

# Barista's Handbook

Information about volunteering in Analog, perks, rules and policies.

- Introduction to the handbook
- For Penguins
  - Welcome Penguin
  - Barista and Kitchen Courses
- Foundation & Bylaws
  - Founding
  - Bylaws & the General Assembly
  - Values
- Life as a Barista
  - Opening hours
  - Products and Prices
  - Payment
  - Shift plan & how to get a shift
  - Music in Analog
  - Membership Perks
  - Access to cafe and kitchen
  - Theme shifts
- Coffee
  - Espresso
  - Filter coffee
  - Daily cleaning tasks
  - Where to find stuff
  - Counter setup
- The Board and other roles
- Where to get help?
- Contribute to Analog
  - I want to buy something

- Crews and projects
- I have a great idea
- Join the Board
- Host an event
- Expectations, policies and rules
  - Active and Passive Member
  - Alcohol Policy
  - External Events in Analog
  - Food Policy
  - Flyers/Posters/Ads in Analog
  - Merchandise policy
  - Travel Expenses
  - Board games
  - Insurance
- Guides
  - Instagram
  - Visuals, logo and graphical identity

# Introduction to the handbook

Dear penguin,

Welcome to the Analog family! We are absolutely thrilled that you want to volunteer with us, and join the important mission that is supplying all of ITU with great coffee! Whether you are already a coffee expert, or just getting started, you probably have some questions as to how we do things in Analog. This handbook is here to answer your questions.

If you are already a barista having a look around, we hope book teaches you something new!

This book describes all facets of being a barista in Analog. It covers everything from the organisational structure of Analog, products and prices, perks, policies and much more.

## What this book is not

This book does not cover the operational side of Analog. For in-depth guides about shift tasks, machines and food administration, check out the 'Kitchen and Operations Handbook'.

For questions, please reach out to the board directly, or at [analogen@cafeanalog.dk](mailto:analogen@cafeanalog.dk)

# For Penguins

Information for new penguins in Analog

For Penguins

# Welcome Penguin

Dear Penguin

Welcome to the Analog family! We're thrilled that you want to volunteer with us, and join the important mission that is supplying all of ITU with great coffee. Whether you are already a coffee expert or just getting started, you probably have some questions as to how we do things here in Analog.

This handbook will tell you most of what you need to know. And remember that your fellow baristas are ALWAYS happy to help! :)

Join our Facebook group [BY CLICKING HERE](#). This is our main hub of communication.

## How to become an Analog barista

In order to become an Analog barista you have to achieve the following:

- Have had at least one opening shift
- Have had at least one closing shift
- Attended a kitchen course
- Attended a barista course

These are the formal requirements to move from Penguin to Barista status. You don't need to do anything prior to your first shift. However it is highly recommended that you give this handbook a read, just so you have an idea of what it's like to be a barista.

Apart from that you just have show up and your fellow baristas will make sure that you learn the ropes one step at a time. You will always be on shift with at least one other experienced barista.

## How to read the book

The Barista's handbook mostly contains information about volunteering as a barista in Analog. The other books in this library contain more detailed information about the inner workings of the organisation. For example, the Operations Handbook has all the details on how we operate Analog, make coffee, open and close Analog etc.

We suggest that you orientate yourself in both in both of the books, but get a good overview of our procedures in the Operations Handbook.

For Penguins

# Barista and Kitchen Courses

You will be sent to two courses arranged by Analog:

- **Barista Course**

Professional barista training by our supplier, Copenhagen Coffee Lab, at their location.

- **Kitchen Course**

Learn your way around Analog's kitchen under the skilled supervision of our Kitchen Managers.

Courses are scheduled within few weeks after new penguins have started in Analog each semester. There will be a few days to choose from.

You will be assigned to courses based on your availability answers in the application form.

If you are assigned to a course that you are not able to attend, feel free to exchange with your fellow penguins.

# Foundation & Bylaws

What is Analog?

# Founding

At its core, the goal of Analog is to maintain a student-driven, non-profit cafe at the University. It is a place for relaxation, board games, and music. Analog does not wish to be commercialised, and will always prioritise keeping our baristas and customers happy. In Analog, we always serve an honest cup of coffee.

## When was Analog founded?

The story goes that Analog was started by five students around Spring 2010, who wanted to undercut the canteen. They went to the now closed Netto at the start of Rued Langgards Vej, bought instant coffee, and sold it for five kroner. At the time, Analog's current location was the library, and thus Analog existed in the room below the stairs in the Atrium. When Analog grew larger, it switched location with the library, and the library was since closed and converted to a server room. Next to the entrance to the bar are the pictures and signatures of our five founders.

# Bylaws & the General Assembly

The very core of any organisation are its bylaws. **Analog's full set of bylaws can be found [BY CLICKING HERE](#).**

These bylaws are reviewed and approved by the General Assembly, which occurs every semester. The event is mandatory. The date of the event is announced no later than three weeks beforehand. An agenda is published no later than 7 days beforehand. The event is held biannually; at the end of April and November.

If you are not able to attend the mandatory General Assembly, you must notify a board member.

At the General Assembly, you will get to hear the chairperson's report, the treasurer's report, and the auditor's report. This is the big picture of what has been happening in Analog during the course of the semester. Afterwards the election of the new board will take place. In between there will be a break for dinner, which is provided by Analog. And don't worry - there will also be plenty of snacks and drinks throughout to make sure we stay on our toes!

## Agenda

At the minimum, the Agenda will include the following

1. Election of conductor
2. Election of minute taker
3. Approval of agenda
4. Report from the Board
  1. Report of the chairperson
  2. Treasurer presents the financial statement of the previous six months

1. Auditor present their revision of the financial statements
3. Treatment of submitted suggestions.
5. Election of the Board
  1. Election of the chairperson
  2. Election of the vice chairperson
  3. Election of treasurer
  4. Election of 3 Board members
  5. Election of up to 2 substitute Board members
  6. Election of 1-2 internal auditors.
6. Other topics
7. Meeting evaluation

# Values

It is an endless discussion what the values of Analog actually are. Many hours have been spent trying to define a set of values, and they are always changing. Our stance on sustainability, advertisements, and sponsorships are all things that are subject to change. However, some values never change.

## We are driven by trust

We have a flat organisation where everyone has equal say. You are the boss!

## It's not about the money

Analog is a non-profit café, and your performance will never be measured by how many cups of coffee you can get across the counter. In fact, your performance is not at all important. What is important is that you enjoy your time in Analog at your own pace. Forget about money. Analog has enough!

## Make it your own

We all have our own interpretation of what it means to volunteer in Analog. Create your own version of what you think it means! Create your own fun. Do what you enjoy doing in Analog. Join the Board, become part of a crew, play with Instagram, or perhaps something entirely different? We have space for everyone!

# Life as a Barista

Everything you need to know about your daily life as a Barista

# Opening hours

Analog is open Monday through Friday from 07:45 till 16:00. Friday is the exception, where we close at 14:00 due to ScrollBar. We should be able to serve coffee within these hours. Analog serves coffee only at times when students are on campus. In a given semester, there are 14 opening weeks. Analog is closed during the Spring and Autumn break.

Monday-Thursday	07:45-16:00
Friday	07:45-14:00
Saturday-Sunday	Closed

Please show up **10 minutes before your shift**. That way the previous shift can leave for lectures etc. Talk to the shifts you are changing with and establish common ground on how you change shifts.

## Opening the café

If you have an opening shift, you should be ready to serve coffee at 07:45. Realistically, one of the baristas has to be in the café at around 07:20 to switch on the machines, let them heat, and brew the first batch of coffee. It takes 15 minutes for the machines to heat, and 8 minutes to brew a batch of filter coffee. During this time you will also need to set up the counter, self-service, empty the dishwasher, and bring goods from storage.

Do not open the doors at 07:45 if you are not ready to serve coffee.

## Closing the café

If you have a closing shift, you should close the café such that you can leave around 16:00. Begin closing the espresso machine at 15:40, while leaving the self-service open. Should you have any leftover filter coffee, feel free to offer it free of charge to guests in the café.

Find more information about opening and closing the cafe in the Operations handbook.

# Products and Prices

Here are the products offered in Analog. Below are the recipes for how to make them.

Menu	Single	Double
<b>Tea</b>	5	
<b>Black coffee</b>	10	
<b>Espresso</b>	10	15
<b>Americano</b>	10	15
<b>Cortado</b>	15	17
<b>Cappuccino</b>	15	17
<b>Hot cocoa</b>	15	
<b>Caffe latte</b>	17	20
<b>Chai latte</b>	20	
<b>Iced coffee</b>	12	
<b>Iced latte</b>		22
<b>Tea clip-card</b>		50
<b>Black coffee clip card</b>		80
<b>Espresso clip card</b>		150

## Recipes

This poster is also hung on the whiteboard in the kitchen for quick reference.



# Payment

There are two ways a guest can pay for their coffee:

## Through the app

A guest can swipe a ticket on the app, which counts as valid payment. We don't have to enter anything into Zettle, as we have already received money from that purchase. You have most likely used the app before joining Analog. The following types of tickets exist

- **Filter Coffee**

Valid for a cup of filter coffee

- **Espresso-based**

Valid for all types of coffee drinks. Also valid for chai and hot cocoa.

- **Tea**

Valid for a cup of tea

- **Cocoa**

Valid for a cup of hot cocoa

Most purchases in Analog are made through the app, as guests reach a discount by buying drink tickets in bulk of 10.

The Analog app is developed in-house by the IO team. They are always in need of new developers/designers, and you are more than welcome to join them!

## Through Zettle

If a guest wishes to pay their drink without the app, find their desired drink in Zettle and the guest can pay by card. The price structure above applies, and it is already encoded into Zettle.

Analog does not accept cash

# Shift plan & how to get a shift

Shifts in Analog are divided into the same schedule as the teaching. This means that a shift lasts for two hours, and the possible shifts are

0730-10	10-12	12-14	14-16
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A shift is made up of at least three, maximum four baristas. Most shifts have four baristas. During the first few weeks of the semester before penguin intake, the shift plan might not be full. Being four baristas on shift should allow you to work in your own pace, or even get a week off once in a while.

Remember! All of this is up to you and your shift-mates. We hope you will talk with each other about how you can make your shift as nice as possible. Everything is dependent on you and your shift-mates agreeing on how to go about it. The most important thing is that your workflow works for you.

Read more about tips on how to organise yourselves in the Kitchen and Operations Handbook.

## How to get a shift

Before the start of each semester, a Google Sheets document is published where you put your name down for shifts that fit your schedule. Put down your name in all the timeslots where you are available. Then, the shift planner will schedule a shift plan valid for the whole semester. No matter how many shifts you put your name down for, you will only receive one shift.

It is possible to put your name in **bold** for shifts that you prefer to take. It is also possible to sign up for multiple shifts for extra good karma.

The shift plan is published approximately one week ahead of semester start.

## If you can not make your shift

Once in a while other things get in the way of your Analog shift. No biggie, we get it. Your studies are more important than your shift in Analog!

However, you must communicate this to your shift-mates, and try to find a substitute. Your shift-mates can accept being three on shift, but less is not recommended. Ask in the Facebook group whether someone is able to cover your shift.

On the other hand, please help out other Baristas in need if you have the time. An extra shift is always fun!

# Music in Analog

As the barista on shift you get to be the DJ. Just hop onto Analog's Spotify on the iPad or your own device and put on some good music. If you are out of ideas as to what music to play, you can always start one of Analogs Spotify playlists. Anything goes!

Keep in mind that the music shouldn't disturb the people relaxing or studying in the café; if a guest asks for the music to be turned down, it is recommendable to turn it down a notch.

On the touchpanel on the menu-board it is possible to adjust the volume in different parts of the cafe. The code to the system is `2020`

## **Fun fact**

The top-played song in Analog in 2020 was Trampertøsen by Jesu Brødre

# Membership Perks

Once you have achieved Barista status (finished penguin training) and are on shift in a semester, you get to enjoy the perks that come with being an Analog Barista.

They are as follows:

- Free filter coffee & Tea (including milk)
- Price of 6 kr. for all other beverages
- While you are on shift everything you drink is free (Also true for penguins)
- You get to participate in Analog's awesome and cozy hangouts
- 24/7 access to the Analog room

Remember to enter your drinks into Zettle - even if they are free. We need to account for all products, not just the ones we make money from.

## Premium perks

To ensure that the following essential roles are filled each semester, they will have premium perks.

This shouldn't be considered a 'paycheck', but rather an incentive to make sure all essential roles are filled. These roles don't have to take shifts, because they have a lot of responsibility, and have to fulfill their role for many hours of the week.

- Board members
- Shift planner
- Kitchen Manager
- Storage Manager
- Social Manager

These roles get the following perks:

- Not required to take shifts

- All types of drinks for free

# Access to cafe and kitchen

During normal opening hours, you are allowed to enter the kitchen and make your own coffee. Please ask the baristas on shift for permission before entering.

Please observe that only baristas are allowed behind the bar and in the kitchen. This rule applies at all times.

## Outside opening hours

As a barista you have card access to Analog. Just beep your student card and you are in. You are always welcome use the Analog room outside opening hours. During weekends, exam periods, and breaks, Analog is a cozy spot to work without the normal hustle and bustle. You are welcome to bring your study group or friends to Analog, but remember to respect the quiet atmosphere.

## Kitchen

You are welcome to switch on the machines in the kitchen. The standards for opening and closing apply. We trust each other to clean up after ourselves, so please do not leave a mess. Normally only the right side of the espresso machine is used, as the amount of coffee brewed is low. There is also lots of other fun coffee-making equipment on the top shelf you are welcome to use (Moccamaster, pour-over etc.).

If you decide to switch on any machine, it is your responsibility to close it again. This especially applies to the espresso machine. You can pass on the responsibility to someone else, who will then be responsible.

It is customary to announce on the Facebook group that the espresso machine has been switched on.

Life as a Barista

# Theme shifts

It is a long-running tradition in Analog to have theme shifts. You and your shift-mates might have come up with a theme that would like to have in Analog.

Post to Instagram

Decorate the cafe!

Dress up!

Use the projector

If you would like to bring foodstuffs into Analog as part of your theme, please contact Emil Joensen or another Board member for guidance. We are not here to say no, but to guide you in what you can and can not do. Examples: pebernødder for Christmas, whipped cream etc.

# Coffee

All about how to brew coffee and daily tasks

# Espresso

This page is all about how we brew espresso in Analog. Brewing espresso is a science. It would be ambitious to teach it all to you on this page. It is however possible to showcase and explain the setup that we have - which is actually quite decent. Most of this is learning by doing. Once you have done it a few times it becomes second nature. You will also be taught this at the courses.

In Analog three machines are involved: Grinder, autotamper, and espresso machine. If you have never seen an espresso machine before, it works by forcing pressurised water through a coffee 'puck'. The puck is in a portafilter, which are the things with handles.

Brewing espresso can be reduced to four steps

1. Cleaning the portafilter
2. Grinding coffee
3. Tamping
4. Pulling the shot

## Cleaning the portafilter

The first step is to take the portafilter out of the espresso machine. Rotate the handle clockwise to release it from the machine. It is left in between shots in order to keep it hot. Thus it still has the coffee from the previous shot. Knock the portafilter into the knock-box in the table. Then, using the brush, clean the small residue inside the portafilter

## Grinding coffee

Place the clean portafilter under the grinder. On the display there are three buttons: 1, 2 & 3. They should all be set to the same setting. Press one of them, and coffee will be ground into the portafilter. If you want to learn how to adjust the grinder, reach out to the QA team.

## Tamping

Next, you have to tamp the coffee. This means pressing it into the portafilter to achieve the puck.

If you have seen this in cafés, the barista uses a tamper to do this. In Analog, we have an autotamper, called a PUQpress, that does this for us. It ensures that the same pressure is used for every shot. It eliminates an important variable of pressure when adjusting the coffee, as many baristas put their hands on the equipment daily.

## Pulling the shot

Finally you are ready to brew the shot. place it back in the machine the reverse way you took it out. Then, press the double shot button the display to begin brewing. We always brew a double shot, even though a guest might have ordered a single. If that is the case, place the cup under one spout, and a small glass under the other.

Espresso should brew in the 26-32 second range.

# Filter coffee

This page is about how to brew filter coffee. It is much more straight-forward than espresso, and does not require daily adjusting. Filter coffee is brewed in large thermos, each containing 5.6L, or roughly 18 cups of coffee.

Brewing filter coffee can be reduced to three steps:

1. Rinse equipment
2. Grind coffee
3. Brew

## Rinsing equipment

Before brewing fresh coffee, it is necessary to remove any leftover grounds in the equipment. Old coffee is bitter coffee. Run some tap water through the thermo to rid previous coffee. Rinse the brew basket to rid old grounds. You don't have to dry it. Place the thermos back under the brewer.

Make sure the thermo tap is closed, the lid is open, and that it is not already full.

## Grind coffee

Place a fresh filter in the basket, and place it under the grinder. There are guide-rails to hold it in place. If not already set to large, press the button marked 'large' on the side of the grinder with coffee beans filled. Normally we use the left side, however the right side is also usable.

Press the green 'grind' button! It takes about 30 seconds to grind the coffee.

## Brew

Place the filter basket in the brewer. Press the 'brew a' button to start brewing coffee. From here the process takes care of itself. It takes 8 minutes for it to finish.



# Daily cleaning tasks

Throughout the week, we need to clean the equipment we use. This keeps our machines happy, last longer, the café look better. Cleaning tasks are spread throughout the week. If your shift is assigned a task, you have to complete that task every week. Cleaning tasks are documented through shift reports.

If you are short on time, just place the "cleaning" sign whilst completing your task. The guests must understand that if we do not keep the café clean, we can not continue to operate at all.

There is a poster in the kitchen explaining which shifts have which task, and a small guide on how to complete them.

Find out more about the specific cleaning tasks in the Kitchen & Operations Handbook.

# Where to find stuff

Analog has two storage rooms, referred to as storage 1 and 2. The same key is used to access both rooms.

## Storage 1

This is where we keep all our foodstuffs, or stuff used in production. Coffee beans, milk, sugar, straws, etc. are stored here. You will go here most often.

## Storage 2

Here we keep all sorts of stuff, mostly seasonal decorations. We try to keep it tidy, but in reality it is a mess most of the time. There is old equipment, cables, and other random stuff collected through time.

Coffee

# Counter setup

# The Board and other roles

Taking a shift is not the only way to contribute to Analog. Occupying one of the listed roles below is another way to contribute to Analog and its evolution. They are also ways to influence Analog through more than providing coffee and smiles.

This page describes the Board and other roles in the café. There are two types of roles:

1. Those elected by the General Assembly (the Board)
2. Those created to fill a void in the management of Analog (Manager positions)

Both types of roles are entitled to premium perks.

## The Board

Each semester, a new Board called 'Analogen' is elected by the General Assembly. **All roles are up for election.** It consists of

- A chairperson
- A vice-chairperson
- A treasurer
- Three board members
- Two substitute board members

In addition to the Board, one or two auditors are elected to revise the financial statements. They are not directly a part of the Board, and do not participate in Board meetings.

The Board handles the organisation's daily administration, represents Analog, and oversees that decisions made by the General Assembly are executed.

If you want to learn more about the board, check out the page dedicated to it or the Board's Handbook.

## Manager positions

These are the positions created to fill a void in management. They are appointed by the Board,

and fill various roles around the café.

## Kitchen Manager

The role revolves around making sure the café can open every day. A kitchen manager also provides ad hoc support for any problems that occur during the day. For more information about the responsibilities of this role, check out the 'Kitchen and Operations Handbook'. The role is occupied by 2-3 baristas. The kitchen manager's role is to

- Make sure procedures and recipes are current
- Contact with our suppliers
- Design of the kitchen
- Kitchen courses

## Storage Manager

It is the storage manager's responsibility that we always have the products we need in stock.

## Social Manager

The social manager's responsibility is to oversee that events are organised. Either by they themselves organising them, or helping others organise an event.

# Where to get help?

We are always happy to help with any questions, concerns or suggestions! Here are the way you can get in touch:

- For general inquiries feel free to contact [analogen@cafeanalog.dk](mailto:analogen@cafeanalog.dk).
- For inquiries concerning the kitchen, contact [kitchen@cafeanalog.dk](mailto:kitchen@cafeanalog.dk). If you find errors in the kitchen, please fill out the kitchen report form available on the iPad.
- Concerning storage, contact [storage@cafeanalog.dk](mailto:storage@cafeanalog.dk)
- To get in touch with the treasurer, contact [finance@cafeanalog.dk](mailto:finance@cafeanalog.dk).

Or just grab us if you see us!

## Urgent matters

Should any urgent matter arise, like a machine malfunction or we run out of a product, please refer to the contact poster in the kitchen to directly contact the relevant person(s). It is also valid to ask for help in the Facebook group.

And don't worry, help is ALWAYS near!

# 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

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](mailto: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.

Contribute to Analog

# 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.

Contribute to Analog

# Host an event

- Quiz night
- Music night
- Movie night
-

# Expectations, policies and rules

Throughout the years, several policies and rules have been developed by the Board to ensure that the organization is well-functioning and everybody can enjoy volunteering. Policies represent decisions and rules by the Board.

# Active and Passive Member

A member of Analog becomes passive if they choose not to sign up for any shifts for a semester. This does not include certain roles who are exempted to do so by fulfilling another role. This includes the board, kitchen manger, storage manager, shiftplanner, auditor, social manager. A passive member can become active again by signing up for shifts in the following semester.

A passive member in Analog receives no perks, does not have access after-hours to Analog and is not allowed in the kitchen.

A member is allowed to be passive for two consecutive semesters. If a member is passive for a longer time, they automatically resign their membership of Analog and must apply as any other student in order to be part of Analog again.

# Alcohol Policy

**Alcohol is not allowed in Analog at any time.** This is due to alcohol licensing. Scrollbar has a license to sell alcohol. Such a license clearly states the localities which it applies to and Analog is not one of them. Just as importantly the spirit of Analog is not about alcohol. It's the place of coffee and cozyness. ITU has an awesome place for drinking and partying and it's called Scrollbar.

Events held by Analog outside ITU may include alcoholic beverages, but it will never be a central part of the event (e.g., Analog will not sponsor a beer tasting event). If alcohol is served, there must be alternatives to those that do not wish to drink alcohol.

Expectations, policies and rules

# External Events in Analog

**The Board of Analog welcomes any event, that is in line with the spirit, and the ethical guidelines, of Analog.** The Board can decide to accept or reject event suggestions based hereon.

# Food Policy

**Nobody is allowed to store food in the kitchen.** This is due to health regulations. As long as we sell hot beverages only, we are exempt from regular rules and regulations which apply to food businesses, such as cafés, canteens or restaurants. It does not matter whether we sell the food or not. As soon as our kitchen stores food, we are at a much stricter level of health regulations, which we would need then would need to uphold.

**No food in Analog.** Unfortunately the guests in Analog are not always good at cleaning up after themselves. The cleaning we get in Analog does not include removing food items. Feel free to enjoy a snack (apple, granola bar, etc.) in Analog whilst on shift.

# Flyers/Posters/Ads in Analog

In Analog we get a lot of requests for advertisements. Therefore we have implemented the following policy:

All printed promotional material NOT related to ITU, a partnership with Analog and its board, or created by a student organization at ITU is not allowed in Analog at any time. This is so we don't take any particular stance on political parties and we don't promote any particular product, service, or business. Newspapers and magazines are welcomed.

If someone approaches you on your shift and asks for permission to set up advertisement, please refer them to the board for permission. The board is able to handle these requests, and discuss them if needed. No matter who wants to put up advertising, it has to be approved by the board.

# Merchandise policy

As an organization we feel that it's important to show appreciation of our volunteers, and it is important to have some shared items that helps us create an 'Analog Group Identity'. As such, when you join Analog, you receive one set of: 1 t-shirt and 1 sweatshirt. Paid by Analog. Throughout your time in Analog, any additional clothing can be purchased once a semester, barista pays 100% of the cost.

The board will reach out to new members each semester for sizes.

# Travel Expenses

Analog covers expenses within reason for travel occurring during tasks for the organization such as parking-fees, drive-now billing and reimbursement for mileage fee from the cafe to the point of interest relating to the task.

- The expense in question is always subject to approval by a board member
- Analog will never cover expenses if laws were broken, e.g. speeding tickets or other fines issued by the police.

An example of this could be renting a DriveNow car to go to Inco, or fetching barista cups from Creative Space.

Expectations, policies and rules

# Board games

**The board games have to remain in Analog.** This is not a strict rule, as it is difficult to enforce.

If people ask nicely, they can borrow a game - just remind them that they need to bring it back.

Our board games are first and foremost for the guests in Analog.

# Insurance

Volunteers in Cafe Analog is not covered by ITU. Having a safe working environment and ensuring proper coverage of volunteers are a prerequisite for the cafe. Therefore the Board has decided to buy an insurance for all our volunteers which covers both the daily operations in the cafe and at special activities organised by the cafe, e.g. spring cleaning.

As of November 2021, all volunteers are insured by a Arbejdsskadeforsikring (Workplace insurance) and Kollektiv Ulykkesforsikring (Casualty insurance). The board has also signed a liability insurance which covers damages on a customer or customer's item.

# Guides

# Instagram

You are very welcome to use Analog's social media accounts to post whatever fun things you are up to on your shift! Post your amazing theme shift, latte-art, or other shenanigans. It is a great way to reach out the students at the University.

The login to the Analog Instagram can be found in the 'Analog passwords and access control' under the Files section in the Facebook group.

# Visuals, logo and graphical identity

Link to logos, fonts and graphical identity

<https://drive.google.com/drive/folders/1fIlBaa0sH60eAeuiiFwTFmNYUV83QvEw?usp=sharing>

If you have any questions you are welcome to contact Laura Augustinus.