



Alpha Kappa Alpha Sorority, Incorporated

STANDARDS

Transition Document

This document is to be completed by the outgoing officer/committee chairman in conjunction with the incoming officer/committee chairman. Any questions not applicable indicate by NA. Document must be completed and submitted to Chapter Standards Committee Chairman within 30 days of officer installation or by January 30 for Committees.

Committee Name: _____

Meeting Frequency: _____

Estimated Budget (in detail):

Line Item	Amount	Notes

Events: List any signature events, annual events, etc.

Resources: List previously used vendors, location, or other resources.

Training: Completed training that is pertinent to the role (i.e. special software, office program, etc.) Yes No N/A

Documents:

- Agenda and meeting minutes transferred Yes No N/A
- Operation Manual(s) transferred Yes No N/A
- Copies of end of year reports transferred Yes No N/A
- Financial Records transferred Yes No N/A
- Electronic Files Index transferred Yes No N/A