

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: _____