



Board Booklet

Guide for board members of cultural associations at the
University of Twente.

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UNIVERSITY OF TWENTE.
VRIJHOF CULTURE



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Apollo

What is Apollo

Apollo is the cultural umbrella that represents all cultural associations and their members. Apollo's main purpose is to act on behalf of the associations. This umbrella functions as a connection between the associations and higher instances within the University of Twente and outside parties, most prominently the Student Union (SU) and Vrijhof Culture & Events (C&E). With both of these parties, larger issues are discussed that often concern multiple associations such as the lack of dance room and the division of funds.

Apollo also organises activities that all members can attend, such as the gala or a winter fair. For these activities, committees are sometimes put together. When these committees are looking for members, the associations are asked to send a message to their members to find people interested. Without the committee, the events may need to be cancelled.

Contact information:

Below you may find the contact information for the board. If one option does not work, please try another or come by in person.

Entire Board	apollo@utwente.nl board@apollo.utwente.nl bestuur@apollo.utwente.nl
Chairman	chairman@apollo.utwente.nl voorzitter@apollo.utwente.nl
Secretary	secretary@apollo.utwente.nl secretaris@apollo.utwente.nl
Treasurer	treasurer@apollo.utwente.nl penningmeester@apollo.utwente.nl
Event Manager	eventmanager@apollo.utwente.nl
Phone number during opening hours	+3153 489 4404
Physical mail	Cultuurkoepel Apollo Bastille room 316 postbus 217 7500 AE Enschede

Apollo room

The Apollo room is room 316 in the Bastille. You can get there by taking 2 stairs up; at the Subway side of the Bastille. The room is right next to the top of the stairs.

There are three parts of the room: Firstly the part that is used by the Apollo board for working seriously, secondly the part that has “flexplekken”, places where you can work for yourself, a table where meetings can be held, and thirdly the separate lounge outside of the room. This is the place where anyone can meet and chat and have lunch.

The lounge and meeting spaces can be used by committees or boards to have meetings as well. The Apollo board has priority in who can use the meeting area, because if the Apollo board has nowhere else to meet they should be able to use their own office. However, a lot of the time it is free to use. You can also find the calendar when the Apollo room is in use on the website. If you want to make a reservation you can invite the calendar to your meeting. Nonetheless, if you want to meet at Apollo, you can always contact us to check whether the meeting room is available.

Opening Times

Below you can find an overview of the opening times of the Apollo board handled by the current board. The board may be present at other times as well, but that is more incidental. During these opening hours we actively try to be present.

Monday	9:30 - 16:30
Tuesday	9:30 - 16:30
Wednesday	9:30 - 16:30
Thursday	9:30 - 16:30
Friday	9:30 - 16:30

Funding

For an event

If you are organising an event such as a rehearsal weekend, a workshop, or a show and need more money, Apollo can possibly provide (a part of) this money. There are multiple ways for this.

For single events such as the ones mentioned earlier, you can ask for money from the Subsidy Fund for Culture (SFC). The most up-to-date rules of this can be found on the Apollo website.

For activities that benefit multiple associations, Apollo can help fund more from their own budget. The dance, music, and theatre sectors have approximately 400 euros per year for this, the arts&games sector has 100 because in the past they have not used this fund much. In 2019 it has been decided that all of these sectors are put together in one part of the budget, but the goal for the division is approximately the same. Ask Apollo if you want to organise something that you think you could use this money for. There are regulations which can be found in Appendix A for how much money you can request for each type of activity .

For active members

FOBOS is a fund that people can receive if they have been active for an association. At some point during the year, the umbrellas need to send in a list with all committees of their associations. From there onward the umbrellas will check with each other how relevant each committee is to the respective associations and advise the SU to award FOBOS grants based on that. To make sure as much activism as possible is rewarded, keep track of your email. When Apollo asks for information for this, send it in as accurately as you can.

Semester booklets

The semester booklets are the little booklets spread around campus with all cultural events people can attend, so free promotion for your public events. When Apollo asks for information, send this as accurately as you can in the format that is requested. Please double check the information, because once the information is sent to the designer, it's very difficult to change.

Meetings

Coffee dates

The Apollo board wants to meet the new association boards at least once in the beginning of the year and every time a board witches, in the form of a coffee date. This is an informal way for Apollo to meet the boards (and vice versa) and to also get an initial image of how the association is doing.

Sector meetings

Sector meetings are moments where Apollo meets with one of the four sectors. These are organised once every quartile. In these meetings, general problems and ideas are discussed. There is also room for brainstorming about collaborations during this meeting. During these meetings, at least one board member should be present, but more are welcome to join. If your association cannot be represented at all, the meeting should be moved (if possible). If this is the case, inform Apollo about this as early as possible.

GMs

Apollo tries to attend all GMs to get a complete image of all associations, so please send the invitation and the pieces to board@apollo.utwente.nl. If no one from the Apollo board can be there, any comments on the pieces will be sent in an email.

When Apollo has its GM, also try to have someone from your association attend and read the pieces beforehand. This way, your association can comment on the pieces and ask any questions you have about them. Also your board can stay up to date with the policy of Apollo and all things Apollo does. If nobody from your board can attend, you can authorise another member of Apollo to vote for you. If that is not an option either, you can always send your comments and questions

in an email and then Apollo can reply to your questions or they can be put up for discussion on the GA if that is preferred.

RTPM

During the Rehearsal Times and Programming Meeting, a planning for all rooms in the Vrijhof is determined. This meeting happens in the first two weeks of the third quartile to discuss the times of the next academic year, so the one starting in September of that year. In preparation for this, you will be asked about your preferences for show and rehearsal times. All applications will then be puzzled together by Apollo. Any clashes will be discussed before the meeting. Then final changes can be made during the meeting.

Promotion

Apollo has some ways of promotion that are free to use. The first one is the Apollo website, where new possible members and outside parties are sent when they ask for culture possibilities on campus. If the information on there is incorrect or outdated, please send an email update with the new information. There is also the [Cultuurkoepel Apollo Facebook](#) page, where we place events and updates for people that want to come to open lessons or shows. Send in a piece (English, or bilingual) by email to have a post on there. Lastly, there is also the opportunity to hang posters at the Apollo room.

Commented [1]: klopt deze nog?

Anything else

If you have anything to ask about your board year, have large issues, or questions about how things work, you are free to come by the Apollo room during opening hours or send an email.

Vrijhof

General contact information of the employees of Vrijhof Culture & Events can be found at <https://www.utwente.nl/en/culture/contact/>.

The building

The Vrijhof is the cultural centre of the University of Twente's campus. There are large theaters and smaller rehearsal rooms. These theaters and rooms are all usable by associations if they are reserved. The rules for using the rooms are sent to you together with the huissponsorcontract, which each board receives at the beginning of the academic year.

Rooms

Jolinde Gosseling organises rooms and scheduling in the Vrijhof (email to cultuurcentrum@utwente.nl or walk by). You can find which rooms are booked by following the links in the bottom right corner of <https://www.utwente.nl/en/culture/facilities/>. If you do not have a room scheduled for a certain moment, go to Jolinde and Joke's room in the Vrijhof and you will probably figure something out. If it is not possible in the Vrijhof, you can try to find an external location. This can be sponsored by Apollo. The regulations for this can be found on our website. If your usual rehearsal space is booked for a performance, the group bothered by this can go to the performance for free instead of having rehearsal elsewhere if they want to.

Rules for booking rooms can be found in your "huissponsorcontract". In certain situations, one association is more entitled to a room than another association. This depends on your rights.

The ballet studio can be used by members of dance associations for individual use, and the pianostudios can be used freely by anyone with a UnionCard. There are also pop studios for the bands. These bands can be contacted through Apollo or Joke Sanchez. There is also a committee for the bands which organises jam sessions.

Promotion

Tineke Grootenboer is the Coordinator Performing arts & Publicity. If you want to promote something, she can help you with that. The possibilities, rules, and regulations for this can be found in the publicity document which can be found in the bottom right corner at <https://www.utwente.nl/nl/cultuur/verenigingen/>. Some examples of possibilities for promotion are to have your posters on the big LED screens around campus (more information on this can be found at <https://su.utwente.nl/en/services/associations/led-screens/>) and to have your events shared by the Vrijhof Facebook page.

Courses

Joke Sanchez is the person in charge of the Vrijhof cultural courses. If you have an idea or want to see if there is enough interest for an idea you have for a new group/association, you can

go to her to discuss what is possible. If you see a course that might be interesting for your members, maybe send it through to them.

Funding

The funding of teachers, accommodation and the technical staff is organised by the Vrijhof. For the associations, this is “free” within the limitations of your huissponsorcontract. If you need more of these aforementioned things, you need to discuss this with Mark Weirath and Apollo. The problem here is that resources are limited, and money does not increase with growing or new associations, so there is very little that can be done. However, if your situation is known, it will be taken into account the next time funds are divided.

For objects needed for your association, such as instruments or ballet barres, you can contact Han from Vrijhof Techniek. He will work with you on checking if there is an existing alternative, and if there is not he will see if there is an opportunity to buy it. This is done through Mark as well.

Light and sound

For shows, you probably need light, sound, and other technical things. At the Vrijhof, there are two theatre engineers: Han and Frans. Be sure to go to them at least 6 weeks before your performance to discuss what you want. If you have any interesting ideas or special requests, you can also ask them earlier to ensure that it is possible. If you have members that are interested in learning theatre engineering or in doing the lighting for a show, talk to them about the possibilities. There is sometimes also a cultural course in this.

If you are using a band or other music, also discuss this with them. If you need a piano, it needs to be tuned. If you need amplification, this needs to be arranged.

Instruments

Borrowing instruments also goes through Han and Frans. You can talk to them about this, they will try and help you find what you need (within realistic boundaries).

Inspiration evenings

Your association can go to one performance each semester for free as an inspiration evening. This is arranged through Tineke Grootenboer. Whenever the new line up is known, she will contact you with a list of performances which you can choose from.

Service desk

The service desk is where you can pick up the keys for the rooms. Any member from the association can pick up the reserved keys. The service desk is located at the main entrance of the Vrijhof. You can also borrow items here, such as (computer) speakers or extension cords. Also, if there is a problem or a question about the rooms, these people can usually help. Basically, the service desk employees are helpful in many different situations.

Theatercafé

The Theatercafé is the restaurant in the Vrijhof. If you want to use the bar in the foyer, you should discuss this with the manager of the Theatercafé. It is possible to have them serve the drinks themselves, or for them to stock it and for your members to serve the drinks. This way, you can make some profit. For using the foyer bar yourself, you should have reserved the foyer. Normally you are only allowed to sell drinks stocked by Appèl (or the relevant catering company). This happens automatically when you have a performance in one of the theatre rooms attached to the foyer.

Student Union

What is the Student Union

The Student Union (SU) is the organisation that oversees all activism on campus. Every year, there is a person assigned from the SU board to handle the culture sector. Right now, that is Irene van de Zande. For culture, the Student Union can do many things, but most go through Apollo. They focus mostly on large issues, some university-wide.

The SU has a supervisory board to ensure that they fulfill their tasks properly. Every Sector has a representative of that sector in the supervisory board. If you have issues with the Student Union or issues that you think the SU should pay (more) attention to, you can come to Apollo who will discuss the issue directly with the SU. If that does not lead to anything, Apollo will talk with the culture representative to see if they can do something.

Bastille

The Bastille is the building of the Student Union. You can book meeting rooms for your GMMs or other important meetings at the service desk of the Bastille. These are free to use for SU recognised associations. You can also use the Stek as a location to have drinks. Furthermore, if you cannot find space elsewhere, you can also rent the Atrium for your rehearsals. This costs 100 euros per daypart. Vrijhof Culture & Events pays for this if no alternative location in the Vrijhof is available and the rehearsal times fall under the "huissponsorcontract". Discuss this with Mark Weirath.

Funding

The Student Union also has quite some subsidies that they can give. For translating documents to English, you can receive a subsidy of max. 350 euros per year per association. This way, you can hire someone to do it for you without it costing the association as much money.

You can also receive a subsidy for changing your statutes. This can be max. 500 euros per three years. This money should be able to cover the money it takes to legally change this document.

There is also a fund set up in 2019 to fund new associations and groups, called the promotion fund. This money can help cover a large part of your instruction, materials and/or accommodation costs for a maximum of two years. This fund is meant for new associations and groups which have a follow-up plan for how they will fund this after the subsidy ends.

You can apply for all of these subsidies and find more information on the rules surrounding them on the following website: <https://su.utwente.nl/en/services/associations/subsidies/apply/>

UnionCard

The UnionCard and association fees are two things that need to be paid to the Student Union by your members in order to be part of your association. The UnionCard gives them access to

many other things, such as the campus pools and the piano studios. These fees will be put back into the association, multiplied, in the form of SFC, rooms, materials, and teachers.

The UnionCard also requires people to register for the association in DMS. This is so that the subsidies can be divided properly over all the associations. There are checks each year whether each member has paid the correct fees. When this happens, you will be notified beforehand. If not everyone has paid these fees, your association will get a fine. For a FAQ about DMS, check the SU website (<https://su.utwente.nl/services/student/unioncard/faq/>).

Input sessions

Since the Student Union represents all activism, they have input sessions where every association can voice their opinion on the plans. It is important that your association is represented in these input sessions. If they do not know your problems and opinions, they cannot represent you properly. Read through the documents provided, and have at least one board member attend. If no one in your board is available, you can send your comments to Apollo or to the Student Union directly.

Board trainings

The Student Union provides multiple training possibilities throughout the year, both for individuals and for boards. For individuals, there are afternoon sessions where they handle different topics. Follow their Student Union Facebook page or subscribe to their newsletter to find out more about these. For boards, you receive an email from the Student Union about these trainings.

More Than a Degree Awards

The More Than a Degree Awards are awards that are given to people that have been especially active that year. There are categories for boards, events, and individual people. You can nominate anyone/anything you think deserves an award, after this people can vote for their favourites and in October there is a fun award show where the winners are announced and are given prizes.

Promotion

The Student Union can reach many students, so they can help with promotion. You can hang up posters in the Bastille, they can post about important events for UnionCard holders on their Facebook or Instagram page, and they can put your event on their posters (which Apollo organises for you).

Other

Twente University Fund

The Twente University Fund (Universiteitsfonds) is a subsidy that you can apply for if you are throwing a special event or are starting something innovative for students or for the university. The idea needs to be new or special. The committee meets once every quartile, so be sure to apply on time. More information on this fund and how to apply can be found here: <https://www.utwente.nl/en/universityfoundation/applying-for-financial-support/> .

Kick-In

The Kick-In is the prime time to promote your association to new students. On the culture day, culture association can do workshops or shows, depending on the planning of the Kick-In Committee (KIC). If you have specific requests, discuss these with Apollo in the first semester. They will then talk to the new KIC to discuss the needs of culture. Other than the activities on the culture day, there are more markets and activities throughout the Kick-In where you can hand out flyers, talk to interested people, or show off your association. You will receive information on this through email.