Policy Plan 2020/2021

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Preface

A long, long time ago - almost 80 years - Marie Rijk van Ommeren founded the Vereniging van Studenten in de Psychologie te Amsterdam; the VSPA. These were rough times, as it was exactly one year after the Netherlands surrendered in World War II. In her long history, the VSPA has been through a lot, and has grown to be a successful study association, expanding the life of her many enthusiastic members in both social and study-related ways.

In front of you lies the first ever policy plan of our association that was written during a pandemic. This means that the upcoming year will require more flexibility and creativity than ever before. From us, the committees and you; our members. Even though we live in uncertain times, we are looking forward to the upcoming year with excitement and joy.

After months of meetings, Zoom calls, brainstorm sessions and little eureka's, we are proud to present you, the 80th policy plan of the Vereniging van Studenten in de Psychologie te Amsterdam (VSPA), written and created by us, the board of '20/'21. Ever since we started writing this document in July, a lot has happened. As summer became autumn, COVID-19 kept tormenting us, the first VSPA events were organized, Jikke grew a mustache and the six of us became close friends already.

We would like to thank the Supervisory Board (SB) and the Cash Audit Committee (CAC) for their guidance. With their challenging questions and support, they made sure this policy plan reached its full potential. Upon recommendation of former board members, for this policy plan we looked critically at the content. We tried to be more to the point, without losing quality. Hopefully, this shorter policy plan will be a lighter read, and therefore contribute to the transparency concerning our plans. Throughout the creation of this policy plan, organizing an amazing VSPA year for our members has always been our top priority.

Lots of love,

The VSPA-board of '20/'21,

Merel, Jikke, Julia, Levi, Tim and Elin

Table of contents

Introduction

This Policy Plan consists of all our plans for this year. We will discuss and explain our focus points, our specific plans and measures regarding COVID-19, our committee policy, our ongoing policy, our list of internal and external contacts, our sales education resources, a long term planning and lastly, our financial policy.

A. Focus points

1. Online Presence

We will expand our online presence and in that way reach more people, keep our members updated, and make the association more approachable. By expanding our online presence, we wish to present ourselves as an attractive and motivated study association to external contacts and to you, our members. In this way we will also use our online presence as a way to recruit new members. As COVID-19 makes the upcoming year very uncertain, we feel that online presence is of great importance. We want to use our online presence to stay in contact with our (new) members and keep them updated and informed. Next to that, we want to use our online presence to be there for our members when there is no possibility for them to see us in person or to physically come to the VSPA for help/entertainment. We hope to keep you and our other members involved with the VSPA by increasing our online presence on Instagram, Facebook, LinkedIn, the website and the app. In our committee policy we will also make sure that committees will offer online events.

1.1. Communication Channels
    1.1.1. Social Media

We will strive to answer social media comments within 48 hours on workdays. The secretary will be responsible for responding to questions that we receive through Facebook, LinkedIn and Instagram. We will divide the responsibility of posting on our communication channels over the other board members. The responsible board member(s) will keep the account active, while also regulating the post frequency. Our focus for Facebook and Instagram will be on finding a balance between the amount of entertaining, fun and attractive posts (takeovers, polls, vlogs, edits) and promotion posts. For LinkedIn the focus will be increasing our network, and being more approachable for companies. Elin will be responsible for LinkedIn, Merel for Facebook, and Tim, Julia and Levi will be responsible for Instagram. We will also budget more for promotions on Instagram and Facebook (*see H 4.4.4 Promotion VSPA*). The Committee Affairs Officers (CAO) will focus on keeping the social media active and fun together with the committees. The goal is to make promotion more lively than before, which will help improve our social presence on social media overall. We will achieve this by posting at least one post on Instagram for every event. For posts that are not about events we will use a standard layout; the VSPA Layout. We will ask the Design Committee to help us develop this layout. In this way the social media will have a more clear and professional look. This will clarify which posts are event-related and which posts are more informative/non-event-related.

    1.1.2. Email

We strive to answer every email we receive within 48 hours on workdays. We will all use the same layout in our email signatures and here we will also mention our office hours (which are different for each board member).

    1.1.3. Website and App

The current VSPA website looks good, but there are certain existing pages that are not up to date. We want to look through the entire website and update all outdated information, and provide information in English where possible. We would like to improve both the app and the website to see if there's more to get out of this. This project will be done

by Jikke and he strives to finish this before March. He is in touch with LindenIT (our web host) to discuss the ideas we have to update the website and app. For more information about the improvements and further details, see *C.7 Website* and *C.8 App*.

1.2. VSPAssistance

Will we continue and expand this project that was started in '19/'20. VSPAssistance is a project which formalizes the help and information we offer to new students and current students, as well as students leaving university. More information about this project can be found in the policy plan of '19/'20. The board of '19/'20 indicated that this project could be continued in an extensive way and it also fits perfectly with our focus point of Online Presence. Elin, Jikke, Julia and Tim will take on this project, and will start in September.

1.3.1. Soft Landing/FAQ

This part of VSPAssistance focuses on providing practical information for new students arriving in Amsterdam. Over the summer, Soft landing and the FAQ- page have already shown how useful they are to the new students. While answering questions from new students, we did notice some information was missing (e.g. downloading Microsoft Office for free, explaining what the air-raid alarm does). We want to add this information to these pages. Over the summer the Buddy Project and ChatPals also took off. The Buddy Project is a project where new students can join a small group with one second or third year student, where they can ask all questions they want. The Chatpals is an email account to which new students can email their questions (without having to join a group). A group of second/third year students hosts this email account.

1.3.2. Enjoy Your Stay

We will add a new part to VSPAssistance, called 'Enjoy your Stay'. Here we will offer information about (student)life in Amsterdam, that is not immediately a priority when moving to Amsterdam. We want to provide our members with more (study related) information to support them throughout their studies and provide them with knowledge to improve their experience. This will both be social and study related information. This page will for example include information about course registration, mental health options, more information about specializations, who to contact for different types of questions and more. We will contact both the University of Amsterdam (UvA) and (former) members of the VSPA for this information.

1.3.3. Focus on Take Off

Next to helping the new and current students, we also want to assist students leaving university by offering them an overview of opportunities when leaving the study. TakeOff is mostly focused on decreasing the gap between your studies and further career. Last year, Take Off had not yet 'taken off'. However, it is a great platform to increase our online presence. We will start off this part of VSPAssistance.

1.3. Podcast Committee

To further improve our online presence, we will start the Podcast Committee. This committee will make 8 podcasts, one every month starting from November, of about half an hour each in which listeners can learn more about psychology, life at university and what the VSPA offers. The committee will consist of 6 committee members with Tim as CAO. With the podcast we will provide our students with information in an entertaining way. Because education is now online, this is a fun way to reach students that are staying home. We could e.g. give study tips, interview a teacher, talk about stress in the student life or online courses. On top of that, we hope to connect students and professors with this podcast. We will promote these podcasts on our social media and upload them to Spotify and YouTube.

2. Inclusivity

We feel there is a need for more inclusivity within the VSPA. Responses to a survey sent out by last year's board indicated that international students tend to feel less welcome at the VSPA than Dutch students. In addition to that, we got the feedback that the VSPA can feel like a closed-off friend group. We know this has been a focus point before, but since these problems are still around, we believe it is a priority for us to work on. Especially now during the COVID-19 pandemic, we want students to still be able to connect with each other and prevent them from feeling isolated.

2.1. Inclusivity Committee

Right now there are no international students in the board, the Supervisory Board (SB) or the Cash Audit Committee (CAC). Because of this, we fear that we will not have enough insight into how our decisions will impact our international members. That is why we came up with the Inclusivity Committee, a new facilitairy committee. This committee will consist of both international and Dutch students. We will strive for a mix of nationalities in this committee because it is important that we receive information from both sides and find the correct balance between them. The committee will advise the board, evaluate events on this topic and organise two events of their own.

2.1.1. Advising the Board

This committee will advise the board when making decisions that require direct information from our members. When the board wants to receive input about one or more more of their plans or discussion points during the board meeting, they will share this agenda point with the committee, and the committee will write a proposal that will be presented by Julia at the board meeting. This way the board will receive more information about how international students feel about certain topics. In their meetings the committee will brainstorm about events and the internationality within the VSPA.

2.1.2. Events

The committee will organize two events. One online event in the first semester and one offline event in the second semester. At these events, the focus will be on meeting new people.

2.2. Name Tags

We will re-introduce the policy of using name tags at events. Name tags will make others more approachable, and therefore make it easier to start a conversation with someone new. This will create a more inclusive environment. We will give every attendee of the event a nametag. We will implement this at every event, except at parties and the prom. The board of '18/'19 has already done this and indicated in their annual report that it worked well and was achievable. However, name tags use a lot of paper and plastic, which is not sustainable. Therefore we will buy name tags made out of recycled materials.

2.3. Room Policy

This Room Policy is applicable for when members will be welcome again at the VSPA room. We understand that this point is difficult this year due to COVID-19, but we want to mention it because we want to make it our policy for when this is possible again. International students have made it clear that they do not always feel welcome in the VSPA room because people often only speak Dutch there. We want to keep English the main language at the room, unless there are no international students present. To make this happen, we came up with the following solutions.

2.3.1. Poster to Stimulate English

The first solution is hanging a poster in the room that serves as a reminder that whenever international students are present in the room, the language we speak is English. This idea was introduced by the board of '18/'19 and given as advice to '19/'20 but it was never implemented.

2.3.2. The Ring-for-English-Bell

The second solution is a bell that we will place in the room. Whenever this bell is rung, the spoken language in the room has to switch back to English. That way, the board doesn't always have to ask the room to switch. In the beginning, the board members will ring the bell themselves whenever a non-Dutch speaking student is present in the room. This way, we hope to stimulate our members to use the bell themselves.

2.3.3. English Games

There are lots of games available in the room. However, most of these have Dutch manuals, which doesn't make it easy for international students to play them. That is why we will translate these manuals to English. We hope these games also add to the inclusivity of the VSPA. Julia and Jikke will do this before the second semester. They will start in December.

2.3.4. Conversation Starters

Conversation Starters is a game with interesting questions you can ask people if you want to start a conversation. Because we would like the members at the room to get to know each other, we'll place English Conversation Starters at the table in the room.

2.4. Reaching Out

This year, we will actively reach out to members that are not yet involved or active within the VSPA. In the first semester we are hosting 'Firstyearshours' in which we entertain a group of first years in the common room for one hour and answer all their questions. For the online lectures for the second and third years, we will email the teachers with the question if we would be allowed to show our promotion film or send in a little informative video to promote ourselves. For the master students we would like to record a video that is specifically about information relevant for them, and ask if this can be shown during their (online) lectures. In this video we will talk about things like Career Day and Spectra. Julia and Merel will take on this project and try to send it out before the second semester.

On top of these videos, we will continue the tradition of Exam & Chill (previously TentAfters) in the second semester. We changed the name to make it more inclusive (exam instead of *tentamen*). An Exam & Chill is a moment after the exam where the board awaits the first years to hang out with them. We will also organize two "Bond with the Board" activities during the year, so the board will become more accessible and members can get to know the board in a lowkey way.

Lastly, the VSPAssistance team is in charge of the Buddy and ChatPals project together with the UvA. This project is about helping first years get answers to all of their questions, by providing Whatsapp groups and an email address where they can ask older psychology students anything they want.

B. COVID-19

1. Creativity and Flexibility

        COVID-19 will play a big role in our year and will therefore seriously affect our policy. The board has an optimistic, yet realistic, view. We cannot predict how COVID-19 will develop during the year. Therefore, we will consider COVID-19 as a big factor in the near future but less in the further future. For now we are planning for a COVID-19 free second semester. This optimistic view will require a lot of flexibility and creativity. Not only from the board, but from the committees and you, our members as well. However, we believe this is the way to make this year just as fun as any other. We have planned some online and some offline events. See *C. Committee Policy* for the specific information per committee. When, due to new measures, an offline event cannot take place in its original form, we will first strive for a COVID-19 proof replacement (e.g. an online event). If this is not manageable, the event will be cancelled.

1.1. Measures
        1.1.1. Role of the Board
                The board will take responsibility in encouraging members to keep to the measures imposed by the government. The board will set the right example at events and at the VSPA room. However, a big part of the responsibility also lies with the members. Merel is the appointed RonaResponsible this year, this means that members will contact her when experiencing COVID-19 symptoms within two days after attending an event.

        1.1.2. Disclaimer Text
                We will add a disclaimer text to every event posted on Facebook. In this disclaimer we will emphasize that we will follow the measures given to us by the government and encourage people to stay home when experiencing symptoms of COVID-19. On every social media post about an offline event the current measures will be mentioned. Either in the form of a picture or a text message at the bottom of the promo text. In this text, we will also mention Merel as the RonaResponsible and how our members can contact her.

        1.1.3. Preventing Infections at Events
                To stimulate members to stay home when they, or their roommates, are experiencing symptoms of COVID-19, the VSPA will refund the ticket money to members who cannot join because of these reasons. However, this will be our last measure, as we will first stimulate members to sell their tickets and help them with this if needed. These costs will be labeled as contingency costs. This policy will not apply to *borrels* and parties, due to the fact that tickets for these events can always be resold.

        1.1.4. COVID-19 at Events
                We have been in contact with the Public Health Service (GGD) and received information about what to do when a student has been tested positive for COVID-19 within two days after an event. We will help the student and the GGD gather information about the people that have been in close contact with this member and will strongly advise those people to quarantine for ten days, in line with the current guidelines of the National Institute for Public Health and the Environment (RIVM). The board will make a list of 'back-up members' in case the whole board has to quarantine. This list will consist of very active and experienced members that could help organise and host. Jikke will make this list as soon as possible.

Together with other associations of the faculty we created a document with guidelines on how to react in case of infections (*see Appendix 2. COVID- 19 Response sheet.)*

1.1.5. Trips and COVID-19
　　　When deciding whether or not we will go on a trip, we will make use of a flowchart (*see Appendix 1. Flowchart*). When this flowchart will be used depends on the cancellation conditions of the trip, but never later than a month in advance. Ten days before a trip, the board will hold all their meetings online and will strictly follow the rules set by the government, to prevent that all six board members will not be able to join the trip.
　　　At trips we will always abide by the current measures. When someone shows symptoms at a trip we will immediately contact the GGD, and follow their instructions.

C. Committee Policy

　　　All members of the VSPA can apply for a committee. By joining a committee, they can meet other students, while at the same time learning to work together in a team and improving their professional and organizational skills. The Social Committees organise social events, such as parties, trips and sport activities. The Study-Related Committees organize study-related events, such as lectures and workshops. All of these activities contribute to the objects of the association as they are stated in the Charter. This year's focus points for all committees are 'Online Presence' and 'Inclusivity'.

1. Focus Points for All Committees

1.1. Online Presence
　　　Many of our committees will organize online events during the first semester so that regardless of the COVID-19 measures, we will still be able to provide activities for all our members. Many of the committee meetings during the first semester will also take place online. Furthermore, there will be a larger emphasis on promotion and the online presence of committees as mentioned in *A.1.1.1 Social Media*, which will be stimulated by the CAO's.

1.2. Inclusivity
　　　Anyone is welcome to join a committee by sending a letter of motivation. The language at meetings of all committees with an international member will be English. Also, if one or more of the members cannot or do not want to go to offline meetings during the first semester, the meetings will be online so that all the committee members are included. We will follow government advice to decide whether meetings can take place offline. On top of that, we will print and hang pictures of all the committees in the VSPA room. Even if the room stays closed for members the whole year, we find it a good way to show our appreciation and we think seeing their faces will work as an extra motivation for us when we are working at the room.

2. Startup and General

2.1. Startup of the Committees
　　　The application deadline for committees was October 16th. Within two weeks after this date the committees will be formed and announced, and the first meetings will be held. The Trip Committee and Ski Trip Committee, however, are exceptions, since they began in May last year. Levi and Tim will select the committee members based on their motivation letters and will form groups that are, in their opinion, both compatible and capable. Committees will have a minimum of two and a maximum of six members. Once the committees are formed, the CAO's will make Whatsapp groups

and send a *datumprikker* to schedule a date for the first committee meeting. The committee members will receive an email with information about their specific committee, the first meeting and the related functions within a committee. The CAO's will prepare and lead the first meeting. They will do so by giving a powerpoint presentation with general and specific information about committees. The goal is to give all committee members a clear overview of what they can expect from the committee. After the presentation, the functions (*see B.2.2 Functions Within a Committee*) will be divided and the committee members will look for a standard meeting time, to ensure structure and certainty.

2.2. Functions within a Committee

There will be four functions that can be divided over the committee members: chair, treasurer, head of promotion and secretary. For the Trip Committee, Ski Trip Committee, Study Trip Committee, Road Trip Committee, First Year Coordination Committee, and Lustrum Coordination Committee there will also be the function of head of acquisition. Not every committee will have a head of acquisition, because we have seen in previous years that it was often not feasible for every committee. The first three functions are mandatory in all committees. In case a committee has only two members, these three functions will be divided over those members. Preparatory to the first meeting, the committee members will receive an email where every function is set out and explained. After the functions are assigned among the committee members in the first meeting, the CAO will plan a meeting with the chair to explain the function of the chair and discuss the expectations of each other. The treasurer will meet up with Julia for a masterclass about budget plans and realizations, and the head of acquisition will meet with Elin for a short masterclass in acquisition. The head of promotion will take care of the promotion of each organized event, and will control the promotion schedules. The head of promotion will also meet up with the CAO to get more insight in promotion schedules. The secretary will receive an email from Jikke, in which he will share some useful tips and tricks about making notes and regulating mail.

2.3. Development within Committees

In general, students join committees to learn and develop new skills, meet new people, and simply have fun. It is the task of the CAO's to make sure that these goals can be accomplished. To avoid neglect and social loafing, the maximum number of committee members is six persons per committee. This way, each member will be required to actively participate, which will enhance the opportunity to grow and connect. For some committees the amount of members within a committee are chosen at a General Members Assembly. The CAO's are there to offer help and support with the organization of events and create 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. We aim to have an evaluation meeting with a committee after each event they organised. There will also be a moment halfway through the year, where the CAO and committee chair will sit down to evaluate their collaboration thus far.

2.4. Closure and Transfer

We want to provide next year's committees with as much useful information as possible. Therefore there will be an evaluation at the end of the year, just as in previous years. To help the year of '21/'22, helpful information will be added to the transmission documents of the committees.

2.5. Role of the Board

The board will coordinate and help the committees. Every committee meeting will be attended by one of the board members. This board member is then the CAO of this committee. This way committee members can ask questions and the CAO present can keep an overview. The board

will check all the budget plans and results during the weekly board meetings. In the next section the specific distribution of committees over the board will be discussed.

Chair - Merel

Merel is available for any questions regarding chairmanship. The chairs of the committees can always contact her for any information. Merel will be the contact person for the General Members Assembly Committee.

Secretary - Jikke

Jikke will be in contact with the chairs of the committees to book rooms for them (if possible with UvA regulations). Jikke will also send an email to the secretary of each committee in which he explains how to keep the email and minutes organized. Besides that, Jikke will coordinate the Editorial Committee and the Awareness Committee.

Treasurer - Julia

Julia will be available for any questions regarding finance within a committee, will execute the declarations and pay invoices. She will also give a small masterclass to all committee treasurers. Besides that, Julia will coordinate the Design Committee and the Inclusivity Committee. Julia will also be the second contact person for the Lustrum Coordination Committee. She can be in contact with the Lustrum Coordination Committee and attend meetings when Tim cannot. We chose to do this because Tim is enthusiastic about this committee but he can probably use some help since he is CAO of a lot of committees.

Social Committee Affairs Officer - Levi

Levi will coordinate the social committees. Levi will have a meeting with the chair and head of promotion of every committee to explain the function and to make a plan. Besides that, Levi will also coordinate the Support Committee and is a member of the First Years Weekend Coordination Committee, and therefore the contact person.

Study Committee Affairs Officer - Tim

Tim will coordinate all study related committees. Tim will have a meeting with the chair and head of promotion of every committee to explain the function and to make a plan. Besides that, Tim coordinates the Talent Committee and is the contact person of the Lustrum Coordination Committee.

Officer of Sales and Acquisition - Elin

Elin is available for questions regarding acquisition within a committee. Elin will give a small masterclass about acquisition to the head of acquisition of the Ski Trip Committee, Study trip Committee, Trip Committee, Road Trip Committee, First Years Coordination Committee and Lustrum Coordination Committee. If the head of promotion of another committee is interested, Elin will also give them this masterclass.

3. Committee Specific Policy: Social Committees

3.1. Activity Committee

This committee organizes fun and original activities for members of the VSPA. They will organize three activities throughout the year.

3.2. Awareness Committee

The Awareness Committee is a new committee. It replaces the Sustainability Committee. The Sustainability Committee organized events regarding sustainability and advised the board on how to be more sustainable. We changed this committee so that it not only covers events regarding the environment, but also other societal problems. The committee will be in charge of organizing two events that will allow VSPA members to engage with society by doing things like volunteering. Also, this committee will no longer advise the board on sustainability.

3.3. *Borrel* Committee

The *Borrel* Committee organizes nine *borrel*s during the year. The *borrels* take place at De Heeren van Aemstel. The committee members will come up with a theme for each *borrel*. The committee also decides on what drink they are going to offer for a lower price and what activities they want to organize during the night.

3.4. Culture Committee

The Culture Committee organizes two cultural activities. The aim of this committee is to make cultural activities more accessible by making them less expensive for our members. The committee is free to decide on what they want to do, as long as it has to do with culture or art.

3.5. Road Trip Committee

The Road Trip Committee is a revamp of the 'Hitchhike Committee'. This committee will organize a four day road trip through Europe. The location of this weekend will not be known by any of the VSPA members until departure. We decided to change this committee, because we think a road trip is safer and more COVID-19 proof than a hitchhike. Participants will arrange their own cars to get to the locations.

3.6. Talent Committee

The Talent Committee is a revamp of the 'Music Committee'. This committee gives students a platform to share their talents by organizing two open mics throughout the year. We decided to change this committee so that it incorporates more than just music. This year all performing arts and other talents will be welcome.

3.7. Party Committee

The Party Committee will organize two parties during the year. The committee decides on the location, theme, music and anything else that needs to be arranged.

3.8. Prom Committee

The annual prom will be organized by the Prom Committee. The committee decides on a location, a theme, the music and any other things they come up with.

3.9. 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 was set up by last year's Social CAO in April. The location and logistics are organized by an external organization. This year the committee chose to work with Skifest. It is up to the committee to come up with fun activities during the weekend and to promote the trip. The Ski Trip Committee of '21/'22 will start around April '21. The application process will start in March.

3.10. Sports Committee

The Sports Committee will organize three sport activities. The first two activities can be anything, as long as it is sport-related. The last event will be a big football/soccer tournament. It has been predetermined that the Sports Committee will organize a football/soccer tournament at the end of the year because last year it was very difficult for the committee to come up with a concrete plan for a tournament.

3.11. Trip Committee

The Trip Committee organizes the annual city trip of the VSPA. Just like the Ski Trip Committee, this committee already started during the previous academic year. Last year's Social CAO set the committee up with six students. The accommodation, transportation and the activities during

the weekend are arranged by the committee. The location of this year's trip was supposed to be Lille, which was determined at a General Members Assembly (GMA), but due to COVID-19 it is not possible to go to Lille in October. This year's trip will be held in the Netherlands. The new trip committee will start around April or May '21.

4. Committee Specific Policy: Study Related Committees

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

The A-Day-in-the-Life Committee organizes a one-day event that gives students the opportunity to show family, friends and acquaintances what it's like to be a psychology student at the UvA. If possible, the committee will organize a lecture, a campus tour, a supper and drinks afterwards. The further plans of the day are up to the members of the committee.

4.2. Career Day Committee

The Career Day Committee will organize the annual Experience Your Future Day. This event provides students with the opportunity to orient themselves on future job opportunities through a networking event, lectures and workshops. This year we will once again work together with SPS-nip. The treasurer from the SPS-nip board will be present at all committee meetings as their representative to make sure the communication goes well.

4.3. Conference Committee

The Conference Committee organizes the annual conference. This year the conference will be held online to ensure that it can take place despite COVID-19 measures. The conference will be spread over two days because we think the online nature of the event would make a one-day conference too tiring for the participants.

4.4. Excursion Committee

The Excursion Committee organizes two excursions that display the relevance of psychology in the real world. We hope these excursions can take place offline, but this depends on the COVID-19 measures that are active at the start of the second semester.

4.5. Lecture Committee

The Lecture Committee will organize three lectures this year to provide students with more knowledge about psychological topics outside of or in addition to the regular curriculum. The first lecture will be online and we will try to do the other two offline depending on the COVID-19 measures that are active during the second semester.

4.6. Study Trip Committee

The Study Trip Committee organizes a trip that gives students the opportunity to visit a psychology faculty in a foreign country, so that they can get an idea of what studying psychology in a different country is like. Besides that, the committee organizes study related, social and cultural activities during these ten days so that the students can get to know each other while learning about a different culture.

4.7. Workshop committee

The Workshop Committee organizes three workshops throughout the year that are aimed at fostering the personal development of our members by teaching them new skills and knowledge. The committee is allowed a lot of freedom, with the only criterion being that the workshop is relevant to the field of psychology.

5. Administrative Bodies

5.1. Application Committee

The Application Committee (AC) will be handling the application process for the new board of the VSPA. The committee has the freedom to handle that process in any way they deem appropriate. The AC is appointed by the General Members Assembly.

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 guide applicants during the process of their application. The AGC is appointed by the General Members Assembly.

5.3. Cash Audit Committee

The Cash Audit Committee (CAC) supervises and checks the financial policy and administration of the VSPA. The CAC advises the board and supports its treasurer, and they will make sure that the financial policy is respected. Every week they will prepare the financial part of the board meeting and a representative will be present during the board meeting. They will prepare and ask questions in case they have any. This way they are able to intervene if the financial policy is violated. The CAC is appointed by the General Members Assembly.

5.4. First Year Weekend Coordination Committee

This First Year Weekend Coordination Committee (FCC) coordinates the First Year Weekend that normally takes place at the end of September, but due to COVID-19 it will take place in February this year. This committee already started during the previous academic year. The FCC works together with committees that help plan the weekend. The FCC is appointed by the General Members Assembly.

5.5. General Members Assembly Committee

The General Members Assembly Committee organizes the GMA. The chair makes an agenda and sends it to all active members by email. The secretary writes the minutes during the GMA. The General Members Assembly Committee is appointed by the GMA.

5.6. Supervisory Board

The SB keeps an overview of/an eye on the policy plan and the charter of the VSPA. The SB advises the board when asked or needed, and intervenes when the board tends to make a mistake. Every week they will prepare the board meeting and a representative will be present during the board meeting. In addition to that, the SB will motivate and support the board. The members of the SB have a role as confidant of one or two of the board members. The SB is appointed by the GMA.

5.7. Lustrum Coordination Committee

The LCC organizes various anniversary activities every five years to celebrate the existence of the association. This year the association celebrates her 80th birthday. The LCC is appointed by the GMA.

6. Facility Committees

6.1. Design Committee

The focus of the Design Committee will lie on supporting other committees, and sometimes supporting the board. Posters and banners can be made by the design committee for promotional purposes. The regular committees can choose if and how they want to use this opportunity. They can decide to do the promotion themselves, hand it over completely to the Design Committee, or to do it in collaboration with the Design Committee. The Design Committee will also design a standard VSPA template for all Instagrams posts that are not event related.

6.2. Editorial Committee

The Editorial Committee is involved in writing the VSPA's digital newsletter. We will strive to publish the newsletter and send it to all VSPA members at the start of each month, starting when the committee has been formed. The content of the newsletter is up to the committee, but will also contain promotion for our sponsors. We will publish the newsletter through mail.

6.3. Inclusivity Committee

The Inclusivity Committee is a new committee this year. This committee will organize two events throughout the year and advise the board on matters regarding the internationalization of the VSPA. For more information, see *A.2.1 Inclusivity Committee*.

6.4. Podcast Committee

The Podcast Committee is a new committee this year. This committee will make eight podcasts throughout the year. For information, see *A.1.4 Podcast Committee*.

6.5. Support Committee

The Support Committee will have three tasks: cooking dinner for the GMA's, organizing the Friday Afternoon *Borrels* (FAB's), and assisting the board when promoting the VSPA on selection and matching days. Furthermore, this committee will 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". There will be a WhatsApp group for the "VSPA DreamTeam". The first two events will be held online. To make sure the committee will have enough tasks during the first semester they have the freedom to come up with online alternatives.

D. Ongoing Policy

1. General Thank You Gifts

1.1. Weekend Getaway

At the end of the year, we will organize our annual Weekend Getaway as a special 'Thank you' for our active members. Active members are members that are in a committee. This trip is accessible for all members, but active members will get priority when registering. Within these two categories a discount will be offered to those who visited GMA's during the year. The specific discount depends on the amount of GMA's visited, when visiting more than one GMA's members will get a discount. There are three different categories, namely (1) visited zero or one GMA, (2) visited two GMA's and (3) visited three or more GMA's. Elin and Merel will organise this year's Weekend Getaway, they will start in January.

1.2. Thank You Gifts Active Members

At the end of the year, we want to give our active members this year's VSPArtifact, which is a Thank You Gift for the time and effort they put into the association. We will hand out these gifts at the Committee Evening (*see D 5.2 Committee Evening*). Jikke and Merel will be in charge of the VSPArtifact, they will start in April.

1.3. Birthday Cards

This year, we will send an online birthday card to our active members. This year's CAO's, Tim and Levi, will ask for the date of birth together with the motivation letters for the committees. The board has made a shared calendar in which the CAO's will note all birthdays. Merel will make 'Birthdays' a standard agenda point at our weekly board meetings, so Jikke knows who he needs to email. Following these meetings, Jikke will send the online birthday card to the birthday boy or girl.

1.4. End of the Year *Borrel*

At the end of the year we will host a festive *borrel* to celebrate the past year. Levi and her successor will organize this *borrel*, and will start in June.

1.5. VSPA Wine

This year we will buy thank you gifts for speakers at lectures, DJ's or other people that helped us out in a way (e.g. someone from the UVA, or an old member). With this VSPA wine we will always have a nice thank you gift with a real VSPA touch. We will order about 50 bottles of wine with a VSPA label. We chose to buy this amount of bottles because buying in bulk is cheaper. On top of that we believe these gifts will be useful next year as well. We will buy enough wine for this academic year and the next year, therefore we will put half of this on the inventory (*see H 4.5.8 Inventory*).

2. General Members Assembly

The General Members Assembly is the highest body of the association. The GMA committee scheduled five GMA's and an optional sixth one in case this is necessary. For more information about GMA's and specific regulations we refer to the charter and the standing regulations, which can be found on the VSPA website. GMA's will be promoted on Facebook, Instagram, Email and during committee meetings. In addition to that, attending GMA's will give members a discount for the Weekend Getaway, as has been done in previous years. For the exact discount policy see *D.1.1.1. Weekend Getaway*.

3. Alumni Reunion

This year, like previous years, we will organize an alumni reunion together with our Alumni Association Spectra. This will be a *borrel* at the end of the year, for alumni and VSPA members. Because this is a lustrum year we believe that organizing a *borrel* for alumni will have extra value. On top of that, we hope this event will give members the opportunity to mingle with alumni. We will be in contact with Spectra on how to give the alumni *borrel* a lustrum touch. Julia is the contact person of our alumni association Spectra, she will organise this *borrel* with Merel.

4. VSPA Room

4.1. Room Policy

The VSPA room will be 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, so it is important that the board member with room duty is available for people visiting the room, by dedicating our room duty solely to entertaining the members. The room policy will be the same as in '19/'20, with the additional points mentioned in our focus points (*see 2.3 Room policy*). However, the VSPA room will be closed to members until the UvA allows us to open again. We will be looking for alternatives to the VSPA room, e.g. online meetings or members having to register to come by.

5. Extraordinary Activities

5.1. Constitution *Borrel*

This year, like any other year, we will organize a Constitution *Borrel* (CoBo). We will invite former VSPA boards, our administrative bodies, our sister associations, our brother associations of the FMG and the AC. The CoBo will take place at De Heeren van Aemstel on Tuesday the 16th of February. It was originally planned in October, but had to be rescheduled due to COVID-19. Levi and Merel will organize this year's CoBo. We believe this *borrel* is a good way to bond with the people

invited and foster our relationships with them. However, because we believe it is very valuable to start bonding early on, we will organize an extra 'introduction' *borrel* on the 15th of October with a smaller group of people.

5.2. Committee Evening

Every year a committee evening is organized where active members can get to know each other and have fun. This evening serves as a thank you to the active members for their valuable contribution to the association. This year the committee evening will be on the 13th of April. Merel and Julia will organize this evening, and will start planning in January.

6. General Promotion

This year we decided to design a promotion-object, a gadget and a VSPA sweater. The promotion-object is a small, easy to grab, object that has the purpose of promoting the association, whereas the gadget is a bigger utensil. We strive for sustainable objects.

7. Website

Last year's board did a full rebuild of the website. Because of this, we believe there is not much that we want LindenIT to change to the website. We did discover at the start of this year that, when a lot of members try to buy tickets at the same time, the website starts crashing. We will look into switching over to an external ticket provider to remedy this. We are also going to go through the website and update any outdated information, or add pages if we feel like we need them, in line with our focus point of online presence. We are going to be the first board to extensively work with the new website. That is why we still decided to budget money for LindenIT. That way we can add any improvements we feel we might need, so the website will be even more user friendly (*see H 4.5.7 Modification Website/App*).

8. App

The app was launched last year, but is still not actively used by the members. We want to focus on improving the app to a level where it is useful for members to actually download it. This means we strive for the app to be at the same level of usefulness as our Facebook page and website. We want to integrate VSPAssistance with the app and the option to pay for tickets through the app. We also want to add a calendar in which we can add and edit events. We strive to start this project at the end of the first semester. We strive to be finished at the start of the second semester. Jikke and Tim will be working on this project. Jikke will be in charge of keeping the information on the app up to date, and the promotion of the app once it is upgraded (*see H 4.5.7 Modification Website/App*).

9. Storage

The VSPA has access to two storage facilities on Roeterseiland Campus, GS.26A and B3.48. We strive to keep the inventory list up to date, so it is easy to find everything quickly. We will achieve this by hanging a list and a pen on the door, so everytime you store something there, you can write it down. The CAOs will check the inventory list to see if we have decorations they could use for upcoming events. Jikke will be in charge of keeping the storage facilities organized. We will buy storage boxes to make this easier (*see H.4.3.2 Household Items*).

10. The Payment System

10.1. Transaction Costs

The website is linked to Mollie, a payment system. This means that every transaction through our website goes via Mollie, and they transfer this money to our bank account. But for every transaction, they subtract the transaction costs. The board of '19/'20 calculated that the average price of a transaction, including iDeal, Credit Card and SOFORT banking, is €0,41 (*see H 4.1.9 Transaction Costs*). Last year's board also decided to include the transaction costs in the ticket prices from now on, instead of adding them on top of the original price. For the budget plans of every event we will multiply the transaction costs times the participants and put this with the expenses, this way the ticket prices will adapt.

10.2. Direct Debit

The board of '17/'18 implemented the Direct Debit, this means that when students register for a VSPA account, they will automatically get a three-year-membership for €15 per year. So, students that become a member this year will stay a member until the end of the academic year '22/'23. Students can become a member with a Direct Debit through iDeal, Credit Card and SOFORT banking. At the end of the academic year, the Secretary will send an email to all members about their membership. That way, students who do not want to be a member anymore can unsubscribe from the VSPA and the Direct Debit system. Unfortunately, people sometimes deny the Direct Debit instead of letting us know they do not want to be a member anymore. As a result, chargebacks happen. This means that the VSPA has to pay for the costs of denying a Direct Debit. This is a consequence of implementing the Direct Debit which we can not easily redress. We do however mention in the previous appointed mail that people should not deny the Direct Debit but email us. These costs will be covered by contingency costs.

This year, the Direct Debits from '17/'18 will have run out, which means these students do not pay for their memberships anymore. However, some of these students are still (active) members of the VSPA. This means we are missing out on income this way. We will look into ways of tackling this problem. Jikke and Julia will take on this project before and strive to find a solution before the christmas break.

11. General Data Protection Regulation (GDPR)

The last board did a website rework, so our member register is now GDPR compliant. However, they did not yet implement a privacy statement and terms and conditions. Jikke will add these around December. The rework also removed the option to ask for permission to take pictures. We will re-implement this at the same time.

12. Board Attendance at Activities

We decided that the minimum amount of board members present at an event is four. However, we will always strive for six present board members.

13. Member Input

This year, just like last year, we will send out surveys. The survey from last year was implemented in this policy plan and contributed to our focus point Inclusivity. We already sent out a survey for input for preferable dates for the study trip. We will also send out a survey before the christmas break so we can use the input about how we can improve the VSPA while writing our half year report. This survey will be about how members have experienced their membership. And lastly, one at the end of the year to help our successors. In between we won't hesitate to send out more or

gather opinions when this seems valuable to us in making our decisions. Merel and Julia will take care of the surveys. Lastly, we created the Inclusivity Committee and hope to get more member input from them.

14. Sustainability

The board of '19/'20 had Sustainability as their focus point. We strive to follow this policy as closely as possible in our ongoing policy (for more information, see *Policy Plan '19/'20 A.2. Sustainability*). We will keep the coffee mugs, recycling and the vegetarian meals policies. We will however, not continue with the Sustainability Committee as a facility committee.

E. 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 UvA. Tim will consult with SPS-NIP, and talk to their treasurer, and compare agendas and discuss our cooperation for the career day. Last year's board knew the chair of SPS-NIP, which considerably improved the cooperation and communication between the VSPA and SPS-NIP. We hope that this will be the case this year as well because one of them is a VSPA member as well. For more information, see *C.4.2. Career Day Committee*.

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. We value having a good relationship with other psychology associations. That being said, past boards have indicated that the meetings are not always very useful and take up a lot of time. That is why we want to attend as many meetings as possible, as long as we find them informative. Merel and Julia will represent the VSPA, and thus will be attending these meetings.

1.3. General Student Association of Amsterdam (ASVA)

The ASVA Student Union is the biggest student organization in Amsterdam. They represent the interests of students of both the UvA and the Hogeschool van Amsterdam (HvA). Elin will be the contact person for ASVA. Due to a VSPA event taking place on the same day, we will unfortunately not attend ASVA's *besturendag* (board-day).

2. Internal Contacts

2.1. Educational Institute

Our contact person of the Educational Institue is the director Katrijn Raaijmakers. We can contact the Educational Institute to request grants, and they subsidize our printing costs. We will be as transparent as possible, by sharing the budget plan for each event that we use their grant for. We will maintain an informal relationship with the employees by organizing the Friday Afternoon *Borrel*s. We will also invite them to a meetup together with other employees of the UvA. Merel 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)

A FMG meeting will be held every two weeks. Merel is the representative of the VSPA this year. Merel will also be in charge of organizing the FMG party. Jikke will join Merel as a member of

the FMG Party Committee. The FMG also organizes a study related event. Levi will join the FMG Study Committee to organize this. Elin will join the FMG *Borrel* Committee, to organize three FMG *borrels*. We will join these committees to strengthen our bond with the Fv-FMG, so we can exchange information and ideas, and achieve things that would not be possible alone, like arrangements with the UvA.

2.3. Student Meeting Psychology (STOP)

STOP consists of the representatives of the student parties, the Program Committee, SPS-NIP and the VSPA. It is up to the ombuds student to organize these meetings. These meetings are organized to unite the most involved students to exchange ideas. Merel 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 FMG and the quality and improvements of the education. Merel will stay in touch with the FSR through the Fv-FMG meetings.

2.5. Alumni Association Spectra

Spectra is the alumni association of the VSPA. Once a year, they organize a reunion for former members. This year Julia will handle the communication with Spectra.

2.6. Programme Committee (OC)

The Programme Committee gives advice on education and exam regulations, the study guide and study manuals. Elin is the point of contact within the board.

2.7. Spiegeloog

The Spiegeloog is the newsletter of the UvA psychology department. Jikke will handle the communication between the Spiegeloog and the VSPA.

F. Sales Education Resources

1. Book Sales

1.1. Book Sales in General

The VSPA provides books for both bachelor and master students with a student discount. Books can be ordered online, and shipped to your home address (both within the Netherlands and other countries worldwide). This year it is not possible to pick up books at the VSPA room since the room is closed due to COVID-19. Elin has insight in the back office of the book sale, and can precisely keep track of how sales are going.

1.2. Book Sales Promotion

This year the proof of registration was sent out digitally. This year, instead of adding a flyer to the physical proof of registration, the UvA added our link and promotion text to multiple emails sent out to all first year students. We made sure that every new first year student of psychology knows that we sell books and how to buy them. About 500 first years students are in WhatsApp groups, where we repeatedly promoted book sales as well. It has also been promoted on our Intreeweek association page, and again in our Intreeweek livestream. During the summer holiday and in the first week of the first semester, we scheduled Facebook and Instagram posts (and stories), mainly for the other students. Due to the lack of physical activities, we didn't use the roll banner as much as other

years, although we put it up at our first *borrel*. For the book sale in the second semester we will mostly use our social media again, since the promotion will mostly take place in the first semester, when education will be primarily online.

1.3. Book Prices

Our partner Studystore 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. 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 10%. The latter is only relevant for masters.

2. Summary Sales

2.1. Summary Sales in General

The VSPA has sold summaries at the VSPA room for the past couple of years. For a big part of this year, this will not be possible due to the fact that members are not allowed in the VSPA room. We are looking for alternative ways to make sure members have access to the physical summaries they need. However, online summaries will always be available through the website of JoHo. The Officer of Sales & Acquisition delivers the right study guides to our partner 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. This is one of the reasons why the summaries are quite cheap. Due to alleged dissatisfaction with the quality of the JoHo summaries, Elin started a new project this year to improve the quality of JoHo's summaries with the use of student-made summaries. In October, Elin will evaluate if this project and the partnership with JoHo is still sustainable and (the most) beneficial to our members.

2.2. Summary Sales Promotion

To promote the summary sale (both online and physical when possible), we are posting messages on social media every time the summaries are ready to be sold. This is no later than the monday before the exam week. We also post messages in the UvA group chats of years one and two. JoHo summaries were also promoted at the first *borrel* of the year. In cooperation with our summary partner we strive to come up with even more promotion options.

2.3. Summary Prices

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

3. Exam Training Sales

3.1. Exam Training Sales General

The VSPA has been offering her members exam training for multiple years now. Our exam training partner is TentamenTrainingen.nl. 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. Participants of exam training receive a training guide, in which the VSPA has an informative and promotional page. They also offer a 'didn't pass? Money back warranty'. Since the exam training cannot take place at the UvA anymore, the only thing that needs to be done for the exam training sales is promotion, which will be done by Elin.

3.2. Exam Training Sales Promotion

Normally the VSPA organizes a *borrel* in the Heeren van Aemstel, in collaboration with TentamenTrainingen.nl. The aim of this *borrel* is to give TentamenTrainingen.nl recognition amongst students, and at this *borrel* students can win a free exam training. Due to COVID-19 this *borrel* was canceled last-minute. Together with TentamenTrainingen.nl, Elin will look into alternative ways to promote. Promotion will also be done via our social media channels, and in the Whatsapp groups.

3.3. Exam Training Prices

The exam trainer will provide exam training to our members with a 20% discount and a commission for the association.

G. Long Term Planning

1. Lustrum

Every year we put €500,- aside for the Lustrum Coordination Committee of '25/'26. On top of that, from now on every year we will put €200,- aside for the Prom Committee of '25/'26 because we would like for their prom to be extra special during lustrum years (*see H.5.1 Reservation Lustrum*). This means that we will put aside €700,- this year for the lustrum of '25/'26.

2. Contingency Costs Policy

From 2018 on, contingency costs are calculated by charging 4% of the income (excl. the grant from the Educational Institute). No contingency costs are added to committee budget plans. It is expected that, based on this percentage, the annual result will be zero on average. Every five years, an estimation must be made of the percentage required for the contingency costs based on the balances of the annual results of the previous years. the board of '22/ '23 will do this. This year, we will once again apply this policy.

H. Financial Policy Plan

1. Introduction

The Financial Policy will include and explain the income and expenses of the VSPA this year. This year, the income and expenses will be a bit different in comparison to last years, due to COVID-19. We will host more online events, which generally cost less money than offline events. The money budgeted for online events can be used to make the event more fun, for example with giveaways or thank you gifts for guests. With this budget we can make online events a new adventure with this year's circumstances in mind, instead of just a replacement of offline activities.

2. Annual Budget

This year, we have a balance of €-2441,64 on our annual budget. On top of the usual profit we make within the contingency costs policy (*see G.2 Contingency costs policy*), we expect to make profit solely due to COVID-19. We decided to differentiate between these two types because we expect more profit (technically; reduced expenses) than other years; we noticed this already in the first months of this academic year. Because of ever-changing measures and guidelines regarding COVID-19, (part of) events can get cancelled very last minute. Since the VSPA is a non-profit organisation, we thought of a way to compensate for this expected profit. We made a calculation to predict the amount of money that will be left over at the end of the year, and thus will be considered

profit. This calculation is based on all our events since August, and will include all offline events planned for the rest of the year.

Since August, we have had seven events, for which we budgeted a total of €1.212,79 and, due to the influence of COVID-19, we only realized €997,39. This means that there was a difference of €215,40. This difference is ((€215,40 * 100)/€1.212,79) = 17,76% of the total amount that was budgeted for all the events. This means that we technically made 17,76% profit due to COVID-19. The total amount budgeted for all offline events for the rest of the year is €13.741,17. Based on the calculation above, we expect ((€13.741,17 * 17,76) / 100) = €2.440,53 profit at the end of the year, due to COVID-19. As we are not allowed to make profit, we decided to compensate for this expected profit, by making our balance negative. At the end of the year, this will then - hopefully - mean the profit will balance out the negative amount budgeted.

We realize this calculation is currently only based on the last two months, and thus may not be fully representative for the whole year. Therefore, at all upcoming GMA's, this calculation will be revised. However, at this moment, due to the uncertainty of COVID-19, it is the best we can do.

The Annual Budget will be included in an Excel file.

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

3. Remarks on the Income

3.1. Association Income
3.1.1. Memberships
Every new member will automatically receive a Direct Debit (*see D10.2 Direct Debit*).

Budgeted last year: €13.593,67   Realized last year: € 13.234,90
Newly budgeted: €13.511,70

On October 8th, the VPSA sold 433 memberships. To estimate the total number of memberships we will sell this year, we made two calculations and took the average.

In the first calculation we calculated the percentage of first year students that became a VSPA member since the internationalization of the association two years ago, which is 70,77%. This year we have 574 first year students, so we expect to sell 574 * 0,7077 = 406,21 new memberships.

In the second calculation we looked at last years' difference between the number of new memberships sold in the beginning of the year and the total number of memberships sold. In the period of 01-07-2017 to 09-10-2017, 289 out of 376 memberships were sold, so 76,86% (= 289/376) of the total amount of memberships were sold. In the same period in 2018, 285 out of 364 memberships were sold, so 78,30% (= 285/364) of the total amount of memberships were sold. And in this same period in 2019, 311 out of 368 memberships were sold, so 84,51% (= 311/368) of the total amount of memberships were sold. The average amount of memberships sold till October 9th over the last three years is therefore 79,89%. As mentioned above, we sold 433 new memberships already this year. According to these numbers, we expect to sell 433/0,7989 = 542 memberships in our year. Because we believe that both calculations describe an accurate representation of the expected amount of sold memberships, we decided to take the average of the two calculations. The number of memberships we expect to sell is (406,21 + 542)/2 = 474,10.

The Treasurer of '18/'19 found out that the transaction costs differ quite a lot for the different payment methods. The transaction costs for SOFORT banking and Credit Card are higher than for iDeal, and because these transaction costs are subtracted from the price of the membership, the actual

income per membership depends on the payment method used. It was calculated that the average income per new membership is €14,55.

We also receive income from the memberships from '18/'19 and '19/'20, due to the Direct Debit. From the 364 memberships sold in '18/'19, 219 students are still in Direct Debit. From the 368 memberships sold in '19/'20, 231 students are still in Direct Debit. The actual income per membership from the Direct Debit is €14,70.

The total income we expect to receive this year from the memberships is as follows. We expect to sell 474 new memberships for the average price of €14,55 and we expect to receive 219 + 231 = 450 extensions of memberships via the Direct Debit. In total, this (474 * €14,55) + (450 * €14,70) = €13.511,70.

3.1.2. Interest Rate
Budgeted last year: €42,87   **Realized last year: €10,95**
Newly budgeted: €1,21

This amount is an indication and calculated based on what we have earned so far in 2020. Since our financial year runs from 01.08.2020 until 31.07.2021, we receive 5 months of interest from 2020 and 7 months of interest from 2021. Based on 2020 so far, we expect to earn €0,10 a month on average, (7 + 5) * €0,10 = €1,21.

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

3.2. Sales Education Resources
3.2.1. Profit Book Sales
Budgeted last year: €10.022,06   **Realized last year: €7.386,75**
Newly budgeted: €7.998,22

To estimate the total income from our book sales as accurately as possible, we made two calculations and took the average.

In the first calculation we make a distinction between books that are frequently sold and books that are less frequently sold. We calculated last year's profit derived from frequently sold books, this was €6.606,85. The total amount of income from book sales last year was €7.386,75. This means we received €7.386,75 - €6.606,85 = €779,90 from less frequently sold books, which is €779,90/€7.386,75 = 0.1056 = 10,56% from the total profit. In '17/'18 the VSPA received (1 - (€5.648,76/€6.610,25)) = 14,5% and in '18/'19 the VSPA received (1-(9.021,93/8.253,82)) = 8,5% from these less frequently sold books.

We then multiplied the income from the frequently sold books by the ratio of the increase in first year students, we calculated this ratio by dividing the number of first year students this year by the number of first year students last year. This amount increased with 574/540 = 6,30%. The expected revenue of the frequently sold books this year is €6.606,85 * 1,0630 = €7.022,84. We then took the mean of the book sales of less frequently sold books in '17/'18, '18/'19 and '19/'20, which is (14,5% + 8,5% + 10,56%)/3 = 11,19%. We then multiplied this by the expected profit from the frequently sold books, which is €7.022,84 * 1,1119 = €7.808,69, which is our expected profit according to this calculation.

In the second calculation we looked at the average profit per book and how many books we expect to sell this year. For this calculation we looked at the amount of books sold in the last two years, in '18/'19 2670 books were sold and in '19/'20 2523 books were sold. This year we expect to sell (2670 + 2523)/2 = 2596,5 books. For the average profit per book we calculated the total profit

divided by the number of books sold, so in '18/'19 this was €9.021,93/2670 = €3,38 per book and in '19/'20 this was €7.386,75/2523 = €2,93. The average profit per book is (€3,38 + €2,93)/2 = €3,15. So our expected profit according to this calculation is 2596,5 * €3,15 = €8.187,76.

The total income we expect to receive from the book sales this year is (€7.808,69 + €8.187,76)/2 = €7.998,22.

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

3.2.2. Profit Summary Sales
Budgeted last year: €5.206,-   **Realized last year: €4.956,-**
Newly budgeted: €4.846,-

We cannot elaborate much on the details of the contract with our partner JoHo (*see E.2 Summary Sales)*, due to confidentiality reasons. We receive a sponsorship of €4.356,- for the whole academic year.

Due to COVID-19, we expect to sell individual summaries in the second semester only. These summaries will be sold for €5,- a piece. In '18/'19, 60 individual summaries were sold in four months, an average of 15 a month. In '19/'20, 120 summaries were sold in five months, an average of 24 a month. On average, we calculated we will sell ((15 + 24)/2) = 19,5 individual summaries per month. Since the second semester consists of five months, we expect to sell a total of (5 * 19,5) = 97,5 individual summaries, which we will round up to 98 summaries. We expect to receive (98 * €5,-) = €490,-.

In total, we expect to receive (€4.356,- + €490,-) = €4.846,-.

3.2.3. TentamenTrainingen.nl Income
Budgeted last year: €2.822,51   **Realized last year: €1.545,22**
Newly budgeted: €1.949,76

For every exam training that is sold by our partner Tentamentrainingen.nl, the VSPA receives a certain amount. We cannot go into detail because of confidentiality. We calculated the average amount of training sold over the last three years and then calculated the expected revenue, which comes down to €1.949,76.

This year we will not receive €250,- for a partner*borrel*, since this *borrel* has been cancelled due to COVID-19 (*see H. 4.6.9. Partner Borrel 2020*).

3.3. Grants
3.3.1. Grant from Educational Institute
Budgeted last year: €6.000,-   **Realized last year: €6.000,-**
Newly budgeted: €6.000,-

This year we will once again receive a grant of €6.000,- from the Educational Institute. This year €5.000,- will go to the First Years Weekend and €1.000,- to the Study Trip.

3.4. Sponsoring
3.4.1. Acquisition Revenue
Budgeted last year: €3.002,27   **Realized last year: €2.090,-**
Newly budgeted: €2.500,-

This calculation is based on the average increase in revenue experienced over the last five years. Acquisition is a part of the position of Officer of Sales & Acquisition. In the last five years, the amount that is accumulated by the officer has increased with an average of approximately 1,19. Due

to the developments within this function made last year (VSPApp, VSPAssistance) and the projects for this year, we believe this is a good predictor of our acquisition revenue for this year, so we will multiply last year's revenue by the increase. Based on this calculation, we expect to receive €2.090,- * 1,19 = €2.496,52. We will round up this number to €2.500,-, due to the fact that deals often only involve round numbers.

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

3.4.2. VrijMiBo/FAB Revenue
Budgeted last year: €1.555,70   **Realized last year: €370,50**
Newly budgeted: €790,23

Last year only 3 VrijMiBo's/FAB's took place due to Covid-19, which is why only €370,50 was realized. This year we will organize six VrijMiBo's/ FAB's, two of which will take place in the first semester and thus be online. We do not expect to make profit out of these. The other four will take place in the second semester, so they will hopefully be offline. We took the average income per VrijMiBo/FAB of the last four years and multiplied this by the amount of offline VrijMiBo's/FAB's we have planned. In total we expect to receive €197,56 * 4 = €790,23. Considering the advice given by the board of '19/'20, we decided to no longer accept cash.

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

3.5. Reservation Lustrum
Budgeted last year: €0,-   **Realized last year: €0,-**
Newly budgeted: €3.500,-

For the past five years, every board made a reservation of €500,- for this year's LCC. The board of '19/'20 made an extra reservation of €1.000,- since they had a lot of money left over due to COVID-19. This is why we will receive ((4 * €500,-) + €1.000,-) = €3.500,- this year.

4. Remarks on the Expenses

4.1. Association Costs
4.1.1. General Members Assembly Costs
Budgeted last year: €941,51   **Realized last year: €362,26**
Newly budgeted: €851,17

This year we will host six GMA's, three in each semester. In the first semester we will host two online GMA's and one offline GMA, all three GMA's in semester two will be offline. We will budget €250,- for the offline GMA in the first semester, to find a place where the GMA can take place and we can present our policy plan in a corona proof way. To thank people for coming to the online GMA's, we want to offer them a free beer for the next *borrel* they attend. We will ask them to let us know beforehand when they will attend a *borrel*, they will have this whole academic year to cash in their free beer. We expect a maximum of 30 people per GMA and a beer at the Heeren van Aemstel costs €2,50. This comes down to (2 * 30) * €2,50 = €150,-.

For the offline GMA's in the second semester, we will budget for snacks and drinks during the GMA and a *borrel* afterwards. Based on last years' expenses, we will budget €30,- for snacks and

drinks and €120,39 for the *borrel* per GMA. We will budget ((3 * €30,-) + (3 * €120,39) + €250,-) = €701,17 for the offline GMA's. In total we will budget (€150,- + €701,17) = €851,17

4.1.2. Accounting System
Budgeted last year: €150,10   **Realized last year: €150,10**
Newly budgeted: €138,-
 The costs of the accounting system are the same this year as last year, €11,50 a month. In total this will be (€11,50 * 12) = €138,-.
 Because the VSPA is an international association, this year's Treasurer, Julia, will look for a new and English accounting system in the first semester and finish this in the second semester.

4.1.3. Bank Charges
Budgeted last year: €451,74   **Realized last year: €391,34**
Newly budgeted: €441,59
 The VSPA has two bank accounts for which we need to pay bank charges, a current bank account (CB) and a bank account for committees (BC). Over the last three years, the average bank charges for the BC was ((€161,50 + €127,91 + €70,06)/3) = €119,82. For the CB this was ((€298,65 + €255,42 + €291,28)/3) = €291,77, this amount is higher because this account is used more often and therefore has more transactions. The VSPA also annually pays €30,- for the Credit Card. In total this comes down to (€119,82 + €291,77 + €30,-) = €441,59.

4.1.4. FV-FMG Membership
Budgeted last year: €100,-   **Realized last year: €100,-**
 Newly budgeted: €100,-
 Just like previous years, we will continue our membership at the Fv-FMG because we deem it valuable. This membership costs €100,- per year.

4.1.5. SB and CAC Meetings
Budgeted last year: €180,-   **Realized last year: €128,46**
Newly budgeted: €180,-
 During the year, the SB and the CAC will have meetings with the board members. We will budget for five meetings between each board member and their confidant from the SB and for three meetings between the CAC and Julia. For every meeting, we will budget €2,50 for a drink for each person. For the SB, this comes down to (12 * 5 * €2,50) = €150,- and for the CAC this comes down to (4 * 3 * €2,50) = €30,-. In total we will budget (€150,- + €30,-) = €180,-.

4.1.6. Payment Terminal Costs
Budgeted last year: €79,86   **Realized last year: €199,65**
Newly budgeted: €47,19
 The annual costs for the software license of the payment terminal is €47,19, we do not expect to spend more than this.

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 ASVA this year. A membership extension is €12,50.

4.1.8. SSPN
Budgeted last year: €115,-   **Realized last year: €0,- Newly**
budgeted: €100,-

      This year we will once again budget €100,- to participate in the SSPN event organized by psychology study associations all over the Netherlands. We will not budget for snacks this year, since we expect all meetings to be online due to COVID-19.

4.1.9. Transaction Costs
Budgeted last year: €72,17   **Realized last year: €136,16**
Newly budgeted: €4,05

      The board of '19/'20 calculated the average transaction costs (*see C.10.1 Transaction Costs*) based on the numbers from '18/'19 and '19/'20. In '18/'19 there were a total of 2830 transactions and the total costs were €1.150,50, so an average of €0,41 per transaction. In '19/'20 there were a total of 2101 transactions and the total costs were €875,58, so an average of €0,42 per transaction. In '20/'21 we expect to have the average of the last two years, which is $(2830 + 2101)/2 = 2465,5$ transactions, $(€1.150,50 + €875,58)/2 = €1.013,04$ for total costs and €0,41 per transaction. Because of decimal differences, we will budget €4,05.

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

4.2. Office Costs
4.2.1. VSPA Room Food and Drinks
Budgeted last year: €600,-   **Realized last year: €340,98**
Newly budgeted: €405,-

      In the first semester we will not hand out food at the room. However, we are hosting 'First Year Hours' in the Common Room, for which we will budget €7,50 a week. This will be around two to three times a week for approximately ten students. We will not budget for every fourth week, since we will not be hosting any First Year Hours then due to exam week. We will also not budget for the week when the ski trip is organized. Therefore, we will budget for 12 weeks in the first semester.

      In the second semester we expect to hand out food in the room again. Because of this, we will budget €15,- a week for the second semester. We will budget for 21 weeks, since we will not budget for the week of the spring break. In total we will budget $(12 * €7,50) + (21 * €15,-) = €405,-$

4.2.2. Household Items
Budgeted last year: €15,-   **Realized last year: €51,63**
Newly budgeted: €87,82

      We want the room and storage to look more clean and organised, so we will budget €40,- for storage boxes in the storage, €44,85 for storage boxes from IKEA in the room and €2,97 for magazine files from IKEA in the room. All together, we will budget $(€40 + €44,85 + €2,97) = €87,82$ for this post.

4.2.3. Office Supplies
Budgeted last year: €120,-   **Realized last year: €88,93**
Newly budgeted: €130,-

      This year we will budget €80,- for pens, paper, scissors, post-its, tape, staples, etc. In addition to that, we will budget €50,- for name tags for events (*see A.2.2 Name Tags*). In total, we will budget $(€80,- + €50,-) = €130,-$.

4.2.4. Professional Zoom Account
Budgeted last year: €0,-   **Realized last year: €0,-**
Newly budgeted: €169,39

       This year we will need a professional Zoom account. We will use this account for meetings and online events with a maximum of 100 people. We have been in contact with the UvA about a professional Zoom account, but sadly we are unable to receive one through the UvA. A professional Zoom account costs €169,39 per year.

4.3. Promotion
4.3.1. Promotion Educational Resources
Budgeted last year: €28,69   **Realized last year: €28,69**
Newly budgeted: €60,-

       This year we want to buy a banner to promote summaries, which can be used for multiple years since no specific partner will be named on the banner. We will budget €60,-.

4.3.2. Constitution Borrel Board '20/'21
Budgeted last year: €300,-   **Realized last year: €469,29**
Newly budgeted: €450,-

       We will budget €400,- for our Constitution *Borrel* in February, we believe this budget will be enough since we do not expect there to be as many guests as usual due to COVID-19. Last year they realized €469,29 for a Constitution *Borrel* with a lot of people, that is why we believe that €400,- will be sufficient this year with less people present at the Constitution *Borrel*. On top of that, we will budget €50,- for our Introduction *Borrel*. For this *borrel* we will use the same budget as for regular *borrels*. This is a small scale *borrel* in October which we will organise for the previous board, the FMG and our administrative bodies. In total we will budget (€400,- + €50,-) = €450,-.

4.3.3. Promotion Board '20/'21
Budgeted last year: €431,86   **Realized last year: €431,86**
Newly budgeted: €376,69

       We bought six red T-shirts and six black blouses. We printed the shirts with the VSPA logo, our function and first name, so we are very recognizable for our members. We bought our shirts and blouses at the same place as where we printed them, which cost €262,69. For €114,-, our blouses were embroidered with the VSPA logo, our function and our full name. These blouses are meant for more formal events. In total we spent (€262,69 + €114,-) = €376,69.

4.3.4. Promotion VSPA
Budgeted last year: €1.114,92   **Realized last year: €431,64**
Newly budgeted: €870,-

       Due to COVID-19, we did not have a *borrel* in the Intreeweek, but we did have another introduction event, a park quiz. We budgeted €50,- for this event. We will also budget €400,- for a promotion object, Elin and Julia will handle this project and start in October. Furthermore, we will budget for six paid Facebook promotion messages for €50,- each and four paid Instagram promotion messages for €30,- each. In total, this comes down to (€50,- + €400,- + (6 * €50,-) + (4 * €30,-)) = €870,-.

4.3.5. Exam & Chill
Budgeted last year: €250,-   **Realized last year: €105,50**
Newly budgeted: €100,-

        Because Exam & Chill (previously TentAfters) are highly appreciated, we would like to continue this tradition. Unfortunately all exams in the first semester will be online, which means we will not be able to do Exam & Chill. In the second semester we will host two Exam & Chill sessions. For each Exam & Chill we will budget €40,- for beer (four 24-bottle beer crates, averaging around €10,- a crate) and €10,- for snacks, so (€40,- + €10,-) = €50,-. In total we will budget (2 * €50,-) = €100,-.

4.3.6. VSPA Gadgets
Budgeted last year: €862,13   **Realized last year: €825,83**
Newly budgeted: €600,-

        This year we also want to hand out a gadget to our members. We will budget €600,- for this post so we are able to offer sustainable gadgets, which are usually more expensive than the alternative. Usually, the VSPA gadget is finished before writing the policy plan, which is why there was a specific budget last year. However, this is not the case this year.

4.3.7. VSPAcquaintance
Budgeted last year: €1.269,60   **Realized last year: €1.239,60**
Newly budgeted: €923,33

        Due to COVID-19, we were unable to organize VSPAcquaintance this year. Instead, we used this budget for a first year's event after their first exams as a temporary replacement for the First Years Weekend. We spent this money on games, dinner and goodie bags during the day. Because this event was different from the usual and people had to pay for a ticket, only €923,33 was budgeted.

4.4. Investments, Depreciations and Reservations
4.4.1. Reservation Lustrum '25/'26
Budgeted last year: €500,-   **Realized last year: €1.500,-**
Newly budgeted: €700,-

        Every year, a specific amount is reserved for the coming lustrum year. Due to COVID-19 last year, this amount was raised from €500,- to €1.500,-. Since this is an ongoing policy, we will once again make a reservation of €500,- for the Lustrum Coordination Committee of '25/'26.

        On top of that, we make a reservation €200,- for the Prom Committee of '25/'26, so they can organize a special lustrum prom. We hope to also make this an ongoing policy.

4.4.2. Policy Weekend
Budgeted last year: €0,-   **Realized last year: €0,-**
Newly budgeted: €150,-

        Before the start of the academic year, the board went away for a few days to Voorburg and Baarn to prepare for the year. During this weekend, we had a lot of meetings about our Policy Plan and our first bonding as the new board of the VSPA. For this weekend's compensation, we only include the essential costs, e.g. groceries, which comes down to €25,- per person. This is why we will budget €25,- per person, the total comes down to (6 * €25,-) = €150,-.

4.4.3. VSPA Room
Budgeted last year: €150,-   **Realized last year: €100,94**
Newly budgeted: €122,50

This year we will budget €45,-for plants, €7,50 for the printing costs of pictures of our committees, €10,- for a size A2 *'speak english'* poster and €15,- for a frame, €10,- for the *'ring for English'* bell (*see A.2.3 Room Policy*), €30,- for Conversation Starters (*see A.2.3.4 Conversation Starters*) and €5,- for a birthday calendar (see). All together, we will budget (€45,- + €7,50 + €10,- + €15,- + €10,- + €30,- + €5,-) = €122,50.

4.4.4. Emergency Response Officer Courses (BHV)
Budgeted last year: €285,20   **Realized last year: €285,20**
Newly budgeted: €410,-

It is of great importance to us that every person on the board knows how to respond accordingly and responsibly in emergency situations. This is why we decided to budget for a course for every person. This year we will budget for two First Aid courses of €140,- each, two First Aid for Alcohol and Drug Accidents courses of €65,- each, and two free BHV courses, one provided by the UvA and one provided by the Fv-FMG. Altogether, this comes down to (€140 * 2) + (€65 * 2) = €410,-.

4.4.5. Board Transmission
Budgeted last year: €350,-   **Realized last year: €414,-**
Newly budgeted: €400,-

Just like the past two boards, we would like to reduce the costs for the new board members as much as possible. Over the past two years it appeared that a budget of 350,- is not enough to cover all costs. Therefore, we decided to to budget €400,-.

4.4.6. UvA Lunch
Budgeted last year: €175,-   **Realized last year: €98,70**
Newly budgeted: €0,-

This lunch is meant for us to see all faces and get to know our colleagues at the UvA. Due to COVID-19, we are unable to organize a lunch and will organize a Zoom call and Kahoot instead. There will be no budget necessary.

4.4.7. Modification Website/App
Budgeted last year: €4.875,-   **Realized last year: €5.898,75**
Newly budgeted: €1.494,35

Last year's board budgeted for a website rework with LindenIT. The website is working properly. LindenIT costs €78,65 per hour. We will budget for 19 hours, since we want to make some adjustments to the website and app. The amount of hours is based on an estimation made by LindenIT. In total we will budget (19 * €78,65,) = €1.494,35.

4.4.8. Inventory
Budgeted last year: €350,-   **Realized last year: €350,-**
Newly budgeted: €500,-

The board of '18/'19 paid to make a promotion film of €1500,- and decided to pay €800,- and divide the remaining money over the two upcoming years. Therefore, this year we will spend the last €350,- on inventory costs.

In addition to that, we will budget €300,- to purchase bottles of wine with the VSPA logo, enough for two years since this will make the individual bottles cheaper (*see D.1.5 VSPA wine*).

Because we will also buy bottles of wine for next year, we will split the costs and put half of it on the inventory. This means that we will budget (€300,-/2) = €150,- for our year. In total we will budget (€350,- + €150,-) = €500,- for the inventory.

4.4.9. Hosting Costs Website
Budgeted last year: €225,-   **Realized last year: €363,-**
Newly budgeted: €363,-

The hosting costs for the website and app are €30,25 per month, so we will budget (12 * €30,25) = €363,-

4.4.10. Telephone Costs
Budgeted last year: €132,-   **Realized last year: €242,34**
Newly budgeted: €30,-

The board of '19/'20 made sure we have a prepaid phone with €35,- worth of call credit on it. We decided to budget €30,- more this year to make sure that we have enough credit to be able to make calls during trips if needed.

4.4.11. VSPA Camera
Budgeted last year: €0,-   **Realized last year: €0,-**
Newly budgeted: €36,95

This year, we will budget €26,95 for two new batteries and €10,- for a lens cover. In total we will budget (€26,95 + €10,-) = €36,95.

4.4.12. Podcast Equipment
Budgeted last year: €0,-   **Realized last year: €0,-**
Newly budgeted: €150,-

The Podcast Committee is a new committee this year (*see A.1.4 Podcast Committee*). This committee will need an audio interface to record quality podcasts, which costs €150,-. We do not need to budget for microphones, since we can rent these for free from ASVA.

4.4.13. Sales Education Resources
Budgeted last year: €0,-   **Realized last year: €0,-**
Newly budgeted: €200,-

This year, we budgeted for student summaries for the first time (*see F.1.2 Summary Sales*). We budgeted €200,-, €100,- per summary, one for September and one for October. From October on, we expect JoHo to cover further costs made for student summaries.

4.5. Thank You Gifts for (Active) Members
4.5.1. Thank You Gifts for Board, SB and CAC
Budgeted last year: €260,-   **Realized last year: €237,94**
Newly budgeted: €300,-

To thank the board, the SB and the CAC from '19/'20 for their efforts during the last year, we want to budget €20,- per person for a Thank-You Gift. The board of last year consisted of six people, the SB of three and the CAC also of three. These gifts will be given to the previous board, SB and CAC on behalf of this year's board, SB and CAC, as a 'thank you' for the transmission. In addition to this, we want to implement an extra gift for last year's board on behalf of the members as a 'thank you' for the amazing year. For this gift we will budget an extra €10,- per board member. In total this comes down to ((3 * €20,-) + (3 * €20,-) + (6 * €30,-)) = €300,-.

4.5.2. Board Getaway
Budgeted last year: €180,-   **Realized last year: €150,-**
Newly budgeted: €180,-

Last year budgeted €30,- for each board member to spend on a board getaway. This year we will budget 30,- once again. There are six board members, so in total we will budget (6 * €30,-) = €180,-.

4.5.3. Administrative Bodies Getaway
Budgeted last year: €260,-   **Realized last year: €269,15**
Newly budgeted: €260,-

This year, the SB consists of four people and the CAC consists of three people. The board, which consists of six people, will also join on this Getaway. This trip is meant for these bodies to get along and bond. In addition to that, we want to thank them for their effort and commitment. For this reason, we want to budget €20,- per person for this getaway just like last year. In total, there are (3 + 4 + 6) = 13 people, so we will budget (13 * €20,-) = €260,-.

4.5.4. Board Budget for Activities
Budgeted last year: € 808,80   **Realized last year: €426,-**
Newly budgeted: €1.253,64

Based on the calculation of the board of '18/'19, an average VSPA event costs €6,74, excluding the trips. We have 31 events planned for this year, so per person we would spend approximately (31 * €6,74) = €208,94. We will budget this amount for all six board members. In total we will budget (6 * €208,94) = €1.253,64. We will make a document to keep track of how many events are attended per board member and how much it costs. This way, at the end of the year, we will have a clear overview of the expenses per board member and will divide this budget appropriately. Since doing a board year can be very expensive (you go to all activities and working next to it is difficult), we want to make a board year more inclusive by giving the board members more compensation for joining the activities.

4.5.5. First Year's Weekend
Budgeted last year: €5.000,-   **Realized last year: €6.534,41**
Newly budgeted: €5.000,-

From the grant given to us by the Educational Institute, we will budget €5.000,- for the First Year's Weekend. Last year's difference between the annual budget and result was mainly due to less people joining the weekend than expected. We do not expect to have the same problem this year since first years are very eager to meet fellow students, which is why we believe €5.000,- to be enough.

4.5.6. Weekend Getaway
Budgeted last year: €2.000,-   **Realized last year: €0,-**
Newly budgeted: €2.000,-

Unfortunately, last year's Weekend Getaway couldn't be realized last year due to COVID-19. Because of this we will use the reasoning of last year's board, and again budget the amount of €2.000,-.

4.5.7. Alumni Reunion
Budgeted last year: €300,-   **Realized last year: €0,-**
Newly budgeted: €300,-

The alumni *borrel* couldn't be realized last year due to COVID-19. This year we will once again budget €300,- to organize this *borrel*.

4.5.8. Committee Dinners
Budgeted last year: €2.895,-   **Realized last year: €908,-**
Newly budgeted: €2.970,-

We budget for committee dinners because it is a great moment for bonding and thanking the committee. This year, most committees will consist of six committee members and one CAO, so seven people in total. The following committees have a different amount of committee members: Application Committee (5), Application Guidance Committee (4), Conference Committee (6), Ski Trip Committee (8), Study Trip Committee (6), Trip Committee (8), CAC (3), SB (4), LCC (8), GMA Committee (6). Next to these, there are 20 committees that consist of 7 members. We will budget €15,- per person, so in total we will budget (198 * €15,-) = €2.970,-.

4.5.9. Partner Borrel '20
Budgeted last year: €341,84   **Realized last year: €341,84**
Newly budgeted: €0,-

Due to COVID-19, we sadly will not be organizing a *borrel* to promote our exam training partner TentamenTrainingen.nl this year.

4.5.10. End of the Year Borrel '21
Budgeted last year: €400,-   **Realized last year: €86,02**
Newly budgeted: €400,-

Last year only realized €86,02 due to COVID-19. We will budget €400,- for this event, similar to previous years. This money will be spent on welcome drinks, snacks, decorations, a guest book and a location.

4.5.11. VSPArtifact
Budgeted last year: €1.000,-   **Realized last year: €1.197,56**
Newly budgeted: €1.000,-

We want the VSPArtifact to be sustainable and of good quality. We will budget €1.000,- for this post so we can come up with a nice gift for our active members.

4.5.12. Committee Evening
Budgeted last year: €500,-   **Realized last year: €0,-**
Newly budgeted: €470,-

Last year's Committee Evening did not happen due to COVID-19. This year we will budget €400,- for the evening itself and €70,- for the prize. In total we will budget (€400,- + €70,-) = €470,-.

4.5.13. Bond with the Board
Budgeted last year: €60,-   **Realized last year: €26,25**
Newly budgeted: €90,-

There will be two Bond with the Board activities throughout the year (*see A.2.4 Reaching Our*). The first one will take place online and the second one offline. We will budget €30,- for the online activity and €60,- for the offline activity. For the online activity we will budget for supplies for the board for a creative online activity and for the offline activity we will buy supplies and snacks to

organize another creative activity. We chose to budget these amounts since sustainable, creative supplies can be quite expensive. In total this comes down to (€30,- + €60,-) = €90,-.

4.6. Committees
4.6.1. A-Day-in-the-Life Committee
Budgeted last year: €250,-   **Realized last year: €0,-**
Newly budgeted: €250,-
      We will budget €250,- for this event. Last year the event did not take place, but in the annual report of '19/'20, last year's board estimated that this amount of money would have been enough.

4.6.2. Activity Committee
Budgeted last year: €450,-   **Realized last year: €59,14**
Newly budgeted: €325,-
      This year there will be three activities organized by the Activity Committee, one online in the first semester and two offline in the second semester. We will budget 25,- for the online activity and €150,- per offline activity. In total this comes down to ((€150,- * 2) + €25,-) = €325,-

4.6.3. Application Committee
Budgeted last year: €50,-   **Realized last year: €4,46**
Newly budgeted: €30,-
      Because €50,- turned out to be too much over the last few years, we lowered the budget to €30,-, since this seems closer to previous years' expenses and should be enough for drinks and snacks.

4.6.4. Application Guidance Committee
Budgeted last year: €175,-   **Realized last year: €177,-**
Newly budgeted: €175,-
      We will keep the budget on €175,-. We will budget for two coffees per meeting, which is (2 * €2,50) = €5,-. With this budget the committee can have 30 meetings (30 * €5,- = 150,-). In addition to that, we will budget €25,- for snacks during the Board Information evening. In total we will budget (€150,- + €25,-) = €175,-.

4.6.5. Awareness Committee
Budgeted last year: €0,-   **Realized last year: €0,-**
Newly budgeted: €50,-
      We will budget 25,- per event. This money will be used to buy supplies that we can use during the volunteer work and if possible, donate after, while keeping the participation fee low so people do not pay too much for the activity. In total we will budget (2 * €25,-) = €50,-.

4.6.6. Borrel Committee
Budgeted last year: €600,-   **Realized last year: €189,95**
Newly budgeted: €500,21
      This year there will be 11 *borrels*, ten of which will be organized by the committee. Since one *borrel* has already taken place, we know the exact budget that was used. We will budget €45,- for the other ten *borrels*, with this money the committee can buy welcome drinks and decorations. In total we will budget (€50,21 + (10 * €45,-)) = €500,21.

4.6.7. Career Day Committee

Budgeted last year: €400,-   **Realized last year: €285,87**

Newly budgeted: €350,-

  We decided to lower the budget by €50,- since the amount realized over the past few years was always less than €400,- and close to €350,-. This is why we will budget €350,- for this year's Career Day.

4.6.8. Conference Committee

Budgeted last year: €1.700,-   **Realized last year: €0,-**

Newly budgeted: €1.200,-

  We decided to lower the budget for this year's conference since it will take place online, which means we will not need to book a location or pay for the travel costs of speakers. However, we want to be able to invite interesting speakers, which can be quite expensive. Therefore, we will budget €1.200,- to make sure that we can invite interesting speakers even if they charge a lot of money.

4.6.9. Culture Committee

Budgeted last year: €450,-   **Realized last year: €341,63**

Newly budgeted: €350,-

  The Culture Committee focuses on cultural activities, which can be expensive. This committee will organize one online and one offline event. We will budget €150,- for the online event and €200,- for the offline event. With the €150,- for the online event the committee has the freedom to organize a special online culture event such as an online museum tour. In total we will budget (€150,- + €200,-) = €350,-.

4.6.10. Design Committee

Budgeted last year: €0,-   **Realized last year: €0,-**

Newly budgeted: €0,-

  We will not budget any money for this committee since they will only be making use of design programmes like photoshop to make posters and banners, which cost no money.

4.6.11. Editorial Committee

Budgeted last year: €37,50   **Realized last year: €7,30**

Newly budgeted: €37,50

  Like last year, we want to give the Editorial Committee the opportunity to interview people over a cup of coffee. We expect there to be only five interviews over eight editions, because we do not think it is feasible to do an interview for every edition because of the small time frame until the next edition. We expect three people to be present during each interview, so we will budget €2,50 per drink. In total we will budget (5 * 3 * €2,50) = €37,50.

4.6.12. Excursion Committee

Budgeted last year: €600,-   **Realized last year: €178,-**

Newly budgeted: €350,-

  This year there will be two excursions that will both take place in the second semester. Based on last years' expenses, we will budget €175,- per excursion. In total we will budget (2 * €175,-) = €350,-.

4.6.13. Road Trip Committee

Budgeted last year: €750,- **Realized last year: €0,-**
Newly budgeted: €1.000,-

This committee is the revamp of last year's Hitchhike Committee. Due to COVID-19, last year's hitchhike was cancelled. For this committee we will budget €1.000,-. This year we want to really lower the participation fee because the participants will have to pay for their own gas and car. The participation fee will be lower by not having to pay for the bus ride back and with the increased budget. This way we hope to make this trip more inclusive and accessible.

4.6.14. Inclusivity Committee

Budgeted last year: €0,- **Realized last year: €0,-**
Newly budgeted: €175,-

This committee will organize two events, one online in the first semester and one offline in the second semester. We will budget €25,- for the online event and €150,- for the offline event. In total we will budget (€25,- + €150,-) = €200,-.

4.6.15. Lecture Committee

Budgeted last year: €0,- **Realized last year: €-1.050,22**
Newly budgeted: €50,-

There will be four lectures this year, two of which will be online. We will budget €25,- for the first two lectures, which will take place during the first semester. With this budget we will be able to buy a gift for the lecturer and a prize for the participants, since we will not be able to promote with colloquium points this year. We will only ask for a participation fee if the speaker asks a fee or if the lecture is offline and we need to pay for a location. During the first lecture we have already seen that enough people show up even if there is no participation fee. In total we will budget (2 * €25,-) = €50,-.

4.6.16. Lustrum Coordination Committee

Budgeted last year: €0,- **Realized last year: €0,-**
Newly budgeted: €3.500,-

Using the reservations collected over the last five years, we will budget €3.500,- for the LCC. For more information about the LCC we refer to *C.5.7 Lustrum Coordination Committee*, *G.1. Lustrum* and *H.3.5 Reservation Lustrum*.

4.6.17. Talent Committee

Budgeted last year: €1.500,- **Realized last year: €0,-**
Newly budgeted: €500,-

We lowered the budget of this committee, formerly known as the Music Committee, to €250,- per event. This money will be used for a location. From other student associations we know that this is enough money to organize such an event. Since there will be two events, this will come down to (€250,- * 2) = €500,- in total.

4.6.18. Party Committee

Budgeted last year: €0,- **Realized last year: €-352,57**
Newly budgeted: €255,-

This committee was self-sufficient in previous years. We decided to give this committee a budget, because the locations are getting more expensive and due to COVID-19 there will be less tickets available. They will also use the money earned from the previous party. The first online

livestream party will have a budget of €55,- which will be used for a giveaway and dj's and the other two parties will each have a budget of €100,-. In total this comes down to (€55,- + (€100,- * 2)) = €255,-

4.6.19. Podcast Committee

Budgeted last year: €0,-   **Realized last year: €0,-**
Newly budgeted: €80,-

We will only budget for thank you gifts for guests, since the renting of microphones and a platform to upload the podcasts are free. There will be eight podcasts, for each podcast we will budget €10,-. In total, we will budget (8 * €10,-) = €80,-.

4.6.20. Prom Committee

Budgeted last year: €2.000,-   **Realized last year: €1.646,47**
Newly budgeted: €3.000,-

Last year budgeted €1.000 for a prom and €1.000,- for a dinner, the dinner was cancelled due to COVID-19. The budget of €1.000,- was not enough for the prom. This year we will not organize a dinner and we will budget €2.000,- for the prom, which should make it easier to find a nice location. On top of that we will budget €1.000,- extra, since we want to organize a special Lustrum prom. With this extra budget we want to give the committee the opportunity to organize an extra luxurious prom, e.g. with a special location and an open bar. We also expect fewer people to join, and thus less participant fees for income. In total we will budget (€2.000,- + €1.000,-) = €3.000,-.

4.6.21. Ski Trip Committee

Budgeted last year: €475,-   **Realized last year: €578,74**
Newly budgeted: €500,-

We will budget €500,- for the ski trip because €475,- turned out to be too little over the past few years. The budget can be used for evening activities, because the ski lifts will close at 16:30. This year we work with Skifest, who will arrange the accommodation, ski passes, transportation and dinner for five nights. The budget will be spent on activities.

4.6.22. Sports Committee

Budgeted last year: €750,-   **Realized last year: €178,-**
Newly budgeted: €500,-

This committee will organize three activities during the year, one of which will be online. For the online activity we will budget €50,- and for the first offline activity we will budget €200,-. The €50,- can be used for a giveaway and to hire a sports trainer. The second offline activity will be a football/soccer tournament, for which we will budget €250,-. This event has a bigger budget than the first two, because we would like to have dinner at the tournament. In total we will budget (€50,- + €200,- + €250,-) = €500,-.

4.6.23. Study Trip Committee

Budgeted last year: €2.269,75   **Realized last year: €2.770,42**
Newly budgeted: €2.500,-

Since it will most likely be more difficult to organize this year's study trip due to COVID-19, we will increase the budget to €2.500,-. We want to keep in mind that accommodation may be more expensive because participants need to keep enough distance, and that there is a chance that less people can join the trip. On top of that, the previous year's budget did not suffice for the trips they offered, and we plan on organising a similar trip. We will use €1.000,- from the grant given to us by

the Educational Institute.

4.6.24. Support Committee
Budgeted last year: €500,-   **Realized last year: €154,46**
Newly budgeted: €280,-

       The VrijMiBo's/FAB's will not need any budget, since they are self sufficient. We will budget €20,- for the promotion team, so they can promote the VSPA on selection and matching days in the second semester. We will budget €80,- for cooking dinner for each GMA in the second semester, of which there are three. Last few years showed us that €80,- was sufficient to make dinner for everybody who is present at the GMA. We will also budget €20,- for an online cook-along for an online GMA in the first semester. In total we will budget (€20,- + €20,- + (3 * €80,-)) = 280,-.

4.6.25. Trip Committee
Budgeted last year: €750,-   **Realized last year: €1.748,60**
Newly budgeted: €800,-

       Over the previous years, €750,- turned out not to be sufficient, which is why we will budget €800,- for the trip. This budget will be used for accommodation, transport and activities. This committee has already started during the last academic year. The budget and participation price will be used to pay for a hostel, bus ride, activities, and an information evening.

4.6.26. Workshop Committee
Budgeted last year: €600,-   **Realized last year: €122,51**
Newly budgeted: €550,-

       This committee will organize one online event in the first semester and two offline events in the second semester. We will budget €150,- for the online event and €200,- per offline event. We budgeted less for the online event because we will not need a location, but we expect that workshop prices will be relatively expensive regardless. In total we will budget (€150,- + (2 * €200,-)) = €550,-.

5. Contingency Costs

5.1. Contingency Costs
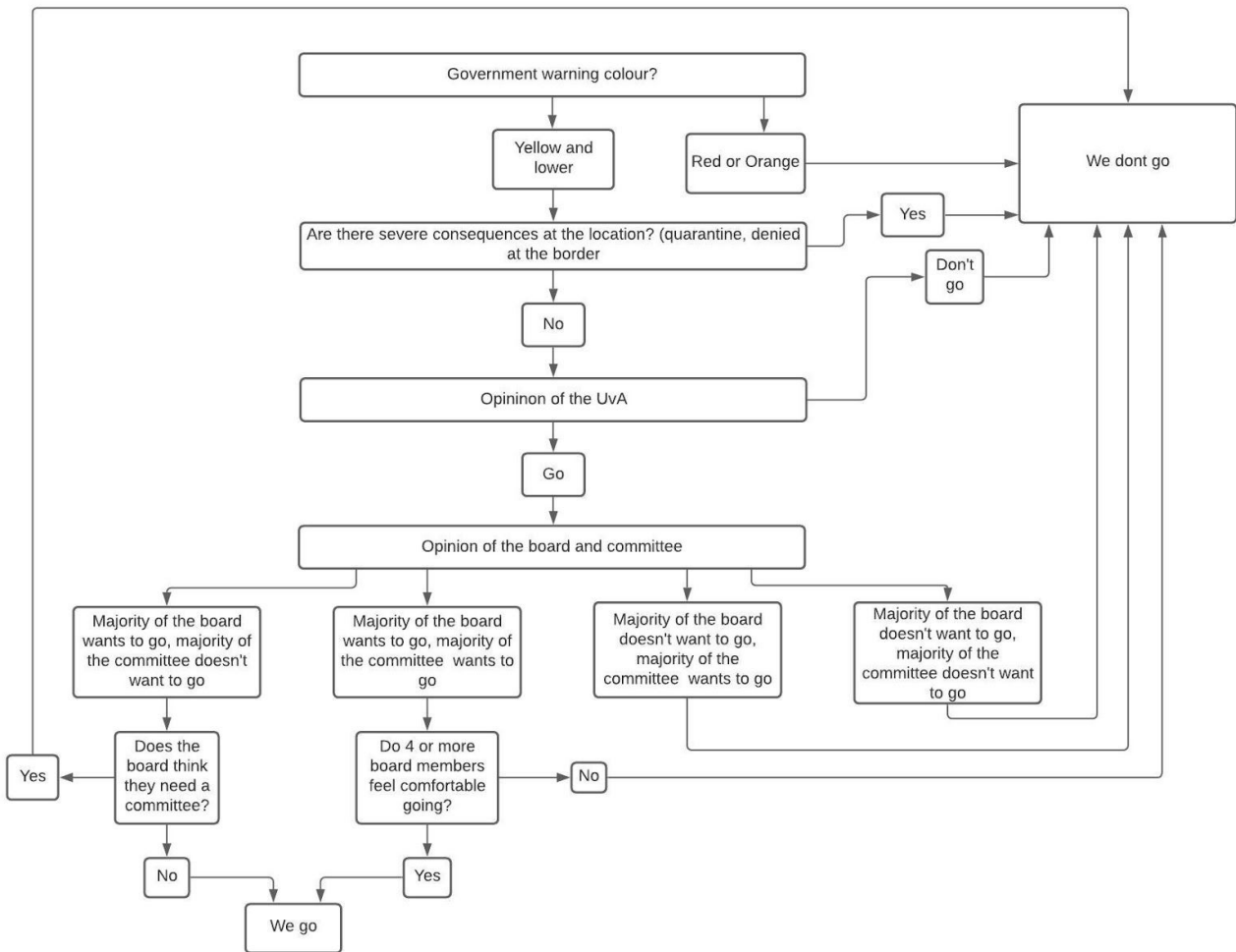**Budgeted last year: €1.644,80**   **Realized last year: €200,-**
Newly budgeted: €1.403,88

       This year we will budget 4% of our annual budget (*see F.10 Contingency Costs Policy*), excluding the grant from the Educational Institute. This comes down to €1.403,88. During the year we will keep track of our contingency costs.

I. Appendix

1. Flowchart

COVID-19 Case Response Sheet for individual boards - Fv-FMG 2020

We want to stress that these are guidelines. The right way to act is always very situation specific. Therefore the advice of the GGD will always overrule these guidelines.

General guidelines

- Who does what in the case of an infection of a (board) member at an event?
  → Chair: call GGD and make sure their advice is followed
  → Chair: mail to department (Michel Telkamp)
  → Coordinator event: send an email to participants of an event
  → Secretary: send email to all members in case of cancelling an event for two weeks

- Ensuring the privacy of (board)members: do not tell who was infected, only to the people that were in close contact are allowed to know. They should be briefed that they have to protect the privacy of that person as well.

- In any of these situations, contact the chair first before posting in the group, or telling the rest of the board. This is important to prevent unnecessary worries and panicking and to facilitate a quick and effective response.

What if one of the board members gets tested?

- Minor symptoms: board member waits for the result, the others keep on going as they were, and be alert to symptoms. Events are not cancelled.
- Major symptoms (fever as well as cold symptoms): cancel events until results from the test are known, the others quarantine until the test result is known.
- When in doubt, call GGD for advice

What if one of the board members gets tested positive?

- Call the GGD for advice.
- Cancel events for two weeks, all board members quarantine for 10 days. Get tested if you have symptoms.
- Notify people that have been in contact with the person tested positive. If this also involves an event (board member has developed symptoms two days after the event or less), send emails to all participants and private messages to people directly in contact at the event, e.g. same table.
- Contact faculty and department (and Advisory Council).

What if a board member has been in contact with someone who tested positive?

- If you have been in contact for longer than 15 minutes in 1,5m, the board member goes into quarantine for ten days and does not show up at events or the board room. If you have been in contact with that person for less than 15 minutes within 1,5m distance, then monitor your symptoms and get tested immediately if you develop those.

- Board members monitor their symptoms closely and get tested if they develop any symptoms. It is not necessary to quarantine if you have no symptoms.

What if a member who has been at our event contacts us that they have been tested positive?

- In principle we will be approached by either the members themselves or the GGD. If we are notified before the official GGD notification, call the GGD for advice.
- Notify all participants via email and personally approach people who were in close contact, based on a list of the member that tested positive.
- Retrieve own contact information or contact information from the location where the event took place, e.g. De Heeren van Aemstel, Biblos.
- The people who have been in contact with that person cannot come to the next event, because they should quarantine. One board member can contact the infected member to ensure if they have not been in other contact at the borrel, and if they could have infected other members (for example at an illegal after, or dinner). If that member had contact with a lot of other members, we can choose to cancel all events anyway. But, we will base all our decisions on the advice of the GGD.

What if a member at our event is experiencing symptoms?

- Discuss whether there are other medical issues, e.g. asthma or smoker's cough. If not, send away from the event and discuss repercussions with that person, such as a ban from the association for a couple months that they will be notified of via email.
- What about members that that person has been sitting with? Tell them to monitor symptoms and get tested if they develop symptoms.

What if it turns out that multiple members have tested positive and have been at our event recently?

- Call GGD for advice.
- Board monitors symptoms and gets tested if they develop symptoms. Also depends on whether they have been in direct contact with members or not.
- Close two weeks; send out general email and inform everyone on social media as well.
- Re-evaluate the event in the Board Meeting and think about prevention methods, e.g. informing, discuss harsher repercussions.