

I n f o r m a t i o n f o r A G s



Annual duties

1. Activity report

Just a list of your activities during the last 2 semesters. Please mark the event which was your annual presentation on the campus.

Important: a group, that is not willing to present itself at least once a year (obligation!) and shows no activities, will have problems to keep the AG-status the next year.

2. Financial report

This report can be a single list of the outgoings and incomings in connection with the corresponding event. Please meet the deadline!

3. Confirmation

To get the confirmation form, please go to asta-tuhh.de, you find it under "Downloads". Surely, you can receive it in the AStA office as well. Please hand in the filled out confirmation form in time at the AStA office and take care that all necessary signatures are on it as well as current information. You have also to hand in the confirmation, if nothing has changed in your AG.

Most important: deadline for all reports and the confirmation is August 15th! It is essential to be in time!

Without confirmation and report, you can not keep the AG-status.

Further information

● Budget

The budget you receive can be used in full height for all activities you have stated in your registration/confirmation. **Attention: you will not get cash money in advance.** If you want to buy something you have to prepay, and please **FIRST OF ALL talk to the financial referee.** Please retain the receipts! Fill out the form "Gesamtrechnung", which you can get under asta-tuhh.de, "Downloads" - or at the AStA office. Together with the receipts (originals!) you hand in the form to the AStA financial referee. He will pay back the money after proving.

If you eventually notice that your budget is not big enough or you need some extra money for an exceptional event, you have the possibility to submit an application to the AStA with a detailed statement. **Please note that you should spend the money only after allowance. In other case the bills will not be accepted.**

Apart from that, it is always advantageous to stay in regular contact with the AStA especially with the financial department.

● Internet

With starting the AG you receive an account for a mail adresse for the AG. This adress will be published in the AG-List and is the mail with which students and the AStA will get in contact with you. The contact persons will only be adressed in case of need. You can even creat a homepage with this account. Please note the regulations of RZ for it. The account will be prolonged every year after the AG was confirmed.

● Events and advertising

All rerquests have to be sent to raumanfrage@asta.tuhh.de. On posters and flyers please print the AStA logo. It hasn't to be large. For events please hand in the forms 1-2 weeks in advance.

If you have any questions, please do not hesitate to contact us.