PASS ON THE GOOD STUFF

Pass the torch.

A clean handover for the team coming next.

GROUP / INCOMING TERM _____

REVIEW DATE _____

KEEP

- Bylaws and approved policies
- Minutes and decisions
- Budget and reconciled reports
- Event notes and commitments

Checked by: _____

TRANSFER

- Account ownership / authorized roles
- School contacts and approvals
- Calendar and important dates
- Supplies and record locations

Checked by: _____

FINISH TOGETHER

Open commitment	Lead / due

Transfer access through the service's approved process. Keep passwords, recovery codes, banking details, and student records out of this sheet.