



BUSU

BROCK UNIVERSITY
STUDENTS' UNION

Transitional Document

Use this document for all outgoing executives to transfer important documents and accounts to all incoming executives.

Club Name: _____

Outgoing Executives:

Incoming Executives:

Where do we bank? _____

Where do we keep club records? _____

When will we transfer over our finances, other club supplies, and locker? **(Note all transfers must occur prior to April 30th)**

When will we transfer our club email, Experience BU, social media and other passwords? What are the passwords for or social media?

What is the process we follow for keeping track of our finances?

What events worked well this year? Why?

What events did not work well this year? Why?



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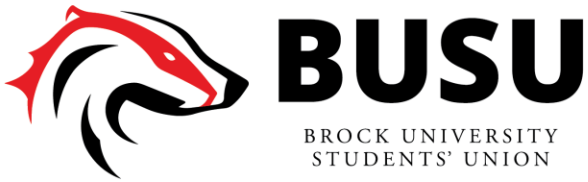
Where can we make improvements and how can we implement said changes?

Is the current club structure fitting for the club mandate? Are the roles clearly outline and all incoming executives are aware of their responsibilities? If no, state why not.

What is the best advice the outgoing executives can give the incoming executives?

What else do the incoming executives need to know about the club and club operations?

Are there items of the club that should be brought to the BUSU Clubs Team? If yes, please state them here.



Check list

Club Name:

- Club attended Clubs Summit or make-up session
- Outgoing executives have transferred finances and social media passwords
- Outgoing executive have transferred Experience BU primary contact (if new club be sure to create an ExperienceBU Page)
- Incoming executives familiar with club finances
- Incoming executives reviewed and understands the Clubs 500 policy and Clubs Handbook
- Incoming executive updated Experience BU roster
- Club is aware of how to submit an event/risk management form
 - Be sure to submit all risk management forms 10-21 days prior to event
- Club is aware of how to utilize the Clubs Portal on ExperienceBU
- Club has completed ratification form, membership list, constitution, club year at a glance and check list
 - Submit complete ratification package on the BUSU website