

Outgoing Officer Checklist

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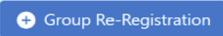
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Below you will find a list of resources to help you as you register your organization and transition out of your leadership role. Any additional questions can be directed to studentengagement@stanford.edu

 Hold leadership elections

Hold [elections](#) as outlined in your constitution by week 4 of spring quarter. See our best practices for elections [here](#).

 Register your organization in CardinalEngage

- When the **registration period opens on Monday, April 4, 2022**, officers of an organization will see the Group Re-Registration button  appear on top of the group page.
- **The deadline for re-registration is Sunday, June 19, 2022.** After the deadline, organization management functions will be disabled for the group until an officer submits the annual registration form.
- For this year's renewal, you will need:
 1. Org's approved constitution, mission statement, logo
 2. President, Vice President/Co-President, and FO
 3. 2 additional members for initial set up (you will be able to add more later)
- After you submit this information, you will be automatically directed to a form with additional registration questions and an end of year reflection.
- To return to an incomplete form, go to Home > [My Surveys/Forms](#) in the left navigation menu.
- Organizations that fail to complete annual registration will be placed on [dormant status](#).

 Transition Leadership Roles

Begin transitioning roles early. See our best practices for transitions [here](#).

Checked-Off by Yourself

- Compile necessary documents such as ASSU requests, event plans and layouts, membership rosters, and marketing materials**
- Meet with incoming officers to review constitution and other transition documents**

Transition Templates (Optional)

Need helpful transition templates? Please make a copy before editing.

1. [Officer Transition Meeting Template](#)
2. [Rolling Agenda Template](#)
3. [Year Long Planning Document](#)

Process all bills in GrantEd by X DATE

- REMINDER: Only change to incoming FO after all bills from this academic year are processed.
- No reimbursements can be submitted for this year after **X DATE**, so do not expect reimbursements after this time. Late reimbursements will not be processed.
- All unspent ASSU Quick Grants, Standard Grants and TSF funding are taken back **as of X DATE**. ASSU Annual Grants excess funding will be transferred to your reserves account.
- For unusual situations, seek help from the [ASSU/SSE](#).

Checked-Off by Yourself

Review account statement. Check for outstanding payments/transfers.

If you do not have sufficient funds in the correct account line, submit a line item budget modification.

Solicit all receipts from members. If missing, ask vendors for remaining invoices.