

Offboarding Worksheet

Complete this worksheet and send it to the incoming officer in your role along with any other transition and training materials you have collected.

[Click here](#) to submit your completed Offboarding Worksheet.

Chapter: _____ Position: _____

Outgoing Officer: _____ Incoming Officer: _____

These are the things I completed this year that I am most proud of:

I wish I had gotten to these things this year:

These were my favorite DG library resources:

Here's what I would recommend your top priorities should be in your first 30 days of this position:

Equipment or supplies and where you can find them:



Delta Gamma

Here are the people I went to with questions or for support and their contact info:

Advisory team members:

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Regional team members:

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Executive Offices Staff members:

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Other:

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Important dates and deadlines for this position (per the CMT Planning Tool):

Login and password information relevant to this position:

Add the link to any shared drives you used during your position here:

Here are some last words of wisdom (or things I wish I would have known this time last year!):

