THE SU ACTIVITY GROUP HANDOVER CHECKLIST

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|  | **Action** | **Date Scheduled** | **Completed** | **Notes** |
| **Student Group Affiliation Documents** | Constitution Updated  (if changed at AGM) |  |  |  |
| Risk Assessment Updated |  |  |  |
| Inventory Updated (if group owns equipment) |  |  |  |
| Facility/Room booking requirements |  |  |  |
| Instructor Agreement  (if applicable) |  |  |  |
| Documents submitted to Students’ Union |  |  |  |
| Budget Proposal |  |  |  |
| **Committee Development** | Meetings between incoming and outgoing committee |  |  |  |
| Go through the Club Health Check document |  |  |  |
| Key Contacts handed over |  |  |  |
| **Training** | Committee Training Completed |  |  |  |
| Committee Hub Area on the SU website |  |  |  |
| **Funding** | Student Group Account Balance |  |  |  |
| Sponsorship Details |  |  |  |
| Applying for funding (from the SU or University, etc.) |  |  |  |
| **Online** | Students’ Union Website Updated |  |  |  |
| Group contact details updated where relevant |  |  |  |
| Social Media Passwords |  |  |  |
| Social Media New Committee Introduction |  |  |  |
| **Storage** | Removal and recycling of items no longer required or safe |  |  |  |
| Handover of where equipment is stored and how to access it |  |  |  |
| **Leagues (where applicable for Sports Clubs)** | League admin requirements |  |  |  |
| Log in details for league/NGB websites |  |  |  |
| League contacts |  |  |  |
| Specific paperwork required |  |  |  |
| **Group Specific/ Other Details you wish to share with your incoming committee** |  |  |  |  |
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