**SAMU Student Groups | Transition Package**

*The following package is intended for the use of the new executive transitioning into your role. Please be as specific as possible in order to ensure they can take over the role. It is up to the outgoing and incoming executive to establish a sufficient amount of time for role shadowing before it is expected that the incoming executives to begin their role.*

**Date:**  
**Name:**  
**Position:**  
**Duration of Time in Position:**  
**Issues facing your position and procedures:**

**What projects/events did you work on in your time in this position (date, location, description, feedback, etc.)?**

**What items/resources did you use to help your position to be more effective?**

**List any important contacts you made (name, email, phone, job, department):**

**List any passwords the transitioning exec may need to run your position, if applicable (Facebook, Twitter, email, etc.):**

**List any projects you didn’t get a chance to complete this year and think would be beneficial in the future:**

**Are there important dates/projects you may have planned that the new exec will be taking care of:**

**[ ] Yes**

**[ ] No**

**If yes, please provide dates and project names.**

**Final Comments:**