**Instructions on using budget for team building events**

Throughout PDP it is important to keep up a good team spirit. One way to do that is organizing team building activities. The budget can be used for these events but there are rather strict constraints.

1. The total amount that can be used for team building activities throughout the entire project is just few hundred euros (ca. 200 eur).
2. Every receipt must be explained – you shouldn’t just file it with a comment “needed for team building” (e.g. the activity took place on late hours/weekend, and no access to student canteen was available -> we had to buy this stuff from Alepa)
3. It’s a good idea to buy raw ingredients from the market and make food together as an alternative to ordering readymade food. This keeps the cost down and making the food is a team building event as such.
4. The spaces at design factory, such as the sauna and kitchen, can and should be used for team building activities free of charge.
5. However, based on good reasoning you can also rent other facilities e.g. for brainstorming, testing and such like. Consult the teaching team in advance.

Always when planning to organize a team building activity and in doubt if it is okay or not, please come and talk to us!