

TRANSITION GUIDELINES—share with new board members

After Elections:

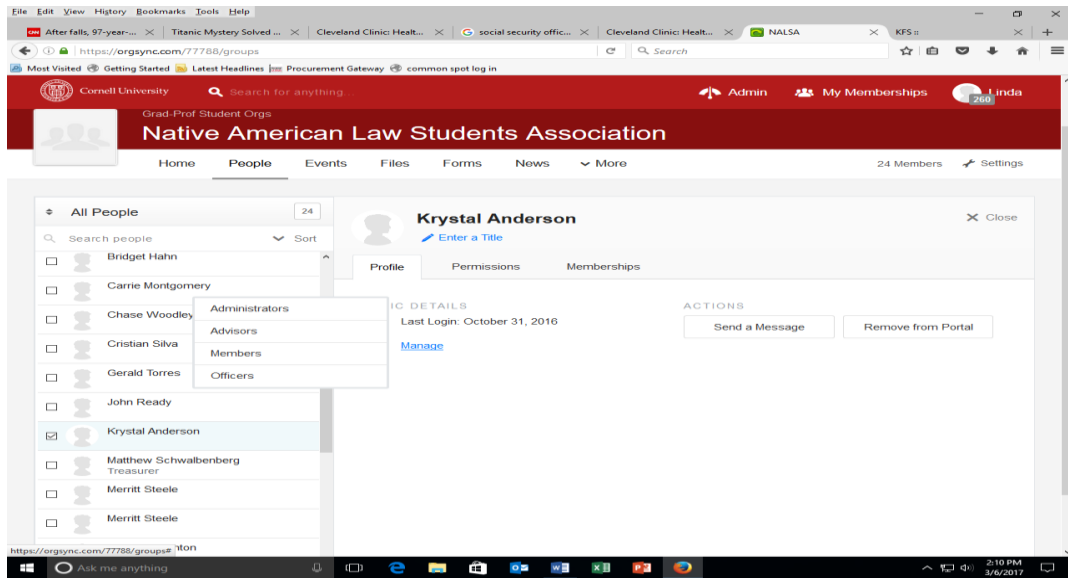
a) ORG SYNC:

i) **Keep all officers as is until June 2018**

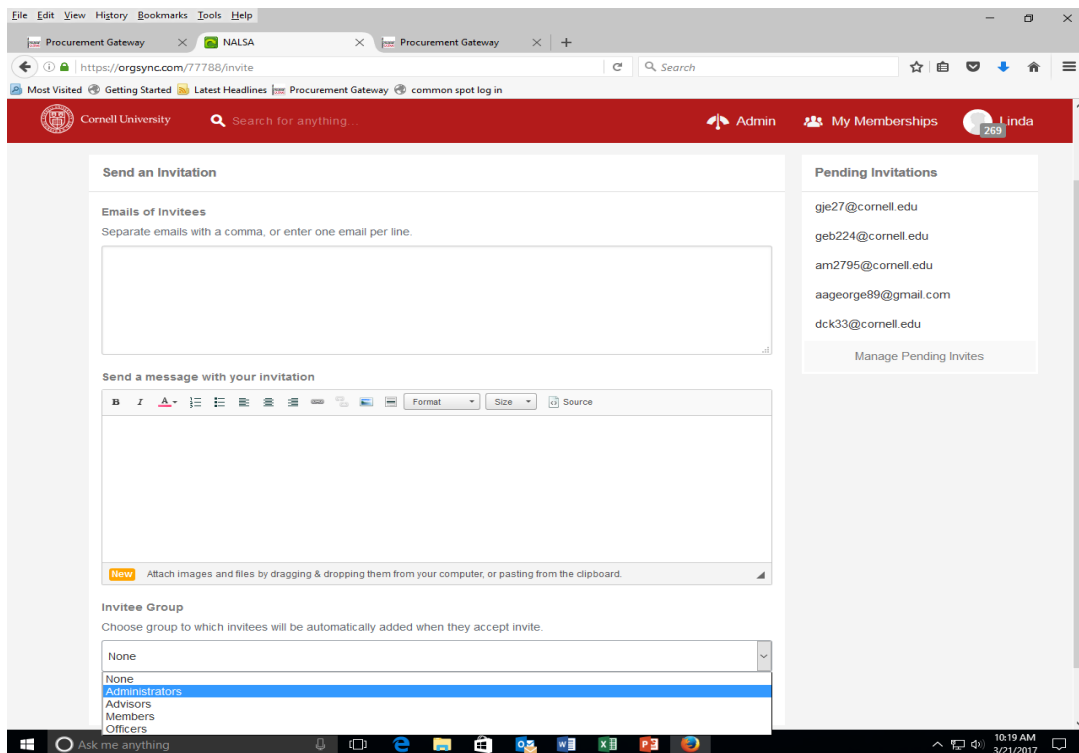
ii) Give new officers “administrative” rights as soon as elections are completed

(1) Go to “People”

(2) Click on the name of the officer and under “manage” click “Administrator”---
After you do that, check to see that all permissions are checked---if not, check them.



iii) If the new officers are not listed under “all people” then you can send an invitation to them to join and as part of the invitation you can automatically make them an “administrator”:



- 2) **Events**—The Current Board should continue to manage all events through the end of the year and have the new board “shadow” the current board:
 - a) All events/programs/socials/activities should be complete by midnight, April 15, 2018.
 - b) All events for April turned in to Linda Majeroni by March 15

- 3) **“Registration Renewals”**—**Sometime in July, Org Sync will open renewal portal**
 - a) As an administrator, new board members can go in and complete the “registration renewal”—at this time the new officer completing the renewal can make all the name changes from the old board members to new members.
 - b) Linda Majeroni will send an e-mail to ALL the new student org presidents requesting they begin the registration renewal process with specific instructions on how to complete:

This renewal process HAS to be completed each and every **new** academic year as your approved status signals to the University that:

- 1) your group is active and qualifies for benefits extended from the University to each active group such as insurance;
- 2) any GPSAFC allocated funds will then be released for use and;
- 3) if your group did not apply to GPSAFC during the budget process at the end of previous academic year, once registration is finalized/approved you can then apply to GPSAFC for funding.