

KÅR-COMPETENCE

How to SASSE

2025



THE STUDENT ASSOCIATION

The SASSE Board

Philip

Calle

Frans-Gorm

Charlize

Pelle



Nerea

Julia

Lukas

Isak

Hanna

David

KÅR-COMPETENCE 2025



THE STUDENT ASSOCIATION

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
- Premises and bookings (VKO)
- Alcohol permit (PU)
- Corporate Contact (NU)
- Receipts + Budgets + Invoices (Treasurer)
- Tech issues (TechU)
- Communication guidelines + SASSE Channels (MedU)



SASSE Basic Facts

- Founded in 1909
- 96% of the students are members of SASSE
- About 700 students working actively within the Association
- Eight committees, with numerous of sub-committees, independent projects and sub-associations

THE COMMITTEES



The Independent Projects



SASSE
SUSTAINABILITY
GROUP

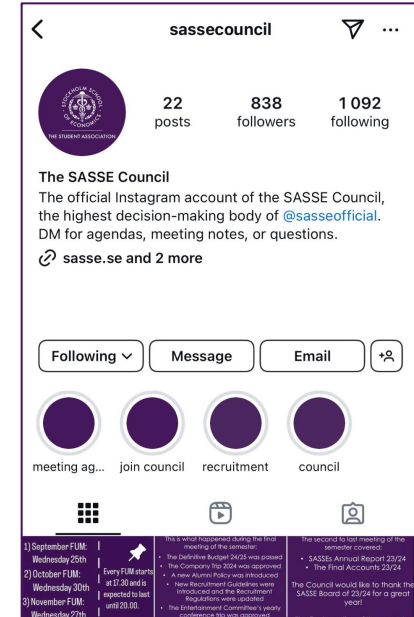


*Friedmans
Apostlar*



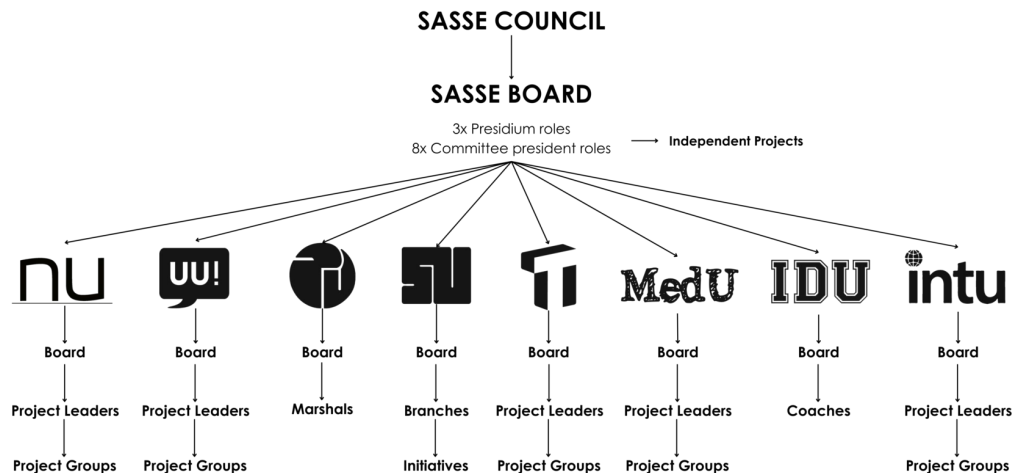
The SASSE Council (FUM)

- Who are FUM?
 - Chair (*Malte Nyholm*)
 - Board of Directors, BoD (4 people)
 - Philip Remmer
 - Kate Mwasi
 - Ashwika Chhabria
 - Anastasia Borchardt Efstathiou
 - 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”



Elections

- Two elections
- Fall election
 - SASSE Board x 11
 - Ordinary Council Members x6
 - Internal Auditors x2
- Spring election
 - Board of Directors x4
 - Ordinary Council Members x2
 - Chair of Council x1



theelectioncommittee



Election timeline

23/11 Lunch debate Treasurer
24/11 Lunch debate NU and SU
27/11 Lunch debate TechU and IDU
28/11 Lunch debate UU and INTU
29/11 Lunch debate MedU and PU
30/11 Lunch debate Vice President
1/12 Presidential lunch debate (aula)
4/12 Presidential evening debate (aula)



Booking the premises

Classrooms



1. Go talk to the Premises Administrators Peter & Jimmy (near bathrooms next to room 550)
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. Their telephone number is: 070-555 55 98

Booking the premises

Stora Salen & the Atrium



Stora Salen:

1. Go talk to the Premises Administrators Peter & Jimmy (near bathrooms next to room 550)
2. Prepare the contract and have it signed by your Committee President
3. Hand the Signed contract back to Peter & Jimmy
4. Don't forget to book the Kitchen separately if you need it! (If you are serving alcohol, you need it)

Atrium:

1. Talk to or email Infocenter (info@bhs.se)

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

Booking the premises

SASSE Premises

1. Contact the Vice President, or 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

Enoksro

- We have our (new) beloved house back!
- We will announce when it is possible to book.
- Bookings will go through VKO.
- *General questions about Enoksro?*



Trash

- Organic waste separate container
- Glass VS Bulky waste
- A lot of trash expected? **Tell VKO before**



Merchandise

- When buying merch for your committee/project there are sometimes costs associated with starting up the print. E.g. when printing a new logo.
- Startup costs associated with names...
- Vice President has a budget post for startup costs!
- ASK VKO:)



Access



Come by the Reception with your card

OR



Reception@sasse.se

1. Card number
2. Room
3. Role in SASSE
4. CC:a Committee President/Project Leader

VKO SQM team!!

Enya Sandgren

Team Coordinator

Jeremy Clase Schenkel

Kåridor Coordinator

Elise Matson

Merchandise Coordinator

Contact me any time, or talk to me in Expen!



David Elfvin

SASSE Vice President 25/26

vicepresident@sasse.se

070-598 34 19



PARTY PEOPLE LISTEN UP!



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*



LÄNSSTYRELSEN I
STOCKHOLMS LÄN

TILLSTÄNDSBEVIS

Beviljandatum
1992-05-18

Önr
510.92.4135

Tillståndshavare
HANDELSHÖGSKOLAN STUDENTKÅR
SVEAVÄGEN 65
113 50 STOCKHOLM

Tillstånd till servering av drycker enligt lagen (1977:293) om handel med drycker

Giltighetsid	Fr o m	Till	Personer/Organisationer	Telefon (tillståndshavaren)
		tills vidare	414474-0000	08-32 10 89
Serverings- ställe	Namn	HANDELSHÖGSKOLAN		
	Salväsens	SVEAVÄGEN 65		
	Postadress	113 50 STOCKHOLM	Telefon (serveringsstället)	08-32 10 89
	Lokaler inom vilka servering får ske	Stockholm		
Serverings- lokaler	Jämför rätning dated	1980-01-25		
	Servering får ske i drinbar enligt rätning dated	1980-01-25		
Serverings- omfattning	☒ Åst runt ☐ Åstigen under tidsperioden	Fr o m o m		
	Servering får ske enligt följande	Alla slag av alkoholdrycker till studerande och lärare vid Handelshögskolan samt deras gäster vid av programutskottet arrangerade evenemang		
Serverings- tider	Sälvserving får ske av			
	Ölservering får påbörjas tidigast kl 0700 och skall avslutas senast kl 0300 Spritdrycks-, vin- och starkölsserveringen får påbörjas tidigast kl 1200 och skall avslutas senast kl 0300			
Föreskrifter	Serveringsbilagena skall vara utrymda senast 30 min efter serveringstidens utgång (utgångstid)			
	Föreskrifter enligt bilaga I			
Andra till- ståndsbrev	Utsänt	1989-08-08	Önr 34.0411-319-89	
	Tidigare till- ståndshavare			

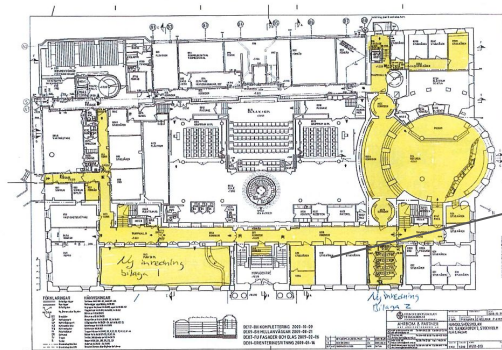
Exp angitt, kr
90:-

Gunnar Månson

Jan-Olof Tidbeck

POSTADRESS	GATUADRESS	TELEFON	POSTBUD	TELEFAX
104 22 STOCKHOLM	Hambrovägen 29	08-785 40 00	3 51 72-6	08-653 11 86

Inskannat av Tillståndsenheten Stockholms stad 23.03.2015 15:24:34



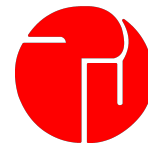
Inskannat av Tillståndsenheten Stockholms stad 23.03.2015 15:24:34



Note!
No permit in the
committee rooms!

(extended permit
during Kåridorskrök)

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 and on the permit during the event?
 - These people need to go through training and be registered with the municipality
- Before the party, make sure to:
 - Order alcohol 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 (YOUR responsible)
 - **All** alcohol consumed at the SASSE premises **must** be bought through Klubbis!



Contact me any time!



Lukas Lundberg

Clubmaster 25/26

klubbis@sasse.se

072-324 19 21

TIME FOR BU\$INE\$\$



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

Approvals

- Before you contact a company, send sheet to bcboard@sasse.se (find the template on sasse.se)
- We approve/reject companies you can reach out to based on:
 - Timing
 - Active BC negotiations
 - Company Policy
- We will try to provide a contact person to the company!

SASSE Templates

Attachment name 	Size
Document Template	56.37 KB
Motion Template	93.41 KB
Template for Frequently Used Accounts	230.54 KB
 [Project Name]_ Approval List Template	5.39 KB

Type of Company	Company Name	Approval by BC	Contact	Spons type: Money/Goodie bag	BC Comment
Financial 	Goldman Sachs	No 	rep.1@gs.com	Financial Sponsoring	Has strong preferen
Consulting 	Implement Consulting Group	Yes 		Goodie bag - Lunch Box	
Spons/Others 	Redbull	Waiting 		Energy Drink	

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.
- Always ask the VKO if unsure regarding bookings



Planning to contact companies or offer them anything?

Contact the BC!



Contact any time!



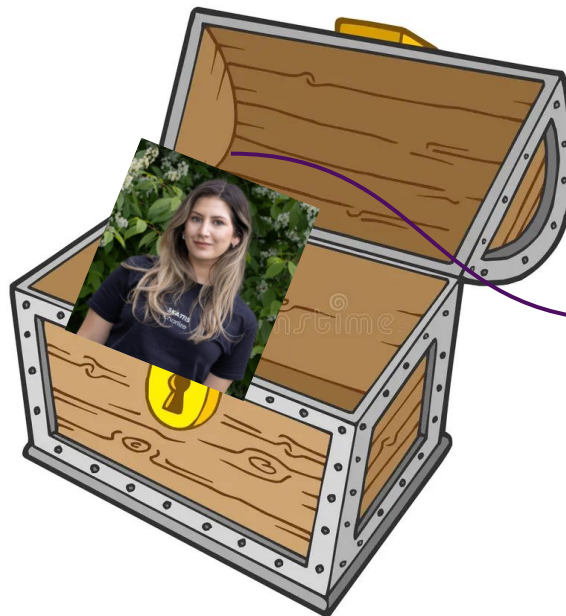
Philip Strandberg

President of the Business Committee 25/26

bcpres@sasse.se

070-740 31 91

TREASURY



SASSE's
real
treasure!

SASSE from a financial perspective

- Ca. 18m 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!**
- If you want to spend more you need to send a motion
- Your project leader or committee president will gladly go through your budget with you!
- Maximum *200 sek* for food & drinks on budget
- **No alcohol on budget!**

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!
 - Organisational number: 802006-2090
 - 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, Mohammed Talballa*)
- 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
 - Swish, “Kassakvitto” is NEEDED
- 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

Lägg:

Kontantresorväsningssunderlag



TREASURY

THE STUDENT ASSOCIATION AT THE STOCKHOLM SCHOOL OF ECONOMICS



THE STUDENT ASSOCIATION

* The receipt concerns: _____

* Name: _____

* Enrollment 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)

#UJL

Place for receipt

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

Receipts

Required information on a receipt:

YES!

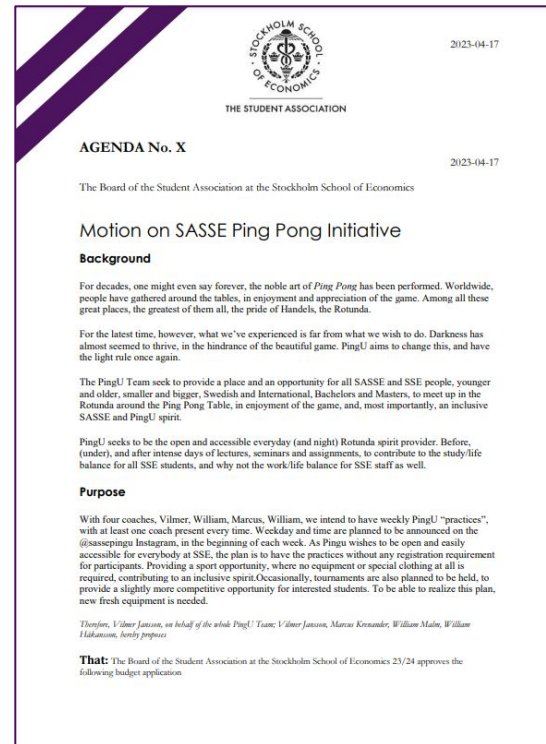
NO!

- 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



Motions

- What is a motion?
- How do you write a motion?
 - Background
 - Purpose
 - That
- Where do I find a motion template?
 - Log in on sassse.se -> “About us” -> “Documents” -> Scroll down to “SASSE Templates” and you find “Motion Template”



VICE TREASURER

Fabian Lansenius

- Invoicing our customers and help with motions
 - If you want to invoice a customer provide: project number & account
 - If you need help with creating a motion and the budget for it - talk to Fabian
- If companies have questions regarding their invoices
 - vicetreasurer@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)



Find me in Expen!



Charlize Ertas

Treasurer 25/26

skattis@sasse.se

073-322 08 09

TECH-TIME!





TechU 101

Website & G-Suite

For **website & G-Suite** enquiries, you can turn to the Head of Web or me at web@sasse.se or techuordf@sasse.se.

- Access to publish and edit events
- Strikes
- Resetting a gmail password
- Making a Shared Drive
- Etc.

Zulip

If you need help with your **Zulip**, please contact the Head of Marketing at techmarketing@sasse.se.

- Getting access to Workplace
- Resetting your workplace password
- Creating a group



GDPR

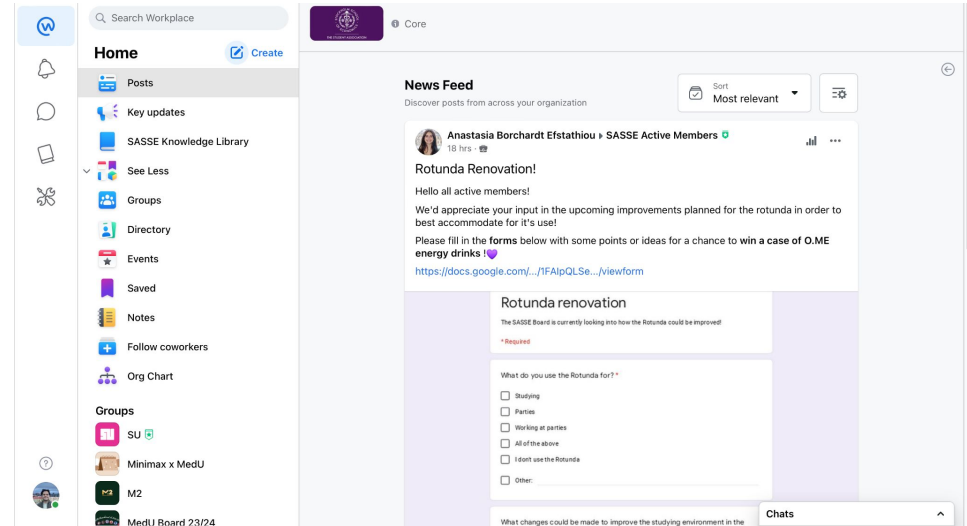
How do we avoid a fine of **20M EUR** (and the end of SASSE)?

- 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 techuordf@sasse.se.



Workplace

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



Contact me any time!



Hanna Khuri

President of the Tech Committee 25/26

techuordf@sasse.se

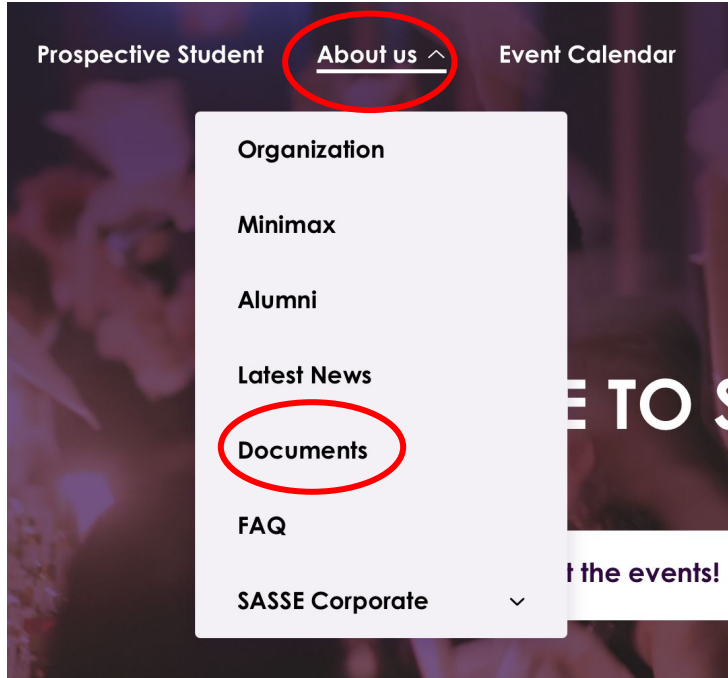
073-142 05 45

COMMUNICATION

Responsibility of Media Committee President

Internal and External communications

Communication Guidelines



[Communications Regulations](#)

[Communication Guidelines](#)

New:

[SASSE Event Promotion Guide](#)

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

- Utilize the recruitment & news function
- Put in all your events in the event calendar as soon as possible

Facebook

- BC Opportunities
- Educational Opportunities
- Sharing is Caring
- Committee/project accounts

Instagram: @sasseofficial + committee/project accounts

Orbi

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

Publications: Minimax, Småttingguide, Masterguide etc.

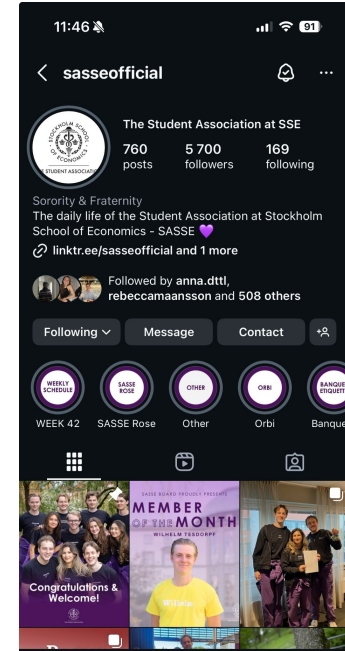
Youtube

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

All Instagram accounts

Most important:

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



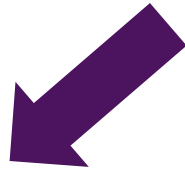
Communication Guidelines

We are SASSE, not SSE



THE STUDENT ASSOCIATION

SASSE



SSE

Event promotion – new from 24/25

- Standardized procedure for event promotion
- Easier to monitor that event- and marketing teams have communicated in time for students to raise engagement
- *How to sell-out basically*



Renting out equipment & access editing platforms

Contact Isolde Schultz

- Important to treat the cameras & equipment like it is yours.
- Absolutely forbidden to change subscription plans & Password

+46 70 847 80 70



Help from Medu

FOKUS - Photography

HandelsTV - Filming

Contact me any time!



Isak Persson

President of the Media Committee 25/26

mediapres@sasse.se

076-779 43 61

The slide features a solid purple background. In the top-left corner, there are three parallel white diagonal stripes. Scattered around the central text are five white, 3D-style hearts of varying sizes. The main text is centered and reads "THANK YOU!" in a large, white, sans-serif font.

THANK YOU!

Questions?



THE STUDENT ASSOCIATION