



POLICY N°4 - EYP SWITZERLAND CUPS

Proposal by Seraina Petersen, 27 February 2016.

First approved on 28 February 2016.

Updated by Patricia Azevedo, Jana Bühler and Eléonore Bleeker, 29 June 2019.

Purpose, Scope and Applicability

§ 1 Purpose

¹ Ensuring the correct handling of the reusable EYP Switzerland cups at our events - especially sessions - including their selling, income management, taking stock as well as in the long run a regular accounting and appropriate storage.

² This policy is part of EYP Switzerland's strategy to increase respect of the environment at its events.

§ 2 Scope

This policy applies to any event organized by - or in the name of - EYP Switzerland.

§ 3 Applicability

¹ The handling of EYP Switzerland cups is managed by Board Members of EYP Switzerland only.

² The management of the cups and their revenue is ideally taken care of by the Board Member on Finances and Membership.

Sustainability

§ 4 Use of cups

¹ The use of the EYP Switzerland cups instead of plastic or cardboard alternatives is mandatory for all EYP Switzerland events.

² Exceptions can be made in the following situations:

- a. Other reusable cups are provided by the Organising Team through in-kind.
- b. The use of a specific cup is required by a sponsor.



Board Members' responsibilities

§ 5 Purchase of cups

The Board of EYP Switzerland is responsible for ensuring the availability of cups for any event. In case of shortage, the Board is obliged to purchase new cups.

§ 6 Inventory

¹ The responsible Board Member uses a pre-given overview sheet for the amount of deposit and cups given out, as well as one accounting sheet per event.

² An inventory of the cups is conducted by the Board after each event.

§ 7 Money handling

¹ A separated and locked cash box is used for cup-finances.

² In case another Board Member than the Board Member in charge of Finances and Membership is in charge of the cups at an event, he/she is responsible for further updating the overview sheet and the Treasurer on the current situation.

Organising Teams' responsibilities

§ 8 Transportation of the cups

The Organising Team of the event is in charge of planning the cups' transport

- a. from the EYP Switzerland's office to the event,
- b. during the event itself,
- c. from the event back to EYP Switzerland's office.

§ 9 Cleaning of the cups

Cleaning all returned cups is a standard part of organising an event.

Selling and return of cups

§ 10 Deposit

The deposit of CHF 5.00 per cup is enforced without exception; if disregarded, those responsible for taking a different decision will have to provide the missing cost difference.

§ 11 Selling of cups

The cups can be purchased by all participants of the event at the beginning of it and during check-in.



§ 12 Return of cups

Cups can be returned at the end of the event when announced by the responsible Board Member in exchange from the latter of the deposit previously given.

Approved in Bulle 30 June 2019 by the Board of EYP Switzerland.

This policy takes precedence over older documents. Unless explicitly specified otherwise, this policy enters into force immediately following its approval.

On behalf of the Board of EYP Switzerland,

A handwritten signature in black ink, appearing to read 'Azevedo', with a horizontal line underneath it.

Patricia Azevedo, President