Committee Handover Checklist

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| **Social Media Accounts:** | | **Social Media Page Passwords:** |
| Facebook page: | **Insert Facebook page name:** |  |
| Instagram Account: | **Insert Instagram username:** |  |
| TikTok  Account: | **Insert TikTok username** |  |
| Any other social media / communication accounts: | **LinkTree?**  **Email?** |  |
| **Checklist for all social media and accounts** | | |
| **Task** | | **Complete?** |
| Instagram recovery email still suitable? | |  |
| Instagram recovery phone number still suitable? | |  |
| Facebook page unlinked from old committee’s personal accounts? | |  |
| Facebook recovery email still suitable? | |  |
| Facebook recovery phone number still suitable? | |  |
| TikTok recovery email still suitable? | |  |
| TikTok recovery phone number still suitable? | |  |
| Club/Soc Specific email recovery address updated? | |  |
| LinkTree passwords handed over? | |  |
| Any Club/Soc Logos send over? | |  |

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| * **List of useful contacts and how to contact them** | | Tick when Complete |
| If you have, any specific contacts that they might need for the year make sure you pass these on. E.g. guest speakers, University staff such as drama studio technicians or Lakeside Staff, officials, coaches etc. | |  |
| List of Useful Contacts | | |
| Name | Contact Details | |
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| * **Records of equipment you hold and storage. Give the new committee any equipment and kit you have.** | Tick when Complete |
| If you have any equipment that is owned by the society/club/network, make sure you pass this onto the committee, or inform the new committee of where it is stored. This is property of the SU society/club/network and should not remain in the possession of the outgoing committee. Make sure you pass the new committee a copy of your updated equipment inventory including updated information on the items condition (look at equipment inventory document). |  |

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| * **Pass over any risk assessments you have for your group activities.** | Tick when Complete |
| Please provide the incoming committee with risk assessments that have been approved by the SU to help them complete risk assessments for activities next year. |  |

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| * **Pass over any sponsorship agreement details.** | Tick when Complete |
| If you have had sponsors this year, pass over any information that the incoming committee might need to know. As they may want to be sponsored again. Or provide advice on how they can obtain sponsorship. |  |

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| * **Pass over affiliation details** | Tick when Complete |
| If your club/society/network is affiliated to a NGB or an organisation, pass over any information that they might need to know. For example, how much, who sorts it, what the affiliation means, when it needs doing by. |  |

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| * **Any other relevant information you think they need to be aware of** | Tick when Complete |
| For example:   * Officials contact information and how to contact them. * How to book rooms/training slots/Hangar/Socials at Mode etc. * How to order kit/equipment * Annual events |  |

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| * **Log your volunteering hours before 31st May!** | Tick when Complete |
| As you have been part of the Society/Club committee, you are volunteers and can log these hours! If you log 50 + hours, you can have this on your V-Record [- - - LOG HOURS - - - (worcsu.com)](https://www.worcsu.com/volunteer/hours/)  We will be showing you how to do this in the handover session. |  |
| Notes | |
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**Committee Resource Hub**

[Committees' Resource Hub (worcsu.com)](https://www.worcsu.com/sports_activities/hub/)

To find any forms, documents, templates and factsheets that you need to help you run your Society or Sports Club, please go to Committee Resource Hub. If you’re struggling to find what you need, please get in touch with the SU Student Activities Team.