

KÅR-COMPETENCE

How to SASSE



THE STUDENT ASSOCIATION

2023

Purpose

For you to get familiarized with all of the know-hows of SASSE.

We will do a quick run-through of SASSE with tips & tricks and some vital information.

Today

- Intro to SASSE's organizational structure
- Corporate Contact
- Premises and bookings
- Receipts + Budgets + Invoices
- Tech issues
- Communication guidelines + SASSE Channels



SASSE Basic Facts

- Founded in 1909
- 95% of the students are members of SASSE
- Turnover ~15mSEK
- About 700 students working actively within the Association
- Eight committees, with numerous of sub-committees, projects and sub-associations

THE COMMITTEES



The Independent Projects



SASSE
SUSTAINABILITY
GROUP



*Friedmans
Apostlar*



The SASSE Board



KÅR-COMPETENCE 2023



THE STUDENT ASSOCIATION

The SASSE Council

- Who are we?
 - Chair (*Jakob Ringberg*)
 - Board of Directors, BoD (4 people)
 - Director of Governance (*Thomas Brodin-Stjärne*)
 - Director of Education (*Willy Seifert*)
 - Director of Finance (*Clara Nielsen*)
 - Director of Member Involvement (*Kevin Pettersson*)
 - Ordinary Council Members (8 people)



SASSE 101

“SASSE shall be non-religious, non-partisan organisation with the task of promoting good camaraderie between the students at SSE and of looking after their joint interests”



Motions

- What is a motion?
- How do you write a motion?
 - Background
 - Purpose
 - That
- Where do I find a motion template?
 - “About and Documents” at sasse.se

Executive Motion on Budget Revisions for Handelsdagarna 2019

Background

The budget for Handelsdagarna 2019 was only slightly adjusted in the Definitive Budget 18/19, with the purpose of leaving room for the newly elected HD President to adjust the budget in line with the project plan. Being responsible for a profit center, one is eligible to propose adjustments and suggest new initiatives.

Purpose

The purpose of this motion is to establish a revised budget in line with the agenda and operations of Handelsdagarna 2019

Main deviations from the Definitive Budget 18/19

- Updates according to current templates (e.g. internal meetings)
- Increased costs due to a new main partner. Affects workwear (241801), print (241805) and revenue (241801)
- Reduced costs for equipment on 241803 thanks to newly installed permanent sound and light equipment
- Costs and revenue have been moved from Communication to Lectures and Broadcasting.
- Increased ticket revenue for 201803 due to fewer banquet tickets included in the respective company deals.
- Costs for food and drinks (241803) are lowered
- Reduced costs and revenue from bar sales from the two pubs. In line with outcome from HD 2018

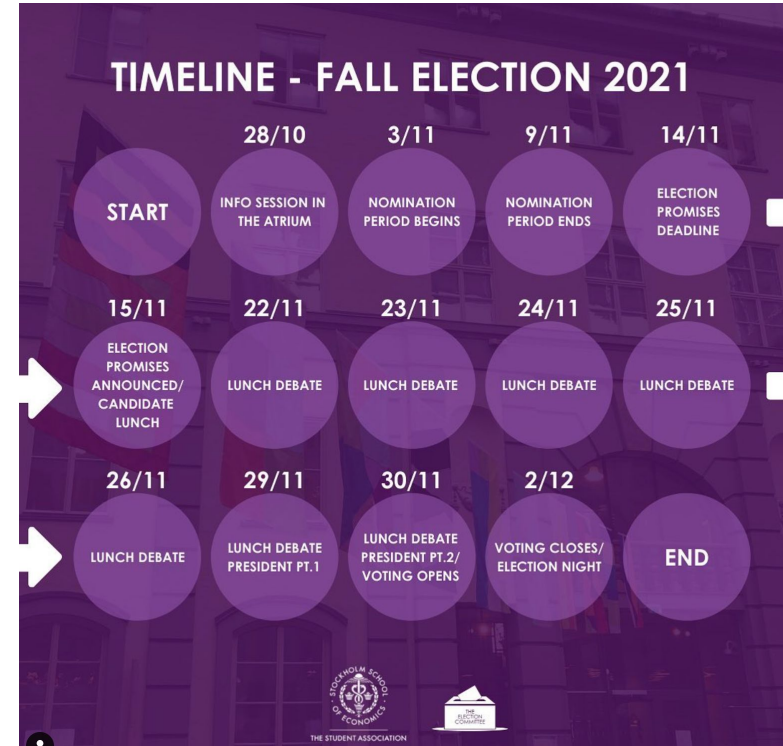
The SASSE Board of 18/19 hereby proposes,

That: the Student Council approves the revised budget for Handelsdagarna 2019.

Attached: Proposed budget Council budget.

Elections

- Two elections
- Fall election
 - SASSE Board x11
 - Ordinary Council Members x6
 - Internal Auditors x2
- Spring election
 - Board of Directors x4
 - Ordinary Council Members x2
- Recruitment



SASSE's Face towards the Business Sector

Companies do not recognize the difference between various parts of the association. Often the difference between SSE and SASSE is also lost on them.

How do we deal with this issue?

- All SASSE projects involving company collaborations need to be synchronized by the BC. Offerings, value propositions, prices and general promises have to be approved by the BC President.
- Common expression: "Check with the BC"
 - We hate to act as a police. One question too much is always better than one question to little!

Why do we care about this issue?

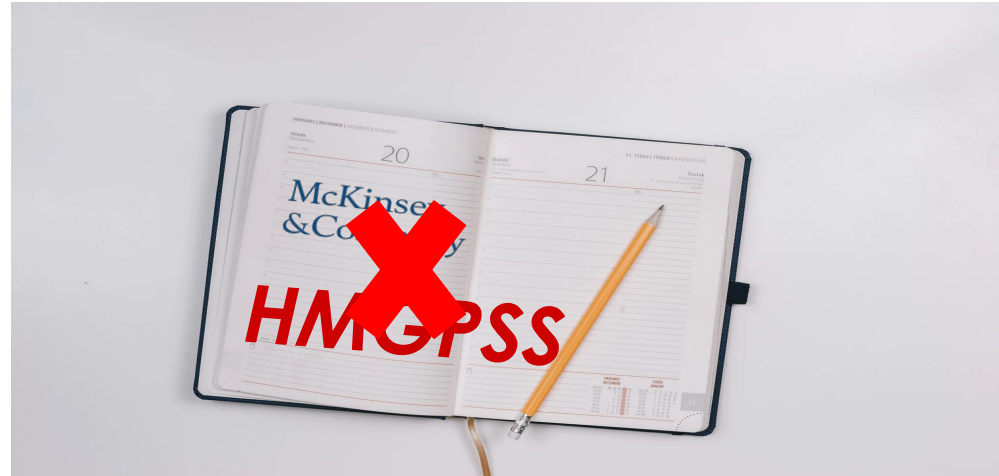
- Want to present a united front - same information communicated from the entire association.
- Strive to create the highest feasible level of professionalism
- Strive to avoid internal competition among committees

Planning to contact companies or offer them anything?

Contact the BC President!

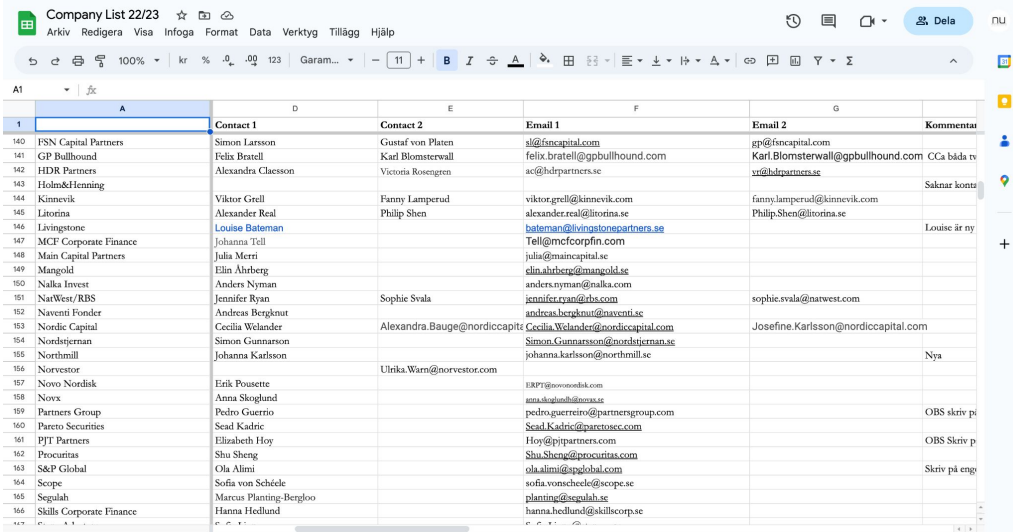
Calendar Bookings

- SASSE offers exclusive time slots to companies, stipulated in contracts.
- No SASSE activities can take place during a company event, regardless of venue.



Approvals

- Before you contact a company, send sheet to bcboard@sasse.se
- We approve/reject companies you can reach out to based on:
 - Timing (anyone else contacting?)
 - Active BC negotiations
 - Company Policy
- We also provide you with a contact person to the company so you can reach them quicker!



	A	D	E	F	G	
1		Contact 1	Contact 2	Email 1	Email 2	Kommentar
140	FSN Capital Partners	Simon Larsson	Gustaf von Platen	sl@fscapital.com	gp@fscapital.com	
141	GP Bullhound	Felix Bratell	Karl Blomsterwall	felix.bratell@gpbullhound.com	Karl.Blomsterwall@gpbullhound.com	CCa bda tv
142	HDR Partners	Alexandra Claesson	Victoria Rosengren	ac@hdrpartners.se	vr@hdrpartners.se	
143	Holm&Henning					Saknar kont
144	Kinnevik	Viktor Gredli	Fanny Lamperud	viktor.gredli@kinnevik.com	fanny.lamperud@kinnevik.com	
145	Litorina	Alexander Reäl	Philip Shen	alexander.real@litorina.se	Philip.Shen@litorina.se	
146	Livingstone	Louise Båttman		lbatman@livingstonepartners.se		Louise är ny
147	MCF Corporate Finance	Johanna Tell		Tell@mcfcorpfin.com		
148	Main Capital Partners	Julia Merri		julia@maincapital.se		
149	Mangold	Elin Åhrberg		elin.ahrberg@mangold.se		
150	Nalka Invest	Anders Nyman		anders.nyman@nalka.com		
151	NatWest/RBS	Jennifer Ryan	Sophie Svåla	jennifer.ryan@rbs.com	sophie.svala@natwest.com	
152	Naventi Fonder	Andreas Bergknut		andreas.bergknut@naventi.se		
153	Nordic Capital	Cecilia Wclander	Alexandra.Bauge@nordiccapit	Cecilia.Wclander@nordiccapital.com	Josefine.Karisson@nordiccapital.com	
154	Nordstjeran	Simon Gunnarson		Simon.Gunnarson@nordstjeran.se		
155	Northmill	Johanna Karlsson		johanna.karlsson@northmill.se		Nya
156	Norvestor		Ulrika Warn@norvestor.com			
157	Novo Nordisk	Erik Pousette		ERP7@novonordisk.com		
158	Novex	Anna Skoglund		anna.skoglund@novex.se		
159	Partners Group	Pedro Guerreiro		pedro.guerreiro@partnersgroup.com		OBS skriv p
160	Pareto Securities	Sead Kadric		Sead.Kadric@paretosec.com		
161	PJT Partners	Elizabeth Hoy		Hoy@pjtpartners.com		OBS Skriv p
162	Procuritas	Shu Sheng		Shu.Sheng@procuritas.com		
163	S&P Global	Ola Almi		ola.almi@snglobal.com		Skriv på eng
164	Scope	Sofia von Scheide		sofia.vonscheide@scope.se		
165	Segulah	Meredith Planting-Berglof		mplanting@segulah.se		
166	Skills Corporate Finance	Hanna Hedlund		hanna.hedlund@skillscorp.se		

Contact any time on Workplace!



Mohammed Talbala

President of the Business Committee 23/24

bcpres@sasse.se

0766526402

Booking the premises

Classrooms

1. Go talk to the Premises Administrators Peter & Jimmy (Room 340)
2. Prepare the contract and have it signed by your Committee President/VP
3. Hand the Signed contract back to Peter & Jimmy
4. When it is time they will open the room for you. If it is off hours, call security and they will open for you.

Booking the premises

SASSE Premises

1. Contact your Committee President/Project leader
2. Sign *relevant booking documents* (sasse.se) and get the keys/access needed from The SASSE Vice President.
3. Have fun!
4. Clean and act accordingly to the signed documents



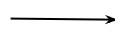
Booking the premises

Atrium and Stora Salen

1. Talk to the Premises Administrators Peter & Jimmy (Room 340) or Infocenter (info@hhs.se)
2. Prepare the contract and have it signed by your Committee President
3. Hand the Signed contract back to Peter & Jimmy

Produktnr	Produktnamn	Antal	Enhet	Pris	Belopp
4134 - HHS Studentkår					
T27f	Golvård, mattvätt (fastpris) Återställning av golvet på atriet	1,00	Tillfälle	30 000,00	30 000,00

Access



Reception@sasse.se

Card number
Room
Role in Sasse
CC CP/PL

OR



Come by the Reception(temporarily in
MedU) with your card

Alcohol Permit

Handelshögskolan, Sveavägen

- Starköl, vin och sprit-servering 12.00 – 03.00
- Lättdrycker och öl (3.5%) 07.00 - 03.00
 - *Alla gäster ska vara ute senast 03.30*

Handelshögskolan, Holländargatan

- Starköl, vin och sprit-servering 11.00 – ~~01.00~~
- *Alla gäster ska vara ute senast 01.30*

23.00

Additional requirements

Apart from the alcohol law, certain requirements needs to be fulfilled in order not to receive any warnings from the permit unit:

- Heated food on the menu
- No serving to minors
- A sober environment in the serving area and the areas in close proximity



Questions to ask yourself before hosting

- Do I fully understand what is expected of me with regards to security and the permit?
- Budget? Do I need to send a motion?
- Who is overall responsible for the event? (aka responsible for serving)--> these people need to go through training and be registered with the municipality
- Before the party, make sure to:
 - Order alcohol from the master of spirits no later than 10 days ahead of the event → spritis@sasse.se (NB: this is a must according to the law)
 - Sound and light → pub@sasse.se
 - Book guards, security and fences → klubbis@sasse.se
 - Purchase non-alcoholic alternatives as well as drink mix (spritis not responsible)

VKO SQM team

Vilmer Jansson- teamcoordinator@sasse.se



Elias Tjärnqvist- karidor@sasse.se



Contact me any time on Workplace!



Erik Nilsson

SASSE Vice President 23/24

vicepresident@sasse.se

0761114574

TREASURY



KÅR-COMPETENCE 2023



THE STUDENT ASSOCIATION

SASSE from a financial perspective

- Ca. 15m SEK turnover a normal year
- Is a non-profit association
- Does **not** handle VAT/moms – *VAT is a cost*
 - Therefore, **ALWAYS** ask for the price including VAT when making deals with suppliers



The Budget

- Is not a recommendation, rather the law
- More income does not necessarily mean more spending!
- Your project leader or committee president will gladly go through your budget with you!

172101	Corporate contacts			
3110	Sponsorship revenue	1 743 000		24
3120	Grants	421 200		25
4010	Purchases		0	26
4040	Gifts		0	27
4060	Workwear		1 440	28
4063	Printing		3 800	28
4082	Meetings - Handover		800	29
4190	Internal meetings & representation		1 700	30
5420	Software and licences		41 510	31
3076	Food & drinks	150 000		32
4076	Food and drinks		140 000	33
	SUM	2 314 200	189 250	
	RESULT		2 124 950	

Invoicing

- Always ask suppliers to send us invoices rather than paying for it yourself. (If possible)
 - Invoices must be addressed to SASSE/Handelshögskolan i STHLM Studentkår!
 - All invoices are to be sent to invoice@sasse.se
- Make sure to put your committee, project and presidents name as reference
- (e.g. *Business Committee, Women's Finance Day, Lisa Sundell*)
- All information regarding invoicing addresses and other information can be found at www.sasse.se, at “Contact”, or you send a email to skattis@sasse.se



Cash handling

- There is none! SASSE is cash-free and only accepts card payment.
- IZettle during parties.




Reimbursements


- If you need to use your own money to pay for SASSE.
 - Make sure to hand in the receipt on time
 - Aim to pay back within one week
- Make sure to include enough information on what the receipt concerns
 - For meetings: 1) Who attended 2) What the purpose was
 - And please do not put several receipts on each other

Läpp:

Kontantresorvisionsunderlag



TREASURY
THE STUDENT ASSOCIATION AT THE STOCKHOLM SCHOOL OF ECONOMICS



*** The receipt concerns:** _____

*** Name:** _____

*** Enrolment number:** _____

*** Bank:** _____

*** BIC/Clearing number:** _____

*** IBAN (kontonummer):** _____

*** Committee/Profit center:** _____

Project: _____

*** Total amount in SEK:** _____

*** = Compulsory information!**

Place for receipt

(please make sure that the receipt is stapled within the paper margins)

uil

Place for receipt

(please make sure that the receipt is stapled within the paper margins)

Fill in the first time only

Receipts

Required information on a receipt:

- Sum and VAT
- Seller
- Date
- What you have bought

- Receipts must be handed in paper-form, use the receipts station outside Expen, don't mail.

or SASSE will not be able to reimburse you

YES!



NO!



VICE TREASURER

Joakim Falk

- Invoicing our customers
 - If you want to invoice a customer provide: project number & account
- If companies have questions regarding their invoices
- vicetreasurer@sasse.se



Contact me any time on Workplace!



Axel Strandberg

Treasurer 23/24

Skattis@sasse.se



RECEPTIONIST AND FINANCIAL ASSISTANT

Karen Orellana

- Receipt handling & payments
- Mecenat Cards
- General SASSE related questions
- Handles regular mail
- SSSB housing
- reception@sasse.se or info@sasse.se (general Q's)



sasseofficial

The Student Association at Stockholm Sc...



TechU 101

Website

For **website** enquiries, you can turn to the Head of Web (Kevin Pettersson) on workplace or at web@sasse.se.

- Access to publish events
- Strikes
- Any other website inquiry

Emails, Calendars and Drives

If you need help with **emails, calendars and drives**, please contact the Vice President (Shalini Jha) on workplace or at techvice@sasse.se.

- Resetting a password
- Getting access to a Room-calendar
- Making a new Team-Drive



GDPR

How do we avoid a fine of **20M EUR** (and the end of SASSE)?

- Follow the GDPR guidelines!
- Personal data is any information that can be linked to a person
- **DO NOT** store personal data anywhere except in the Personal Data folder which you can find on your personal drive.
- Read “**GDPR for Dummies**” guide (Go to About & Documents on the website and you will find it)
- If you have further questions, contact me in workplace or at techpres@sasse.se.



Contact me any time on Workplace!



Alexander L. F. Johnsson

President of the Tech Committee 23/24

techpres@sasse.se

070-277 86 87



Communication Guidelines

We are SASSE, not SSE



SASSE



SSE

Communication Guidelines

CONTACT ABOUT & DOCUMENTS SUSTAINABILITY CLARA NIELSEN - LOGOUT

PDF Communication Guidelines

- YOU represent SASSE (and SSE) in everything you communicate
- sasse.se is our main channel
- @sasseofficial takeovers (Instagram)
- Physical posters in Kåridår
- Brochures and magazines: must go through the SASSE President and Media Committee President
- Alcohol policy on social media

Our Channels

Website: [Sasse.se](https://sasse.se)

Facebook

- The Student Association at the Stockholm School of Economics
- SASSE Members
- SSE Students
- BC Opportunities
- Educational Opportunities
- Sharing is Caring
- SASSE Health Group
- Committee/project accounts

Instagram: [@sasseofficial](https://www.instagram.com/sasseofficial) + committee/project accounts

SASSE Youtube & Vimeo

LinkedIn: The Student Association at the Stockholm School of Economics + committee/project accounts

Publications: Minimax, Småttingguide, Masterguide etc.

Contact mediapres@sasse.se if you want to add a new channel!!

SASSE Members <3

Most important:

- Logotypes
- English
- sasse.se link
- 30 words which includes the poster

**Read about all rules in the “About”
section in the group**



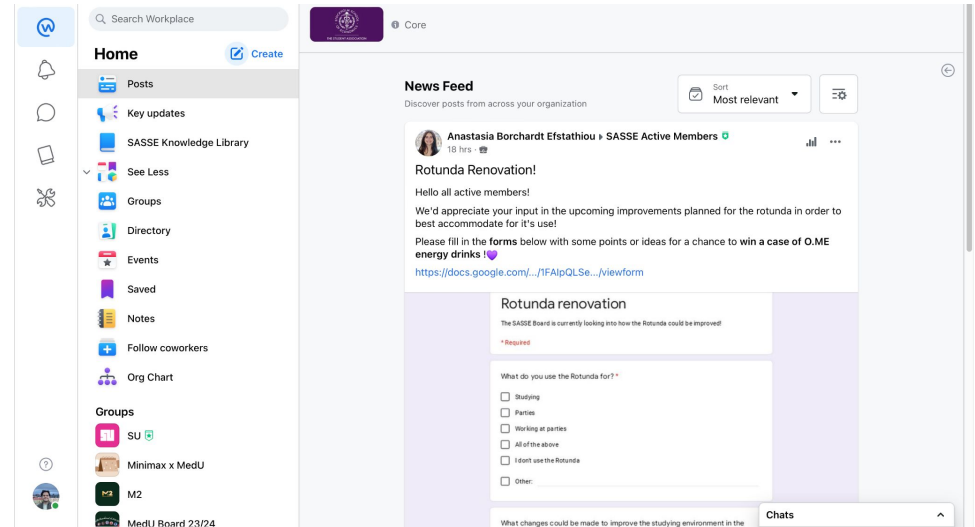
All Instagram accounts

Most important:

- Logotypes
 - Sponsor if applicable
- English
- sasse.se link
- Strict alcohol policy - legally liable

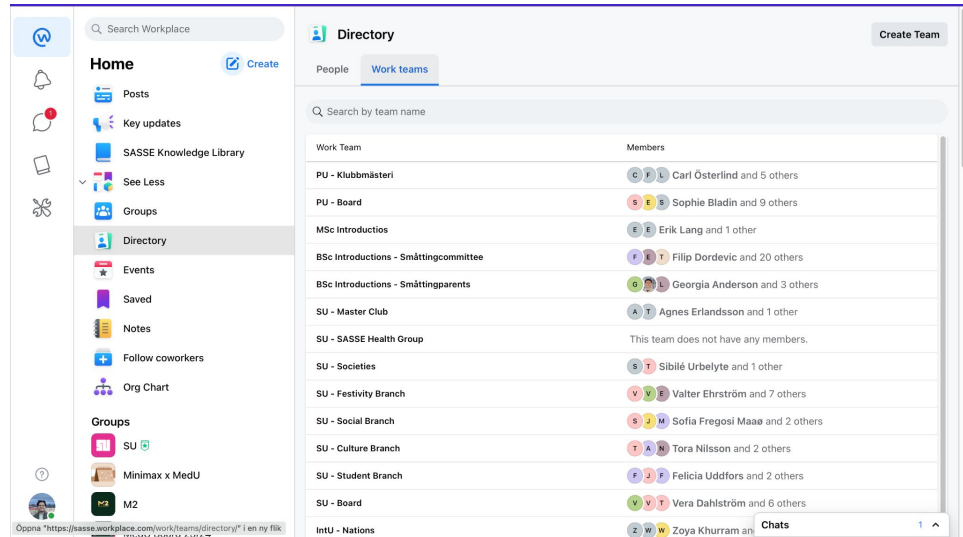
Workplace

- Two apps - Workplace and Workplace chat
- All communications and most procedures are centralized



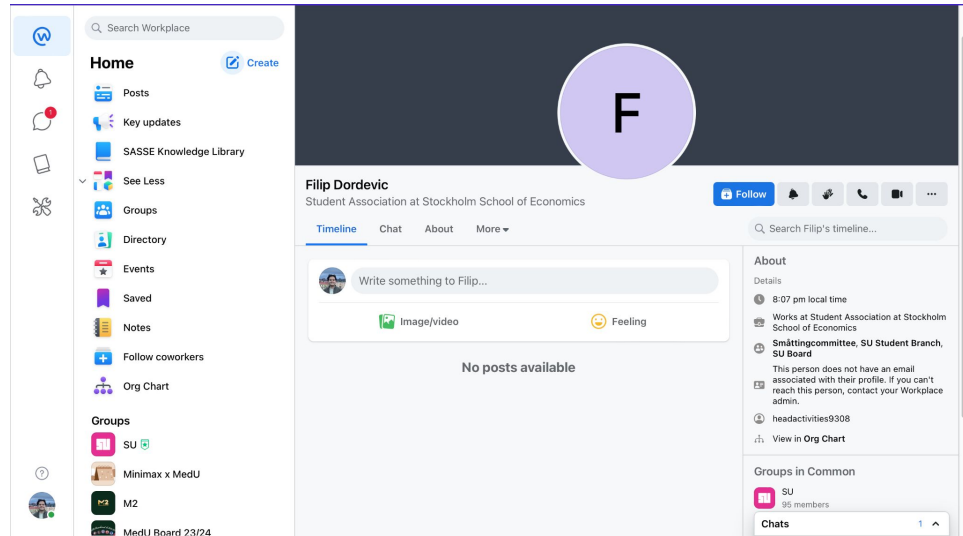
Workplace

- Directory
 - All people and projects and their members



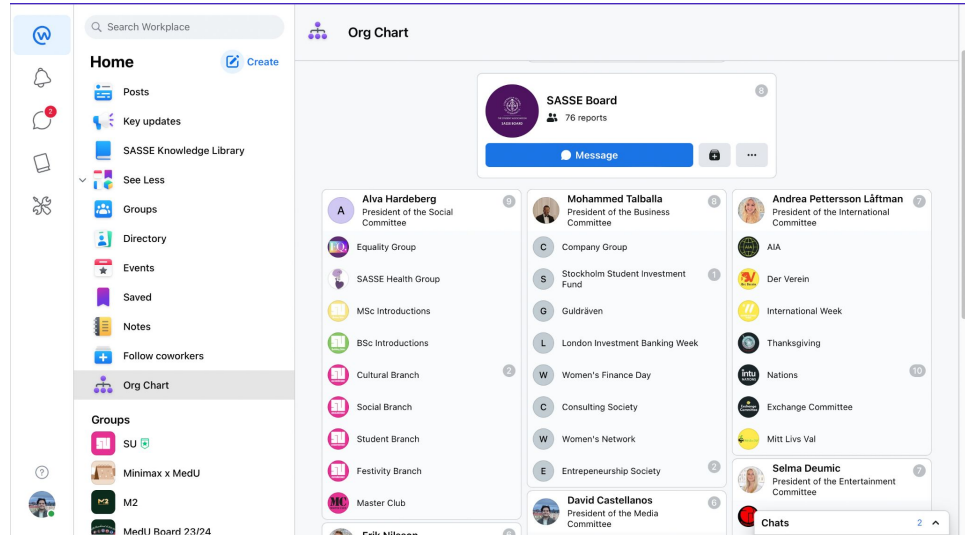
Workplace

- Work teams
 - See people's involvement



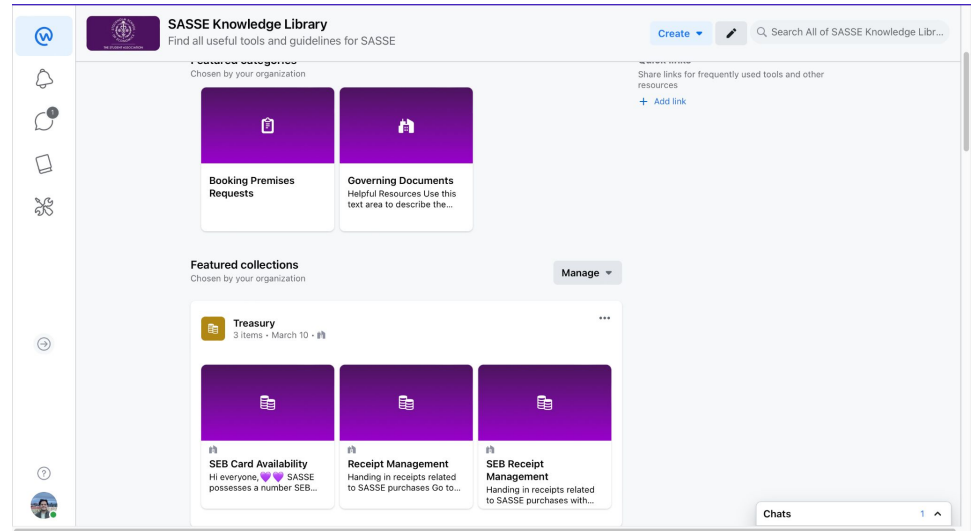
Workplace - Org Chart

- Structure of SASSE
 - Find all projects here



Workplace - Knowledge Library

- Book rooms
- Borrow equipment
- Instructions for receipts
- Internal documents
- Alcohol orders
- Help with Google Drive, Website and room access



Contact me any time on Workplace!



David Castellanos

President of the Media Committee 23/24

mediapres@sasse.se

076-590 93 14



THE STUDENT ASSOCIATION

THANK YOU!



Questions?