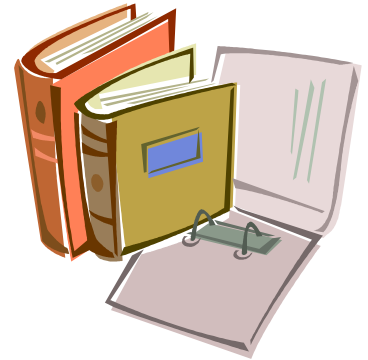


OFFICER NOTEBOOK CONTENTS

Each officer should have (or develop) a notebook containing important materials and documents for his/her leadership position. Documents and resource materials used often should be kept handy in the notebook. Outgoing officers should take the time to file important historical documents. They should also clean out and/or replace other recourses for the officer notebook. This is a quick checklist of notebook contents and can be copied for each officer's notebook.



To the Outgoing Officer

This may be the most difficult work in your transition process. If your notebook is cleaned out and organized, it will make everything else run smoother. This checklist must be completed by _____ (date) and the notebook is due to your successor by _____ (date). Please get this information in order now.

Tab 1: Governance

- _____ Constitution
- _____ Bylaws
- _____ Officer job description
- _____ Other: (Please list)



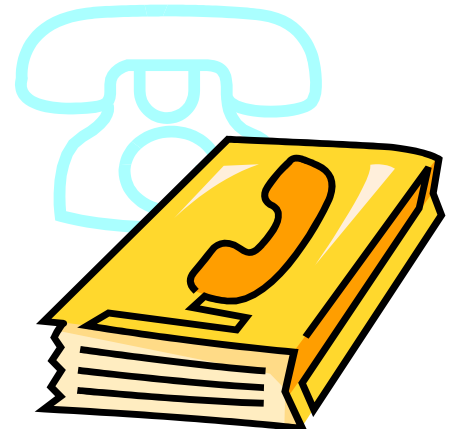
Tab 2: Agendas/Minutes

- _____ Committee reports
- _____ Other: (Please list)



Tab 3: Directories

- _____ Officer Team addresses/phone numbers
- _____ Member's addresses/phone numbers
- _____ Advisor's addresses/phone numbers
- _____ Outgoing officer's directory
- _____ Emergency phone numbers
- _____ University directory
- _____ Other: (Please list)



Tab 4: Resources

- _____ Campus Regulations booklet
- _____ All current forms pertinent to the office
- _____ Event Planning handouts
- _____ Scheduling and Publicity Policies brochure
- _____ Other: (Please list)



Tab 5: Calendar

- _____ Accurate records of activities over the past year (i.e. contracts, dates of events, successes, challenges, PRCs, RPPs, etc.)
- _____ Activity calendar of the past year
- _____ Current calendar of major University events
- _____ Blank calendar for future planning
- _____ Other: (Please list)

