

Overview/Context

The current fob system is vulnerable to people claiming team affiliation without any viable form of validation. There have been several instances this year of people getting fobs claiming belonging to a team they are not associated with, or having requested and received a fob against the wishes of their team lead.

Establishing a list of Known Representatives

From here on out, presidents of EngSoc Affiliated Groups which are seeking fob access from the VPSL portfolio will have to submit a short-list of trusted team members (Known Representatives). These Known Representatives will be responsible for confirming the submission of valid fob requests .

When an EngSoc Affiliated Groups member uses the [existing fob request form](#) to request a fob, a Known Representative must send an email to **DTA Outreach** to confirm the form submission. This is done to verify that it is actually a member of the team applying for a fob, and that said team member is intended to receive a fob. Only upon reception of such an email will the applying team member's request be granted.

Every submission of the list of Known Representatives is final for a given semester, barring exigent circumstances requiring changes at the VPSL portfolio's discretion.

NOTE: Engsoc PDs and Officers will act as their own Known Representatives and simply email confirmation from their respective role's accounts.

Known Representative List Submission

To submit a list of Known Representatives to the VPSL Portfolio one must use the following sheet:

[EngSoc Affiliated Groups - Known Representative Submission Form](#)

The sheet will look like this:

EngSoc Affiliated Groups - Known Representative Submission Form

Read this before submitting:
https://docs.google.com/document/d/1kprxGGHFr74EMnOxNP4ROF_fgJe2sT8cyGqIOPdSjg/edit?tab=t.0

@gmail.com [Switch accounts](#)

The name, email address and photo associated with your Google Account will be recorded when you upload files and submit this form

Submit a google sheet with the list of your Known Representatives as per the template linked below:

<https://docs.google.com/spreadsheets/d/1F7W6wiEcWx7uiVojB70UsDNRCAP475ks-ebidALBe8/edit?gid=0#gid=0>

Follow the file naming convention:
GroupName_Semester_Year_Known_Representative_List

Ex. DTA_Fall_2025_Known_Representative_List

Upload 1 supported file: spreadsheet. Max 10 MB.

[Add File](#)

Submit [Clear form](#)

Open the template whose link is circled in **red**, and follow it. There is an example of a correctly filled in form from a fictionalised DTA. Filling in the form should yield something akin to the example provided below:

Team Name:	Design Team Association		
Name	Email	Alternative Email (optional)	Role on the Team
Michael Atkinson	dta@g.skule.ca	crazy_i_was_crazy_once@g.skule.ca	DTA Director
Sheen Patel	dta_outreach@g.skule.ca	drumb.major@hotmail.com	outreach
Josea Taruli	dta_vehicle@g.skule.ca	spaaaaacccccccceeee@mail.utoronto.ca	vehicle manager
Lincoln McDonald	dta_facilities@g.skule.ca	go.see.spring.awakening@gmail.com	facilities liason
[Redacted]	dta_recalled@g.skule.ca		[Redacted]
Harrison Chan	dta_ehs@g.skule.ca		EHS liason
Shosh Lebo	vpsl@g.skule.ca	there are 400 vpsl emails help	Boss

Feel free to edit starting from the blank template, or the DTA example.

Only one email is required per Known Representative though two can be submitted for additional security should EngSoc affiliated groups want.

Finally as outlined in the **green** circle the google/excel sheet submitted by each EngSoc affiliated group should follow the naming convention:

GroupName_Semester_Year_Known_Representative_list

Which for our example gives:

DTA_Fall_2025_Known_Representative_list

Improving Turnaround Time

Along with these changes to the fob approval process we have two new DTA team executives coming on to handle fob requests. This ensures faster response times despite the more onerous requirements these changes impose on teams for requesting fobs.

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