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**LSESU Club and Society Handover 2023/24**

Thank you for taking the time to complete this handover document! It will be so helpful for next year’s committee when they’re getting started in their roles. Once you have completed this handover, please upload it to this portal: <https://podio.com/webforms/29409088/2414064>

| **Club/ Society Name:** |
| --- |
| **Completed by:**  (Name and committee role) |

| **Committee Structure** | |
| --- | --- |
| Core Roles | President  Treasurer  Secretary |
| Non-Core Committee (add as applicable) |  |

| **Group Activities** | |
| --- | --- |
| What activities/ events went well for your group this year? |  |
| What activities/ events didn’t go quite so well? If you were to do them again, what would you do differently? |  |
| Did your society do a large event/ flagship or trip this year? If so, do you have any advice about this for the incoming committee? |  |
| Do you have any general advice about your group’s events for the incoming committee? | |
|  | |

| **Group Finances** | | |
| --- | --- | --- |
| Membership Fee | | |
| 2023/ 24 Price |  | |
| Recommended price for 2024/25 |  | |
| What were your group’s main sources of income in 2023/24? | | |
| Source of Income | Approximate Amount | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
| What were your group’s main areas of expenditure in 2023/24? | | |
| Expenditure | Approximate Amount | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
| Do you have any general advice about your group’s finances for the incoming committee? | | |
|  | | |

| **Passwords** | |
| --- | --- |
| LSESU Gmail Account |  |
| Instagram |  |
| Facebook |  |
| Twitter |  |
|  |  |
|  |  |

| **Group Inventory** | | | | |
| --- | --- | --- | --- | --- |
| Item | Quantity | Where it’s Stored | Condition | Cost of Purchase |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| **Do you have any final/ general advice for the incoming committee? This is your opportunity to impart any further knowledge or wisdom you’ve gained during your**  **year on a committee!** |
| --- |
|  |

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