

# Club Leadership Transition Form

Club Name:

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## **Resignation Letter**

I, \_\_\_\_\_, hereby resign from my leadership position of the Geneva College sponsored Club. I recognize that by signing this document I forfeit my duties, rights, and obligations as an officer.

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Signature

Office Held

Date

## **Acceptance Letter**

I, \_\_\_\_\_, hereby accept the position of leadership as a part of this Geneva College sponsored Club. I accept all the duties, rights, and obligations required by The Office of Student Programs and Leadership as well as the duties, rights, and obligations outlined in my club's constitution.

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Signature

Office Entering

Date

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e-mail address

Phone #

Box #

## **Process Approval**

We, \_\_\_\_\_ and \_\_\_\_\_, as fellow leaders of this Geneva College sponsored Club, verify that the process in which the new officer acquired his/her position was fair and just according to procedures followed by The Office of Student Programs and Leadership and our self governing club constitution.

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Signature

Presiding Office

Date

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Signature

Presiding Office

Date