



STUDENT ORGANIZATION OFFICER TRANSITION CHECKLIST

OFFICER INFORMATION

- *Update Officers in myRIC
- Outgoing Officer Contact Information (Optional)

CONTACT INFORMATION

- Advisor(s)
- Student Activities
- Student Community Government
- Other important contacts...

USERNAMES AND PASSWORDS

- EMS
- RIC Webmail
- Social Media
- Other accounts...

RECORDS

- Past event files & evaluations
- Accounting information
- Organization account number

CAMPUS OFFICES

- Student Activities (SU 408)
- Student Activities Marketing (SU 435)
- Student Community Government (SU 401)
- Donovan Dining Center (2nd Floor)
- Office Services (Kauffman Center Basement)

SCG REQUIREMENTS

- Officer Contact Information Sheet
- President & Treasurer Affidavit
- Advisor Contract

ANNUAL EVENTS

- Presidents/Treasurers Meeting (or individual meeting with SCG Treasurer)
- Fall Campus Activities Day
- *Student Activities Orientation Meeting
- SCG Budgeting
- Spring Student Organization Showcase

*Required for annual Student Activities Recognition



TRANSITION WORKSHEET - OUTGOING

1. What do you wish you knew coming into this position?
2. Who do you need to know in this position?
3. What policies do you need to know about in this position?
4. What did you learn from this position?
5. What was most difficult about holding this position?
6. Will you be willing to give advice next year? How can you be reached?
7. What is one last great piece of advice you can give?

How will this information be passed along?

What three steps can you take to help the transition process?

- 1.
- 2.



TRANSITION WORKSHEET - INCOMING

1. What are your three biggest questions coming into this position?
 - i.
 - ii.
 - iii.

2. What are you looking forward to most about this position?

3. What are you looking forward to least?

4. What did your predecessor do well when they held this position?

5. What are you going to do the same?

6. What are you going to do differently to improve the organization?