**Rogich Middle School Contract Requirements**

1. **Attendance**
	1. How will you keep team members informed when they are absent?
	2. What are the consequences when a group member misses a class due to sickness or personal emergency?
	3. What are the consequences when a group member misses a group presentation?
2. **Member Dismissal**
	1. For what reasons will you consider firing a member from your team? These should be bulleted and specific in order to be enforced.
	2. Firing is a last resort. What steps will you take to prevent the situation from reaching this point? This must be a 5-step process.
3. **Work Division**
	1. How will you assign and evaluate the division of work so that it is equal amongst each group member?
	2. How will you keep track of what team member is responsible for and who will be responsible for ensuring the work is complete?
4. **Leadership**
	1. How will you designate a team leader?
	2. How will you reach a consensus on who earns the leadership bonus at the conclusion of the project? (Verbal vote, secret ballot, etc.)
5. **Contact**
	1. What contact information will you require of each other?
	2. Provide outside of school contact information—Phone number, outside email, and any other important information. This must be included in the contract.
6. **Communication**
	1. How will you ensure that communication is maintained throughout the duration of the project? Identify 2-3 ways to communicate, especially in the case of an illness or family emergency.
	2. How will you ensure that any problems are communicated to your instructor? Identify 2-3 ways to communicate in case of a problem.

Signatures of group members indicate that you agree to the terms and conditions of this contract:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_