



STUDENTS4SUSTAINABILITY

Policy Plan 2024/2025

1 Introduction

To run an effective board, it is important to ensure that all members are aligned. This can be achieved through a policy plan. The policy plan outlines the mission, regulations, the organization, and other aspects as guidelines for the board to follow.

In this document, the policy plan of the eighteenth board of Students4Sustainability (hereafter S4S) is presented. The document is divided into several chapters outlining the main objectives of this board. First, the mission and vision of S4S will be discussed in 2. Next, chapter 3 will explain how the board will function as effectively as possible this year. The goals for the projects, activities, and visibility of S4S are described in Chapters 4, 5 en 6, respectively. The financial aspects behind these will be detailed in Chapter 7. Finally, the goals for collaborations, partners, and acquisitions will be addressed in Chapter 8. A preliminary annual plan can be found in the appendix, Chapter A.

Inhoudsopgave

1	Introduction	1
2	Vision and Mission	3
2.1	Vision	3
2.2	Mission	3
2.2.1	Explanation of the Spectrum of Sustainability	3
3	Board	4
3.1	Board Members	4
3.2	General Regulations	5
3.3	Regulations on Team Building and Evaluations	6
3.4	The Role of the Chairperson	6
4	Activities	7
4.1	Small-scale Activities	8
4.1.1	Movie night	8
4.1.2	Lunch lecture	8
4.1.3	External activities	8
4.2	Large-scale Activities	9
4.2.1	Fashion Event	9
4.2.2	Business Fair	9
4.2.3	The Vegan Chef	9
4.3	Activities by committees	10
4.3.1	Symposium	10

4.3.2	The Green Pitch	10
4.3.3	Festable	11
4.3.4	S4S Business Committee	11
5	Brand awareness	13
5.1	Social Media	13
5.1.1	House style	14
5.1.2	Instagram	14
5.1.3	Competitions	14
5.1.4	LinkedIn	15
5.2	Website and newsletter	15
6	Projects	16
6.1	Target audience and reach	16
6.1.1	Increasing the awareness of project support	16
6.2	Intakes	17
6.2.1	Requirements	17
7	Finance	18
7.1	The 100% rule	18
7.2	Projectcosts	18
7.3	Overhead	19
7.4	Treasurer's Audit	19
7.4.1	External Person for Oversight	19
7.4.2	Cash audit	19
7.5	Bank	19
8	Partners	20
8.1	Collaborations	20
8.1.1	TU Delft	20
8.1.2	Other Collaborations	20
8.2	Acquisition	21
8.2.1	New Partner	21
8.2.2	Conditions	21
8.3	Ambassadors	21
A	Jaarplanning	21

2 Vision and Mission

2.1 Vision

The vision of Students4Sustainability is to positively yet critically challenge and engage (technical) students, both nationally and internationally, to contribute to a sustainable future in social, economic, ecological, and technical domains.

2.2 Mission

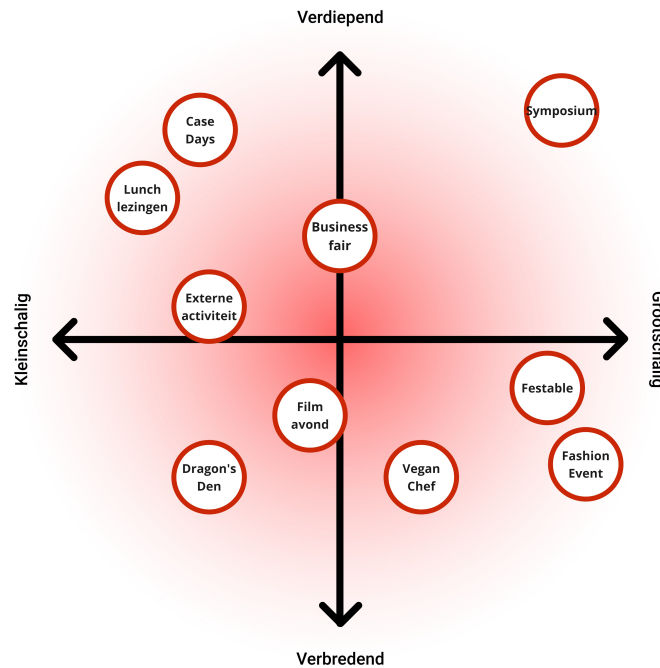
The mission of the eighteenth S4S board is to motivate and engage (technical) students to contribute to a sustainable future. On the one hand, we aim to achieve this by providing tools through accessible activities and inspiring social media posts. On the other hand, we seek to offer intellectual and financial support to technical students who wish to implement sustainable projects abroad. Sustainability is defined here across social, economic, ecological, and technical domains.

The eighteenth board aims to build upon the mission of the seventeenth board to further expand the reach and visibility of S4S. To achieve this, we strive for a higher level of professionalism. In addition to raising awareness of our organized activities, we also want to highlight the financial support that Students4Sustainability can provide to projects. Furthermore, it is part of the mission of the eighteenth board to scale up and diversify our promotion efforts, including expanding promotion beyond the current channels.

2.2.1 Explanation of the Spectrum of Sustainability

As described above, we view sustainability as a spectrum that can be implemented across various disciplines and levels. From individuals to large corporations, from politics to small local vendors—achieving a truly sustainable society requires the integration of sustainability into all aspects of these broad systems.

The spectrum is visualized in Figure 1. The activities organized by S4S will be positioned within this spectrum later in this document. S4S aims to address all aspects of the spectrum, meaning both broadening and deepening activities and information, as well as small-scale and large-scale events. We believe that this approach will allow us to make the greatest impact, as we can reach a wide range of audiences and provide more tailored information.



Figuur 1: Spectrum of Sustainability for Activities

3 Board

This chapter outlines how we, as a team, will function most effectively in the coming year. It specifies when and how often we will meet, work at the office, and conduct evaluations.

3.1 Board Members

The board members of the eighteenth board each hold their own position. The names of the board members and their corresponding roles are presented in Table 1.

Name	Role
Wieger Lamers	Chair
Gerben Post	Secretary
Jonas van Waveren	Treasurer
Fleur Hagen	Commissioner of Activities
Thiska Blijker	Commissioner of Project
Vera van Logtestijn	Commissioner of External Affairs

Tabel 1: Names and Positions of Board Members

3.2 General Regulations

The following guidelines are adhered to by the eighteenth S4S board to ensure a positive, productive, and professional working environment.

1. Work mornings will be held every Tuesday and Friday from 9:15 AM to 12:30 PM.
2. Each Tuesday morning will begin with a meeting at 9:30 AM, and it is important to arrive by 9:15 AM.
3. The above-mentioned workdays and meeting days will be evaluated at the end of each quarter and may be adjusted based on the evaluation.
4. Board members are expected to be on time. A grace period of 5 minutes will be allowed.
5. If a board member is late, this will result in a mark (turf). For every 15 minutes of tardiness (e.g., 9:45, 10:00, etc.), the board member will receive an additional mark, with a maximum of 5 marks per day.
6. If a board member accumulates five marks, they are required to provide an elaborate vegan lunch for the team.
7. If a board member accumulates ten marks, they will be required to attend an evaluation meeting with the rest of the board and/or the Chair.
8. By Sunday evening at the latest, everyone must update their availability for the work mornings/afternoons for the upcoming week in the agenda (both for working from home and at the office).
9. In case of absence (for a meeting), this must also be indicated in the shared agenda and communicated with the board by Sunday evening at the latest. Illness is an exception to this rule.
10. Each board member is expected to dedicate between 15 and 20 hours per week to S4S.

3.3 Regulations on Team Building and Evaluations

The following guidelines are adhered to by the eighteenth S4S board to ensure the quality of feedback and evaluations.

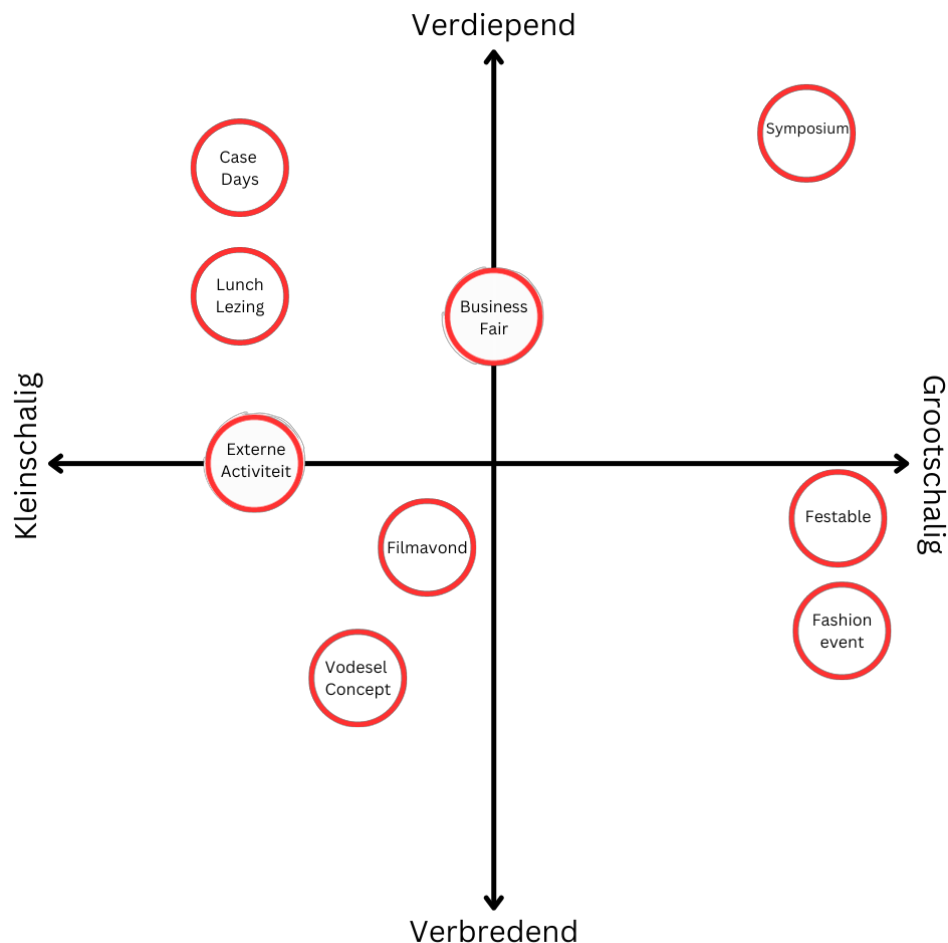
1. Feedback is provided with the goal of improving the functioning of the board and its members.
2. At the end of each quarter, an anonymous evaluation will be conducted regarding the functioning of our board. Feedback will be submitted anonymously to a board member (not the Chair). This board member will identify common themes within the evaluations and present them at the meeting.
3. The board member responsible for the quarterly evaluation will be selected by the Chair. A different board member must be chosen each quarter.
4. The team will aim to provide constructive feedback.
5. The team and individual board members will strive to always remain open to feedback.
6. The team will aim to have lunch together once a week, on Fridays. This will contribute to team building. At the end of each quarter, these gatherings will be evaluated.
7. In the first and sixth week of each quarter, the board will go on an outing together, for which the Chair is responsible. At least once per quarter, this will be a more extensive outing (such as bowling, etc.).

3.4 The Role of the Chairperson

The Chair has several organizational responsibilities, such as closely monitoring the planning and preparing meetings (in collaboration with the Secretary). Additionally, the Chair is always responsible for maintaining a healthy team. A healthy team, in our view, is one where everyone feels comfortable expressing themselves, where discussions can be resolved, and where there is consideration for the feelings and personal circumstances of individual board members. The Chair must not only be fully aware of everyone's tasks within S4S at all times but also of the well-being of the board members.

4 Activities

For us, sustainability is about learning how we can actively contribute to a sustainable future without having a negative impact on the planet. With this in mind, we want to organise activities that not only inspire students to make more conscious choices but also challenge them in a positive yet critical way to take responsibility for their role in shaping a sustainable world. This year, our focus is on promoting awareness and action in the broadest sense of sustainability, with attention to socially, economically, ecologically, and technically sustainable solutions. Various topics will be addressed through multiple large and small activities, both in-depth and broadening. These activities will be conducted in English as much as possible to make them more accessible to international students.



Figuur 2: Activity spectrum

Fleur, as the Head of Activities, will be primarily responsible for all activities organised by the board and will appoint someone to assist her for each event. The members of the S4S board will contact

last year's committees for each committee they QQ. This provides the opportunity to pass along 'tips and improvements' to the next committee.

4.1 Small-scale Activities

Smaller activities foster a more intimate connection between students and sustainability. They also provide an easy and accessible way to increase brand awareness within the student community. This year, we plan to organise the following small activities: a movie night in Q1, a lunch lecture in the first three quarters, and one external activity per semester. Additionally, we will brainstorm potential other small activities, such as a poster contest or a clothing swap bag.

4.1.1 Movie night

One of the first activities organised by the new board will be a film night. We plan to select a film or documentary that inspires students to adopt more sustainable lifestyles. Following the screening, we aim to host a group discussion for those interested, providing a platform to reflect on the film and encourage meaningful dialogue. We hope to hold the film night at Lumen Cinema, which is known for showcasing a diverse range of films. As a small, volunteer-run organisation with a charming and intimate cinema space, Lumen would be an ideal partner for this event. Vera will share responsibility for organising the event, which is scheduled to take place in Q1.

4.1.2 Lunch lecture

This year, we plan to organise a lunch lecture in at least Q1, Q2, and Q3. The lunch lectures will primarily target students who have already developed a deeper interest and knowledge in sustainability and are eager to learn more about advanced sustainable topics. The guest speakers and locations will be determined later, with the Common Room being a strong option as a venue. Additionally, we want the speakers to focus on conveying positivity around sustainability, highlighting opportunities rather than limitations. Thiska will be co-responsible for the lunch lecture in Q1. Fleur will contact Sophie for advice regarding previous speakers.

4.1.3 External activities

Outside of S4S, there are already many events organised related to sustainability. We want to organise a trip for a group of students once per semester to participate in such events. In the first semester, a case day with Mourik is scheduled for the 10th of October. For the second semester, we aim to arrange a field trip in Q3. The business committee will be responsible for coordinating this, and may also plan an external activity for the first semester of S4S19 in advance.

4.2 Large-scale Activities

Major activities contribute to expanding knowledge and raising the brand awareness of S4S. This year, we intend to organise the following three major activities: a business fair in Q3, a fashion event in Q4, and a cooking competition in Q4.

4.2.1 Fashion Event

Last year and the year before, the fashion event ultimately couldn't take place. This year, we want to bring it back. We've noticed that this event already has substantial support among students in Delft and serves as an approachable way to introduce sustainability. The clothing industry encompasses various aspects such as durability and mass production. This year, we aim to add more depth to the event by making it more interactive through workshops or a clothing swap. It would also be nice to have a food stand. Thiska is helping Fleur organise this event, which will take place at the end of Q3.

4.2.2 Business Fair

Following the success of previous years, we plan to organise another Business Fair this year. This event provides students who aspire to have sustainability-focused careers with the opportunity to connect with sustainable businesses. The Business Fair is a valuable addition that inspires students for career opportunities at sustainable companies and startups, and it also allows us to reach a wider audience.

During the event, sustainable companies and startups are invited so that they can recruit new people and increase their brand awareness among students. By collaborating with various faculties at TU Delft, we promote the interdisciplinary aspect of our vision and expand our reach even further. Faculties can also play a role in connecting with these companies/startups, or this can be done through channels like YesDelft! and the Business Committee itself.

This year, the S4S Business Committee will organise the entire fair. We also plan to collaborate with Green TU again, so the event can take place at the Green Village on the TU campus. This approach has been chosen because the Business Committee primarily consists of students who are further along in their studies and have more experience, though balancing such a large event with their studies may be challenging. The event will take place mid-Q3, and Vera and Gerben will oversee the organisation in possible collaboration with S4S Business.

4.2.3 The Vegan Chef

The vegan cooking competition last year was a huge success. A large group of students attended, and unlike the significant losses in previous years, a small profit was even made. Food is a significant theme within sustainability, and more and more students are interested in it and want to learn more

about it. The event might be held at the DOK Library in Delft, as this was a successful location last year. The partnership with PicNic was also reportedly a success, and we would like to explore whether this collaboration can happen again. If not, considerable effort will be put into finding a similar partnership. Gerben will help oversee the event, which will take place in Q4.

4.3 Activities by committees

Our committees also organise activities of various sizes. Symposium organises an interactive symposium in Q3. Festable will host a sustainability festival in Q4. The Groene Pint will be revamped this year into a Dragon's Den-style event, with the new name "De Groene Pitch." The Business committee arranges a case day, in-house day, or other activities each semester. Committees will be invited to participate in these events. The interest lunch and interest drinks for our committees will take place on **September 23 and 25**. We have reserved the Common Room for this purpose.

4.3.1 Symposium

The symposium will take place in Q3. The auditorium in the Aula has already been reserved for Monday, March 31. Jonas and Gerben will be the QQ'ers for this committee. They attended last year's symposium and were impressed by the lively discussions it sparked. The host was very engaging, and the system for submitting questions to speakers via an app worked well, in their opinion. They aim to apply the lessons learned from last year to create an even more dynamic evening for both speakers and attendees this year.

Once again, we plan to hold the symposium in English to attract a broader audience. Although the event is primarily targeted at students (both in and outside Delft), we also encourage non-student attendees to join.

This year, we will strive to choose an interesting and innovative theme for the symposium to distinguish it from other events. The goal of the symposium is to offer an evening or day filled with inspiring, informative, and motivating lectures to educate attendees about sustainability. The committee will have the freedom to come up with a creative theme and format.

A committee of six people will be formed to organise the symposium, and Gerben and Jonas from the S4S board will support them. The roles for the committee are outlined in the symposium's hand-over document, but the committee will have the freedom to organise these roles as they see fit. Additionally, the committee will have creative freedom in shaping the symposium, with the QQ'ers primarily playing a supportive role.

4.3.2 The Green Pitch

In previous years, "The Greens' Den" did not exist; instead, it was called "De Groene Pint." The goal of De Groene Pint was to promote sustainability among student associations through a competition.

Unfortunately, this initiative has been somewhat under the radar in recent years, so this year we would like to adapt this activity in close collaboration with the RvA. The Greens' Den is a new concept that we, as the eighteenth board, will develop and aim to execute successfully.

In weeks 1 to 3, we will further refine the concept and send it to various associations. This way, we can gauge interest and determine whether it is worthwhile to pursue our idea. We will then decide, with input from the RvA, whether to officially scrap De Groene Pint and replace it with The Greens' Den. The QQ members for The Greens' Den are Thiska and Wieger.

The concept of The Greens' Den is inspired by the TV programs Dragons' Den and Shark Tank. Students will pitch in teams of up to three on how their society can become more sustainable in the most innovative way possible. Students will have considerable freedom in coming up with ideas to stimulate creativity. These ideas will be pitched on an evening in May to a panel of four qualified judges. The jury will then select the best concept, which will ultimately win a cash prize to help implement their idea in collaboration with their society. Additionally, a committee of six students will be formed to organise everything related to the pitch day.

4.3.3 Festable

Five years ago, Festable was founded to engage a wider audience in a straightforward and enjoyable way with sustainability. This aligns with our vision and also serves as a way to connect more people with S4S. Over the past two years, Festable hasn't run as smoothly as in previous years due to lower attendance.

This may have been caused by the large number of events taking place during the same period, as well as the fact that the location in Rotterdam was difficult to reach. For the next edition, we want to try to find a location in Delft and increase promotion for the festival. The QQ'ers of this committee will also reach out to the previous Festable board for input.

Last year, the Festable DJ contest was held again. We want to repeat it this year, as it serves as a fun practice for the committee and provides great promotional value.

For the organisation, we are looking for a committee of six students, supervised by Fleur and Jonas. In previous years, a hand-over document was created with information about the festival, including the various parties contacted last year for potential collaboration. The event is currently planned for Q4, and the final date will be confirmed in consultation with the committee and venues.

4.3.4 S4S Business Committee

The goal of this committee is to bridge the gap between sustainability-focused, technical students and sustainable or sustainability-oriented companies. We also take a closer look at sustainability

STUDENTS SUSTAINABILITY

in the corporate world. Companies striving to improve their sustainability practices can also be approached. These events provide opportunities for students and companies to connect for potential internships and similar positions. As these events are aimed at a higher professional level, they will primarily target final-year bachelor's and master's students.

Throughout the year, the committee will organise various activities. In Q1, a case day with Mourik was already organised by last year's Business Committee on October 10. The upcoming Business Committee will also plan a case day for Q1 in 2025. The Business Committee will organise at least one case day, field trip, business dinner, or in-house day each semester, with the freedom to shape these events according to their own vision. S4S Board 18 sees great potential in smaller sustainable consultancies and other companies. For example, a dinner could be organised with smaller startups to introduce students to these types of businesses. Additionally, the committee will organise the Green Career Business Fair.

The specific content of the events will be determined by the committee, but under the guidance of the QQ'ers (contact persons). The Business Committee may also explore collaborating with GreenTU, for example, by renting The Green Village for the Green Career Fair. Since this is a more professional committee, we will seek older students with relevant committee experience. As the target audience for this committee is final-year bachelor's and master's students, the committee members will also fall within this category. Vera and Gerben will take on the QQ role and will hold ultimate responsibility.

5 Brand awareness

This year, we will focus on promoting the projects and activities to a wider audience. Last year, significant progress was made in professionalizing and keeping our Instagram and LinkedIn up to date, and these will continue to be our main channels for promotion. Our own Instagram, but also the Instagram accounts of the committees (@s4sbusiness, @s4ssymposium, @festables4s, and @de-groenepint).

To reach a broad audience, and not just people who already follow S4S on one of our channels, we want to increase our focus on physical promotion like posters, screens in the faculties of TU Delft, and talks at relevant studies. We are also considering setting up a small promotion committee.

5.1 Social Media

This year, our main promotion channels will again be Instagram and LinkedIn, which we will regularly use to promote our newest projects and activities, in line with last year's regular project posts. The Facebook account will remain active but won't be used much, as students rarely use it. If there are events where we want to involve Delft residents, Facebook can be used to reach them. We will also continue using the WhatsApp group just as much as Instagram to promote activities and keep interested individuals without Instagram informed.

One of our key goals this year is to reach a larger and more diverse audience. In September, we will develop a more detailed plan based on the following points:

1. Stay regularly active on all platforms (Instagram, LinkedIn, Facebook, WhatsApp);
2. Inform followers in advance about upcoming activities, for example through a semester or quarterly planning;
3. Give talks throughout the year at various studies to directly engage and motivate students to participate in activities;
4. Distribute more posters and digital posters on the faculty screens.

Such intensive promotion could take up a lot of time, so we are considering setting up a committee of 2 to 3 people to help us with promotion. Tasks for such a committee could include creating posters and other promotional materials, engaging with a broad group of students through talks and fun actions, and assisting the committees with their promotional materials.

We realize that in setting up such a committee, we need to clearly outline the advantages and disadvantages, as well as the exact goals and task list that would come with it.

For example, on one hand, we see a lot of enthusiastic graphic designers who would love to make posters, but on the other hand, we also know that an extra committee would require a lot of additional communication between different parties within S4S. Therefore, an evaluation will take place after September, and a final decision will be made on this matter.

5.1.1 House style

S4S 17 created a brand book for promotion, which will be used for all promotion on our own Instagram. The subcommittees will retain their freedom for their own branding.

5.1.2 Instagram

Students will be kept informed of events, interest drinks, and other updates via Instagram. To ensure that there is consistent posting without spamming, there will be a strict schedule for posting stories and posts. This will increase interaction with the content, resulting in a larger reach and greater brand awareness. Gerben is responsible for the planning, and Fleur for creating the promotional materials.

We will make a more extensive vegan lunch at the office once a month and post it as a reel on Instagram, also sharing it in the story. We will call it Vegan Friday. This way, followers can learn more about sustainable cooking in an accessible way. Rather than being accused of not being sustainable, people will be given a practical guide to make that step. This is an important part of our vision, so it is crucial that this is reflected on Instagram.

Additionally, there will be Sustainable Sunday every two weeks, where a sustainable initiative, fun fact, or interactive game will be highlighted in the story. An initiative could be a startup, innovation, or plan related to the SDGs. Through this, we hope to inspire followers. At each meeting, a board member will be assigned to find an initiative. Gerben is responsible for appointing the board member, and Fleur is responsible for posting the story.

Fleur is the final responsible party for Instagram. The rest of the board helps by providing photos, text, and other information. Which board member provides this depends on the nature of the post. For example, Thiska provides everything needed for posts about projects. If certain posts require extra attention, money can be allocated to promote the posts. In previous years, this has had a clearly positive effect. These posts include those related to events, committees, and projects. Project updates and event promotions will be coordinated, with Gerben responsible for creating a promo plan.

5.1.3 Competitions

Competitions will mainly be used to increase brand awareness, as our followers share the competition on their own accounts, helping us reach many new people. It is also a good way to engage with

companies for potential future collaborations. Wieger is responsible for finding companies for the competition.

5.1.4 LinkedIn

Last year, a big step was made in using LinkedIn, which is an important medium for the professional image of S4S. Consistent and proper use of LinkedIn makes it more attractive for companies to collaborate with us. Since we want to attract more projects this year, using LinkedIn effectively can help put S4S on the map for these projects. Vera is responsible for LinkedIn.

5.2 Website and newsletter

Gerben will regularly check whether the website is functioning properly and make adjustments where necessary. He is ultimately responsible for the website and will ensure that projects and activities are regularly updated. Thiska will be responsible for posting the projects on the website, and Fleur for the activities.

At the end of each quarter, a newsletter will be sent out. This newsletter will provide updates on S4S projects and activities, and Gerben is responsible for this.

6 Projects

S4S provides financial support to sustainable projects from TU Delft going to developing countries. Our aim is to accept as many projects as possible this year in order to maximise the positive impact we can make. At the same time, it remains important to ensure the quality of the projects by maintaining a critical perspective. To enable the support of more projects, the goal is to increase awareness among students about what S4S can offer to these projects. We will also allow for some flexibility in meeting the standard requirements for receiving support, also supporting projects that do not meet one of the requirements. However, it is crucial that these decisions are made critically and that the project continues to contribute to the achievement of S4S's vision. The eighteenth board believes that the current criteria for project support are no longer fully aligned with the vision and mission of S4S. Therefore, these criteria will be reviewed and adjusted as appropriate. Thiska will be responsible for this, in consultation and collaboration with the current board and the Advisory Board.

In addition to providing financial support, the eighteenth board aims to enhance the possibility of content-based support for projects. Transferring knowledge, challenging existing thought patterns, and providing new perspectives can strengthen the positive impact in social, economic, and ecological areas. This year, Thiska will be responsible for expanding these possibilities and developing a plan for this, preferably in collaboration with the TU Delft.

6.1 Target audience and reach

Our primary target audience is the student community of the Delft University of Technology. In addition to TU Delft students, we will also accept projects from other cities, provided they align well with our mission and vision. For all the above, Thiska will approach this with a critical perspective.

6.1.1 Increasing the awareness of project support

We have observed that S4S is well-known among students for its activities but less so for its projects. Therefore, within TU Delft, we will focus on expanding our network. Thiska and Wieger will approach relevant minors, master's programs, associations, coordinators, professors, etc. Through these efforts, we aim to reach possible projects not only through students within our network but also through TU Delft itself. We plan to present S4S during lectures of specific minors and master's programs and request professors to forward relevant projects and promote them online through TU Delft. The previous head of project has created a file with contact details of individuals and organisations, which can be passed on each year. Wieger and Thiska will further develop this initiative. The idea is that the successor of the project team can become acquainted with our network at the beginning of the year, thereby maintaining good contacts. In this way, S4S's visibility within TU Delft will increase, and more people will be aware that they can approach us with their projects.

6.2 Intakes

Thiska tracks the progress of a project in Notion. This includes maintaining an overview of the different stages of the project. Before an intake meeting, Thiska uploads all relevant information to Notion. The person(s) attending the intake must have reviewed this information beforehand so that any critical or specific questions can be prepared in advance. The intake meeting preferably takes place in person at the office, or alternatively, online. Thiska is always present with at least one and at most two other board members. For larger projects, three board members will be present, with one primarily responsible for taking minutes. After an intake meeting, there may be a request for further development of certain aspects of the project, which should be sent via email. During the meeting following the project intake, Thiska will provide a detailed review of the intake along with the other board member present. All questions will be documented and answered by Thiska. A project is only accepted if all board members agree.

6.2.1 Requirements

S4S adheres to nine standard requirements, which are listed on the intake form on the website. As previously mentioned, we will also consider projects for which one requirement is not met. For example, this might include projects where the students are not from TU Delft. Additionally, Thiska will review the requirements this year to ensure they are aligned with the current vision and mission of S4S. This will be done in consultation and collaboration with the current board and the Advisory Board. The requirements will then be updated across all S4S platforms.// Furthermore, projects are expected to provide a written introduction and at least two high-quality updates during the project, accompanied by visual material. Deadlines for these submissions will be provided once the project is approved. The project must also submit receipts or invoices for all transactions. It may occur that these amounts do not match the agreed-upon sponsorship budget. Thiska will verify this, and S4S may provide additional sponsorship if needed, or recover funds if costs are lower than anticipated. In line with our vision, students are expected to have conducted thorough research on their destination, including cultural, political, and other societal issues. Additionally, there is significant emphasis on the continuity of the project. We will evaluate each project to ensure that sufficient consideration has been given to this aspect.

7 Finance

In this chapter the way the board handles donor-funds as well as overhead will be explained.

7.1 The 100% rule

The 100 percent rule stipulates that 100 percent of the donor funds will be used to sponsor projects. Donor money will therefore not be allocated to cover overhead costs or expenses related to activities. Donors will be kept informed of developments through the website, social media, and the newsletter, which will include ongoing and completed projects, ensuring clarity regarding the allocation of their donated funds. In addition to donors, we will also inform our followers, friends, and other connections who do not donate about these developments.

The 'project fund' is a portion of the ABN AMRO account that is maintained separately in the accounting records from overhead and other items. This aspect distinguishes us from other foundations and will therefore be retained in the upcoming year.

7.2 Projectcosts

For project applications, there will once again be a maximum amount of €3,000 as a guideline for the coming year. This amount has been chosen as it is generally sufficient to support newly initiated projects.

In return for the sponsorship, we request twenty percent of the sponsored amount. The project group will provide a maximum of eight donors per individual, each of whom must donate for at least eight months, with a minimum contribution of €2: the 8x8 rule. This rule is defined by the following equation:

$$\text{Number of donors} = \frac{\text{Sponsored amount} \cdot 0.20}{16}$$

In other words, twenty percent of the sponsored amount will be recouped from the project participants, with a maximum of eight donors per participant of the sponsored project. The donors must remain contributors for a minimum of eight months.

For an overview of ongoing projects, Thiska will maintain the project database in Notion. This will display the current phase of each project application and the amount that has been sponsored.

7.3 Overhead

This year, the overhead costs will be utilised not only for fixed expenses necessary to keep the foundation operational but also to cover the costs of interest gatherings, training sessions, and additional event expenses. The fundraising target is €7,000. If this target is achieved, the majority of these costs can be covered. Should this goal not be reached in a timely manner, the board will need to absorb some of the expenses personally. For larger events organised by the committees, the committees themselves will conduct their own fundraising efforts to cover the anticipated costs. Please see a more detailed explanation of fundraising in Chapter 8.2.

During the week of October 7, the treasurer, Jonas, will present the current financial situation to the board and provide an explanation. Throughout the remainder of the year, he will discuss the status of affairs once a month during meetings, providing a brief update. Once a quarter, he will offer a more comprehensive update on the financial situation at that time, allowing for appropriate consideration in the subsequent period's expenditures.

7.4 Treasurer's Audit

7.4.1 External Person for Oversight

S4S has now grown into a foundation handling a significant amount of money, which carries a great responsibility. Therefore, it is important that the finances of S4S are kept as transparent as possible. This is facilitated by advice from the RvA. At the beginning of the year, the treasurer will contact the RvA for financial advice. An external person may oversee the process if necessary, preferably Katrijn or Kaatje, predecessors of the current treasurer, to ensure transparency at all times.

7.4.2 Cash audit

At the end of the board year, the accounts and financial year overview will be audited by a former board member. Ideally, this will be Katrijn, Kaatje, or Donna, along with an external audit. The financial annual report may be audited earlier to allow for earlier publication.

7.5 Bank

Currently, S4S holds a current account with ABN AMRO. In the coming year, we will explore options for switching banks for the current account or moving the entire assets of S4S to a more sustainable bank. When closing any potential deal, consideration will be given to whether it outweighs the annual discount of four hundred euros that we receive from ABN AMRO as a foundation.

8 Partners

In this final chapter, we will look ahead to the expected collaborations within (TU) Delft, the attraction of suitable sponsors, and finally, the relationship with our ambassadors.

8.1 Collaborations

In order for S4S to continue to exist, it is essential to establish good collaborations with suitable partners. These partnerships provide the necessary resources that S4S may be lacking. Moreover, these partners enable the organization to organize events and activities. Our aim is to achieve this by building and maintaining close relationships with organizations such as TU Delft, AIESEC, GreenTU, Duwo, and others. Vera, as the external commissioner, is responsible for approaching these companies and encouraging others to do the same.

8.1.1 TU Delft

The contact with TU Delft is primarily initiated by us. This means that S4S continues to reach out to the TU Delft to attract students working on projects, but outreach from TU Delft towards us is still mostly absent. Just like last year, our goal this year is to work towards a closer relationship with TU Delft, where they approach us to provide students for projects. In this scenario, TU Delft will mention S4S in minors and master's programs where projects are organized. This way, S4S will become embedded in the activities of TU Delft, ensuring a constant flow of projects.

Furthermore, this year we aim to utilize TU Delft for promoting various activities. For this purpose, we would like to use the TU Delft Instagram account to promote larger events. Additionally, we plan to promote smaller, more focused activities by presenting a pitch during lectures in relevant study programs.

Thiska will be responsible for contacting coordinators of study programs at TU Delft that may be relevant for potential new projects for S4S.

8.1.2 Other Collaborations

In addition to the TU Delft, we are actively seeking collaborations with other student organizations within Delft, such as the mentioned AIESEC, GreenTU, and Delft's GreenTeams. Collaborations with such organizations are an effective way to open new opportunities and increase the visibility of S4S. This visibility, and thus reach, is crucial to offer more future collaborations with companies and is therefore very important.

8.2 Acquisition

8.2.1 New Partner

Our current main sponsor is BAM, whom provided €2,000 for organizing the field trip and €1000 for attending the Green Career Fair. The acquisition target for this board year is €7,000. This year, we will actively seek out more permanent sponsors and invest in the current relationships with our sponsors.

Vera is ultimately responsible for the foundation's entire acquisition process. This includes both the general overhead and the acquisition for events. Each month, Vera will schedule a call day for the general acquisition, during which all board members are required to be present. To ensure effective call days, the entire board will undergo acquisition training at the beginning of the year, for which Vera is responsible. This year, the acquisition training will be provided by YER. Vera is also responsible for organizing acquisition training for the external positions of the various committees and the entire business committee.

For event acquisition, in addition to Vera, one other board member will always be responsible. Vera will involve all committees in the acquisition process, guiding them by organizing a training session and having them develop an acquisition plan.

8.2.2 Conditions

S4S seeks to establish collaborations that align with the vision of our foundation. This is important because S4S will be associated with the companies we partner with, and therefore, the ideals should align as much as possible. This year, we will strive to establish partnerships that meet this criterion. To achieve this, companies will be evaluated to ensure they are genuinely engaged in sustainable practices. Vera will be responsible for this. However, any potential collaboration will always be discussed with the entire board to assess the suitability of a potential partner.

8.3 Ambassadors

Wieger will contact the ambassadors.

A Jaarplanning

[illegible]

Figuur 3: Enter Caption