

# VOLUNTEER PROJECT HANDOVER TEMPLATE

The future success of any student led groups is strongly influenced by the quality of the handover one project passes on to the next.

This is a template to help you structure your handover to ensure your successors are given all the information they will need.

Please feel free to add more sections and detail as necessary.

## BEST PRACTISE FOR HANDOVERS

- Shadowing old projects early on
- Arranging a handover meeting or training day where the old project volunteers present what they have each done throughout the year to the new volunteers
- Have a social or a welcome dinner with new and old project volunteers
- Make sure to start early to ensure everything for Welcome Week is prepared!
- Fill out the Handover document to keep a record of everything you do well as a project volunteer
- Think about the information you'd wished you'd had when you started in your role
- It's never too late. If you forgot to include something in your handover but remember it at a later date it's fine to let your successor know.

## YOUR PROJECT KEY INFORMATION

OFFICIAL Project NAME:

OFFICIAL PROJECT LOGO: (Upload option if possible)

BRIEF DESCRIPTION OF YOUR PROJECT'S PURPOSE, REGULAR ACTIVITIES, TRADITIONS AND CULTURE.

KEY INFO

## ACCOUNT INFORMATION

Log ins and account information:

(These might include social media accounts, website hosting, email accounts and volunteer hub)

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## IDEAS FOR THE FUTURE:

This is a good opportunity to hand over ideas that you've not been able to action or things you know the project/beneficiaries want to achieve.

### SHORT TERM:

### MEDIUM TERM:

### LONG TERM:

What support and resources will be needed to make these plans achievable

IDEAS

## KEY CONTACTS:

Use this space to detail any key external contacts that may be of help to the incoming project volunteers



## SPONSORS:

Use this space to detail any sponsorship agreements that may be in place for the project/beneficiaries.

## KEY DATES AND EVENTS

Society's conference 1: 16th Sept  
Welcome fair: 19th – 21st Sept  
GIAG: Throughout October  
Society's conference 2: 3rd Feb  
Refreshers fair: 6th Feb  
Exec Elections: Feb – Mar  
Celebrate week: 7th – 11th May

KEY DATES

## PROJECT REVIEW

Project strengths and areas in need of improvement

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## ROLE INFORMATION:

ROLE NAME

What are the main responsibilities of your role?

What other duties were you involved in?

What were your greatest achievements in your role?

What were the challenges of your role?



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# COMMITTEE HANDOVER TEMPLATE

## ROLE INFORMATION:

ROLE NAME:

What are the main responsibilities of your role?

What other duties were you involved in?

What were your greatest achievements in your role?

What were the challenges of your role?



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