CONTACT INFORMATION

Sarah Griffith
Assistant Director for Clubs & Community Outreach
sbgcccl@rit.edu
475-6128

Paulina Klimkiewicz
Clubs Graduate Assistant (GA)
clubs@rit.edu
475-4483

Jessica Barone
Club Student Assistant (SA)
clubsa@rit.edu
475-4483

Robin Amico
Manager for Financial Operations
rxsrla@rit.edu
475-5658

Dawn Rizzo
Senior Financial Assistant
darccl@rit.edu
475-5798

William St. Jean
Associate Director for Campus Programs
brsrsla@rit.edu
475-7685

Kathleen Hall
Student Government Office Manager
kahhcc@rit.edu
475-2204

Jennifer Jones
Assistant Director for Marketing & Event Services
jjjccl@rit.edu
475-7651
SAMPLE TRANSITION BINDER OUTLINE

Below is a listing of information and documents that are recommended to include while building a transition binder. Depending on your club or organization you will need to adapt the following outline to fit your needs!

1. Club Center Contact Information
   a. Club Center Contact Information
   b. Quick Resources and Referrals
   c. RIT Helpful Websites

2. Club History
   a. Mission Statement
   b. When was the club/organization founded?
   c. Important Alumni Information

3. Club Contact Information
   a. General club contact information
      - Facebook account information & password
      - Twitter account information & password
      - General club email address & password
   b. Current executive board’s contact information
   c. - Member & officer contact list
      - Signed executive board contracts
   d. Previous executive board’s contact information
      - Member & officer contact list
   e. Advisor information
      - Department, office location, & contact
      - Role on campus
      - Officer job descriptions
   f. Other organizations / Community Liaisons:
      - List of agencies + contact info.
      - Funders (List of companies + contact info.)

4. Club Constitution
   a. Note of any recent changes
   b. Bylaws if applicable
5. **Calendar of Events/Annual Events/Signature Events**
   a. How to EVR/Reserve an Event
   b. Notes on annual/signature events with:
      i. Timeline of event
      ii. Methods of publicity used
      iii. Important contacts (partnerships and/or sponsorships)
      iv. Location information and contacts
      v. Media coverage and contact information
      vi. Budget for event
      vii. Improvements to be made

6. **Public Relations**
   a. Newsletters
   b. Promotional/recruitment flyers
      - Copies (hard and/or electronic of past fliers)
   c. Additional public relations materials
      - Alternative methods of recruitment used
      - Recent Press
      - Pictures

7. **Financial Overview**
   a. Current Budget
   b. Finance cheat sheet
   c. Information on grants and other funding

8. **The Link**
   a. Instructions
   b. Club Recognition Applications
   c. End of the Year Reports

9. **Additional Information**
   a. Awards & Recognition
   b. Forms
   c. Templates
TRANSITION OVERVIEW

A successful leadership transition process should be carefully planned out. There are four key phases to a transition; Pre-Transition, Preparing for the Transition, Passing the Torch and Thinking Ahead for the Fall. The bulk of the transition will occur in the Spring semester but it’s important to carry out the transition through the summer to be fully prepared for the Fall semester.

Phase 1: Pre-Transition

The following should have already been accomplished:

- Elect your new Executive Board- make sure to hold elections early enough to leave yourself enough time for a successful transition!
- Finish all necessary correspondence (paperwork, letters, emails, phone calls)
- Submit your budget request to Club Center (early May)
- Develop action plan and time-line for new officer transition

Phase 2: Preparing for the Transition

Complete the following:

- Executive Board Contact information for new academic year
- Introduce all new e-board members to advisors

Preparing information for the incoming e-board:

- Invite the incoming executive board members to attend a meeting led by the exiting executive members- this will help new e-board members to understand the roles and responsibilities of their respective leadership positions
- Organize files (paper & electronic) to ensure proper documentation
- Create transition binders (see “Transitions” Binders page 7)
  - Each incoming officer should be provided with an organized binder
  - Give your predecessor a tour of the binder- don’t just pass it off!
  - All officers should have a copy of the following:
    - Executive board contact list
    - Constitution/ by laws
    - General “job” description
    - Key Administration Contacts
    - Exit Interview
  - End of the year report & evaluation
Phase 3: Passing the Torch

Schedule Transition Meetings:

- Ideally, the outgoing President/Vice President should meet one-on-one with the incoming President/Vice President and include the advisor during the Spring semester.
  - Topics of discussion:
    - Calendar
    - Goals for next year
    - Past, current, and future issues
    - Financial status of club/organization
    - Expectations of roles

- Hold a joint meeting for the outgoing and incoming executive board. Think of this as an adjustment period.
  - Suggestions for agenda:
    - Introductions
    - Review of constitution
    - Review the goals and accomplishments of current year
    - Handle unfinished or pressing business
    - Break into one-on-one meetings for each position

- If time permits, hold a transitions retreat with the incoming executive board. As part of your retreat include team builders to foster good working relationships. Team Builders will allow you to learn a great amount about your organization and is a stepping stone to building a strong team.
  - Outcomes of holding a retreat:
    - Increase and foster open and honest communications
    - Builds positive social relationships
    - Develop trust and mutual support
    - Builds respect...appreciation of differences
    - Builds pride for your group
    - Use the uniqueness of members to accomplish goals

Phase 4: Thinking Ahead for Fall

Fall can be a busy time of the year! Plan ahead and think of the following items over the summer so that you are fully prepared for your new leadership position!

- Introduce e-board members to advisors and other key administrators
- Prepare for the Fall Club Fair (Register online at clubs@rit.edu)
- Update constitution, job descriptions to make sure that they accurately reflect the organization
- Informal meetings to encourage group bonding and support
- Review rosters on The Link and update as needed
- Update calendar
- Create timelines
• Become familiar with the Club Center

OUTGOING EXECUTIVE BOARD
TRANSITION DISCUSSION TOPICS

Goals:

What were the goals, and how well did we do on each goal?

Which goals should be continued?

Which goals should be altered?

Which goals should be dropped?

Programs and Activities:

What activities and programs did we sponsor?

How effective was each program?

Did we do any community service activities?

Were the programs and activities consistent with group goals?
Which activities should be continued and which should be dropped?

---

**Membership:**

Do we currently have just enough, too few, or too many members (in light of the group's goals)?

---

How effective were our membership recruitment efforts, if any?

---

Are the members actively involved in the operation of the club (including decision making, planning, implementing, and evaluating)?

---

Are members enthusiastic about the activities and motivated to work towards the group goals?

---

**Officers and Organizational Structure:**

Do officers understand their responsibilities and roles within the organizational structure?

---

Did the officers operate as a team or could cooperation between officers be improved?

---

Is the amount of time and effort required of each officer equal, or are some expected to work harder than others?

---

How would the general membership evaluate the effectiveness of the officers?
How would the officers evaluate the effectiveness of the officers? What could be improved?

Organizational Operation:

Was the budget managed properly?

Were meetings run effectively?

Was the frequency of meetings appropriate?

Do we experience scheduling conflicts with other groups or activities?

Additional Notes:
EXECTUIVE BOARD CONTRACT

I, __________________________________________ accept the position as __________________________________________ on the (Example Organization) Executive Board.

I fully accept all responsibilities of the position as listed in the position description and as delegated to me by the President, Vice President, and Advisors. I will adhere to the regulations set forth by the Club Center and Student Government. I understand that all organization meetings and events are mandatory, unless otherwise stated. I will do my best to represent (Example Organization) on campus and in the community and be an active, engaged member of the executive board. If I fail perform my responsibilities or to meet the expectations presented to me, I understand that action will be taken and I can be removed from the (Example Organization) general assembly.

__________________________________________  __________
Signature                                    Date

__________________________________________  __________
Advisor                                     Date
INCOMING E-BOARD QUESTIONNAIRE

List 3 things that made you want to run for this office and why:
1.
2.
3.

List 3 new ideas that you would like to implement for your position this year:
1.
2.
3.

List 3 important foreseeable problems in your position:
1.
2.
3.

List possible solutions to the above 3 problems:
1.
2.
3.

Please think through and respond to the following questions regarding your responsibilities. Think of this information as a to-do list- it will be very helpful to your successor!

1. Things specific to the position I want to know about (forms, duties, etc.)
2. Things I should do before the semester begins...
3. People (positions) that I should get to know...
4. Services that I need to know about...
5. Things I need to know about working with my advisor...
6. Other questions I wanted answered...
MEMBER & OFFICER CONTACT SHEET

Organization Information

Please complete only that which is applicable.

Organization E-mail: ____________________________

Organization Web Site: __________________________

# of Current Members: __________________________

Date of Next Elections: __________________________

Primary Contact Person: _________________________

Title: _________________________________________

Street Address: _________________________________

City/State/ZIP: _________________________________

Phone Number: _________________________________

E-mail Address: _________________________________

Officers

If you have additional officers, please attach a list to this form.

Name: _________________________________________

Name: _________________________________________

Title: __________________________

Title: __________________________

E-mail Address: __________________________

E-mail Address: __________________________

Name: _________________________________________

Name: _________________________________________

Title: __________________________

Title: __________________________

E-mail Address: __________________________

E-mail Address: __________________________

Name: _________________________________________

Name: _________________________________________

Title: __________________________

Title: __________________________

E-mail Address: __________________________

E-mail Address: __________________________

Members

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________
HELPFUL RIT WEBSITES

Center for Campus Life:
http://campuslife.rit.edu

How to Form A Club:
http://www.rit.edu/studentaffairs/campuslife/form-club

RIT Club Finance Certification:
https://campuslife.rit.edu/app/finance-certification

Free Marketing: Staff Artist Request:
https://campuslife.rit.edu/app/art-request

RIT Events Calendar:
http://events.rit.edu

Event Registration:
http://www.rit.edu/studentaffairs/campuslife/event-registration-evr

Student Government:
http://www.sg.rit.edu

My RIT Portal:
http://my.rit.edu
(find your UID here)

The Link@RIT:
http://thelink.rit.edu
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/26</td>
<td>Clubs101 What You Need to Know to Run Your Club 3:40pm Campus Center 2610</td>
</tr>
<tr>
<td>9/02</td>
<td>Club Advisor Brainstorming 12:20pm Campus Center 2610</td>
</tr>
<tr>
<td>9/03</td>
<td>Clubs101 Event Registration (EVR) and How/When to Use It 2:30pm Campus Center 2610</td>
</tr>
<tr>
<td>9/05</td>
<td>Club Center Welcome Back Party! 11am-1pm Club Center *Snacks provided</td>
</tr>
<tr>
<td>9/08</td>
<td>Clubs101 How to Use Club Budgets and All Things Money! 1:30pm Campus Center 2610</td>
</tr>
<tr>
<td>9/11</td>
<td>Advisor101 Series 12:10pm Campus Center 2650</td>
</tr>
<tr>
<td>9/12</td>
<td>Club Fair #1 10am-4pm SAU lobby *Register on thelink.rit.edu for a table</td>
</tr>
<tr>
<td>9/16</td>
<td>Clubs101 Advertising Your Club and The Link@RIT 3:40pm Campus Center 2610</td>
</tr>
<tr>
<td>9/17</td>
<td>Clubs A-L MANDATORY All Clubs Meeting 6:30-7:30pm Campus Center 2610/2650 *Attendance is mandatory (one member per club) PIZZA PROVIDED!</td>
</tr>
<tr>
<td>9/22</td>
<td>Clubs M-Z MANDATORY All Clubs Meeting 6:30-7:30pm Campus Center 2610/2650 *Attendance is mandatory (one member per club) PIZZA PROVIDED!</td>
</tr>
<tr>
<td>9/26</td>
<td>Clubs101 Building Your Club Constitution 2:30pm Campus Center 2650</td>
</tr>
</tbody>
</table>
RIT CLUB IMPORTANT DATES
FALL SEMESTER 2014

9/26
Friday
Club Waivers Due!
by 4:00pm
Event Registration Desk (Welcome Desk)
Campus Center

10/01
Wednesday
Clubs101
SG Finance Committee
How and When to Ask
3:40pm
Campus Center 2610

10/04
Tuesday
Clubs101
Membership Recruitment
3:40pm
Campus Center 2610

10/10
Friday
Club Fair #2
10am-4pm
SAU Lobby
*Register on thelink.rit.edu for a table

10/14
Tuesday
Advisor101 Series
12-1pm
Campus Center 2650

10/17
Friday
Club Constitutions and Recognition Packets Due
Required for ALL Clubs
*Only online at thelink.rit.edu

10/23
Thursday
Clubs101
How to Plan Events
3:40pm
Campus Center 2610

10/27
Monday
Clubs101
Club Travel How-To
2:30pm
Campus Center 2610

11/04
Tuesday
Advisor101 Series
1:20pm
Campus Center 1010/1015

11/12
Wednesday
Clubs101
Refresher on Club Operations
3:40pm
Campus Center 2610

11/21
Friday
Club Center Pot Luck!
11am-1pm
*Come grab some grub before Thanksgiving!
RIT CLUB IMPORTANT DATES
SPRING SEMESTER 2015

1/29
Thursday
Clubs 101
A Fresh Start
2:30pm
Campus Center 2610

2/13
Friday
Club Center Valentine's Day Party
12:20pm
Club Center

1/30
Friday
Advisor 101 Series
10-11am
Campus Center 2610

3/12
Thursday
Advisor 101 Series
3:40pm
Campus Center 2610

2/03
Tuesday
Clubs A-L Mandatory All Clubs Meeting
6:30pm
Campus Center 2610/2650
*Attendance is mandatory (one member per club)
PIZZA PROVIDED!

3/13
Friday
Last Club Fair
10am-4pm
SAU Lobby
*Register online at thelink.rit.edu for a table

2/06
Friday
Club Fair #3
10am-4pm
SAU lobby
*Register on thelink.rit.edu for a table

3/17
Tuesday
Club Center St. Pats Party
2-4pm
Club Center

2/09
Monday
Clubs 101
Event Planning for Spring Semester
3:30pm
Club Center 2610

4/06
Monday
Clubs Budget Session #1
12-1pm
Club Center
*Not mandatory. Choose one of two sessions.

2/11
Wednesday
Clubs A-Z Mandatory All Clubs Meeting
6:30pm
Campus Center 2610/2650
*Attendance is mandatory (one member per club)
PIZZA PROVIDED!

4/06
Monday
Clubs A-L Mandatory All Clubs Meeting
6:30pm
Campus Center 2610/2650
*Attendance is mandatory (one member per club)
PIZZA PROVIDED!
RIT Club Important Dates
Spring Semester 2015

4/08
Club Budget Session #2
4-5pm
Campus Center 2650
*Not mandatory. Choose one of two sessions

5/08
Club Budget Proposals Due!
by 4pm
via email ONLY

4/09
Clubs M-Z Mandatory All Clubs Meeting
6-7pm
Campus Center 2610/2650
*Attendance is mandatory (one member per club)
PIZZA PROVIDED!

5/14
Club Center Later Alligator Party
12-2pm
Club Center

4/13
Advisor101 Series
12-1pm
Campus Center 2610

4/14
Clubs101
Officer Transition and How to Adjust
3-4pm
Campus Center 2650

4/16
Club Bash Award Ceremony
5-7pm
Ingle Auditorium
*Includes 2014-2015 club award winners, reception, and prizes!

4/22
Club Advisor Celebration
4pm
Campus Center 1829