



## VALIDATION FORM – INTERNAL GROUPS

This form is due by Friday, September 20, 2024 at 12:00 PM.

No submissions will be accepted after this date for the Fall 2024 Referenda.

### GENERAL INFORMATION

Please fill out this form in its entirety. Leaving any section incomplete will lead to disqualification, and the application will be rejected by the SAF Review Committee.

Organization name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### PART 1 - ELIGIBILITY VALIDATION

Internal groups are defined as “groups which are formally ratified, approved, or otherwise administered by the University, the AMS or its Member Societies, or the SGPS” (sec. 2, subsec. c(i), SAF Policy).

Please indicate your administrative body:

- Alma Mater Society – Ratified Club\*
- Alma Mater Society – Service/Office/Commission
- Society of Graduate and Professional Studies
- Society of Graduate and Professional Studies – groups ratified, approved or affiliated groups\*
- Member societies of the Alma Mater Society
- Member societies of the Alma Mater Society – groups ratified, approved or affiliated groups\*
- Queen’s University\*

\*You must provide a Letter of Ratification from your ratifying body if applicable (e.g. AMS, SGPS, University). Reach out to the Secretariat’s Office/Governance Office of your administrative body.



## PART 2 – ELIGIBILITY VERIFICATION

1. Are you an athletic group or team funded by the Queen's University Athletics and Recreation?

Yes       No

2. Are you a commercial or a non-commercial for-profit group?

Yes       No

3. Are you directly associated with a registered political party in any Canadian or Foreign jurisdiction?

Yes       No

4. Do you currently have a student activity fee?

Yes       No      If Yes, what is the value of your fee: \_\_\_\_\_

Please note that only groups granted a specific exemption by the Student Activity Fee Review Committee are eligible to receive more than one fee. The AMS and its Member Societies are exempt as they break their fees down on specific membership and programming.

Have you received a specific exemption by the SAF Review Committee?

Yes       No

## PART 3 – TERMS AND CONDITIONS

Please indicate that you have read and understood the following:

- Student Activity Fees collected must, at large, be used within the year they are collected and for the purpose for which they are collected.
- Groups shall not donate or otherwise contribute ten percent (10%) or more of a Student Activity Fee to a Charitable or Non-Profit Organization.
- Groups must clearly demonstrate they meet the eligibility requirements, at the time of application, and must continue to remain eligible to receive the Student Activity Fee. Groups may be subject to audit requests as governed by the SAF Policy, to ensure and monitor compliance with eligibility.
- I have read and understood the Student Activity Fee Policy and agree to follow and comply with all the requirements of the policy.



## PART 4 – YOUR QUESTION AND STUDENT FEES

Please provide the wording of your question.

1. If you are seeking a new fee, please model your question after *Example 1*.
2. If you are seeking to continue your fee, please refer to *Example 2*
3. 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 (*choose one*) **mandatory** OR **subject to individual opt out** to support the \_\_\_\_\_?”

### Example 2 (Triennial Review):

“Do you agree to the continuation of the \_\_\_\_\_ fee of \$\_\_\_\_\_ (*choose one*) **mandatory** OR **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 (*choose one*) **mandatory** OR **subject to individual opt out** from \$\_\_\_\_\_ to \$\_\_\_\_\_, an increase of \$\_\_\_\_\_?”

### Your Question:

Please write your questions following the examples above. Be sure to indicate whether you intend for your fee to mandatory or subject to individual opt-out.





3. Please provide a description of your organization and your plans for a student fee. Using **2500-characters**, please elaborate on the requested information:
- a. **Triennial Review:** If you wish to continue the fee, please describe what programs you have offered to the benefit of students.
  - b. **Fee Increases:** If you already have a student fee, describe what efforts you have undertaken using the funds you have received and why you are requesting an increase of the fee (if applicable).
  - c. **New Fees:** If you are requesting a fee, please describe why your group is seeking a fee, and how you intend to use it.



## **PART 6 – BUDGET BRIEF.**

Please use this space to provide additional information about your budget that you feel the Student Activity Fee Review Committee should be aware of and/or explain/justify discrepancies or changes between actual, projected and budgeted values. Please note that this may be included with the release of the budget. **(2500 characters)**



## **PART 7 – NON-REVIEWABLE AND MANDATORY FEES**

1. **Mandatory Fees Only:** If you requesting to have a mandatory fee, please use this space to describe how your fee can “sustain primary facilities/services that are deemed essential to student life.” Please note that mandatory fees can only be established with the approval of the SAF Committee **(2500 characters)**



2. **Non-Reviewable Fees:** If you are requesting a non-reviewable fee, please use the space to demonstrate how you meet the following criteria. Please note that the SAF Review Committee may make a recommendation, and approval of designations of non-reviewable fees are subject to approval of the Board of Directors of the AMS **(2500 characters)**
- a. The fee has extensive oversight from the AMS Executive
  - b. The fee funds an essential student service or a capital project.





## QUEEN'S JOURNAL DESCRIPTION

**Purpose:** The purpose of the 300-word description is to clearly communicate information about your group, why you seek a fee, how you intend to use it, and why it would be beneficial for students. Think of this as your “short pitch.”

**Triennial Review or Groups Seeking a Fee Increase:** If you are a group required to undergo a triennial review and/or you are seeking to increase your fee, **you must use the same description as the one provided at the time your fee was initially approved.** If you have not saved your description, you can find it by:

1. Go to [www.queensjournal.ca](http://www.queensjournal.ca) and in the search box, type in the name of your group. You may have to scroll until you find an article that has a title along the lines of “referenda statements.”
2. OR if you’re unable to find it, please contact the [ceo@ams.queensu.ca](mailto:ceo@ams.queensu.ca)

**Tip! Be sure to save your 300-word description in a location you can retrieve in the future.**



## **FEE SLATE DESCRIPTION**

**Purpose:** Please use 250 characters to describe the purpose of your fee. This will be included on the AMS Fee Slate submitted to the Board of Trustees. This should include 1-2 sentences about your group, and mostly describe how your fee is being used. You can submissions by current groups here: <https://www.myams.org/wp-content/uploads/2024/08/2024-25-Ancillary-Fee-Slate.pdf>

***Please note, this description will be forwarded to the Board of Trustees, appear on the ballot and appeal on the SOLUS accounts of all students charged this fee.***