

Transitions of leadership in student organization can be shaky, use this checklist to make sure you have passed on all the information to the next group of officers.

- **Officer Update form**  
Anytime your organizations officers change you need to update SLI. Once you fill out the [form](#) SLI will update our records and contact the new officers. Make sure you update them in your Organization's RamConnect portal.
- **Mailing Info**  
Pass on any organization email passwords, mailing address, and PO Boxes. New leaders need to know where to pick up their mail and how to access the organizations email if your organization has one.
- **Websites/Social media**  
If your organization maintains a website, Discord, Facebook, Twitter, Instagram, or any other social media accounts, be sure to transfer the passwords and log-in information to new officers so that they can continue using the same accounts. Nothing is worse than having to recreate account every year.
- **SSI & Money**  
Pass on your SSI account numbers and share budget information with new treasurer. Help your new treasure understand SSI policies, resources, and tax exemption. Review the SSI policies [online](#).
- **Programming Files/Information**  
Make sure to transfer all relevant information for programming that may be happening in the next semester as well as those done annually. You want to be sure that remaining members have access to work that you may have done during your leadership tenure. Pass along the information you learned about [program planning and](#) 25Live.
- **Room and Space Requests**  
If there are any pending or confirmed space requests that will take place when current officers will no longer be here, please transfer information to new officers. Write down and share any event numbers so incoming officers are referencing the right events. Teach the new officers how to put in a [25Live](#) request correctly.
- **Locker/Storage Access**  
If you have a student organization locker, make sure you pass along the combination. If your organization rents space or uses other storage space pass on the access codes and any leases or other information.
- **Org Training**  
Don't forget about org training! All organizations are required to attend org training as part of re-registration as well as Treasure Training in the fall. Failure for new officers to attend training will result in the organization going inactive.

The more information you share with new officers will allow the group to continue to function at a high level. Leave your legacy and your organization better then you found it. Remember any and all questions can be directed to Student Leadership & Involvement at [involvement@wcupa.edu](mailto:involvement@wcupa.edu).