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Department of Energy

Office of Diversity and Inclusion

EMPLOYEE RESOURCE GROUP CHARTER APPLICATION

*Below are questions to be answered by the individual Employee Resource Group to be accompanied by its charter when submitting to the Office of Diversity and Inclusion or Field Diversity Office. All Employee Resource Groups must submit an application for review and approval for formal recognition of the Employee Resource Group. Please submit questions or a completed application to the appropriate office.*

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| --- |
| Name of Employee Resource Group: |
| Name of Department of Energy employee organizer:  Title:  Office:  Phone: Email:  Signature: Date: |
| What is the group’s purpose (500 words or less)? |
| What is your Employee Resource Group’s Mission Statement? (*This can be the same as in your ERG Charter.)* |
| Please provide three examples of how your group’s mission and purpose serves the Department’s mission.  1.  2.  3. |
| Please attach your Charter. Please describe your leadership structure and how they are elected, terms, and communication to the members at large. |
| Signatures of at least 10 Department of Energy employees who indicate they will join your Employee Resource Group. Attach a list of any additional employees.   |  |  |  | | --- | --- | --- | | Print Name | Title | Employee Signature | | 1. |  |  | | 2. |  |  | | 3. |  |  | | 4. |  |  | | 5. |  |  | | 6. |  |  | | 7. |  |  | | 8. |  |  | | 9. |  |  | | 10. |  |  | |

EMPLOYEE RESOURCE GROUP CHARTER APPLICATION APPROVAL

The application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Resource Group has been reviewed by the Office of Diversity of Inclusion/Diversity Program Manager and forwarded with the following recommendation:

Approve:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Disapprove:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

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

Signature Date