THE SU ACTIVITY GROUP HANDOVER CHECKLIST

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|  | **Action** | **Date Scheduled** | **Completed** | **Notes** |
| **Student Group Affiliation Documents** | Committee details |  |  |  |
| Risk Assessment updated  (You can request a copy of 2024/25 RA. Email [activities@thesu.org.uk](mailto:activities@thesu.org.uk)) |  |  |  |
| Budget proposal |  |  |  |
| Inventory updated (if group owns equipment) |  |  |  |
| Constitution updated  (if changed at AGM) |  |  |  |
| Facility/Room booking requirements |  |  |  |
| **Committee Development** | Meetings between incoming and outgoing committee |  |  |  |
| AGM minutes |  |  |  |
| Key contacts handed over |  |  |  |
| **Training** | Committee hub on the SU website |  |  |  |
| Committee training completed |  |  |  |
| **Funding** | Student group account balance |  |  |  |
| Sponsorship agreements & details |  |  |  |
| Applying for funding (from the SU or Exeter Annual fund, etc.) |  |  |  |
| **Online** | Students’ Union group webpage updated |  |  |  |
| Group contact details updated where relevant |  |  |  |
| Social media passwords |  |  |  |
| Social media new committee Introduction |  |  |  |
| **Storage** | Removal and recycling of items no longer required or safe |  |  |  |
| Handover of where equipment is stored and how to access it |  |  |  |
| **Leagues (where applicable for Sports Clubs)** | League admin requirements |  |  |  |
| Log in details for league/NGB websites & systems |  |  |  |
| League contacts |  |  |  |
| League/NGB affiliation details |  |  |  |
| **Group Specific/ Other Details you wish to share with your incoming committee** | Instructor agreement  (if applicable) |  |  |  |
| Private vehicle registration form |  |  |  |
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