Medical Student Council - RSO Transition Checklist: Part I

The following are major tasks that are required for an incoming president of an RSO. Please note that this list is <u>not comprehensive</u>, and it is just the bare minimum that needs to be taken care of during this transition period. If you have any questions/concerns, please email <u>msc@med.fsu.edu</u>

Due by December 3, 2021

Canvas Tasks:

- 1. Enrolled in Recognized Student Organization Training here
- 2. Completed RSO 101 Review Quiz (board members & subcommittee chairs)
- 3. Completed SGA Financial Exam (board members & subcommittee chairs)
- 4. Completed Hazing Prevention module here (x4 members)
- 5. Signed Constitution Addendum here
- 6. Signed RSO Agreement Packet here
- 7. Signed SGA Statement of Understanding here

Questions, comments, and concerns may be addressed to msc@med.fsu.edu

I hereby confirm I have completed the	e transition checklist for th	ne following RSO:
Outgoing President		Incoming President

Medical Student Council - RSO Transition Checklist: Part II

The following are major tasks that are required for an incoming president of an RSO. Please note that this list is <u>not comprehensive</u>, and it is just the bare minimum that needs to be taken care of during this transition period. If you have any questions/concerns, please email <u>msc@med.fsu.edu</u>

Due by December 16, 2021

Tasks for Outgoing RSO Presidents:

- 1. Submit RSO Budget Request Form
- 2. Transfer all event & conference documentation to transitioning president
- 3. In Nole Central, reassign "president" status to your successor

Tasks for Incoming RSO Presidents:

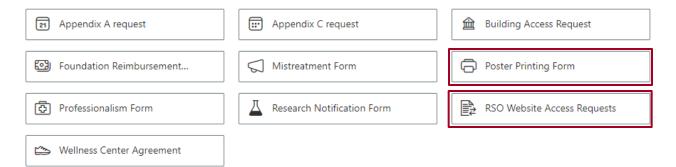
- 1. Nole Central tasks:
 - a. Register to your RSO
 - b. Re-register RSO
 - i. Acknowledge registration instructions
 - ii. Acknowledge recognition checklist
 - iii. Acknowledge RSO policies & regulations
 - iv. Provide basic RSO information
 - v. Ensure profile picture matches RSO logo
 - vi. Add new members and declare elected positions
 - DO NOT DELETE PAST BOARD MEMBERS
 - vii. Acknowledge diversity & inclusion statement
 - viii. Acknowledge (Inter)National Affiliation Statement
 - ix. Acknowledge Student Travel Policy for International Travel Statement
 - x. Provide info of members who completed Hazing Prevention
 - xi. RSO Recognition Finance Page
 - xii. Provide info of members who completed RSO 101 Review Quiz
 - xiii. Upload signed Constitution Addendum
 - xiv. Upload signed RSO Agreement Packet
 - xv. Add Incoming MSC President, <u>Karl Kramer</u>, and designate him as MSC Funding Board Chair

2. Update RSO Website

- a. Submit Request for RSO Website (Med Net Student Central)
 - i. Include link to RSO webpage
- b. Update "officers" tab
 - i. Current: names, titles, profile pictures, and bio links
 - ii. Past: names & titles
- c. Notify Carla Dunn (Carla.Dunn@med.fsu.edu) when ready for review
 - i. Questions can be directed to help.desk@fsu.med.edu

3.	Update	RSO	poster.
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- i. Take a pic of last year's poster for reference.
- ii. Update poster from "Office Signs" templates located here
- iii. Print poster here
- iv. Dimensions: 46" x 24"
- v. Note: 1st poster is free of charge
- 4. If anyone is interested in filling a vacant RSO position, email MSC directly. You can find an updated list of officer positions here.



Questions, comments, and concerns may be addressed to msc@med.fsu.edu

I hereby confirm I have completed the transition checklist for the following RSO:

