

27/08/2014

Dear Committee Board,

With this document we would like to inform you about the preferred structure of the budget proposal of your committee this year. You will find an example of a budget proposal of a non-existent committee and a template for your use in this document. Deviation from the template is not a problem, but we are asking you to provide us with, at least, all the elements marked in bold.

The Fortuna board understands that your budget proposal is preliminary and therefore based on estimates. However, we ask you to make it as detailed as possible in order for us to distribute the funds as fairly and efficiently as possible.

Furthermore, it has to be taken into account that Fortuna has some policies with regards to financial spending. These include:

- With regards to food and drinks Fortuna has a no alcohol policy. Other drinks, snacks, or food are only allowed to be bought if they are integral to the event.
- The maximum amount of money which can be spent per person on an event is €15.
- We do not fund travel costs.
- **Please do not approach LUC for money for events or equipment. The Managing Director would prefer committees ask for funds from LUC via Fortuna. Therefore, if your committee would like extra funding from LUC please contact the board and we will forward the request in a College Board-Fortuna meeting.'**
- The event should be open to all Fortuna members.

There is also a possibility of requesting (large) sums of money starting from €500 before an event has taken place. If you are considering this please contact the treasurer.

We will consider all committees budget proposals closely, but it has to be taken into consideration that funds are limited. The annual budget will be published on 3 September and every committee will have the chance to amend it until 5 September. If you would like to put forward an amendment please contact me so we can set up a meeting.

**The deadline for submission of the budget proposal is 1 September before midnight. No budget means no money!**

Kind regards,

Cox Bogaards

Treasurer

treasurer@fortuna-luc.nl

On behalf of the Fortuna Board



# Museum and Culture Committee

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1-9-2014

**Chair:** Bart van der Borst

**Secretary:** Claire Veringa

**Treasurer:** Timon Aards

**Internal Communications Officer:** Anna van Daalderingen

**External Communications Officer:** Ayoub Warabi

**General Board Members:** David Wagner

**Email addresses:** [bart.van.der.borst@kpn.nl](mailto:bart.van.der.borst@kpn.nl); [timonaards@gmail.nl](mailto:timonaards@gmail.nl); [museumculturecommittee@live.com](mailto:museumculturecommittee@live.com)

## Introduction

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This year the museum and culture committee will continue to provide the LUC community with cultural trips throughout the Netherlands. We are a committee which stimulates students to broaden their horizons. We feel like students do not explore the Netherlands enough, this committee will facilitate and subsidize these trips which are essential and fun for both Dutch and international students. Although it may seem as though this committee is mainly focussed on international students as they are not familiar with the Dutch culture, there are certainly also a lot of opportunities for Dutch students to explore the Hague and other parts of the Netherlands they do not come regularly. All in all the Museum and Culture committee aims to facilitate activities outside of the 'LUC bubble' for all Fortuna members through organizing and subsidizing museum and cultural trips throughout the Netherlands.

There are three main problems which were encountered last year. To begin with, the finances were not well accounted for. No one in the committee really knew anything about the financial standings of the committee. The previous board had to keep emailing the Fortuna treasurer which took time. Due to this, we were not able to plan an event we wanted to organize. To prevent this coming year, we will ensure that the treasurer fulfils this task as soon as the year commences; the chair will keep him/her in check. Furthermore, we will have access to a simple online overview of our finances through Google Docs.

Another problem which the board encountered last year is the last-minute organization of events. Due to the fact that events were not well planned for and organized in a short period of time it put a lot of pressure on all board members. We will attempt at alleviating this pressure by organizing events well in advance and dividing the tasks equally among the board members.

Lastly, there is a group of students which is not part of the board, but wants to be active, based on their presences at GAs. It is important to involve these people because they are an extra source of input. They can help us by

helping us organize events, which can decrease the pressure on board members and can consequently also help us in preventing the former problem. Besides, there will be more people structurally visiting our events.

The new board is positive that the problems which the previous board encountered can be coped with and prevented from happening this year.

Our events will either be organized on Wednesdays or in the weekend. We chose Wednesday because no one has classes (excluding rescheduled classes) in the afternoon and evening. We have noticed that a lot of Dutch people go home in the weekend. The international students do not have this opportunity, therefore we want to organize some of the events in the weekend so international students have the opportunity to explore the Netherlands on the weekends, when they may feel lonely.

Moreover, we would also like to discuss the possibilities of subsidizing transport costs. Although we understand that this is against Fortuna's policy we feel that there is a need due to the fact that Dutch students have free OV either in the week or weekend, whilst this is not the case for international students. Consequently, this would lead to higher expenses for international students and would possibly demotivate them from tagging along and enjoying our events.

Although we do acknowledge that all our events cost money and that students do not have a lot of money, we will do our utter best to advertise these events. We will only facilitate each events with a minimum of 10 people. We hope we have informed you enough with this budget proposal and hope to hear from you soon.

Kind regards,

The Museum and Culture Committee

# Overview

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<b>Activity/Event</b>	<b>When?</b>	<b>Requested Fortuna contribution</b>
Museum Trip the Hague	Block 1/ Wk 2 or 3	€100
Ice skating on natural ice	Block 2/ Wk 3	€120
Openluchtmuseum Arnhem	Block 3/ Wk 3	€200
Trip to het Keukenhof	Block 4/ Wk 3	€100
Trip to Friesland	Block 4/ Wk 6	€300
<b>Total</b>		<b>€820</b>

# Details About Events/Activities

## Museum Trip the Hague

-€100

Product/Service/Activity	Costs p.p.	Cost/Income p.p. from Fortuna	Total Cost/Income
Escher Museum: Entrance Fee	€8	-€2	-€40
Museon: Entrance Fee	€8 / €11 (18+)	-€3	-€60
<b>Total</b>		<b>-€5</b>	<b>-€100</b>

In one of the first weeks of the year we will set out on a trip through The Hague. We will ask everyone to bring his/her bike. We will cycle past well-known places in The Hague and visit two museums. We will be subsidizing the entrance fee. For the Escher Museum we will subsidize €2. For the Museon we will subsidize everyone with €3 as it is more expensive. If there is enough interest we may also visit Madurodam, however, this is rather expensive and shall therefore not be subsidized by us due to the fact that many students will be financially limited to go. As can be seen from the breakdown of the costs we are expecting 20 people to join this event.

## Ice Skating on Natural Ice

-€120

Product/Service/Activity	Costs p.p.	Cost/Income p.p. from Fortuna	Total Cost/Income
Hot Chocolate	€3	-€3	-€90
Snack	N/A	N/A	-€30
<b>Total</b>		<b>-€3</b>	<b>-€120</b>

We hope the winter will be cold enough, so we can experience ice skating on natural ice. We will go to a place where we can hire ice skates, because many (international) students do not own their own ice skates. Transport to the location will have to be paid for by the students themselves. We are expecting around 30 students to attend. For this event, we require snacks and drinks as it is an essential part of the ice skating experience in the Netherlands. A hot chocolate on the ice! To make this event successful, we have to ensure that there is enough advertising and in advance, to ensure that students do not have other plans. Ice skating is a typical Dutch winter sport, a lot of fun and part of the Dutch culture. We are expecting 30 students to attend this activity.

**Openluchtmuseum Arnhem****-€200**

<b>Product/Service/Activity</b>	<b>Cost p.p.</b>	<b>Cost/Income p.p. from Fortuna</b>	<b>Total Cost/Income</b>
Openluchtmuseum Arnhem: Entrance Fee	€15,70	-€15	-€300
Bake sale		+€5	€ 100
<b>Total</b>		<b>-€10</b>	<b>-€200</b>

The Openluchtmuseum is a very famous museum of the Netherlands in Arnhem. It depicts the Dutch history in a fun and interactive way. Before we go there we will hold a large bake sale to raise extra funds. We are expecting 20 students to join this trip.

**Trip to the Keukenhof****-€100**

<b>Product/Service/Activity</b>	<b>Costs p.p.</b>	<b>Cost/Income p.p. from Fortuna</b>	<b>Total Cost/Income</b>
Keukenhof: Entrance Fee	€13,50	-€2,50	-€50
<b>Total</b>		<b>-€5</b>	<b>-€50</b>

The Netherlands is famous for its tulips, each year in spring all the tulips bloom which gives beautiful scenery, this is something certainly worth visiting. We are expecting 20 people to attend this event.

**Trip to Friesland****-€300**

<b>Product/Service/Activity</b>	<b>Costs p.p.</b>	<b>Cost/Income p.p. from Fortuna</b>	<b>Total Cost/Income</b>
Boat Hire	€20	-€15	-€300
<b>Total</b>		<b>-€15</b>	<b>-€300</b>

We are planning on organizing a sailing trip to Friesland in cooperation with the sailing branch of the Sports Co. The Museum and Culture Committee will be funding this activity. We will ask everyone to bring a product to have a picnic for lunch. During the trip we will sail around and enjoy the typical Frisian nature. Again we are expecting around 20 people to attend this event.



# Name of Committee

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Date

**Chair:** Name

**Secretary:** Name

**Treasurer:** Name

**Other positions depending on the committee:** Name(s) and/or **General Board Members:** Name(s)

**Email address(es):** to be used to access online information about the committee's finances

# Introduction

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**Introduction paragraph on what the committee will contribute to the LUC community this academic year.**

**Paragraph about things that (possibly) went wrong last year and how this is going to be prevented from happening this year.**

# Overview

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Activity/Event	When?	Requested Fortuna contribution
<b>Total</b>		

**Overview of money the committee is requesting.**

# Details about Events/Activities

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Elaboration on this: specify for each event why it will be organized and how it will contribute to the LUC community. A paragraph per activity will suffice. Income refers to possible fees or activities which will be organized as part of the activity which lead to a specific income. Costs should be illustrated by adding minus in front of the amount, income by adding a plus. The questions that are not in bold are optional/should be addressed when applicable.

**Name Activity/Event**

**Total Fortuna Contribution**

**1. Break down of the costs**

<b>Product/Service/ Activity</b>	<b>Costs p.p.</b>	<b>Cost/Income p.p. from Fortuna</b>	<b>Total Cost/ Income</b>
<b>Total</b>			

**2. What will it entail?**

**3. What are the chances of success? How many people are expected to attend?**

4. How will it contribute to the LUC community?

5. If extra funds are needed, how will these be obtained? Will there be an entrance fee? A bake sale?