

UW-Whitewater Club Sports

Officer Change

Club Name: _____

Your Name: _____

Outgoing Officer(s) – include anyone who maybe transitioning into a new role

Name (first and last)	Position(s) Held
_____	_____
_____	_____
_____	_____
_____	_____

New Officer(s) – include anyone who maybe transitioning into a new role

Name (first and last)	Position(s)
_____	_____
_____	_____
_____	_____
_____	_____

Club Sports staff will connect with new officers to get their contact information

Is there anything your club would like to address with Club Sport staff (optional)?

Reminders – I have reviewed and acknowledged: _____

- All club members should be aware of upcoming change(s)
- Officer appointments need to follow procedures outlined via a club's most recent constitution
- All club property must be collected from outgoing officers, if applicable
- All applicable keys must be collected from outgoing officers
- Card swipe access requests may need to be made with admin staff
- Governing bodies/conferences need to be made aware of the change in leadership
- Social media and email account access should be changed
- Connect pages should be updated to reflect contact changes
- New officers should know where items are stored, how to connect with admin staff, etc.
- New officers need to be aware of upcoming trainings, meetings, recognition processes, etc.

FOR OFFICE USE ONLY

Date Received by Club Sports: _____

