Medical Student Council - RSO Transition Check-List

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

□ Transfer ownership of Nole Central to incoming president

1. Log into Nole Central
2. Navigate to their organization's page -> Roster -> Manage Roster -> Invite People
3. Once the incoming president has access, add the remaining members of your E-Board

□ President and treasurer must complete the financial certification for SGA/COGS. Full directions can be found here: https://fsu.qualtrics.com/jfe/form/SV_4JwReSjcb9rdk9L

□ Obtain a copy of the previous year's budget from the outgoing president. This budget (once updated for the upcoming year) will be used to upload to Nole Central for the COGS Budget Request.

□ Learn how to request funds (for an event or conference) from MSC:

1. Fill out the event request form and submit to msc@med.fsu.edu
2. After MSC approval through email, submit the purchase order (PO) to Nole Central
3. Forms can be found here: https://med.fsu.edu/index.cfm?page=studentOrgMSC.resources

□ Learn how to submit a purchase order request on Nole Central. Outgoing presidents and treasurers will be able to guide you in this process.

□ Update website with new officers. Login information can be obtained from the outgoing president or email help.desk@med.fsu.edu for access.

□ Learn how to book rooms and add events to the calendar: Med.fsu.edu -> My Resources tab -> MedNet Intranet -> Room Reservation Form and Calendar tab on right hand side. Please do not book a date that has already been reserved by another RSO.

□ Update Poster: The outgoing president should have the poster file that you can update.

□ Obtain information about important annual events and conferences that pertain with your RSO (Example: Every year FMIG has a Procedures Night or SNMA has a national conference. Find out details for these major events or conferences from outgoing president).

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

_____   _____

Outgoing President   *Incoming President*