

Instructions for applying for the financial support

1. Read the instructions and criteria carefully.
2. Deliver the application well before the event so we can deal with it in time.
3. Send the application to Eetu Mansikka via email and let your own campuses tutor responsible that the event is upcoming.
4. Fill the receipt form after the event and send it to Eetu Mansikka. The money is easier to pay back if one person makes the purchases.
5. Make an event report after the event and send it to Eetu Mansikka.

You can apply for financial support for tutoring. Read the instructions and criteria carefully and make sure that the criteria is met before you send the application. The specialist in guidance and tutoring accepts the applications, provided that the criteria is met. You can apply for support for any activities that is done with tutoring in mind. It could be anything from volleyball tournaments to sewing clubs.

You can make the application for any event that is tutoring and meets the criteria. Support is offered so tutors could organize events easier. You can send the application at any point during the academic year and they are dealt with in the order in which we receive them. The support is offered throughout the year but the amount of support offered is limited.

Support is paid through receipt form. Make sure the form is filled correctly and that there is a clear picture of the receipt.

If you are organizing an event with tutors from multiple degrees, deliver only one application.

If you have any questions about the application or forms, please contact the specialist in guidance and tutoring or your own campuses tutor responsible.

Tutor responsables

Mikkeli: Anne Halinen, anne.halinen@opiskelijakuntakaakko.fi

Kotka: Laura Laakso, laura.laakso@opiskelijakuntakaakko.fi

Kouvola: Emmi Matinheikki, emmi.matinheikki@opiskelijakuntakaakko.fi

Savonlinna: Miika Hämäläinen, miika.hamalainen@opiskelijakuntakaakko.fi

CRITERIA

- The event must be organized by tutors. Tutors must have completed their tutor training.
- The event must be aimed towards first year students.
- You must invite the entire freshmen class to the event.
- At least 1/3 of the tutors' freshmen group must attend the event.
- With the application, you can apply for 75€ support/semester.
- Participants must be able to attend the event without consuming or purchasing alcohol.

You cannot purchase alcohol with this support. In the receipt, there must be other things or services than alcohol. If there is alcohol in the receipt, the application will be rejected.

You cannot purchase lottery tickets or gift cards with this support. You cannot use bonus cards when making the purchase.

You must follow Xamks' instructions and values gone through in the tutor trainings in the event. You must assign a harassment contact person(s) and their information has to be clearly visible for the participants.

Inform your own campuses tutor responsible about the application and the upcoming event and send the application and forms through email to specialist in guidance and tutoring.

Specialist in guidance and tutoring: Eetu Mansikka, eetu.mansikka@xamk.fi

After the event (2 weeks at the latest) you must make an event report.

Remember to act responsibly, promote grouping and good team spirit. Also remember to have fun!