This document is intended for the outgoing president to fill out and to be passed on to the incoming president. This document should be included in transition documents and should be sent to Student Activities by emailing it to carrolluniversitysa@gmail.com. Both officers shall sign at the end of the document.

**Goals:**

What did we hope to accomplish?

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How well did we do on our goals?

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Which goals should be continued?

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Which goals should be altered?

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Which goals should be dropped?

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**Programs and Activities:**

What activities and programs did we sponsor?

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Did we do any community service activities?

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Were the programs and activities consistent with group goals?

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Which activities should be continued and which should be dropped?  
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**Membership**

Do we currently have just enough, too few, or too many members? How do we retain members?

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How effective were our membership recruitment efforts, if any?

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What are members enthusiastic about? What motivates members to work towards the group goals?

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What opportunities for members to get involved?

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**Officers and Organization Structure:**

How do officers understand and fulfill their responsibilities and roles within the organizational structure?

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How do the officers operate as a team? Could cooperation between officers be improved? How?

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Is the amount of time and effort required of each officer equal? Who is expected to work harder?

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How would the general membership evaluate the effectiveness of the officers?

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How would the officers evaluate the effectiveness of the officers? What could be improved?

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How can we utilize our advisor to help serve our organization?

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Outgoing President Signature ` Incoming President Signature Date