



President Handover Form

BPP University Clubs & Societies — 2025/26

Instructions

This form must be completed by the outgoing President and submitted to engage@bpp.com at the end of your term. It ensures a smooth transition to the incoming committee and forms part of your society's annual records.

Part 1: Outgoing President Details

	Full Name
	Student ID
	Society Name
	BPP Contact Email

Part 2: Incoming President Details

	Full Name
	Student ID

	BPP Contact Email
	Expected Start Date
	Expected End Date

Part 3: Incoming Committee

Email Address	Full Name	Role
		President
		Secretary
		Treasurer
		Wellbeing Officer
		Other
		Other

Part 4: Declaration

I confirm that the information provided in this form is accurate and that I have completed the handover process to the best of my ability.

	Outgoing President Signature
	Date
	Incoming President Signature
	Date

	BPP Students' Association Sign-off
	Date