**RSO Handover Template**

1. **Membership** It is *crucial* to have an accurate reflection of your sport/society membership. Your official numbers are recorded each year when members sign up via UConntact on your organization webpage. This means, members must sign up each year and you must verify your roster each semester.
	1. **What are the benefits of joining our organization**
	2. **Recruitment strategies**
2. **Executive Leader Roles** (Include role responsibilities and any unique titles that you may give these roles. *Ex*: play director)
	1. **President**
	2. **Vice President**
	3. **Secretary**
	4. **Treasurer**
3. **Non-Signatory Roles** (Enter as applicable)
4. **Email**
	1. **Username & Password**
	2. **Email Organization** (How do you file/organize your emails)
5. **Logo** (Copy of organization logo)
6. **Storage Closet & Inventory** (Any locker information and inventory)
7. **RSO Events** (Opportunity to highlight key events and tips/how to run them)
8. **Key Events/Dates**

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| --- | --- |
| **Event/Training** | **Time Frame** |
| Super Sunday RSO Training | Sunday prior to Fall classes |
| Involvement Fair | 1st Wednesday of Fall semester |
| Roster Verification | Early October |
| Constitutions Due | October 15th |
| MLK Leadership & RSO Training | Day prior to Spring classes |
| Involvement Fair | 1st Wednesday of Spring semester |
| Roster Verification | Early February |
| Constitutions Due | February 15th  |
| Leadership Banquet | Late April |

1. **FAQ**

What’s included on the Activities page webpage, provide tips on finding these documents, unique attributes to your organization (frequently used caterers/speakers, community resources available to your organization, etc.) Below is a list of suggestions.

* 1. Event Registration Form
	2. Constitution Guidelines
	3. Funding Request
	4. Transportation
	5. Frequently used caterers