ORG TRANSITION CHECKLIST

Transitions of leadership in student organization can be shaky, use this checklist to make sure you have passed on all the information to the next group of officers.

☐ **Officer Update form**
The officer update form helps not only our records, but your records. The form is found here Once you fill out the form OSA will update our records and contact the new officers.

☐ **Mailing Info**
This includes email passwords, mailing address, and PO Boxes. New leaders need to know where to pick up their mail and how to access the organizations email.

☐ **Websites/Social media**
If your organization maintains a website, Facebook Page, Twitter, Instagram, or any other social media accounts, be sure to transfer the passwords and log-in information to new officers so that they can continue using the same accounts.

☐ **Bank Info**
Does your organization have a bank account? Please be sure that access is transferred to new officers so that they can keep organization records and funds up to date.

☐ **Programming Files/Information**
Make sure to transfer all relevant information for programming that may be happening in the next semester as well as those done annually. You want to be sure that remaining members have access to work that you may have done during your leadership tenure.

☐ **Organization Contacts**
Know some important contacts or people you've networked with? Make sure this information is passed along if your organization can benefit from them or event if they know information that is necessary for the future.

☐ **Locker/Storage Access**
If you have a student organization locker make sure you update who can have access. If your organization rents space or uses other storage space pass on the access codes and any leases or other information.

☐ **Space Requests**
If there are any pending or even confirmed space requests that will take place when current officers will no long be here, please transfer information to new officers. Write down and share any event numbers so incoming officers are referencing the right events. This will help with programming and keeping your spaces secure in the coming semester. Teach the new officers how to put in space requests correctly and how to track their requests.

☐ **Org Training**
Don't forget about org training! All organizations are required to attend org training as part of re-registration as well as Student Allocations Training if your organization would like to apply for funds from the university. Failure for new officers to attend training will result in the organization going inactive.

The more information you share with new officers will allow the group to continue to function at a high level. Leave your legacy.