**TURNOVER CHECKLIST**

- 1. Outgoing update and give turnover binder to incoming.
- 2. Outgoing go over turnover binder with incoming.
- 3. Have incoming sit in on a meeting with the staff mentor for the position.
- 4. Have incoming sit in on a staff meeting.
- 5. Go over schedule (daily, weekly, monthly, quarterly).
- 6. Go over how to best utilize those who report to the position.
- 7. Go over joint tasks with other positions.
- 8. Establish deadlines for immediate and major projects/tasks.
- 9. Go over how to brief in staff meetings and what information should be included.
- 10. If not included in turnover binder, outgoing provide examples to incoming of completed paperwork used throughout the semester.
- 11. Go over expectations as outlined in the Battalion Guidebook.
- 12. Pass to incoming all relevant contact information.
- 13. If not a part of the turnover binder, transfer ownership of relevant Google Drive files to incoming.
- 14. Transfer administrative log-in privileges for any applicable websites or accounts to incoming.
- 15. Go over counseling procedures for subordinates.
- 16. Turn over relevant insignia.

Incoming Officer Signature: __________________________________________

Outgoing Officer Signature: __________________________________________

Staff Mentor Signature: ______________________________________________