

Many times the success of a student organization depends on its effective leadership transition. You know the scenario: you are handed a set of unbalanced books and unpaid bills at the end of the year and you spend five hours trying to reconcile the account; or you receive a letter from Student Life in October telling you that your organization is on inactive status because nobody ever told you about the annual registration requirement; or you missed the Student Organization Officer Meeting in the fall because you didn't know you had a mailbox on-campus. Don't let this happen in your organization – provide an effective transition.

## **Beginning of the academic year....**

- A. Complete the on-line registration process before the Friday of the fourth week of the fall semester.
- B. Verify your SAF Allocation with USG Office.
- C. Meet with your organization's advisor.
- D. Make plans to attend the Student Organization Officer Meeting.
- E. Review financial records, constitutions and bylaws, and other important documents.
- F. Confirm reservation for a table for K-Day.

## **At any time during the year...**

- A. When officers are elected or Officer/Advisor addresses change, update the organization's on-line database to ensure proper contact information.
- B. Train new officers in bookkeeping, budgeting, completing forms and the Event Planning & Registration process.
- C. Introduce all new leadership to Student Life personnel.
- D. Leave a forwarding address and phone number for the new leadership.
- E. Submit nominations for student awards sponsored by Student Life (spring semester only).

## **End of academic year...**

- A. Reconcile all of your student organization financial records, pay all your bills, make sure you have money in your account for any bills over the summer, process all disbursements and transfers, etc.
- B. Organize your officer files and resources and pass information and supplies to new officers.
- C. Recognize and reward members for their accomplishments.
- D. If anyone other than the treasurer will be handling financial responsibilities over the summer, add his/her name to the organization's bank account.
- E. Obtain Student Organization Manual from the previous president. If your organization's copy is not available, stop by the Student Life Office for a new copy.
- F. Make reservation for table at K-Day.