

Contribute to Analog

Buy cool new items, organize an event, make a theme shift. Find information on how you can contribute to Analog

- I want to buy something
- Crews and projects
- I have a great idea
- Join the Board
- Host an event

I want to buy something

As a volunteer in Analog, you may at times need to buy supplies, arrange a hangout or buy new artefacts for the interior.

When doing so, you must follow below guidelines (just so you don't end up buying an around-the-world-cruise or 'the next round' at your favourite (coffee)bar on us).

“ Volunteers in Analog, who have completed the mandatory training, are allowed to make purchases up to kr. 500,- without approval by the board.

- This should be done with Analog financials (Netto card, or credit card).
- Receipts must always be retained. Upload the receipt and request an reimbursement online.
See below
- If you buy anything other than café supplies, clear it with the manager in charge (kitchen, storage, social manager)

With the explicit approval from a board-member, this allowance can be extended to kr. 700,-

If you have a great idea for an improvement to Analog, or a special event, that costs more than kr. 700,- send an email to analogen@cafeanalog.dk - The board will then consider your proposal, and decide if/how to move forward with the idea.

Reimbursement

Purchases should preferably be done with Analog financials. However, if you buy anything on behalf of Café Analog with your own money, you can fill out a request for refund online:

<https://www.cognitofrms.com/CafeAnalog1/Reimbursement>

This is an excerpt of the full purchasing policy. if you have extended responsibilities in Analog or just want to know more, check Podio or ask a board member for the full policy.

Crews and projects

I have a great idea

Amazing! Analog is always looking to better itself. If you feel like you have the perfect idea, or want to improve something already implemented, that is really cool! We always welcome Baristas that have something they want to contribute with.

Here is a short guide on who to contact:

- If your idea is a physical thing that costs less than 500,-, you are free to buy that thing. The interior crew can help you find the perfect spot for it.
- If your idea is an event, you should talk to the Social Manager. They will be able to help you with budgeting, planning and execution.
- If your idea is an upgrade to the products/kitchen, you should to a Kitchen Manager or the Operations Manager. They can help you.

Join the Board

Becoming a member of the Board is an amazing opportunity to have an impact in Analog. You get a deeper look into the inner workings of the organisation, and get to be a part of choosing penguins, making policies, and deciding the direction of Analog through different initiatives. Although answering emails and dealing with politics is part of the position, it is a lot of fun seeing the impact of your initiatives.

As being a member of the Board is a lot of work, you are not required to take a shift, and you get premium perks. You can learn much more about the Board in the Board's handbook.

Running for election

You can join the Board by successfully running for election at the General Assembly. You will make a short motivational speech about why you would like to join the board. Then, a referendum among all participants will elect the new members of the Board.

It is not uncommon to see more people running for election than there are positions in the board. Don't let this deter you from running! This is only a positive, as it means that many people want to impact the organisation positively. Please note that it is not disclosed how many votes a candidate received.

The entire Board is up for re-election every semester.

Host an event

- Quiz night
- Music night
- Movie night
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