

# Design Group Ratification Form

Team:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed By(Name and Position):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Team E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This document is to prospectively ratify a design Group. Ratification forms will be used to gather important information. This document MUST be handed in with an initial budget for the year along with the team charter. These can be handed in as a hard copy to the director of designs mailbox or emailed to the director of design. Any questions can be forwarded to the director of design at: design@engsoc.queensu.ca.

|  |
| --- |
| **Group Executives:**  |
| **Name** | **Position** | **Contact** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Main point of contact for the Group. (Include Name, Position and Contact Information.)** |
|  |
| **Give a short description of the team. (aprx 150 words)** |
|  |
| **Goals for the Group this year:** |
|  |
| **Do you have a competition(s) planned for the year? When is it? Where is it?** |
|  |
| **Do you have any sponsors for this year? If so who are they?** |
|  |
| **How do you plan to create positive external relations in the upcoming year?** |
|  |
| **How do you plan on keeping your space and the general spaces of the design groups clean and up to standard?** |
|  |
| **What do you have planned for group events? How do you plan on making sure that everyone can be included in these events?** |
|  |
| **Who is your faculty representative? What is their contact information?** |
|  |