

NEWSLETTER

FAMU

 FLORIDA A&M UNIVERSITY
H. MANNING EFFERSON
 STUDENT UNION & ACTIVITIES


Building Stronger Student Organizations Through Seamless Transitions

Each year, student organizations enter a new chapter as leadership transitions take place. While new officers bring fresh ideas and energy, the true strength of an organization lies in preserving institutional knowledge. Without intentional planning, important documents, financial records, and strategic goals can be lost. Strong organizations don't restart each year; they build on what came before them.

This edition focuses on officer transitions and organizational sustainability. A seamless transition is more than a formality; it protects your mission, safeguards finances, and ensures incoming leaders begin prepared and confident. Leadership is not only about what you accomplish during your term, but it's also about what you leave behind. The goal is not just leadership turnover, but leadership continuity.

Why Officer Transitions Matter

Effective transitions preserve institutional memory, protect financial accountability, and maintain momentum for programming and service initiatives. Organizations that prioritize documentation and structure are better positioned to expand partnerships, secure funding, and retain member engagement. Sustainability is not accidental; it is built intentionally through preparation and transparency.

Treasurer Spotlight: Protecting Financial Integrity

Among all officer roles, the Treasurer requires the most detailed and careful handoff. Financial oversight carries both responsibility and risk, making documentation and access updates essential during transitions. Incoming treasurers should receive current and past budgets, expense tracking sheets, reimbursement procedures, funding request records, receipts, and any relevant tax documentation.

Equally important are immediate updates to bank signers, removal of outgoing officers from financial access, and notification of the university's finance office. These steps protect the organization and ensure accountability moving forward.

See next page for checklist

E- Board

Transition Checklist

Governance & Structure

* These should be stored in a shared drive (Google Drive, OneDrive, etc.)

- Constitution
- Bylaws
- Mission statement
- Organization handbook (if you have one)
- University registration/recognition documents
- Risk management policies

President Transition Documents

- Annual goals & strategic plan
- Event calendar (past + upcoming)
- Major event planning documents
- List of campus partners
- Faculty advisor contact info
- Leadership contact list (campus offices)
- Ongoing projects summary
- Sponsorship or partnership agreements
- Transition report (lessons learned, challenges, advice)

Treasurer Documents (Important)

* This role requires the most careful handoff.

- Current budget
- Past budgets (1-2 years)
- Bank account information
- Authorized signer documentation
- Account login credentials
- Expense tracking sheets
- Reimbursement procedures
- Funding requests submitted to the university
- Receipts & transaction history
- Outstanding payments or reimbursements
- Tax forms (if applicable)

 Immediately:

- Update bank signers
- Remove old officers from account access
- Update the university finance office

Best Practice Transition Timeline

- | | | |
|--|---|---|
| <p>1 Month Before Term Ends</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elections held <input type="checkbox"/> Officers shadow outgoing leaders | <p>2 Weeks Before Transition</p> <ul style="list-style-type: none"> <input type="checkbox"/> Transition meeting (2-3 hours) <input type="checkbox"/> All files transferred <input type="checkbox"/> Accounts updated | <p>First 30 Days New Term</p> <ul style="list-style-type: none"> <input type="checkbox"/> Goal-setting retreat <input type="checkbox"/> Meet with the faculty advisor <input type="checkbox"/> Confirm university registration |
|--|---|---|

Recommended

* Create a "Transition Binder"

Digital folder labeled: Organization Name – Officer Transition 2026
Include:

- Officer-specific folders
- Annual calendar
- Templates
- Budget files
- Event planning checklist
- Contact sheet

Vice President Documents

- Committee structure & chair list
- Member roster
- Recruitment plans
- Event support plans
- Project tracking sheets
- Succession planning notes

Secretary Documents

- Meeting minutes (at least past 1-2 years)
- Attendance records
- Membership database
- Election records
- Official correspondence templates
- Organization calendar
- File organization system guide

Account & Access Transfers

Transfer access to

- University student org portal
- Email account
- Social media accounts
- Website admin access
- Event platforms (Eventbrite, etc.)
- Design tools (Canva, etc.)
- Cloud storage
- Payment apps (Venmo, PayPal if used)
- Group messaging platforms (Slack, GroupMe)
- Change passwords during transition meeting.

Important Reminder: Event Review, Approvals & iSTRIKE Submission

In an effort to better support the campus community and ensure that events are reviewed and approved efficiently, the Office of Student Activities would like to remind all students, registered student organizations (RSOs), departments, faculty, and staff of the following event-planning expectations.

All campus events must be submitted through the iSTRIKE system and receive full approval before any advertising, invitations, or promotion may begin. This includes flyers, social media posts, emails, and verbal announcements.

Additional Review & Approval May Be Required

While all events are reviewed through iSTRIKE, certain events may require additional review and approval based on their scope, topic, location, or audience. To support a smooth and timely review process, event organizers are strongly encouraged to meet with the appropriate approving offices before submitting their event in iSTRIKE that falls under:

Health-Related Events

Events involving health services, wellness screenings, or medical information must be reviewed and approved by University Health Services.

Political/Government-Related Events

Events involving political topics, platforms, advocacy, or political guests must be reviewed and approved by the Office of Government Relations.

Large-Scale or High-Impact Events

Events with large attendance, significant campus impact, or requiring additional support (e.g., police/security, EMS, extensive setup, or external guests) must receive advance review and approval from the FAMU Police Department.

Events Involving Contracts/Legal Advice

Any event involving contracts, agreements, speakers, performers, or vendors must be reviewed and approved by the Office of General Counsel.

Advertising & Promotion Reminder

Please note: Events may not be advertised or promoted in any form until full approval has been granted in iSTRIKE. Advertising prior to approval may result in delays or denial of the event.

Community Service Events

Events involving community service, volunteerism, or off-campus service must be reviewed and approved by the Volunteer Programs located in the Office of Student Activities

Volunteer Resources. Information and Helpful Links

As long as you have your confirmation letters and your hours are submitted and approved in the volunteer portal, you're all set. Volunteer hours are not required to appear on transcripts when they do, it's simply provided as a courtesy.

Remember, **Hours for SPRING 2026 is DUE APRIL 25 BY 11:59 P.M. VIA your iRATTLER service portal.**

Helpful Links:

1. How to submit/log your hours in iRattler: [iRATTLER VOLUNTEER HOUR SUBMISSION UPLOAD INSTRUCTIONS. - iStrike](#)
2. How to Check Your Service Status: <https://famu.campuslabs.com/engage/news/315127>
3. Volunteer and Service-Learning Site: [Volunteer Service Learning Program Website](#)
 - a. [Forms and Resources](#)
4. Instagram Page: [@famufaves](#)
5. Find local service opportunities - <https://www.justserve.org/>
6. Single-consistent volunteer site log - See link #3 A
7. Hours are reviewed on the 1st and 15 of each month. Reflection on transcripts, it depends. Once they're reviewed and submitted for transcript processing, it typically takes 7 -14 business days.

Organization Spotlight: The Crochet Club

We are excited to highlight The Crochet Club, one of our newest and most creative student organizations!

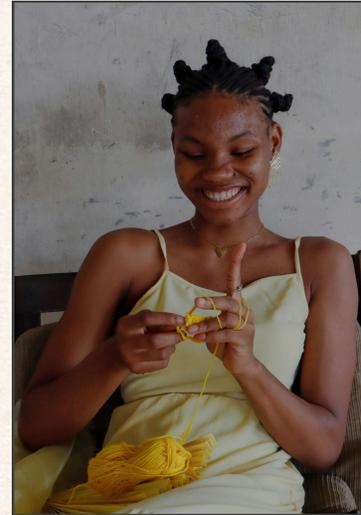
The Crochet Club is a welcoming space where students can relax, connect, and express themselves through the art of crochet. Whether you're a beginner learning your first stitch or an experienced creator working on detailed projects, this organization offers a supportive and inspiring community for everyone.

Beyond crafting, the Crochet Club promotes:

- Creativity and self-expression
- Stress relief and mindfulness
- Friendship and community building
- Service projects through handmade donations

This club is more than just yarn and hooks; it's about building connections, developing skills, and creating something meaningful together.

We're proud to have The Crochet Club as part of our student organization community and can't wait to see the amazing work they create!



Complete the Social Media Directory Form using the link

https://forms.office.com/pages/responsepage.aspx?id=PNsmJQPv_k2g5gxBogtS0vs8OGA6WlhIvwSrV-qTWqRUM0E2MFVZWUw1MU9LVU5RVUJRSDIRRDk2Sy4u&route=shorturl

If you have questions or need clarification, please contact Ms. Comere-Minor in the Office of Communications.

Thank you for your prompt attention and cooperation as we work to ensure accurate and consistent representation of Florida A&M University across all digital platforms.

Stay in Touch

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Your #1 source for campus activities!

Happy Women's History Month to the Queens of the Hill

SUCCESS ISN'T ABOUT HOW MUCH MONEY YOU MAKE, IT'S ABOUT THE DIFFERENCE YOU MAKE IN PEOPLE'S LIVES.

— Michelle Obama