**Officer Notebook Contents**

This notebook contains important documents and resources for your leadership position. This checklist of notebook contents will assist in the transition of the new officer. This checklist must be completed by \_\_\_\_\_\_ and will be reviewed in one-on-one meetings prior to departure.

**Tab 1: Governance**

* Constitution
* By-Laws
* Organization policies
* Standing rules
* Student code of conduct
* Officer job description
* Officer/committee reporting structure and flow chart
* Annual registration requirements (if applicable)
* Other: (Please list)

**Tab 2: Archive**

* Saved files as applicable (ex. EIN, bank statements, dues collection forms and receipts, social media account access, email account and website access transfer, etc)
* Committee reports
* Programs
* Team meeting notes/agenda
* Important emails

**Tab 3: Directories**

* Officer team/email/phone numbers
* Members’ email/phone numbers
* Advisors email/phone numbers
* Outgoing officers directory
* Emergency phone numbers
* College/university directory
* Key stakeholder directory
* Other:

**Tab 4: Resource Collective**

* Student Activities information and services
  + Trainings and Programs
  + Request for support
  + Student Organization Success Framework
  + Resource Room & KBK Center for Student Leadership and Service
* All current forms pertinent to the team
* Crisis management procedure
* Event guidelines
* Student Involvement Fair application
* Office/Locker application
* Organizational award application
* Other:

**Tab 5: Calendar**

* Accurate records of activities over the past year (i.e. contracts, dates of events, successes /challenges, etc.)
* Activity calendar of the past year
* Blank calendar for future planning
* Other:

Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outgoing Officer’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Incoming Officer’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_