

Clubs and Societies President Handover Form

Please thoroughly read the sections on this form and fill it out to the best of your ability. This document will help your next president to keep this society running successfully. If you are continuing to run your society, please fill in the document so we can see if there are ways to help you.

Please send completed forms to [engage@bpp.com](mailto:engage@bpp.com)

# Club/society Name

What does your club/society do?

What activities have you carried out to make the society a success?

Which BPP centre is your club/society based at?

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What problems did you have in running the society? How did you resolve them? *Include what ideas didn’t work and why.*

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Outline the logistics of your club/society. *Did you do virtual/in person events? Did you book rooms etc.*

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Did you hold any events? How did you organise them, what steps did you take?

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Please list any contacts you made whilst running the society e.g. who are they and contact details. Have you informed them you are leaving and a new president may contact them?

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What would you improve about your club/society? How would you like to see your club/society progress?

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Have you taken steps to find a new president as per the Handbook? If yes, please put their contact information. If no, let us know if you need help to ensure the smooth continuation of the society/club.

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**Thank you for completing the Handover Form. Please send completed forms to** [**engage@bpp.com**](mailto:engage@bpp.com)