



SUPPORTING DOCUMENT

Supporting document activities

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Preface

Dear reader,

We proudly present to you the supporting document activities. The purpose of this supporting document is to support different Hanze UAS organisations with the organisation of various activities. The document is the result of research carried out in previous years, our own experiences, conversations with Hanze UAS organisations and during a General Meeting Organisations (AVO).

We hope this document will sufficiently support you with organising activities. If there are still things missing, please feel free to contact us.

Enjoy the read.

Table of contents

Preface	3
1. General study-related activities	7
1.1 Turnout.....	7
1.2 Variation.....	7
1.3 Costs.....	7
1.4 Schedules	7
1.5 Promotion.....	7
2. Tutoring	8
2.1 Little enthusiasm	8
2.2 Collaboration with the institute and/or study program	8
3. Lectures	9
3.1 Preparation	9
3.2 Turnout.....	9
3.3 Lecturers	9
3.4 Financial resources.....	9
3.5 Lecture locations	9
4. Workshops	11
4.1 Preparation	11
4.2 Topics	11
4.3 Lecturers	11
5. Office and/or company visits	12
5.1 Preparation	12
5.2 Setting up the visit.....	12
5.3 Transportation.....	12
5.4 Execution	12
6. Symposia and/or congresses	13
6.1 Preparation	13
6.2 Lecturers/companies to approach.....	13
6.2 Participants	13
7. International students	14
7.1 Levels of internationalisation.....	14
7.2 Beginner internationalisation.....	14
7.3 Advanced internationalisation	15
7.4 Complete internationalisation.....	15
7.5 General tips for internationalisation.....	15
8. Attracting (active) members	16

8.1	How to attract members.....	16
8.2	How to attract active members.....	16
9.	Trips within the country and abroad.....	17
9.1	Committee.....	17
9.2	Locations and transportation.....	17
9.3	Activities.....	17
9.4	Promotion.....	17
9.5	Extra tips.....	17
10.	Networking gathering.....	19
10.1	Networking gathering.....	19
10.2	Invited guests.....	19
10.3	Location.....	19
11.	Summaries.....	20
11.1	Finding writers.....	20
11.2	The quality of the summary.....	20
11.3	Multiple study programs within a Hanze UAS organisation.....	20
12.	Winter sports trip.....	21
12.1	Committee.....	21
12.2	General tips.....	21
12.3	Skiing areas.....	21
12.4	Promotion.....	21
13.	Orientation week.....	22
13.1	Committee.....	22
13.2	Locations and transport.....	22
13.3	Activities.....	22
13.4	Promotion.....	22
13.5	Membership recruitment.....	22
13.6	Extra tips.....	22
14.	Social Activities.....	24
14.1	Gatherings.....	24
14.2	Theme parties.....	24
14.3	Gala.....	24
14.4	Active member activity.....	24
14.5	Sports activities.....	24
14.6	Workshops.....	25
14.7	Diners.....	25
14.8	Hitchhike trip.....	25



14.8.1	Committee.....	25
14.8.2	Transport.....	25
14.8.3	Activities.....	25
14.8.3	Promotion.....	25

1. General study-related activities

This chapter will discuss the general points that can be applied for many different, study-related activities.

1.1 Turnout

Associations have difficulty finding students for their activities. In the case of multiple associations, this is the result of ignorance among students or it is because it is difficult to excite the students. We will discuss promotion later in this chapter, as a response to the lower turnout.

1.2 Variation

Multiple associations report that organising varied activities turns out to be difficult. In this section, a number of points are listed which may help with organising varied activities:

- Ask for the opinion of your members. This can be established by surveys or a poll on Facebook. In addition, we recommend to do this in one-on-one contact with your members because this is the most direct way to discover their wishes;
- Find workshops for all the different specialisations offered by the institution or program;
- Look beyond the institution or the program itself, think about general education and/or self-development;
- Keep a digital journal of all organised activities. From this, people can get inspiration or make the decision to not organise certain activities. This point is particularly useful for future boards.

1.3 Costs

With some (bigger) activities, the prices can get very high. Not all associations have the means to cover these costs. For big activities like anniversaries or symposiums, you could find separate sponsors that will only sponsor these activities. If the activity is an extension of the curriculum, you could also ask the dean or team leader for an extra contribution from the institute. Finally, the associations have the possibility to appeal to the HG Activity Fund. You can find more information on this on our website www.ssaweb.nl.

1.4 Schedules

When you are making the annual planning, it is useful to determine what kind of activities you would like to organise and when you want to organise them. Make a plan of this and discuss it in time with each other and the timetable maker. At some institutes it is possible to include big activities in the timetables of the students. Furthermore, it is very important to see how many classes are being held at the time of the activity. You can always send an email to the timetable maker of your academy, institute or school to get more information, or visit the timetable maker of your study program in person.

1.5 Promotion

Promotion is one of the most important factors in obtaining enthusiasm for an activity. Start promoting way ahead of time and make sure you give students the feeling that they cannot miss this activity. If your promotion is good, this will lead to a higher number of participants. It is useful to write a promotion plan. Think about when you will start your promotion, when the posters will be displayed throughout the school, when the Facebook event will come online, etc.

Several ways to promote:

- Display posters throughout the school where your members have a lot of classes;
- Display flyers in the office and throughout the school;
- Use social media and possibly link a special offer to it;
- Oral promotion, inform your members;
- Use the several television screens to promote your activity;
- Go to classes to tell students about the event before class;
- Ask your teachers to let their students know about the event.

2. Tutoring

In this chapter, tutoring will be discussed. The biggest problem points were little enthusiasm and the collaboration with the institute and/or study program.

2.1 Little enthusiasm

Organising tutoring sessions is a great initiative. Most students do not really go to another student to say that they do to understand the same subject. To help this group of student, it is advised to have a talk with the dean and/or team leader, to show them the importance of tutoring. At some institutes, the tutoring sessions are organised by staff members but they are given by students. It is also striking that these sessions are widely used and they are seen as a success.

If the institute does not want to help, you can also organise tutoring sessions as Hanze UAS organisation. The other institutes can be looked at to make this objective a success. Students with problems will often talk to their study counsellors, who will advise them to join tutoring sessions. Collaborating with these study counsellors is essential to find out what the stumble blocks are, and what kind of tutoring is needed.

2.2 Collaboration with the institute and/or study program

A good collaboration with the institute and/or study program can be a great asset to make tutoring sessions a success. Prepare the conversations with the dean and/or team leader well and discuss this during the board meeting. Collect possible pros and cons for the resistance from the institute and or, study program. In this way, as Hanze UAS organisation, you will come across as professional and confident for the ordinary student. It must be clear that you want to help take the students' problems away. Organising tutoring sessions will take a lot of time and energy (possibly even money if the institute and/or study program is intensely involved). The added value must be clear for each party.

3. Lectures

In this chapter, we will provide tips regarding the problem points from last year. The biggest problem points were the turnout and finding qualified lecturers.

3.1 Preparation

When you organise a lecture, a good preparation is very important. Think of the following points:

- Date and time;
- Promotion;
- The theme and possible lecturers;
- Budget;
- Location;
- Number of participants.

3.2 Turnout

Last year, it came to our attention that the turnout at an organised lecture was often disappointing. Promotion is a very important factor and needs to be done well. For this, we redirect you to chapter 1, section 5. Furthermore, arranging a suitable location is important. If you plan to have a lecture in the afternoon, make sure it is organised close to where the potential participants (members) have classes. Take exams, other activities and the days of the week into account as well. Fridays are usually the least popular.

3.3 Lecturers

When you start the process of finding lecturers, it is very important to keep a lecturers portfolio. In here you write down all the approached lecturers and the ones who actually gave a lecture. You also get information on all the lecturers and the subject or topic they talk about. You can keep all this information easily in a Word document. This will make organising future lectures easier.

Apart from keeping a lecturers portfolio, it is important to use your network and the network of others. For instance, you can ask a former board member, a Rvt-member, a teacher or a board member of another association. You can even ask the SSA for help. Lastly, you can use the related WhatsApp groups.

3.4 Financial resources

Multiple associations have stated that it is difficult to find an interesting lecturer because the financial resources are not enough for a lecture. In this case, you can appeal to the HG Activity Fund. You can find more information about this on our website www.ssaweb.nl.

Besides, by networking you create a lot more possibilities. Ask other Hanze UAS organisations or former board members from a couple of years ago, for example. Maybe you can make it less expensive in this way.

3.5 Lecture locations

Below, we will give you various locations where lectures can be held. This is not an infinite list. You can book a location by sending an email to the timetable maker of the relevant location.

Locations Van OlstToren:

- Mediatheek
- De Appel

Locations BrugsmaBorg:

- Lecture hall D.211
- Lecture hall D.232

Locations Van DoorenVeste:

- Auditorium

-Assembly hall

Locations Marie Kamphuisborg:

-Lecture hall C.003

-Lecture hall F.208

Locations Wiebengacomplex:

-Lecture hall B.111

-Lecture hall B.118

-Lecture hall B.157

4. Workshops

In this chapter, we will discuss organising a workshop. Last year, the biggest problem points were the high cost of organising (including coffee and tea via Eurest) and finding interesting topics.

4.1 Preparation

When you organise a workshop, a good preparation is very important. Think of the following points:

- Date and time;
- Location;
- Budget;
- Number of participants;
- The kind of workshop;
- Promotion;
- Lecturers.

Last year, it came to our attention that the budget is often a problem point while organising a good workshop. In particular, obtaining coffee and tea turned out to be expensive, because this had to be obtained via Eurest. A simple solution is buying (or borrowing) coffee and teapots. You can fill these at the coffee machines.

4.2 Topics

Last year's research showed that Hanze UAS organisations find it difficult to find an interesting topic for a workshop. If you organise a workshop, there are a lot of different possibilities. For example, you can organise a workshop in line with the curriculum or a workshop that focusses on self-development. Some examples are a LinkedIn workshop, a InDesign workshop, a first aid course, an application workshop or a pitch workshop. You can go in different directions. Hanze UAS has several qualified teachers who can help you with this. With workshop you can also look at the workshop that were organised in the preceding years and the things that other Hanze UAS organisations organise.

4.3 Lecturers

As with chapter 3 section 3, it is useful to keep a lecturers portfolio. In addition, you can find lecturers/companies for several topics, who can help you with giving a workshop. Also, use your network. Ask former board members, the RvT, teachers or ask other Hanze UAS organisations. Lastly, you can always contact the SSA to find a lecturer.

5. Office and/or company visits

In this chapter, we will discuss the organising of office and/or company visits.

5.1 Preparation

When you organise an office or working visit, a good preparation is very important. Think of the following points:

- Date and time;
- The companies to be approached;
- Transportation;
- Maximum number of participants.

It is useful to make a list of interesting companies beforehand. Think of the link with the Hanze UAS organisations and/or the study association and the opinion of the students. A visit to Hooghoudt does not have anything to do with the study program, it can still be found interesting by the students. If you, as an Hanze UAS organisation, have trouble finding companies, take a look at visits from previous years and ask the former boards or the RvT.

5.2 Setting up the visit

When a date has been picked and a list of interesting companies has been made, you need to arrange the visit. In most cases, companies are willing to receive you as a Hanze UAS organisation. However, it can be difficult sometimes. It is important to introduce the Hanze UAS organisation well so the company knows who they are receiving. In addition, explain the purpose of the visit and confirm the visit by email after the phone call, so there will be no miscommunication. Time for the promotion, read more about this in chapter 1, section 5.

5.3 Transportation

If the company visit takes place in the city or province of Groningen, it can easily be reached by bike or public transportation. With an office visit to Amsterdam, for instance, it is useful to also consider other means of transportation. Think of hiring a bus, though this can be expensive. Public transport to Amsterdam can however be seen as a barrier for some students, who then decide not to go.

5.4 Execution

After all the preparations, it is now time to execute the visit. A few things are important here. Think of:

- A professional appearance, clothes and behaviour
- A gift for the company, a bottle of wine for instance
- Making sure that everyone is actually present at the right place

6. Symposia and/or congresses

In this chapter, we will discuss the organising of symposia and/or congresses. Last year's research showed that there are multiple problem points in organising symposia and/or congresses. The most frequently mentioned problem points were:

- A bad turnout and an unpredictable number of participants;
- The difficulty of finding (profession related) companies;
- Scheduling a date;
- The time for the students to participate in the activity.

6.1 Preparation

Preparing to organise a symposium or congress take a lot of time. It is advised to start with this well ahead of time (three months). This is especially useful to be able to set a date, together with the lecturers and/or companies present. With the preparation, think of the following points:

- Date and time;
- The theme as well as the corresponding lecturers/companies;
- Budget;
- Location;
- Participants.

6.2 Lecturers/companies to approach

Last year's research showed that the biggest problem points in organising a symposium or congress is how to approach lecturers or companies. For example, there was a lot of difficulty in finding profession related companies. We have some tips for finding profession related companies:

- Approach your partners;
- Take a look at what kind of companies former members ended up in;
- Ask former board members and the RvT;
- Ask other Hanze UAS organisations;
- Post a message on social media (LinkedIn);
- Approach companies that fit the branche.

Aside from approaching lecturers/companies, it is also possible to appoint an honorary chairman. He/she must be appointed well in advance so the date can be set.

6.2 Participants

There are a number of factors that contribute to increasing the number of participants of a symposium or congress. The theme and the lecturers and/or companies that will be present must fit the wishes of the student. In addition, the promotion for the event is really important. We refer you to chapter 1 section 5 for more information about promotion.

It is always difficult to determine the number of participants for a congress, so start registering well in advance. Take a look at the number of participants of previous years and compare these to make an estimate. In addition, compare the number of participants of other events, to see if this number is higher or lower than in previous years.

7. International students

Internationalisation has been one of the spearheads of Hanze UAS Groningen for many years. Because of this, more study programs will provide their education in English and Groningen will become more attractive to international students. Within the HG and the Hanze UAS organisations, there is a lot of difference in the level of internationalisation. The Stichting Studenten Activiteiten distinguishes four different levels of internationalisation. These levels will be discussed in this chapter.

7.1 Levels of internationalisation

As mentioned above, four different levels of internationalisation can be distinguished according to the Stichting Studenten Activiteiten:

- No internationalisation

A number of study programs of Hanze UAS Groningen has not yet internationalised. No education is offered in a different language and there are almost no international students following the courses in question. In this case, the Hanze UAS organisation does not have to anticipate on internationalisation, unless there is a need for it from the Hanze UAS organisation, for the benefit of professionalisation of the association.

- Beginner internationalisation

Some study programs offer minors for international students, where a group of international students comes to Groningen to get education. The Hanze UAS organisation can anticipate on this in different ways. You will find more information on this in the next section.

- Advanced internationalisation

In order to respond to international students as a Hanze UAS organisation and allow them to actively participate in the Hanze UAS organisation, certain parts have to be translated by the Hanze UAS organisation. In addition, the activities need to be offered in English as well, so the international students can be fully involved in the Hanze UAS organisation.

- Complete internationalisation

In order to achieve a full internationalisation, there are more options to anticipate for the Hanze UAS organisations. The association will be fully in English. More on this later.

7.2 Beginner internationalisation

In this section, we will discuss the different steps to achieve beginner internationalisation.

- Activities for international students

If you want to include international students in your association, you can organise activities specifically for international students. It could be inviting to organise activities that relate to Groningen, the Dutch culture and/or the study program itself. Think of, for instance, a city tour of Groningen, ice skating at Kardingse Bos or a Dutch game night. In addition, you can choose to offer certain activities for both Dutch and international students.

- Website

With beginner internationalisation, it is useful to offer the website in both Dutch and English. This is usually done through a little flag at the top of the website. Translating the website will take a lot of time, so start well in advance. Make sure that the English texts are checked by the rest of the board and your supervising body (RvT or RvA). If no one has sufficient knowledge of the English language, this could also be done by an external party. Also bear in mind that the website needs to be constantly updated in both languages. Lastly, the privacy statement also needs to be offered in English, this is obligatory according to the privacy law.

- Email messages

To include international students in the activities, the important emails need to be offered in Dutch and English. Think of, for instance, the collection of contributions, activities (for international students), the newsletter and the member email. If the General Assembly of Members is still convened in Dutch, the invitation can be in Dutch as well. However, do not forget to mention in English that the meeting will be convened in Dutch.

- Promotion

Promotion aimed at international students must be offered in English. Think of posters, social media posts and flyers.

7.3 Advanced internationalisation

In order to further apply internationalisation as a Hanze UAS organisation, additional steps need to be taken in the field of internationalisation.

- Activities

All activities can be offered in English. It is important to weigh up the share of international students and the level of the English language of the Dutch students.

- Promotion

The promotion for the various activities can be offered in two ways, in both Dutch and English, or only in English. Make sure that your English is grammatically correct and always have this checked.

- Documentation

Some documents of the association must be offered in English. Think of summaries, a declaration form and other document from the association that are offered to the members.

- Active members

Including international students is the easiest when you give them the possibility to become an active member. The promotion for active members, a little talk before the lecture for instance, must be in English. The same goes for other promotion material, such as posters and so forth.

7.4 Complete internationalisation

In order to fully internationalise as a Hanze UAS organisation, there are some additional steps that can be taken.

- General Assembly of Members

The final step in relation to internationalisation, is to internationalise the General Assemblies of Members and the corresponding documents. Think of the statutes, the regulations, the minutes and the agenda. The meeting itself will also be in English.

- Board

In order to fully internationalise, it is useful to include international students in the board to stimulate more contact with international students. The board meetings must be held in English and all the corresponding documents need to be in English as well.

7.5 General tips for internationalisation

In addition, we have some tips in relation to internationalisation.

- Make sure to always check the English texts in favour of professionalism;
- Pay attention to the language skills of the secretary during the application period. Writing English texts will be part of his/her responsibilities;
- Take the internationalisation step by step, it is not realistic to become international in a short period of time.

8. Attracting (active) members

This chapter will consist of two separate parts. In the first part, we will discuss how to attract members for your association. In the second part, we will discuss how to attract active members.

8.1 How to attract members

First and foremost, it is important to have a good promotion in which the advantages of the membership are made clear. Think of, for instance, free or cheap entry to activities of the Hanze UAS organisation, discount offers, how it is a good way to expand your network, good company and relaxation. By showing these advantages, you make the membership more attractive for potential members. It is also important to adopt an open attitude as the board, so (potential) members feel like they can always come up to you.

Make sure that the students know you are there and be visible. Promotion can be achieved in different ways, although this is different for every association. Some examples of promotion are:

- Being present with a stand on open days;
- Organising an introduction week and/or introduction camp;
- Giving presentations about the association in the classroom and during the period kick-off;
- Playful actions at the beginning or halfway through the year (think of free promotion material or a fun discount offer);
- Being present on taster days and guiding the students on these days;
- Promotion on social media or on the website;
- Circulating posters and flyers.

Next it is very important to keep your members happy with a big number of activities, discount offers and words of thanks.

8.2 How to attract active members

Apart from having members, it is even more important to have a group of active members. These members will take a place in the committees and they will keep the association alive, together with the board. We will explain how you attract active members.

Looking for active members can be done in different ways, here are some examples:

- Organising a committee market with information on every committee;
- Making flyers and posters with the advantages of becoming an active member;
- Messages on social media and on the website;
- An email for all members;
- Specifically mentioning it during the introduction week, introduction camp and in the classrooms;
- Mentioning it in the (monthly) newsletter.

It is, of course, important to make clear what the advantages are of becoming an active member, here are some examples:

- It looks great on your CV;
- You will develop yourself socially and professionally;
- It helps with expanding both your social and professional network;
- Additional outings, such as an active member activity and/or an active member weekend;
- Receiving committee clothing.

In addition, talk to your members, tell them about your time as an active member and make the advantages very clear. The contact with your members is very important and it is the easiest way of promoting. It is also very important to radiate enthusiasm to get the message across.

9. Trips within the country and abroad

In this chapter, we will give important tips in relation to organising trips (within the country and abroad).

9.1 Committee

Organising a trip starts with a good committee. It is recommended to have at least one experienced committee member, this will limit the number of questions because there is someone who knows how to organise the trip. A couple of things are important for the trip. Firstly, the trip has to be booked as soon as possible, to reduce the costs. Once the trip is booked, you can start with the planning because the trip is fixed. While organising the trip, it is important to take the number of students that can join into account. You need to be able to guide the students to their destination in a fun and safe way.

9.2 Locations and transportation

Finding the right location can be a problem point for some associations. This mainly has to do with the travelling time and the costs for the location. Keep track of the locations of the preceding years and make sure to not visit the same cities as a couple of years before. Also look at where the other associations organised their trip abroad and ask other Hanze UAS organisations if they have some good ideas. Lastly, you can always approach the SSA to ask if they know some good locations.

While you are thinking of a destination, you must also put thought in how to transport your members to the location. If you are taking a plane, for instance, then you must also arrange transportation to the airport. Look at the prices for transport and plan well in advance. This also applies to the activities that are planned in the city you are visiting.

9.3 Activities

When you are organising a trip abroad, it is firstly important to create a good balance between social and study related activities. Furthermore, enough free time for the students is a must, so take this into account. If an appeal is made to the HG Activity Fund, it is obligatory to organise a study-related activity every day, excluding travel days. Think of a company visit, a guided city tour, visiting a museum and visiting an university.

For social activities, you can think of a pub crawl, organising a diner, a quest through the city and visiting a zoo. Take the travel time through the city into account, this could be quite long in big cities.

9.4 Promotion

Promotion is one of the most important factors for a successful trip. The more people know about it, the better. Try, as the committee or the board, to make a lot of personal contact with the members. When people get excited, they will likely share this with their friends and this will lead to a higher number of participants. For more information about promotion, look at chapter 1, section 5.

9.5 Extra tips

Lastly, we have listed some more tips for you:

- Make sure that you have multiple emergency numbers of the contact persons, preferably mobile phone numbers. If someone is not home at a certain moment, he/she cannot be reached. In addition, it is useful to not only have the phone numbers of the parents, but also the numbers of other people who need to be informed.
- Make sure that you always know where everyone is. Do not let groups go into the city without having the board and/or committee know where they are.
- When people go to the hostel by themselves or in small groups, they have to make this known. Put up an attendance list that the members can sign. This way you know when everyone has returned safely in the evening.
- Arrange a list with the phone numbers of the police and the hospital. Make sure you also know where the police station and the hospital are located, so these can easily be found and visited.
- If someone is missing, the police and the hospital have to be contacted immediately, this will save a lot of time with a possible search.



- If there is an incident, try to keep this quiet within the committee and/or board so the other members will not suffer from it. This will avoid unrest and misinterpretation.
- If necessary, have everyone turn on their location on Snapchat or use the search my phone function (only for board and/or committee). This way they can always find you. Of course, you will have to ask permission for this.
- Always appoint some committee and/or board members for sobriety service. They are responsible throughout the whole day. Take into account that more people should have sobriety service during a pub crawl than with regular activities.

10. Networking gathering

In this chapter, we will discuss how to organise a networking gathering.

10.1 Networking gathering

A networking gathering is a good way to get members in contact with companies that are related to their study program. A networking gathering can be valuable to expand your network or to find a place for an internship. For companies it is also a good way to get in contact with the students and the Hanze UAS organisation.

10.2 Invited guests

A networking gathering is the ideal opportunity to get to know the students and the Hanze UAS organisation for the first time. Try to find a balance between the number of students and the number of companies, so everyone can get a turn to have a conversation. Some companies that you can invite are the partners of the Hanze UAS organisation or the companies where members of the Hanze UAS organisation will possibly start working in the future, for instance. Call these companies or send an email to invite them for the networking gathering. Of course, not every company will come, but there will still be interested companies.

In addition, make sure there is a professional reception. If it is held at Hanzehogeschool Groningen, make sure you have exit tickets for the representatives of the companies present.

10.3 Location

The location for the networking gathering is an important factor. The location needs to be professional, it has to make a good first impression. If a lot of companies come by car, make sure there is a sufficient amount of parking spots and/or make sure that the location is easily accessible by public transport. In addition, take into account your budget for the location and the drinks and/or appetizers.

11. Summaries

In this chapter we will discuss the provision of summaries. The most important problem points of last year will be discussed. The most important problem points were finding writers, the quality of the summary and the fact that a Hanze UAS organisation represents multiple study programs.

11.1 Finding writers

Finding writers can be very difficult, particularly with a small Hanze UAS organisation. It is therefore important to start well in advance. Here are some ways to express your demand for writers:

- Sending an email to the members;
- Posting something on social media;
- Circulating promotion material, like posters.

If this still does not bring in the requested number of writers, a good next step is to make face-to-face contact, because students who write summaries for themselves, usually work together with other students to relieve the workload. In addition, they can sell the summary, that they were going to write anyway, via the Hanze UAS organisation. This way, they can receive a part from the turnover.

If this does not bring in enough writers as well, there is another way. Ask students which fellow students write summaries. They will very likely not want to share their summaries with everyone, because they put a lot of effort into it. However, if they can get money for it, it will sound more interesting. When you know which students write summaries, you can approach them personally.

11.2 The quality of the summary

Ensuring the quality of summaries starts with finding good writers. This is why we suggested in the last section to select the writers from the already writing (read: experienced) students.

To make sure that the quality does indeed meet the standards, it will be necessary to discuss what these standards are. This will also provide consistency between the different writers. Plan a meeting, but make sure there is a clear thread, so you can make good decisions at a satisfactory speed. This shows professionalism and will motivate the writers to give it their all. Structure, writing style, content and house style are all themes that need to be discussed.

It is also important to check the written documents. The peer review method has been used in science for centuries. Equals check the articles and do the research to check the results. Fortunately, the last, more time-consuming part does not apply in this case. However, the writers are each other's equals and hopefully already know the material. Therefore they can check, based on the books, the PowerPoint and old exams, if all essential information is discussed.

11.3 Multiple study programs within a Hanze UAS organisation

Some Hanze UAS organisations represent multiple study programs. The solution for this is increasing the size of the team. It is important to remember that the teams cannot become too big, this will lead to miscommunication and chaos, which will lead to lower quality. It can occur that one task simply becomes too big for one board member, multiple board members will then need to tackle multiple study programs. For the sake of clarity: for each study program, one board member will be in charge of the writing team. If this is too much work, a committee can be appointed.

12. Winter sports trip

Organising a winter sports trip is different for every association, but we will give you some tips that everyone can use.

12.1 Committee

Organising a winter sports trip starts with a good committee. It is recommended to include members in this committee who are familiar with winter sports trips, because they understand what it is to go on a winter sports trip. There are some important things for this trip. Firstly, the trip has to be booked as soon as possible, to reduce the costs. While organising the trip, it is important to take the number of students that can join into account. You need to be able to guide the students to their destination in a fun and safe way.

12.2 General tips

You can plan the ski trip through an organisation that organises the entire winter sport trip for your association, this will save you a lot of time organising the trip. You can then spend more time setting up a fun program alongside the skiing. Check what is included in the accommodation, it is nice to have breakfast included. Find a sponsor; ski trips are usually expensive so if you do not have a big budget, try to find a sponsor for the ski trip. Collect all the necessary information from the participants, such as:

- Copy ID card;
- Copy medical ID card;
- Arrange ski passes, ski equipment and ski lessons in advance; this will save you a lot of work and reduce stress upon arrival;
- Arrange a ski instructor. This way you lower the threshold and you make it safer for people who do not know how to ski. See if it fits the budget to let the ski instructor go with you for free or discuss with the person what they would like as payment. Sometimes the areas you travel to already have ski instructors. Arrange this in advance!
- Draw up a list of emergency numbers and make sure that inexperienced people do not ski alone.
- Create a sobriety service for the committee and the board.

12.3 Skiing areas

Some examples of fun skiing areas are:

- Bardonecchia, Italy;
- Risoul, France;
- Val Thorens, Austria;
- Les Deux Alpes, France;
- Spindleruv Mlyn, Czech Republic;
- Superdévoluy, France;
- Zell am See, Austria.

12.4 Promotion

Promotion is one of the most important factors for a successful trip abroad. The more people know about it, the better. Try, as the committee or the board, to make a lot of personal contact with the members. When people get excited, they will likely share this with their friends and this will lead to a higher number of participants. You can also organise an announcement gathering and announce the destination. For more information about promotion, look at chapter 1, section 5.

13. Orientation week

In this chapter, we will give some important tips regarding the organising of an orientation week.

Each orientation week is different. Have a meeting at the beginning of the year with your contact person within the institute to express your expectations to each other. You can start organising from there, while keeping their expectations in mind. The length of the orientation week and whether you go to camp or not differs per association. Figure out if the orientation week is obligatory or not. When this is all clear, you have an overview and the committee can continue working.

13.1 Committee

Organising an orientation week starts with a good committee. It is recommended to have at least one experienced committee member, this will limit the number of questions because there is someone who knows how to organise an orientation week. Give your committee the advice to look at the previous years and let them adjust their planning to that.

13.2 Locations and transport

There are multiple locations in the province of Groningen where you can go to. It is important to know how many days your camp will last and how many people will come. Not every location can handle a big capacity. Your transport depends on the location. You can reach some location easily by bike. Check if there is room in the budget to budget transport as well. If not, you can better look for places that can be reached by bike or you could ask the first year students to pay for it themselves.

Some examples of locations are:

- Break Out Grunopark;
- Klonie in Ellertshaar;
- Sportlandgoed Zwartemeer;
- Hunzepark in Gasselternijveen.

13.3 Activities

Some locations will provide activities, other locations will not. Figure out if they provide something and if there is room in the budget to rent something. Otherwise, the committee can start organising games. Think of a multi-event competition, inflatable attributes, a quest or a photo competition. You can throw a party in the evening if that is possible.

13.4 Promotion

The promotion and the enrolments are usually done by the study program. Sometimes the board will promote separate activities through social media or through posters. If you use the buddy-system (someone take care of a class), you can promote by stopping by the separate classes and talk to the students. This way, you can make them excited for the orientation week. In turn, these people can make the classes excited about your association!

13.5 Membership recruitment

The orientation week is the place to recruit members for the new academic year. You can do this by hanging up posters at camp or in the classrooms where the first year students will be, walking around in committee- or board outfits, having conversations, setting up a stand et cetera. The possibilities are endless. Start discussing well ahead of time how you are going to tackle this with your board. If the prospective board is known, involve them as well!

13.6 Extra tips

Lastly, we have listed some more tips for you:

- Make sure that you have multiple emergency numbers of the contact persons, preferably mobile phone numbers.

- Let the institute or study program be involved! Most orientation committees have a lot of contact with the institute/study program so the wishes of them are included in the orientation week and the camp.
- Arrange a list with the phone numbers of the police and the hospital. Make sure you also know where the police station and the hospital are located, so these can easily be found and visited.
- If there is an incident, consult with the committee and the board about the best thing to do. You can choose to keep it quiet at first and report it to the advisory committee of the orientation (ACI), or you can be open about it to prevent rumours and report it to the ACI. You always have to report it to the ACI!
- Always appoint some committee and/or board members for sobriety service. They are responsible throughout the whole day.
- Make sure that the orientation committee makes a schedule of the orientation period for the board, the committee and other people who help. When and where should everybody be present and at what time? Sit down with the board and the committee to discuss the schedules, so the board can give you feedback.
- Make clear what the participants need to be aware of. You can do this by giving everyone a programme booklet.

14. Social Activities

14.1 Gatherings

When a monthly gathering is organised for the first time, it is useful to look for your favourite pub. Usually, pubs are open to this and the extern can figure out who to contact. You can set a day for gatherings in order to get regularity within your association. The extern can figure out if beer can be offered at a lower price during a gathering or if you can get a certain amount of beers for free. A monthly gathering can also have a theme. However, not every association does this and the association itself can determine this.

When the first gathering is scheduled, it is useful to bring a printed empty registration list, pens to write with and possibly some stickers to hand out. You can make one board member responsible for this or a committee that will take care of the gatherings. A gathering is usually private until a certain time, so make sure that this is guaranteed.

Sometimes, not a lot of people come to the gatherings, in this case you can organise an activity for the gathering, for the active members, for instance. This way, you will attract more people to the gathering.

It is very nice to take pictures during a gathering a post these on the website of the association. You can even add a watermark to these pictures. This is a logo of the association, on the photo itself. You can rent a camera at the ICT. Take the AVG rules into account, so mention on the registration list that photos will be made. This applies to every activity where photos will be made.

14.2 Theme parties

If you choose to organise gatherings and theme parties separately, you can look for a different location for the theme party. These are often visited more, when there are a certain number of these parties a year. Think about the number of people when you choose the venue.

When the first theme party is scheduled, a party committee can be formed. The party committee chooses the theme, with the approval of the board. The committee also makes sure that the shopping is done, think of the decoration for the party and a prize for the best dressed person. It can be discussed in advance to work with straps for people over 18. This can be checked at the entrance by a security guard who works for the club. Usually, the club also takes care of their own DJ. Discuss this in advance, to avoid miscommunications.

14.3 Gala

As an association, you can choose to organise a gala. There are already plenty of associations that organise this together and budget money for it. When you organise a gala together with another association, the person who joins the gala committee is chosen by the association or the board. This person will then go to the meetings and he/she will make sure that everything goes smoothly. What your task within the committee will be, can be discussed with the committee itself.

14.4 Active member activity

As an association, you are nothing without active members, so you would like to thank them. You can do this by organising an activity. As intern you have the freedom to choose the activity. You can even add a small gift, think of a mug of the association, a t-shirt or a certificate. The possibilities are endless. Agree this with the treasurer and see if there is enough budget for an activity like this.

14.5 Sports activities

By organising sports activities, you will come in closer contact with your members. Some examples of sports activities are:

Soccer tournament, bubble soccer, bowling, archery tag, laser gaming, climbing, swimming, bossaball, airsoft, paintball, volleyball tournament. You can set up a new committee to regularly have an organised sports activity.

14.6 Workshops

By organising a workshop, you bring your members together in a fun way. Maybe this will even attract new members. This is a good way to show how fun the association is. Think of a cocktail workshop or a dance workshop, for instance.

14.7 Diners

You could organise a Christmas diner or other diners preceding an activity. This way, the turnout of the activity will likely be higher. The extern could figure out if there is you can get a nice deal somewhere. A lot of restaurants will have a special menu with various burgers and a one drink for a certain price, for instance. You let everyone who signed up pay in advance to the treasurer so no one has to pay separately for the food.

14.8 Hitchhike trip

In this section we will give you tips regarding organising a hitchhike trip.

14.8.1 Committee

Organising this trip starts with a good committee. It is recommended to have at least one experienced committee member, this will limit the number of questions because there is someone who knows how to organise the trip. A couple of things are important for the trip. Firstly, the trip has to be booked as soon as possible, to reduce the costs. Once the trip is booked, you can start with the planning because the trip is fixed. While organising the trip, it is important to take the number of students that can join into account. You need to be able to guide the students to their destination in a fun and safe way.

14.8.2 Transport

With a hitchhiking trip, the transport is, of course, different than with a normal trip. Make sure everyone travels in duo's and decide with the board if female-female duo's are also allowed or if the hitchhike is only allowed with female-male or male-male duo's. Establish clear rules for the participants and let them know early. Make sure there are cars that follow with the committee members, and for instance some board members. With a hitchhike trip it is important to make the trip as safe, but also as fun as possible. Make sure everyone always shares their location and always takes a picture of the license plate before they get into a car. You could also have a little crazy 44 on the road, this will make hitchhiking even more fun! Discuss with the board and the committee whether the return trip will be payed or whether it will be hitchhiking again. You can also travel back on a Friday, because all students can then travel free with public transport in the Netherlands.

14.8.3 Activities

Because the hitchhiking is a big part of the trip itself, there are not many days left to organise activities for. But also for this trip, it is firstly important to create a good balance between social and study related activities. Furthermore, enough free time for the students is a must, so take this into account. If an appeal is made to the HG Activity Fund, it is obligatory to organise a study-related activity every day, excluding travel days. Think of a company visit, a guided city tour, visiting a museum and visiting an university. For social activities, you can think of a pub crawl, organising a diner, a quest through the city and visiting a zoo. Take the travel time through the city into account, this could be quite long in big cities.

14.8.3 Promotion

Promotion is one of the most important factors for a successful trip. The more people know about it, the better. Try, as the committee or the board, to make a lot of personal contact with the members. When people get excited, they will likely share this with their friends and this will lead to a higher number of participants. For more information about promotion, look at chapter 1, section 5.