**A close up of a logo

Description automatically generated**

**Student Organization Transition Report**

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| **NAME:** |  |
| **POSITION:** |  |
| **STUDENT ORGANIZATION:** |  |
| **TERM DATES:** |  |
| **EMAIL:** |  |
| **PHONE NUMBER:** |  |
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| **TIME COMMITMENT:** Please list weekly/monthly tasks associated with the position. | |
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| **SEASONS OF THE POSITION:** Please list any times of the calendar year that are busy and/or quiet for this position. For example, if your position is very busy during the fall, but quiet during spring, please indicate that. Please include specific deadlines you may have had (if applicable). | |
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| **RESOURCES:** Please list any resources (including web links) that would be helpful to someone in this position. | |
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| **SUPPORT:** Please list the other individuals or roles that are helpful for someone in this position, and describe why. For example, when this position collaborates closely with a specific member of the Marketing Team, please indicate that. | |
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| **PROGRAMS AND PROJECTS:** If this volunteer position creates programs or initiatives, please list all of the programs that you coordinated while serving in this position. If you did not have specific programs, please indicate what you contributed in this position. | |
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| **SUCCESSES, CHALLENGES, AND FUTURE PROJECTS:** Please list any successes or challenges you encountered. Are there any initiatives or projects that will need to be continued after the transition? | |
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| **BUDGET:** If this position had a budget, please indicate any suggestions on how to best maximize it. For example, does what you spend match what TCU allots? | |
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| **LESSONS LEARNED:** Please indicate any helpful tips or information that would help a future coordinator to plan and navigate serving in this position. | |
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| **LAST STEPS:** Before your transition is complete, please make contact with the person that is succeeding you in the position. It is encouraged that there is a one-on-one conversation with this person to assist with in the transition. Please share this completed document (and any other relevant documents for the position) with leaders of your organization as appropriate. | |