



**Name of Incoming Officer:** \_\_\_\_\_

**Office:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**List three things that made you want to run for this office and why:**

- 1.
- 2.
- 3.

**List three new ideas that you would like to implement for your office this year:**

- 1.
- 2.
- 3.

**List three important foreseeable problems for your position:**

- 1.
- 2.
- 3.

**List possible solutions to the above three problems:**

**As incoming \_\_\_\_\_ (office title), I, \_\_\_\_\_, promise to ask for the assistance of the outgoing officer, president, or advisor when I need and will attend all transition meetings and retreats.**

\_\_\_\_\_  
**Outgoing Officer Signature**

\_\_\_\_\_  
**Date**