed because participants had to pay a small participation fee. Last year the money was used for the costs of the location, travel allowance, guest speakers, small gifts for guest speakers, market stalls and a network *borrel*. There will in all probability also be collaboration with the SPS-NIP, and they will take care of part of the costs. Expected is that they will put in an extra €200,-. If the SPS-NIP budget seems to be smaller than expected, this could be compensated by higher rents for the market stalls or a higher participation fee. Based on these facts we think €400,- will be sufficient for this committee.

4.7.7. Conference Committee

Budgeted last year: €2.400,-

Realized last year: €1.729,62

Newly budgeted: €1.700,-

The Conference Committee is a study related committee that organizes one big event: the annual VSPA Conference. We consider the conference a very important event and therefore we want the committee members to have enough opportunities. Last year €2.400,- was budgeted in total, but €1.729,62 was realized. The committee was left with so much money because a lot more day-tickets and non-member tickets were sold than expected. Since these tickets were more expensive, there was much more income. Still, last years board advised us to budget around €1.700,- for the conference committee. The average amount of money that was realized for the conference in the last three years was $(€1.432,67 + €1.557,50 + 1.729,62) / 3 = €1.573,26$. Taking the advice of last years board in account, and to make sure that the committee has some freedom with their ideas, we will budget €1.700,- for the Conference Committee.

4.7.8. Culture Committee

Budgeted last year: €450,-

Realized last year: €404,83

Newly budgeted: €450,-

The Culture Committee focuses on cultural activities. These kinds of activities can be expensive. A visit to the museum for example is usually not cheap. Last year the same amount was budgeted for this committee. The amount realized is less because the costs for the last activity were lower than expected. For the first two activities almost exact €150,- was needed. This is why we decided to budget €150,- for each activity again. Since there will be three activities throughout the year this will be $3 * €150,- = €450,-$ in total.

4.7.9. Design Committee

Budgeted last year: €1.300,-

Realized last year: €232,32

Newly budgeted: €0,-

The Design Committee is a facility committee that will help the board and other committees with creating banners and posters to promote events. Last year this committee was also responsible for two other projects. These projects were the making of a promotion film and a promotion item. For the making of the promotion film €800,- was budgeted. However, the promotion film turned out to be more expensive than expected, namely €1500,-. Because the film will last for several years, they decided to pay the costs of the making from the inventory. Therefore €0,- were realised for the film. For the promotion item €500,- was budgeted. The beer openers they wanted were available for only €232,32. That is why in total only €232,32 was realised for this committee. This year there is no such thing as the making of a promotion film or promotion item. The film is already there and the making of a promotion item did not seem to work well for the committee. They would rather focus just on the making of banners and posters. That is exactly the area where we think we can benefit the most from the committee. That is why we want the focus to be here. This year we will budget €0,- for the design committee, since no money is needed for the use of photoshop.

4.7.10. Editorial Committee

Budgeted last year: €0,-

Realized last year: €0,-

Newly budgeted: €37,50

This year the newsletter will be a little different. We want to ask members to contribute by writing about their experiences and we want to focus on past as well as upcoming events. These things will not require any money. However, we also want committee members to interview people of their choosing, in which case it would be kind to offer coffee to both parties while this interview takes place. There will be five newsletters, so probably five interviews. During each interview, there will be three people present: the interviewer, a minute-taker and the interviewee. A cup of coffee costs approximately €2,50,-. That makes €7,50,- per interview, and that times five interviews makes a total of €37,50,- to be budgeted for this committee.

4.7.11. Excursion Committee

Budgeted last year: €600,-

Realized last year: €158,47

Newly budgeted: €600,-

The Excursion Committee is a study related committee that will organize three psychology related excursions throughout the year. In the past years it appeared to be hard to organize nice excursions that are both accessible for big groups of people, and affordable. By cutting down to three instead of four excursions, and by raising the amount of money that is spendable per excursion, we

give the committee members more opportunities. They could, for example, think about the possibility to create multiple shifts at excursion locations where only small groups of people are allowed. This way more people will be able to go. When more people go, the costs will probably be higher. The reason there is such a big difference between last year's budget and last year's realization, is that one planned excursion did not go through and one excursion was free. We cannot assume that there will be another free excursion this year, and therefore we still budgeted €200,- per excursion. The total budget is $3 * €200,- = €600,-$.

4.7.12. Hitchhiking Committee

Budgeted last year: €750,-

Realized last year: €1.260,05

Newly budgeted: €750,-

This year we budgeted the same amount as last year. Although they only realized €1.260,05 last year instead of the expected €750,-. This is mostly due to fewer registrations than expected. Another reason for the big difference is that they went to two locations instead of one, like it was in previous years. The money we budget for this committee can be used for the bus ride back home, the accommodation or some activities. In previous years €750,- was sufficient. This is why we think this amount is suitable for this committee.

4.7.13. International Committee

Budgeted last year: €400,-

Realized last year: €239,86

Newly budgeted: €450,-

We budgeted €150,- for each activity. The committee will organize three activities. For this, the committee will have a budget of $€150,- * 3 = €450,-$ in total. We think it is important that students know about each other's culture and habits. It is possible that the committee wants to organize something with food, clothing or music since those things are really cultural specific. Food and clothing for approximately forty people is a lot and if the committee wants to organize a workshop for example, this will also likely be expensive. We also want those events to be more informative and expect that to be more expensive. Since we do not want a high participation fee, we decided to increase the budget for this committee in comparison to last year.

4.7.14. Lecture Committee

Budgeted last year: €140,-

Realized last year: €-154,59

Newly budgeted: €0,-

The Lecture Committee organizes four psychology related lectures and is, since last year, self-sufficient. Participants have to pay a small fee to make sure that they actually attend the lecture after they signed up. The money that is earned will be reinvested in later lectures. Usually, the lecturers are professors that want to speak for free. The most money is spent on gifts for these speakers, snacks for the attendees, and if possible, at the end of the year, a fun location. Due to its self-sufficiency, we do not budget for this cost item.

4.7.15. Music Committee

Budgeted last year: €200,-

Realized last year: €-84,15

Newly budgeted: €1.500,-

There was €200,- budgeted for this committee last year. The committee realized an amount of €-84,15. This is because the last event was much better visited than expected. With a small entrance fee they raised a lot more than expected. This year the budget for this committee is completely different than previous years. This is because we came up with the idea to organize one big music event. It is up to the committee to organize anything music related. While brainstorming about the event, it is up to the committee to take into account that this is their budget and to stick to it. Other than that, they are free to decide on whatever they want to do. Of course the board has to approve their decisions. We budgeted €1.500,- for this committee. This money can be spend on a location, music equipment, other technical stuff, some decorations and eventually artists.

4.7.16. Party Committee

Budgeted last year: €0,-

Realized last year: €-533,21

Newly budgeted: €0,-

This committee is self-sufficient. On the 2nd of October we organised a party at the Chicago Social Club. The profit we made on this event will be used for the other two parties in the year. They will also use the money they earn by selling tickets. The money can be used to rent a location, decorations, DJs and drinks. Last year they realized €-533,21 because they earned more money than expected by selling tickets.

4.7.17. Prom/Dinner Committee

Budgeted last year: €1.000,-

Realized last year: €1.519,59

Newly budgeted: €2.000,-

Last year there was €1.000,- budgeted for this committee. There was €1.519,59 realized because the company charged more money than there was discussed in the first place. This year, we decided to budget €2.000,- for the prom/dinner committee. We think the committee can use this amount because they will organize a dinner and a prom. €1.000,- of the money can be used for the prom night. This money can be spend on a location, decorations, snacks and drinks. We feel like the committee will need this money because it should be a fancy night. The fancier things are, the more expensive they usually are. The rest of the money, €1.000,- will be spent on a dinner at the end of the year. The committee has the freedom to decide on the content of the evening. This will be a dinner for approximately 40 members. We think it is nice to have at least €25,- per person for this dinner. €25,- * 40 = €1.000,-. This money will not cover all the cost but there is still the participation fee members will have to pay.

4.7.18. Ski Trip Committee

Budgeted last year: €475,-

Realized last year: €479,86

Newly budgeted: €475,-

Last year, this committee had a budget of €475,-, which worked fine. This year we decided to budget the same amount because we feel like nothing else is needed. The accommodation, ski pass, transportation and dinner for five night are arranged by Skifest. This is the company we work with this year. Participants need to pay €399,- for this. In addition they also need to pay the tourist tax, which is €10,50 per person. The amount that we budget will be spend on activities during the trip. The committee will have the opportunity to come up with fun activities for each day.

4.7.19. Sports Committee

Budgeted last year: €500,-

Realized last year: €189,64

Newly budgeted: €750,-

The committee will organize three activities during the year. For the first two activities the committee will have an amount of €200,- each. We decided to raise this amount with regards to last year, because this is often required for more original sports activities. Original activities tend to get expensive since often a teacher, a special location and equipment is needed. Last year they budgeted €500,- for four activities. Only €189,64 was realized because one of the events was cancelled and the board never received an invoice for the last event. We also budgeted €350,- for one big sports event. This will be a tournament between groups of students. This money can be spent on the location, the equipment and possibly some drinks afterwards. When contacting other associations we learned their average expenses for the location of these events amount to about €250,-. The other €100,- can be used for the drinks or vegetarian snacks afterwards. €350,- + €200,- + €200,- = €750,- in total. Of course there will be a participation fee for all the activities organized by this committee.

4.7.20. Study Trip Committee

Budgeted last year: €2.600,-

Realized last year: €3.877,86

Newly budgeted: €2.269,75

The Study Trip Committee is a study related committee that organizes a very important event during the academic year: the study trip. Last year €2.600,- was budgeted and a subsidy from AUF was expected but not received. Therefore the committee did not have enough money, which made the participation fee quite high considering the location. In the end €3.877,86 was realized because there were fewer participants than expected.

This year, we looked at the average amount of money needed to organise a study trip based on the results from the last three years. In 2016/2017, €91,47 was used from OWI, €700,- was used from VSPA-budget, and €1.500,- was received from AUF. In 2017/2018, €1.500,- was used from OWI, €640,39 was used from VSPA-budget, and €2.000,- was received from AUF. In 2018/2019, €1.000,- was used from OWI, €2877,86 was used from VSPA-budget, and €0,- was received from AUF. We calculated the average of the last three years. Based on the previous years, we expect to receive $(€91,47 + €1.500,- + €1.000,-) / 3 = €863,67$ from OWI. We expect to receive $(€700,- + €640,39 + €2.877,86) / 3 = €1.406,08$ from VSPA budget. We expect to receive $(€1.500,- + €2.000,- + €0,-) / 3 = €1.166,67$ from AUF. Altogether, the money needed for a successful study trip is $€863,67 + €1.406,08 + €1.166,67 = €3.436,42$. When looking at the calculation, we expect to receive €1.166,67 from AUF. This means that based on the last three years, an amount of $€3.436,42 - €1.166,67 = €2.269,75$ is needed to organise a study trip from our budget. We decided to spend remaining €1.000,- of the OWI subsidy on the Study Trip. Therefore, we are going to spend €1.269,75 from VSPA budget. Last year learned that a subsidy from AUF is not guaranteed. That is why we decided to make an extra reservation post on our annual budget. More information can be read in *F.4.7.25 Reservation AUF/Website*.

4.7.21. Support Committee

Budgeted last year: €500,-

Realized last year: €337,05

Newly budgeted: €500,-

The Support Committee consists of organising the *VrijMiBo*'s, cooking food for the GMA's and promoting the VSPA on matching days. The *VrijMiBo* team does not need any budget, since they provide their own budget through the profit they make on their Friday Afternoon *Borrels*. The expenses made are declared after the *borrel* and will be absorbed by the profit made through on the event.

We want to give the promotion team a total of €20,- for promoting the VSPA on matching days. This can be used for snacks or drinks or something even more fun the committee comes up with. Last year, the average amount spent on food per GMA was €66,30. We want to budget €80,- for dinner per GMA. This is because we think food is a good means of promotion for the GMA and since we want to bring it to a new level by providing a dessert at each of the assemblies as well. Moreover, we want to look for vegetarian alternatives and provide more sustainable meals. This might cost more than the previous years. We think this is possible within €80,- per GMA. There will be six GMA's, so this comes down to $6 * €80,- = €480,-$. Together this is $€20,- + €480,- = €500,-$.

4.7.22. Sustainability Committee

Budgeted last year: €0,-

Realized last year: €0,-

Newly budgeted: €900,-

The Sustainability Committee is a new committee this year, focused on the sustainable behavior of the VSPA and her members. More information about this committee can be found under *B.6.3. Sustainability Committee*. Due to the fact that this is a new committee that helps us in achieving the goals of our policy plan, we want to give it enough money to reach its full potential. We want to give the committee members the financial space they need to make positive changes. Therefore we will budget €500,- that they can use to make the VSPA as an association more sustainable. The Sustainability Committee is a facility committee. The board will present problems to the committee members, and they have to try and resolve these problems. For example, we want to stop using plastic plates and cutlery this year, so we will ask the committee to help and figure out a way around this. Of course it is also possible for the committee to pitch own ideas to the board.

Besides changing the VSPA from within, the committee will organize two events during the year. €200,- per event will be budgeted, to make it possible to organize sustainability related events that VSPA students are willing and enthusiastic about to attend. There will be a small participation fee to make sure that people actually show up, but for example transport costs will be reduced as much as possible by the budget. The money from the participants will be spend on the activity itself, or will be given as a donation to the organization that is worked with. In total, the Sustainability Committee will receive $2 * €200,- + €500,- = €900,-$.

4.7.23. Trip Committee

Budgeted last year: €750,-

Realized last year: €763,02

Newly budgeted: €750,-

This committee has already started during the last academic year. The participation fee is €80,95. The budget and participation price together will pay for a hostel and bus ride for 50 people. Besides, there is budgeted for one activity and an information evening.

4.7.24. Workshop Committee

Budgeted last year: €600,-

Realized last year: €711,25

Newly budgeted: €600,-

The Workshop Committee, the former Professionalism Committee, is a study related committee that organizes three workshops throughout the year. We learned from previous years that workshops are quite expensive. However, we think this committee is important because it helps students to develop new skills and therefore it creates new opportunities, which is in line with our focus point. We want to offer our members these workshops by paying a large amount ourselves. Last year €150,- per activity was budgeted, but more money was needed. With the Half Year Result they decided to add another €50,- per activity. We will keep it this way to ensure that the committee can hire someone of high quality while keeping the entrance fees low. In total this year's budget will be 3 * €200,- = €600,-.

4.7.25. Reservation AUF/Website**Budgeted last year: €0,-****Realized last year: €0,-****Newly budgeted: €1.166,67**

This year we chose to make a reservation for the subsidy of AUF, or, in case this money is not necessary for the Study Trip Committee, for the website. The second destination is our primary aim for the money. We calculated the amount that is needed to organize a study trip, based on the realizations of the last three years (these calculations can be found under *F.4.7.20 Study Trip Committee*). This is €3.436,42. However, this also includes the average amount of money that was given by AUF in these years. Without this subsidy, the necessary amount of money the VSPA should budget, including the grant of the Educational Institute, is €2.269,75. The difference between €3.436,42 - €2.269,75 = €1.166,67. Last year showed us the risk of becoming too dependent on AUF. The VSPA did not receive the subsidy and ended up making a loss of €1.277,86. We do not have a guarantee that we will receive a subsidy from AUF, but we do know that we need €3.436,42 to organize a study trip. That is why we want to cover the possible extra expenses. We do not want the members to feel the consequences of us not receiving money from AUF. Without this reservation, the participants would have to pay more for the trip or the VSPA would make a big loss on one of its most important trips. Since this is a possible scenario that we foresee, we feel like we should cover for this. In case we do not receive money from AUF, we will send the money of this reservation to the budget of the study trip. However, if we do receive (the expected) amount from AUF, we will pay the rebuilding of the website with this money so we need less money from our savings account. In case we receive less money than expected, for example €500,-, we only use €1.166,67 - €500,- = €666,67 from this cost item. The remaining amount will be spent on the website as well.

This reservation represents a post that will cover necessary expenses, either for the study trip or the rebuild of the website, with the goal of minimizing the possible loss for the organisation.

5. Contingency Costs

Egbert Peppelman and Merlijn van Montfoort (board 2017/2018) did research in their year on the contingency costs. They wanted to change the budget for this cost item and propose a new calculation for the budget for contingency costs for future years, because a lot of the money budgeted for this cost item was superfluous.

The implications were that the traditional 8% of the annual budget could be scaled down to 4% and that the traditional 8% contingency costs of committee or event budgets could be eliminated entirely. They recommended future boards to also adopt this calculation, but with precaution and the

encouragement to evaluate the percentage of 4% every 5 years. For more and detailed information, we would like to refer you to the annual report of 2017/2018 or to the minutes of the GMA of February 6, 2018. We want to thank the Board of 2018/2019 for this clear description of the change in contingency costs.

5.1. Contingency costs

Budgeted last year: €1.382,61

Realized last year: €0,-

Newly budgeted: €1.644,80

This cost item will be budgeted at 4% of the annual budget, excluding the grant from the Educational Institute. This comes down to €1.644,80. Last year, €0,- was realized because the board of 2018/2019 spent their contingency costs among all the committees. However, they did not keep track of all the contingency costs in a document, so these costs were separately divided and not been used for this cost item. We want to keep track of these costs throughout the year, so we have a better overview if the policy of the Board 2017/2018 actually is effective. The newly budgeted amount is higher than last year budgeted, due to a higher expected income.