**Organization President Transition Checklist**

2023-2024

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| **□ Before Transition meeting** |
| Why do this | This finishes up tasks required for the president and ensures all information is collected |
| Tasks to do prior to the meeting | * Prepare a “Transition Report” a document that goes over actions taken for the year, areas for improvement. And roll over ideas for the next president.
* Ensure there is a document, spreadsheet or otherwise that lists out the contacts the organization has, if possible send emails updating these contacts with the new president’s name
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| Things to keep in mind | Before meeting with your new president, have an idea on the positives and downs of the organization. Is there anything you wish you could have done? Is there something you planned that didn’t work out? Bring these concerns to them meeting and allow the new president to be informed about these. |
| **□ Responsibility of the president** |
| Purpose/Benefits | Learn about the president’s role and responsibilities within the organization. |
| Topics to discuss with outgoing president: | * Weekly & monthly tasks
* Other obligations and/or meetings outside of the routine functions of the organization
* Look over constitution/by-laws for changes that need to be made
* Meeting agenda
* Dates and times for organization meeting
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| Advisor Meeting | Meet with the organization Advisor at the beginning of the semester to discuss the level of involvement, anticipated events/programs, and needs of the organization for the upcoming year |
| **□ Annual Registration** |
| What is it | Required training for all student organization presidents |
| Purpose/Benefits | In this training, you will learn about the policies which apply to student organizations, information on room reservations, and programs/services available to all registered student organizations. |
| Opens | Orientation sessions begin **End of august** |
| Deadline | Last Session: **September TBD** |
| Contact Information | Check BearLink, [OSE website](https://organizations.missouristate.edu/Guide/student-organization-annual-registration.htm), and email for dates and times of sessions. For further information contact OSE (417) 836-4386 or email OSEIA@missouristate.edu |
| **□ Homecoming** |
| Benefits | Markets your organization, chance to win prizes/money, and get involved with the university community |
| When to apply | **TBA Check email for updates** |
| Deadline | **TBA Check email for updates** |
| Contact information | Office of Student Engagement (PSU 127) (417) 836-4386 & BearLink homepage |
| **□ Organization Events & Trips** |
| Purpose/Benefits | Many organizations host annual events for the campus community as well as travel outside of the Springfield area. It is important to begin planning early and seeking the proper resources.  |
| Topics to discuss with outgoing president: | * Are there any annual events, community service projects, or other commitments that your organization takes part in?
* If so what are they, when do they occur, and who is the contact?
* Have the spaces been reserved for your meetings and events yet?
* Does the organization attend annual conference, take a group trip, or attend a group retreat?
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| Events | Contact EMS for space reservations located in PSU 302 or reserve on the EMS Web App, resend list of new officer team in order to get access |
| Travel | Trips must be registered and approved 10 days in advance. Release forums required within 5 business days. Travel paperwork can be found on bear link under “Forums” (go over location) |
| **□ Passwords & Account Information**  |
| Purpose/ Benefits | Organizational email addresses and BearLink are a resource to be used by organizations to send out information to their members as well as serve as a contact for prospective members. |
| Setting them up | Complete an application form on the OSE BearLink page |
| Topics to discuss with outgoing president: | * Does your organization have any social media accounts that require a username and password to login?
* Does your organization have an email address? If so, what is the login information?
* Does your organization have a bank account? If so, what is the EIN (Employee Identification Number)?
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| Transitioning | Assign *President* role to incoming president on BearLink. To update access to organization email, call or email Office of Student Engagement |
| **□ New Student Festival** |
| Benefits | Helps with recruiting and marketing your organization. Held on the Sunday before classes begin in the fall. All new students are invited to attend |
| Opens | April – Register on BearLink |
| Deadline | August **(This is first come, first serve, so you need to register ASAP to be guaranteed a spot)** |
| Contact Person | Briar Douglas or briardouglas@missouristate.edu |
| **□ SOFAC** |
| Benefits | Provide funding for various student organizations’ activities |
| Questions to ask former president: | * + - Did your organization submit a budget proposal? If so, what was it for?
		- Was your organization awarded SOFAC funding? If so, how much?
		- How much of the awarded SOFAC funding has your organization used?
		- How much of the awarded SOFAC funding is left?
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| When to apply | Budget proposals (for the 2023-2024 fiscal year) will be accepted on the SOFAC BearLink page beginning **January 23rd, 2023** |
| Deadline | **Friday, February 23rd, 2024**  |
| Contact Information | Located in PSU 101. Email - SOFAC@missouristate.edu [SOFAC website](https://organizations.missouristate.edu/SOFAC/default.htm) |
| **□ Budget** |
| Purpose | A budget allows your organization to plan for events, trips, and other routine functions throughout the year.  |
| Topics to discuss with outgoing president: | * Discuss organization budget including income, any outstanding balances with MSU, and regular expenses.
* Are these documents currently accessible?
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| **□ STAR Awards- Monday, April 4, 2024** |
| Benefits | Help recognize your organization’s members, advisors, and programs |
| When to apply | Application process opens in the late January (keep notes on programs and organization involvement throughout the year to include in application) |
| Deadline | Nominations open - January |
| Contact information | Co-Curricular Involvement Student Employee- StudentTravel@missouristate.edu |