Outgoing Officer Contact Info
Email: 
Phone: 

Responsibilities of Position
Weekly:
•
Year Long:
•
Large Events:
•

Timetable for Completing Duties
Summer:
•
Fall:
•
Winter:
•
Spring:
•

Important Resources (With Google Doc/Dropbox Links)
• Account Log In Info
• Other helpful documents (funding apps, timelines, flyers, emails, etc.)

Budget Info
Where did you typically get funding, how much?
Large event funding?

Unfinished Projects/Future Goals
Things I planned for this year but never implemented:
•
Things I think could be added/ improved next year:
•

Mistakes that could have been avoided
•

Advice
•

Common Issues and Possible Solutions
• Issue
  ○ Solutions

Priorities
Must Have:
•
Should Have:
•
Don’t Bother:
•