Design Group Ratification Form

|  |  |  |  |
| --- | --- | --- | --- |
| **Team:** |  | **Team Email:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Completed By: (Name & Position)** |  |

|  |  |
| --- | --- |
| **Faculty Advisor:** |  |

|  |  |
| --- | --- |
| **Faculty Advisor Signature:** |  |

This document is to re-ratify any design group that was previously ratified, and it will be used to gather important information at the beginning of the year. This document MUST be handed in with an **initial budget for the year**, along with the **team charter** and **safety plan**.

Failure to complete the re-ratification form on time without notifying the Director of Design could cause a 48-hour warning. Any questions can be directed to the Director of Design at [design@engsoc.queensu.ca](mailto:design@engsoc.queensu.ca).

|  |  |  |
| --- | --- | --- |
| **Group Executives** | | |
| **Full Name** | **Team Position** | **NetID Email** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Main Point of Contact for the Team (include name, position, and contact information)** | | |
|  | | |
| **Give a short description of the team. (approx. 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?** | | |
|  | | |
| **How will you ensure awareness of equity, diversity, inclusivity, and indigeneity (EDII) in your team?** | | |
|  | | |
| **Who is your faculty representative? What is their contact information?** | | |
|  | | |