

2013-2014 Club Transition Memo

Prepared for (Name of Club) _____

By Outgoing Club Member: _____

- Brief Description in your own words of the mission and goals of your club. What does your club do?

Technical and Logistical Details

- What is your Club Fund Balance that will carry over to next year? \$ _____
-How did you fundraise /get donations?
- Do you have anything in club storage? (List all items here)
- Did you make any funding request from ICCAC this year? If so what kind of projects/events/materials etc. did you use that funding for ?

Overall Reflection and Suggestions for Incoming Club Members:

What did you accomplish this year? What went well?

Please list the projects/events/or programs where your club most excelled. What would you recommend doing again next year?

What Could be Improved?

Please list projects/events/programs that could be improved and suggestions on how this can be done next year.

Important things and people to know.

Please explain any processes/procedures you think will be helpful for your replacement to understand (ie. How to make room reservations/tables, how to recruit people, how to plan an event. etc?) Include contacts for faculty/staff/admin who your position should connect with)

- Are there any current club members who plan to be involved next year? (Please list name, e-mail, phone number and what role they had with the club this year. Who will be the point person on getting everyone together at the beginning of next year?)
- Do you have a club advisor? Have they agreed to advise next year? If not please list contacts for suggestions of people to ask to be your advisor if you want one.

Any Unfinished Business?

Were there any projects or important work you started that you want to ensure are continued on? What do you need the person who replaces you to know about it? What resources can you give them? Please include a detailed description of this work and provide any supplemental materials related to unfinished or on-going projects.

Anything Else?