

HANDOVER CHECKLIST

If you'd like to fill out the form digitally, [click here for the Google Doc format](#).

THANK YOU!

Thank you so much for all the campaigning you've done this year in the fight towards climate, migrant and social justice. We at People & Planet appreciate your hard work so much. We've made this guide to take you through some steps to ensure your group continues next year and continues to build on the progress you've made!

HANDOVER CHECKLIST:

Login details

Email:

Facebook:

Instagram:

Twitter:

Other:

Key contacts (if you're willing to be contacted by next year's committee)

Name:

Role:

Email/phone:

Name:

Role:

Email/phone:

Contacts at University

Any contacts you have (e.g. supportive staff, sabbatical officers, administrative staff)

Name:

Role:

Email/phone:

Relationship/notes:

Name:

Role:

Email/phone:

Relationship/notes:

Name:

Role:

Email/phone:

Relationship/notes:

ADMINISTRATION

Here you can note down any administration necessary for the group

e.g. if the group is a registered society, how do you renew membership? How do you book rooms at the university/Student Union (if in-person meetings are happening)? Are there any processes the next committee should know?

Have you booked a slot at the freshers fair? Yes/No

Include any details about this that the new committee should know:

THE CAMPAIGN

What campaign did you run this year?

Give a brief summary of the campaign's progress from the beginning of the year to now.

Include meetings with management, motions submitted, actions etc.

