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| [(Position Title) Legacy Document] |
| (Officer Name/Club) |
| Year/Quarter Started in Position-Year/Quarter Leaving Position |

**[**Club Basics**]**

Your Club Email (if applicable):

The Login Information for your Club Email (if applicable):

Your Advisor’s Name:

Your Advisor’s Email:

**[**Position Basics**]**

Position Title:

Position Email (if applicable):

Expected/Stated Position Term Length:

# [Meet & Greet]

Staff, Faculty, Departments, Administrators, Community Members, etc. that you should meet and how you work with them/why they are important.

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| --- | --- | --- | --- |
| Name | Position | Connection to the Club | Contact Info |
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# [Main duties, responsibilities & activities]

# [Budget Information]

Typical Amount Requested from Club Council in a Year:

Money Requested from Club Council this (quarter/year):

Money Fundraised this (quarter/year):

Current Total Estimate of Club Funds:

# [Yearly Schedule]

Here is an example of what a typical year will look like for your position with deadlines, a summary of the event and what your position often does at this event:

* Annual Events:
	+ Club Cup
* Quarterly Events:
	+ Clubs Rush
	+ Club Council
* Publicity
* Conferences
* Elections

# [Marketing & Outreach Methods]

Social Media Accounts Managed/Co-managed by this position:

Physical Media often used by the club:

Email List Service:

# [Events and Activities]

What events from this previous year or before were really successful for the club? Why?

What activities or events would you like to see the club continue or begin next year?

# [Issues/Challenges faced during your tenure and how you solved them]

# [Ongoing Situations to be aware of]

# [Advice and How to Suggestions…]

# [I Wish Someone Had Told Me…]

# [Great Ideas I Never Got To]

# [Anything I didn’t cover … ]