

2018–2019 CLUB EXECUTIVE COMMITTEE HANDOVER CHECKLIST



CLUB NAME: _____

ACCOUNTS AND LOG IN DETAILS

☐ Club email login and password:

☐ Social media accounts log in and password:

○ Other account log in and passwords (Event Bright, Mail Chimp, Canva):

BANKING AND FINANCE

☐ Bank details (BSB-ACC):

☐ Cash box and keys: Y – record cash amount in cash box N – no club cash box

☐ Receipt Book Y – club receipt book present N – no club receipt book

○ Financial report (soft copy) Last date of entry: Final total amount:

○ Copies of receipts of purchase post financial audit (14 September 2018)

List of club assets (banners, post cards, merch, electronic equipment, furniture, stationary etc.)

[illegible]

CLUB CONTACTS SPONSORSHIPS & PARTNERSHIPS

[illegible]

CLUB MEMBERSHIP BASE

- ☐ Membership Fee information
- ☐ Membership list provided and up to date outlining any members who have paid for 2018-2019 Clubs term
- ☐ Highlight members who attended AGM (free membership for 2018-2019)

CLUBS MARKETING MATERIAL

- ☐ Logo-Soft Copy
- ☐ Marketing Material Templates-soft copy
- ☐ VU Logos for marketing purposes-SSAF, Vic Uni, Clubs

CLUB RELEVANT INFORMATION

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