



Validation Package

Please fill out this form in its entirety. Leaving any section of the report blank may lead to the disqualification of your campaign. Do not forget to attach your budget.

Organization name: _____

Contact: _____

Email: _____ Phone Number: _____

Please circle which type of fee you are applying for:

Internal¹

External

If internal, you must provide a Letter of Ratification from your ratifying body (e.g. AMS, SGPS, University)

Do you have a current student fee? Yes / No

Please provide the wording of your question. If you are seeking a new fee, please model your question after example 1. If you are seeking to continue your fee, please refer to example 2. If you are seeking to alter your existing fee, please refer to example 3. Please note that these wordings are required by AMS Policy.

Example 1 (Establishing A New Fee):

"Do you agree to the establishment of a \$_____ fee (mandatory/ subject to individual opt out) to support the _____?"

Example 2 (Triennial Review):

"Do you agree to the continuation of the _____ fee of \$_____ (mandatory fee / subject to individual opt-out) for the next three years. This fee was originally established in _____ and last went to referendum in _____?"

Example 3 (Altering an Established Fee, NOT Triennial Review):

"Do you agree to an increase in the _____ fee (mandatory fee/ subject to individual opt-out) from \$_____ to \$_____, an increase of \$_____?"

Your Question:

¹ Internal fees are defined in AMS Student Activity Fee Policy and are groups that have been formally ratified, approved, or are otherwise administered by the University, AMS, or SGPS.



Please provide a description of your organization and your plans for a student fee. If you already have a student fee, describe what efforts you have undertaken using the money you have received. **(300-word limit)**

Why is your group seeking a student fee? **(250-word limit)**

Why did your group pick the fee amount stated in the question? **(250-word limit)**

When was your group established? **(250-word limit)**

What initiatives or efforts are you undertaking to ensure the long-term sustainability of your group? **(250-word limit)**

If you have collected a student fee in the past, what initiatives and/or opportunities have you provided the Queen's Community with the collected funds? **(250-word limit)**

Please also submit an attached copy of your budget² and a 300-word description of your group that is to be placed in the Queen's Journal during the time of referendum.

² You must submit a budget in the format of the Budget Template provided to you.