**Motion Submission/Tracking Form**

*Please title this motion as the following: EngSoc\_[Title of Motion]*

*Complete all sections. Do not fill out the result or discussion – leave blank!*

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| --- | --- |
| **Title:**  | **Purchase Fees for Sheet Ghost Event** |
| Please give serious, relevant title followed by joke title (if desired) |
| **Mover:**  | **Liam, VP Social** | **Seconder:** | **VPM** |
| Executive’s name and role | Leave blank unless another executive has agreed to support |
| **Whereas:**  | **Supplies must be purchased for Sheet Ghost Haunt (title pending) Event on October 31. These include plastic sheets and candy.** |
| Formal motivation for the motion (often includes a few statistics, facts, etc.); if multiple whereas clauses, separate with semicolons |
| **BIRT:**  | **Candy: 24.99 \* 2-3****Sheets: 3 \* 10-however many ghosts****Candy alone will be over $50.**  |
| The formal action the motion is taking (i.e. the most important component), and includes critical info like deadlines, responsible parties, etc. – enter multiple BIRT clauses by separating with semi-colons |
| **What Problem Does the Motion Solve?** | **Consultation:** | **Alternative Actions Considered:** |
| Identify the deficiency that the resolution addresses | Which individuals and groups have you discussed the issue and your remedy for it with? | Is a formal motion necessary to address the problem/deficiency? |
| **Ensure the event can run at a larger size** | **President, VPM** | **Yes, a lot of money is being spent.** |
| **Action Item(s):** | **Person(s) Responsible:** | **Timeline:** |
| What will need to be done once the motion is adopted? Is a policy change mandated? Explain in detail | Who will be responsible for the implementation/execution of the motion? | What are the key dates that need to be met? |
| After the motion is adopted, third-party payment form will need to be submitted.  | **VPS** | **October 31** |
| **Time Implication:** | **Financial Implication:** | **Risks:** |
| What is the estimated time needed to complete the actions associated with the motion? | Estimate monetary impact; if in need of assistance in completing, please consult with the Officer Team | Identify all non-financial impacts of the motion, including reputational, legal, etc.  |
| **N/A** | **Over $50, estimated at $80** | There are no risks |
| **Result:** | **6:0:1** |
| **Discussion:** |  |