**EXPLANATORY NOTE**
**Form review 3-year plan association award & recognition**
**Executive scholarships Tilburg University**

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## General Remarks

1. All data supplied will only be used by the Executive Committee; they will not be shared with third parties or other bodies within the university;
2. The fields marked in blue do not have to be filled in by the association. These fields are filled in by the Committee Governing Fairs;
3. All data are used to form as complete a picture as possible of the association, its purpose and mission and its structure;
4. Where possible, the data provided will be compared with the annual report of the association;
5. All data will be tested against the core values of Tilburg University and its student statutes;
6. The information provided will be used to determine the grant to the association, its board and its committees;
7. When answering the questions, keep the following general guidelines in mind: Answer the questions as concretely and *to the point* as possible using key words and do not repeat them. Try to use the fields and the maximum number of words as efficiently as possible;
8. If the maximum number of words in a certain field is exceeded, the exceeded words will not be processed;
9. Write abbreviations in full at least the first time.

## Part A: Contact details Association

1. In Part A the contact details of the association have to be filled in;
2. Fill in all data as complete as possible and leave only one field empty where strictly necessary;
3. Indicate the address of the club, office or room of the association;
4. Indicate how many (paying) members the association has on the reference date January 31 of the year in question;
5. Indicate how many (paying) members the association has that study at Tilburg University;
   5.1. If the association has no members, these fields may be left blank;
6. If possible, attach an auditor's report on the number of members;
7. If there is only a national KVK number, please fill it in;
8. Indicate the goal/mission of the association in up to 500 words;
   8.1. Try to indicate as concretely as possible what the *core business* of the association is;
   8.2. Indicate what distinguishes the association from other or already existing student organizations/associations;
   8.3. Indicate how the association tries to carry out cooperation with other associations and where synergies are exploited or sought.

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# Part B: Structure Association

## B.1 Board of Directors

1. Indicate which positions are held within the board of the association;
2. If there are more than one function title, please indicate this in the appropriate column;
   - 2.1. Example: if an association has two PR-officers, fill in the function name PR-officer once and indicate in the column *number of officers* that the association has these two;
3. Specify the five main tasks per function;
   - 3.1. Use keywords and do not repeat yourself;
4. Indicate the management period per function;
   - 4.1. Indicate the start date (entry into function) and end date (exit from function);
   - 4.2. If there is an induction period, do not count this period in the board period. Indicate the duration of the training period in the appropriate column;
5. Indicate how many hours the officer(s) in question spend on average per person per week on his/her administrative work;

## B.2 Commissions

1. If the association has no commissions, this part may be left empty;
2. If the association has several committees, the empty table may be copied and filled in as often as necessary;
3. Indicate the purpose of the commission in a maximum of 30 words;
   - 3.1. This may be in keywords or in (short) sentences;
4. Indicate whether the commission is an annual or occasional commission;
   - 4.1. Think for example of a lustrum committee that is in office once every 5/10/20 years;
   - 4.2. Think for example of an occasional committee that organizes a national rotating event in Tilburg once every 2/3/4 years;
5. Indicate which positions are structurally held in the committee each year/edition;
6. Indicate the total number of committee members active in the committee.

## B.3 Fixed activities within *core business*

1. Indicate which activities/initiatives are structurally on the agenda of the association;
   - 1.1. Limit yourself to the activities/initiatives that belong within the *core business* of the association.
     - 1.1.1. Ask yourself whether the activities contribute directly to the execution of your mission or goals mentioned in part A;
   - 1.2. This does not include, for example, a general members' meeting;
   - 1.3. Open parties are an example of *core business* activities for student associations;
   - 1.4. Activities related to labor market orientation are examples within the *core business* of student associations and associations within Work & Internship;
2. If the association has several structural activities/initiatives, the empty table may be copied and filled in as often as necessary;
3. Indicate the type of activity/initiative;
   - 3.1. Use keywords;
   - 3.2. Think about it: (study) trip, volunteer initiative, (cultural) excursion, in-house day, open party, magazine, newsletter, company day, symposium and so on;
4. Indicate by whom this activity/initiative is organized;

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4.1. Is it organized by a committee, the board, in cooperation with another association (local or national), political party and so on;
5. Indicate the expected duration of the activity;
    5.1. Think in number of parts of the day;
    5.2. If it concerns an initiative that does not take place physically, this field may be left empty;
6. Indicate the expected attendance or the expected number of participants;
    6.1. Make a real estimate;
    6.2. Where possible, data will be compared with the annual report and random survey;
7. Indicate whether there is business involvement;
    7.1. Indicate to what extent, if this is the case;
    7.2. Think of giving a workshop, a speaker or something like that;
    7.3. The mere sponsorship of an initiative or event does not need to be mentioned here;
    7.4. Indicate how many companies will participate and what role they will play;
8. Explain the activity/initiative in up to 75 words.

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