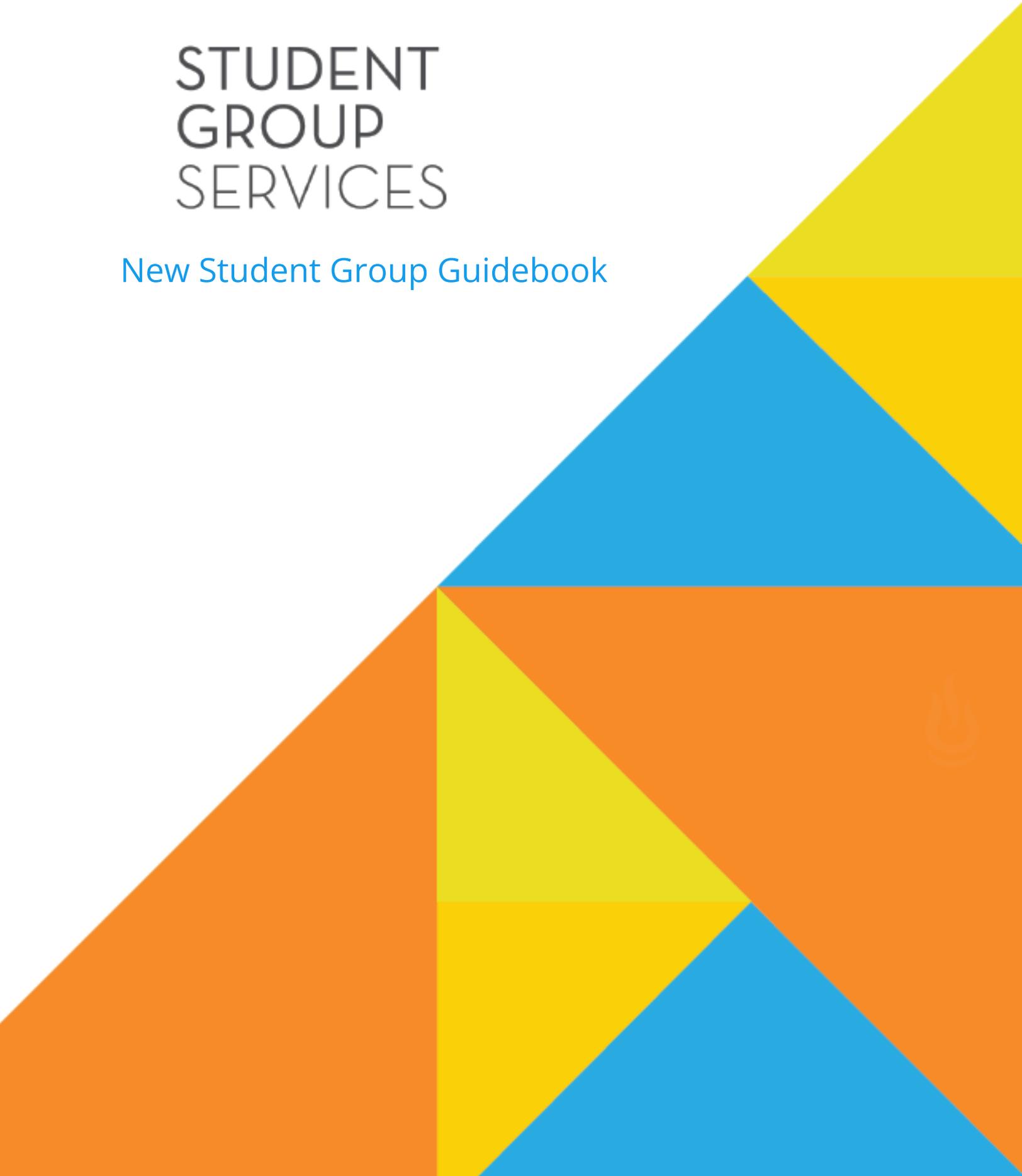


STUDENT GROUP SERVICES

New Student Group Guidebook



New Student Group Guidebook

Student Groups are a great opportunity to find a community on campus based on shared interests. University of Alberta has over 400 registered student groups with different interests and niches. These guidelines are established to provide a structured and transparent process for approving new student groups under University of Alberta, University of Alberta Students' Union, and/or Graduate Students Association recognition. The aim is to foster a diverse and vibrant student community that aligns with the values and mission of the University of Alberta and Student's Union.

New group proposals are open in January, May, and September. Please make sure you read through this document in advance to figure out if you should submit a proposal, and what you need to do to succeed as a new group!

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Key Resources

The following policies and procedures apply to student groups seeking recognition with Student Group Services.

- [Student Groups Procedure](#) - Applies to all registered student groups at the U of A
- [UASU Bylaw 5100: Student Group Conduct](#) - Applies to all registered student groups pursuing UASU recognition
- [GSA Bylaw Section N: GSA Graduate Student Groups](#) - Applies to all registered student groups pursuing GSA recognition

The following sites and resources are essential for student groups, both new and existing.

- [Student Group Services website](#) - Our website is home to tons of resources and information. If you ever have questions about running your group, take a look through it!
- [BearsDen](#) - This platform hosts all registered student groups at the University of Alberta and allows them to submit events, registrations, run elections, apply for granting, track membership, publicly share documents, etc. You can also find other groups, events, and tons of resources from SGS and the Dean of Students' Office here!
- [Group Leader Orientation](#) - All student groups must complete GLO training as part of the registration process, but it's also useful to return to these modules every once in a while to brush up on your skills!

The following documents and templates are specifically for new groups:

- [New Student Group Membership Petition and Endorsement Form](#) - All new group proposals will need to include a complete endorsement form and at least 10 potential members
- [New Student Group Proposal Rubric](#) - All proposals will be reviewed based on this rubric

The following units are available to help you throughout the process:

- Student Group Services - Our team will be your primary point of contact during the new group process! You can contact us via email at clubs@su.ualberta.ca.
- Dean of Students' Office - The Student Life Coordinators in the Dean of Students' Office handle event approvals, insurance review, and support the Marketing & Communications Office by reviewing student group trademark usage during registration. You can contact them via email at sgevents@ualberta.ca.
- Graduate Students' Association - The GSA recognizes groups that exist for the purpose of organizing academically-related or professional development activities, as opposed to social functions or recreational activities. Their staff can assist GSA groups with funding and confirming recognition. You can contact them by first getting in touch with SGS.

Student Group Recognition

What can be a registered student group with SGS?

The University of Alberta and the Student’s Union have set standards for active student groups. Not every new student group proposal will be approved solely on the basis of its unique niche. Student Group Services will determine the feasibility of new groups within this criteria:

- Following the student group procedure, along with UASU Bylaw 5100 for UASU recognized groups and GSA Bylaw Section N for GSA recognized groups
- No groups can duplicate already existing university services
- Contribute to the student life at the University of Alberta

What recognition options are available with SGS?

Student Group Services handles registration administration for the Dean of Students’ Office, UASU, and GSA. Because of this, there are a few different kinds of recognition groups can get, if eligible.

Recognition Level	Who’s it for?	Membership Composition	Executive Composition
University of Alberta	All student groups that register with Student Group Services	At least 10 current University of Alberta students. Must be at least 2/3 students if non-student members can join.	All executives must be current University of Alberta students
University of Alberta Students’ Union	Groups with majority undergrad students	U of A requirements PLUS over 50% of members must be U of A undergrad students	U of A requirements PLUS over 50% of executives must be U of A undergrad students
Graduate Students’ Association	Groups with majority grad students*	U of A requirements PLUS at least 2/3 must be U of A grad students	U of A requirements PLUS at least 75% of executives must be U of A grad students

*GSA groups have additional requirements as outlined in [GSA Bylaw Section N](#)

What can I do with student group recognition?

Registered student groups gain access to many perks on campus, as a reward for meeting the responsibilities and requirements outlined in policy and procedure. Here are some of the perks your group could have access to:

- Free booking of rooms and tables on campus
- Outdoor bookings on campus
- Discounted booking of SU venues like Dinwoodie Lounge & Dewey's
- Access to Fall & Winter Clubs Fair tabling
- Ticket distribution for events through InfoLink
- Equipment rentals for projectors, tables, wagons and more from Student Group Services
- Access to Coca-Cola Activation Fund for events on campus

In addition, if your group is eligible for UASU recognition, you can access the following perks:

- Access to booking flex spaces and storage space in SUB
- Discounts, through the [Student Group Discount Card Program](#)
- Ability to apply for and receive Awards through Student Group Granting Program

GSA groups gain the ability to apply for and receive grants and awards from the Graduate Students' Association.

What can't be a registered student group with SGS?

Student Group Services is not the only office who handles group recognition on campus! Groups may be pointed towards other offices if we cannot recognize them under our structures.

- Sports related clubs: As of January 2016, students wishing to start a club that teaches or instructs members in physical activities, such as dance, taekwondo, or other sports and activities will no longer be reviewed by Student Group Services due to the high-risk nature. If you are interested in starting a physical activity club, please contact Campus and Community Recreation, through the Club Sports & Outdoor Programs Coordinator. [You can find more information here.](#)
- Engineering project groups: As of September 2023, students wishing to start a club that works on an engineering-related project will no longer be reviewed by Student Group Services due to administrative changes. If you are interested in starting an engineering project group, please contact the Faculty of Engineering, through the Engineering Student Projects Manager. You can email foeproj@ualberta.ca for more information.
- Ambassador groups: As of January 2024, Student Group Services will no longer be accepting proposals for groups that function as ambassadors for an external affiliate and exist solely to recruit members for or promote the message of the external affiliate. Groups that want to work with an external organization will need to ensure their proposal outlines how they will maintain

a level of self-reliance and independence from their affiliate, and contribute to the campus community more than to the external affiliate.

- Businesses and for-profit organizations: All student groups are, for all intents and purposes, not-for-profit organizations. Student Group Services will not approve student group recognition for any group that aims to bring in income for its members.
- Groups without an election process: All student groups are required to conduct democratic elections. If your group plans to interview candidates for executive positions, you will not be eligible for student group recognition.
- Groups without members: All student groups are required to have at least 10 current students as members. If your group is only composed of executive members and no general members, you will not be eligible for student group recognition.

What can I do without student group recognition?

Not every idea needs to be a registered student group! It can take a lot of time and work to put together a student group, and sometimes an idea simply won't be sustainable or permitted in the long run. So what other options do you have?

- Start an online community - Many students opt to create online communities such as Discord servers to bring folks with similar interests together. This is a great way to informally bring people together without worrying about holding elections, writing a constitution, etc.
- Join another group - Sometimes your idea will be very similar to an existing group. In these situations, we recommend you join the existing group and build a rapport with their team. You may be able to execute some of your ideas by forming a committee in that group or running for an executive position!
- Meet informally on campus - While room booking permissions are restricted to registered student groups, you can bring folks together in common areas or library collaboration rooms to meet and do activities. You can also encourage your group to attend events together, such as drop in activities with Campus Community Recreation or UASU events such as Antifreeze.
- Apply for funding - Non-registered groups and projects still have some options for funding on campus! You can consider applying for a grant via [APIRG](#), [Campus & Community Recreation](#), and many other units on campus, depending on the nature of your idea. [The Career Centre has a full list of opportunities for funding here.](#)
- Volunteer off campus - As a student, you aren't restricted to getting involved on campus! We encourage folks to check out opportunities in the general community as well.

By now, you've hopefully figured out if your idea qualifies to be a new student group with Student Group Services. Read on to find out how the process works and what you need to do to get ready!

Timeline

There are two main steps to starting a new group: the proposal process and the registration process. New group proposals will be accepted throughout the year in a 4 month round-based format. Submissions will open in January, May, and September to accommodate new ideas throughout the year and provide students with clear timelines to complete all the involved steps, while also allowing SGS staff to provide targeted and consistent support to new groups. By the end of the semester, a group should be fully registered! Here is a sample timeline of what the process looks like:

December - [Pre proposal stage](#)

Students looking to start a student group in the following term can begin preparing to submit their proposal ahead of time. This guidebook provides all the details they need to consider in preparation!

January - [Proposal stage](#)

New group proposals open at the beginning of the month and will close at the end of the month. More details about the proposal can be found later in this document.

Student Group Services staff will read through proposals and evaluate them based on both the basic eligibility requirements and the rubric. Please note that if a proposed group is a duplication of an existing group or service or could be confused with one, the proposal will be denied and the group will have the chance to resubmit with modifications to make their proposal more unique.

If the proposal passes this initial evaluation, it will be marked based on the rubric. Proposals must score at least 18/30 points for Winter 2024 to be considered for approval. If a proposal does not meet this score cutoff, the proposal will be denied and the group will have the chance to resubmit with edits and more details by the end of the month.

February - [New group stage](#)

All eligible proposals will be approved by the beginning of the month during a mandatory consultation meeting with the new group; these meetings may happen in January for groups that submit earlier in the month and do not need to edit their proposals at all.

The group will begin working on all necessary components of the recognition process, namely registration and training. Details on the registration process and training requirements are outlined later in this document.

It is highly recommended that groups recruit members this month if possible and hold elections for executive roles the following month. New groups do not have to use the third month of their round as their election month in the future, but even initial executives must be

democratically elected, excluding the president who can be the founding student. Newly elected executives will need to complete Group Leader Orientation training.

March - [New group stage](#) and [registration submission](#)

SGS staff will meet with the new group for a mandatory status update meeting to provide targeted, specific support to the group. The group must complete their elections and GLO training this month if they did not do so the previous month.

The group must submit their initial registration by the end of this month to be considered for student group status. This submission can be completed sooner but can only be submitted later due to extenuating circumstances and after prior communication with SGS staff.

April - [Registration review](#)

SGS staff will review initial registration submissions within the first two weeks of the month and provide feedback. The majority of new groups may have their initial submission denied and asked to make revisions, usually to their constitution. Revisions will be due one month after the denial is sent.

May - [Registered group stage](#)

New groups will be up and running by the end of this month and eligible to take advantage of student group perks, such as the granting program, event submissions, room bookings, etc! Proposals will open again for the next round of new group proposal submissions.

Student groups may be able to move through these steps much more quickly if they are prepared in advance! In this case, the group may not need to complete the mandatory check in meeting with SGS staff.

If, due to extenuating circumstances, a student wants to submit a proposal outside of the intake period for new group proposals, or needs more time than the allotted amount in the round, they may present their case to Student Group Services and the Student Group Committee for consideration.

Pre-Proposal Stage

Preparing your proposal

Before you submit your proposal, please make sure you have the following tasks completed. This will help you breeze through the submission form and get everything in on time!

1. **Basic eligibility:** We recommend students look at existing groups and services on campus to make sure their idea doesn't duplicate an existing group or service. Students can search for groups on [BearsDen](#) to help them in this process.
2. **New group rubric:** We will be evaluating all proposals based on a [rubric](#) that covers the below criteria. We recommend thinking about how you will approach each of these items to increase your potential score.
 - Unique Mandate & Scope
 - Sustainability
 - Finances
 - Self reliance
 - Events and engagement
 - Membership
3. **Membership petition:** Students will need to submit a membership petition of at least 10 students at the University of Alberta. We recommend finding potential members after you've determined if your group will meet the basic eligibility requirements.
4. **Endorsement form:** Students will also need to find two University of Alberta community members to endorse them as the founder of a new student group. This ensures that folks who do want to start a student group are either equipped with skills already or have the capacity to develop them.

Recruiting members

We understand that one of the benefits of student group recognition is legitimacy on the part of the group and the ability to participate in recruitment efforts like Clubs Fair! Nonetheless, you won't be able to officially host events, participate in Clubs Fair, or show up on BearsDen until you are a fully recognized group. What else can you do in the meantime to get members?

- **Recruit your friends:** Chances are, you know some people with similar interests that might want to join your group. Invite your friends to add their names to your membership petition and see your group grow.
- **Post online:** There are many online communities where you can find potential members. Places like Reddit or Discord are great to find folks you may not otherwise know.
- **Spread the word organically:** The folks within your network can help you find more potential members! See if your friends, classmates, or even members of another group are interested in helping you spread the word.

These are just some examples of ways you can recruit members. There are also some methods you should avoid using to recruit new members at this stage.

- Creating social media accounts: Only registered student groups have the privilege of using the University of Alberta's name on their social media accounts. If you really want to create an Instagram page for your new group, please indicate in the bio that you are not a recognized student group at the University of Alberta.
- Postering: Different buildings have different restrictions on postering, and in some cases, only registered student groups are allowed to poster on campus. Make sure you read up on [postering procedures](#) before putting anything up.
- Holding events: If you are not a registered student group, you won't be permitted to book classrooms and meeting rooms on campus, and you won't have access to the event approval process and proper risk management assessments. **You need to refrain from hosting events until you are a registered student group.**

Proposal Submission

At the beginning of each semester, new group proposal applications will open on BearsDen. To access the form, sign into BearsDen using your CCID and head to [the registration page](#); at the bottom of the page there will be a button that says “register a new organization.”

Proposal content

While filling out the proposal, you will need to include the following information:

Short text answer	
Official organization name	A unique and meaningful name for the proposed student group. Your group’s name should indicate that you are a student group or association by including words like “student group,” “club,” or “association” in the name. This also ensures that you are in compliance with the University of Alberta’s trademarks requirements .
Organization description summary	A short summary of what your group does, to be displayed in searches on BearsDen.
Organization website url:	Whatever you enter here will be your group’s URL on BearsDen specifically. For example, if you are the Kitten Appreciation Club and enter “kitty-club” for your organization website URL, you will have alberta.campuslabs.ca/engage/organization/kitty-club as your URL on BearsDen.
Additional optional fields	Your group’s acronym, external website, social media accounts, etc can be added at this stage. Please note that any information you include here will be PUBLIC; do not enter personal information such as your address or phone number.
Your name and UAlberta email address	As the founding member, we’ll be in touch with you to discuss your proposal.
Long text answer	
Mandate and scope	What is the main purpose of your group? Why does this need to be a student group? How is it different from existing groups and services on campus?

Sustainability	What is your plan to sustain membership, manage executive turnover, and maintain democratic processes to ensure continued operation in future years?
Finances	How will your group handle their finances, including budgeting and fundraising? What kinds of income streams have you considered?
External affiliation and self reliance	Is this proposal to start a chapter of an existing organization or to create a group that will be working with an external organization? If yes, how will your group function independently on campus?
Events and engagement	How will your group engage its members and/or the general campus community? Does your proposed student group have plans to run events?
File Upload	
Membership	You must submit the membership petition and endorsement form as part of your application.

Proposal review

Student Group Services Staff will review the new group proposal within a two week period after submission. The processing times can vary depending on the time of the year and workload. Student Group Services staff will read through proposals and evaluate them based on both the basic eligibility requirements and the rubric.

If a proposed group is a duplication of an existing group or service or could be confused with one, the proposal will be denied and the group will have the chance to resubmit with modifications to make their proposal more unique. If a proposed group does not have a complete membership petition and/or endorsement form, the proposal will be denied and the group will have the chance to resubmit with a completed document.

If the proposal passes this initial evaluation, it will be marked based on the rubric. Proposals must score at least 18/30 points for Winter 2024 to be considered for approval. If a proposal does not meet this score cutoff, the proposal will be denied and the group will have the chance to resubmit with edits and more details by the end of the month.

All eligible proposals will be approved during a consultation meeting with the founding student during the month that submissions are accepted, or the following month, depending on when the submission is received. During this meeting, SGS staff will go over the proposal with the group and clarify their final

score, and provide resources and recommendations to help them succeed in perceived areas for improvement. SGS staff will explain the necessary next steps that a group needs to complete to become fully registered. If you do not have a consultation meeting within this time period and don't get in touch with us, we will consider your new group abandoned and deny the proposal.

Approval of a new group proposal does not mean that the group has been officially recognized. To become a fully registered student group, you will need to submit your first registration and complete Group Leader Orientation (GLO). Please note that until these two components are complete, you are restricted from submitting events and do not yet have access to student group privileges such as tabling at Clubs Fair or applying for grants, unless otherwise communicated.

New Group Stage

After the initial consultation meeting with an SGS staff member, the group's proposal will either be approved and their BearsDen page will be created, or the proposal will be denied and the group will be given access to reactivate a previously deactivated group's page, which they can edit to meet their needs. A reactivation will occur only when a group with the same mandate has existed in the past to avoid that page being reactivated separately, thus duplicating the new group.

Constitution

First, the founding student should begin working on their group's constitution. The following resources will help you in this process:

- [Constitution Handbook](#)
- [Constitution Checklist](#)
- [Default Graduate Students' Association Constitution](#)

Student Group Services staff are available to help you as you create your constitution! We recommend you take a look at other groups' constitutions to see how they approach different sections if you don't have any ideas yourself.

Elections

Once your constitution is created, you can hold elections for executive roles. New groups do not have to use this month as their election month in the future, but even initial executives must be democratically elected, excluding the president, who can be the founding student. You should follow the election process that you have laid out in your constitution. **We recommend that you refrain from choosing March or April as your election month in the future, as this will lead to your registration being due in April or May during exam season.**

Training

Now that your executives have been elected, they'll need training! Newly elected executives will need to complete Group Leader Orientation training before your group can be recognized. We recommend that the President completes GLO Essentials, Treasurer or equivalent completes GLO Finances, and any executive can complete GLO Skills on behalf of the group.

Mandatory Check-In Meeting

In the third month of your group's new group round, SGS staff will require you to have a check-in meeting to ensure you're on track to submit your registration by the end of the month. If you do not have a check in meeting within this time period and don't get in touch with us, we will consider your new group abandoned and deactivate the page.

Registration Submission

Initial registrations for new groups are due by the end of the third month of their new group round. Not sure when yours is due? Check this chart! Student Group Services staff will also remind new groups about their registration deadline via email.

Month of proposal submission	Registration and training deadline
May 1st - 31st	July 31st
September 1st - 30th	November 30th
January 1st - 31st	March 31st

To access the registration form, head to your group's action center. You can get there either by navigating to it on BearsDen, or fill in your group's URL into this template:
[www.alberta.campuslabs.ca/engage/actioncenter/organization/\[yourURL\]](http://www.alberta.campuslabs.ca/engage/actioncenter/organization/[yourURL])

Preparing for registration

There are many documents you will need to have ready to upload during registration. Here is a list of relevant templates and documents that need to be submitted:

- [Executive roster](#) - executive rosters must be submitted using this template
- [Membership roster](#) - membership rosters may be submitted using this template or another format of the group's choosing, but must contain the same information. This is a new requirement for all student groups as of May 2023.
- [U of A Liability Agreement](#) - all groups must complete this document for registration
- [UASU Liability Agreement](#) - for groups who are eligible for UASU recognition
- [GSA Liability Agreement](#) - for groups who are eligible for GSA recognition
- [External Affiliate Letter](#) - for groups who are affiliated with an external organization
- Certificate of Insurance - for groups who have insurance
- Constitution - must be uploaded annually

Registration content

While filling out the registration form, you will need to include the following information. Please note that items are not in order in this table and are organized by question type:

Short text answer	
Official organization name	A unique and meaningful name for the proposed student group. Your group's name should indicate that you are a student group or association by including words like "student group," "club," or "association" in the name. This also ensures that you are in compliance with the University of Alberta's trademarks requirements . If SGS staff asked you to change your name after your initial proposal was approved, you can update it here.
Organization description summary	A short summary of what your group does, to be displayed in searches on BearsDen.
Organization website url	Whatever you enter here will be your group's URL on BearsDen specifically. For example, if you are the Kitten Appreciation Club and enter "kitty-club" for your organization website URL, you will have alberta.campuslabs.ca/engage/organization/kitty-club as your URL on BearsDen.
Additional optional fields	Your group's acronym, external website, social media accounts, etc can be added at this stage. Please note that any information you include here will be PUBLIC; do not enter personal information such as your address or phone number.
Primary contact information	President or primary contact's name, phone number, and email address. You can also include a general group email address here.
Annual general meeting	All groups must hold at least one AGM per year. Let us know when your last one was held, if applicable, and when the next one will be.
Membership breakdown	List how many undergraduate, graduate and non-student members there are in your group.
Group Leader Orientation	Indicate that you understand the listed information, and include who completed which modules and when.

Handling money	If your group plans to handle money, you'll need to indicate such. The form will prompt you to provide the names of at least two signing authorities.
Campus affiliation	If your group is affiliated with a particular faculty or department, you'll need to indicate such. The form will prompt you to provide contact information for the faculty member you will be working with.
In-Form Selection	
Roster	You will need to indicate who your president and treasurer are, along with any other executives or members. This will give them access to your BearsDen page.
Organization categories	Choose which categories apply to your organization!
Organization interests	Choose which interests apply to your organization!
Election month	This will determine when your registration is due annually and must be listed in your constitution.
Additional recognition	Based on the outlined requirements for recognition , indicate if your group is eligible for UASU or GSA recognition in addition to U of A recognition.
Event Organizer Training	Indicate that you understand the listed information.
Trademarks	Indicate that you understand the listed information
Other on-campus affiliation	If your group is affiliated with CSJ, Law, MedDent, Engineering, Business, IFC or NPC, you'll need to indicate such.
File Upload	
Organization profile picture	Your group's profile picture is considered your logo. Registered groups may not use the university's name or logo or any part of the university's logo as part of their logo, unless a licensing agreement is completed.

Executive roster	Use the roster template document to provide this information.
Membership roster	Use the roster template document to provide this information.
University of Alberta liability agreement	Submit this form!
UASU or GSA liability agreement	Submit this form for UASU recognition or this form for GSA recognition. This section of the form will only be available if you indicated your group is eligible for additional recognition.
Constitution upload	All new group constitutions will be reviewed upon registration.
Insurance	If your group requires insurance per the reasons outlined in the form, you will need to upload a Certificate of Insurance here. New groups will likely not have funding or a bank account yet to secure insurance, so in this case, upload a placeholder document and contact the Student Life Coordinators from the Dean of Students' Office via sgevents@ualberta.ca to discuss your options.
Off-campus affiliation	If your group is affiliated with an external organization, you'll need to indicate such. The form will prompt you to provide contact information and upload an external affiliate letter. Legal entity status: If your group is registered with the provincial or federal government, you'll need to indicate such.

Registration review

Student Group Services Staff will review the new group registration within 2-3 weeks. The processing times can vary depending on the time of the year and workload. Student Group Services staff will read through registrations and ensure the submission meets our requirements.

Sometimes we will need to loop in staff from the Dean of Students' Office or the Graduate Students' Association. If additional review is required, this may lead to your submission taking longer to be approved or denied. Our team will be in touch with you to make any anticipated changes, such as constitution amendments, while we wait for other units to provide input. If changes need to be made, we will deny your registration submission and ask you to resubmit it with the necessary edits.

There is a high chance that we will deny your first registration submission, but this is common! Here are some frequently cited reasons we may deny a new group registration:

- Not enough members/membership ratio is not in compliance: all registered student groups must have at least 10 student members, and $\frac{2}{3}$ of members must be students if non-students are allowed to join.
- President and treasurer are the same person: you must have at least two executives, and your president cannot be responsible for your finances.
- Incomplete or incorrect forms: make sure the right people sign and initial all relevant areas on the correct liability forms and the external affiliate letter if applicable.
- Constitution: most new group constitutions will need amendments.

SGS staff will provide you with guidance on how to edit your application to ensure it's in compliance. You will have one month from the date of your denial to resubmit your application with the required edits. If you do not resubmit your registration application within this time period and don't get in touch with us, we will consider your new group abandoned and deactivate the page. If your application is approved, you'll hear from us via email and get full access to BearsDen and student group perks!

You're a group! Now what?

Congratulations! You are now officially recognized as a student group and there are plenty of perks to go with it. So what should you do next?

- [Get a CCID for your group](#): this can be a great way to centralize emails to your group. It's important to note, though, that student group CCIDs need to be renewed every year, so avoid keeping everything within a Google Drive associated only with a student group CCID.
- Open a bank account: If you plan to apply for grants or charge a membership fee, you will need to open a community bank account for your student group. You can request a verification letter from SGS staff via the [Verification Letter Request form](#)! More information about finances can be found in our [financial handbook](#).
- Apply for funding: UASU-recognized groups are eligible to apply for the [Student Group Granting Program](#). All registered student groups can apply for the [Coca Cola Activation Fund](#) to receive drinks for an event.
- Print business cards or banners: UASU-recognized groups are eligible for discounts at SUBprint, through the [Student Group Discount Card program](#).
- Complete [Event Organizer Training](#): Before you can host events on campus, make sure you do EOT! This online course will give you all the details about event planning and risk management.
- Book a room: Registered student groups can book classrooms and meeting rooms on campus. Check out our [campus bookings](#) page for more information.
- Prep for transitions: Maybe the next round of executives is the last thing you're thinking about right now, but it's helpful to work on your transition document from the very beginning. Check out our [transition handbook](#) for help.