

Officer Transition Report Form

Officer Position _____ Year of Office _____

Outgoing Officer's Name _____ Email _____

Position Description: 5 major tasks/responsibilities

1. _____
2. _____
3. _____
4. _____
5. _____

- Timeline of Major Responsibilities (be sure to include advance registration deadlines).
- What worked well for you this year?
- What did you find challenging?
- Budget (be sure to indicate typical expenses and sources of income for which you are responsible, budget deadlines, ideas for new income, etc.)
- Contact people (with addresses, phone numbers, and their areas of responsibility)
- Attach a copy of completed version of any forms for which you were responsible, including forms from the Office of Student Activities.
- DragonFest Plans and suggestions.
- Review procedures and rules and recommend any needed changes.
- Other.....