

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 not comprehensive, 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 msc@med.fsu.edu

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 transition checklist for the 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 not comprehensive, 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 msc@med.fsu.edu

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
 1. 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, Karl Kramer, 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.

- 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](#).

 Appendix A request	 Appendix C request	 Building Access Request
 Foundation Reimbursement...	 Mistreatment Form	 Poster Printing Form
 Professionalism Form	 Research Notification Form	 RSO Website Access Requests
 Wellness Center Agreement		

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

Outgoing President



Incoming President