



Guidelines for starting projects at Chalmers Student Union

The purpose of this document is to facilitate the start-up of new project commitments. Each member of Chalmers Student Union can apply to create a project group and implement a project commitment with the support of the union.

Purpose and responsibility

The purpose of the project group is to develop Chalmers Student Union's range and quality of activities. The group is responsible for conducting and implementing the project approved by the union board.

How to start

1. Fill in the project engagement template.
2. Email the template to vo@chalmersstudentkar.se. The vice union president (VO) prepares the matter for a union board meeting where the decision is made.
 - a. The completed template needs to be sent to the vice union president no later than 14 days before the next union board meeting for it to obtain during the coming meeting.

The union board decides if the project group meets the requirements set for forming a project group and whether the project group's idea is in line with the union's policies, statutes and regulations. The union board can choose to either approve the application in its entirety, approve the application with requirements for additions, postpone the application and request additions or reject the application in its entirety.

Resources for project engagement

1. Marketing options
 - a. The right to use Chalmers Student Union's trademark and name.
 - b. Use of official communication channels such as the newsletter, the website and CoreTV. The communications team are in charge of supervising and planning all marketing activities and can assist the project group if desired.
2. Premises and storage
 - a. Cabinets in the project room in the union management corridor to store things when needed.
 - b. Access to meeting room Emilia
 - c. Access to project room in the union management corridor as a workplace.
3. Education



- a. Opportunity to take part in training offered by the union.



Requirements for conducting project engagements

1. The template must be completed correctly and will form the basis for the implementation of the project. The template should be considered a project plan.
2. In each project group, there shall be a contact person from the union management team appointed by the union board.
3. The project group shall periodically report the status of the project to the contact person from the union management.
4. Each project group shall have a designated project manager.
5. The project group shall keep notes at decision-making meetings.
6. The project group shall follow the project plan. If the project plan is to be deviated from, this must be done in consultation with the union board. The union board can directly cancel a project that deviates from the project plan.
7. The project must be in line with the union's activities, policies, statutes and regulations.
8. The project group shall have a democratic structure.

The union board

Here is a description of what the union board's authority are when initiating a project.

1. The union board shall:
 - a. Prepare a decision basis for the request received from members who want to initiate projects with support from the union. The template that the members have filled in must be attached to the decision documentation.
 - b. Appoint a contact person for the project group from the union management if a project is approved.
2. The union board may:
 - a. Reject an application if a project is not considered to be in line with the union's activities.
 - b. Reject an application for a project if there are no financial or human resources to carry out the project.
 - c. Approve the application in its entirety, approve the application with requirements for additions, postpone the application and request additions or reject the application in its entirety.