**SPRING TRANSITION MEETING AGENDA**

**Sport Clubs Organization: Date:**

* Outgoing Officers - name, email address and phone number where they can be reached, and position
* Incoming Officers - name, email address, phone number, and position
* 2023-2024 Budget Review, Agreement/Reconciliation for FY24 carry forward in fundraising and foundation accounts, budget sheet access

* Was your club competitive? How many competitions? Prepare to provide a record of competition(s) taking place (website schedule with results, physical scoresheets, game schedule/results, etc.). How did the club do throughout the competitions and season as a whole?
* How has your facility space experience been this year?
* Recruitment Plans
* 2024-2025 Budget Proposal - clubs propose revenues/expenses for next year
* Important Dates
  1. Point-Based Allocation Presentations Due - May 1st
  2. Constitutions for 2024-2025 Due - June 1st
     + Include Membership Dues for FY25
     + Officer Titles and Contact Information Due
  3. Registration Opens - August 1st
  4. Fall 2024 Facility Reservations Due - September 1st
* Special Events Planning for 2024-2025 - is the club planning any special events?
  1. Proposed Dates
  2. Facility Request Submission
  3. Already Completed Action Items
  4. Action Items to be Completed
* Sport Clubs Marketing & Branding
  1. Apparel/Uniform Orders for 2023-2024
  2. Media Day Experience
  3. Social Media