

TRANSITIONING LEADERSHIP

Tips & Tricks

TRANSITION CHECKLIST

- History of Organization
- Mission Statement
- Constitution & By- laws
- Position Descriptions
- Program Checklists
- Goals for the next year/ Timeline
- Passwords (email, social media, national org, etc.)
- Scheduling Reservations
- Contact Information (CSI Program Manager, Faculty/ Staff Advisor, National Org., etc.)
- Templates (agendas, budgets, calendars, etc.)
- Unfinished Projects or Requests

TIPS FOR STUDENT GROUPS

- Plan for leadership changes (hold elections, etc.) the semester before transition
- Create transition documents/ drives with information on Transition Checklist (next slide)
- Fill in new leaders with info about CSI resources, including the Student Organization Resource Guide
- Keep upcoming deadlines in mind (Budget Requests, Call for Programs, Re- registration, etc.)
- Make incoming leaders administrators on Orgsync & re- register your student organization via Orgsync together

PREPPING FOR NEXT YEAR: THINGS TO KEEP IN MIND

- Call for Programs
- Budget Requests
- Program Manager Lists
- Re- registration

Any questions? CSI is here year- round!

CALL FOR PROGRAMS

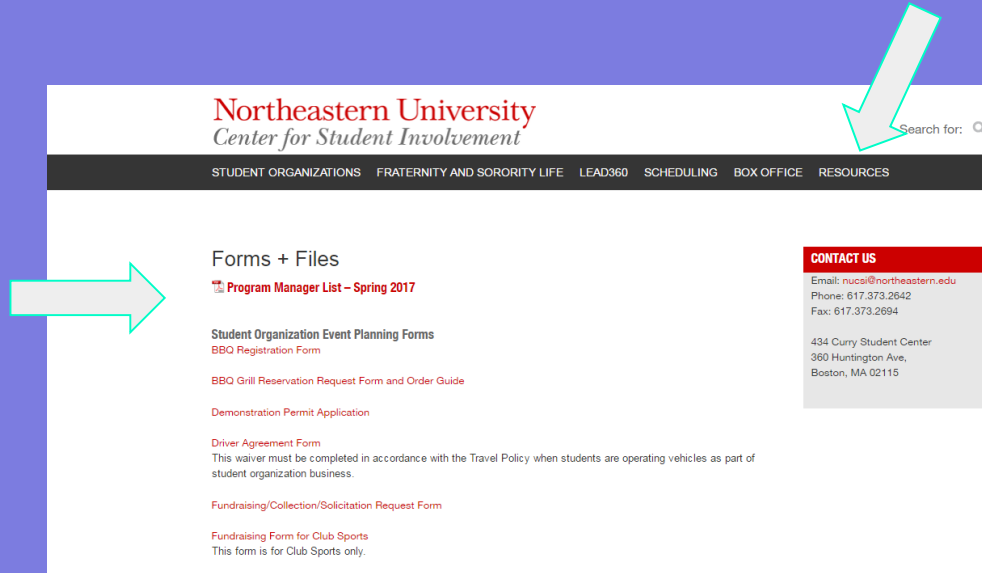
- **What:**
 - Request weekly meeting spaces and major event spaces for the next academic year
- **How:**
 - Link and directions sent to students via email
 - Completed via myNortheastern (MEV) or OrgSync (Weekly Meetings)
- **When:**
 - Due Spring Semester for following academic year spaces

BUDGET REQUESTS

- What:
 - Requests for funds from student government
- How:
 - OrgSync
- When:
 - Deadlines are posted on student government websites
 - Begin in early summer for the fall semester

PROGRAM MANAGER LISTS

- Updated each semester
- Found on CSI website



Northeastern University
Center for Student Involvement

STUDENT ORGANIZATIONS FRATERNITY AND SORORITY LIFE LEAD360 SCHEDULING BOX OFFICE RESOURCES

Search for:

Forms + Files

[Program Manager List - Spring 2017](#)

Student Organization Event Planning Forms
[BBQ Registration Form](#)

[BBQ Grill Reservation Request Form and Order Guide](#)

[Demonstration Permit Application](#)

[Driver Agreement Form](#)
This waiver must be completed in accordance with the Travel Policy when students are operating vehicles as part of student organization business.

[Fundraising/Collection/Solicitation Request Form](#)

[Fundraising Form for Club Sports](#)
This form is for Club Sports only.

CONTACT US
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RE-REGISTRATION

- **What:**
 - Student orgs must re- register their organization on Orgsync each semester to let CSI know they are active
- **Why:**
 - This allows CSI and SABO to have the most up to date contact information for the student leaders of the organization
- **How:**
 - OrgSync
- **When:**
 - Deadlines typically in August (Fall) and January (Spring)

QUESTIONS?

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