**SPRING TRANSITION MEETING AGENDA**

**Sport Clubs Organization: Date:**

* Outgoing Officers - name, email address and phone number where they can be reached, and position
	1.
	2.
	3.
* Incoming Officers - name, email address, phone number, and position
	1.
	2.
* 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