



## Alpha Kappa Alpha Sorority, Incorporated®

### Theta Rho Omega Chapter

### 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 N/A. document must be completed and submitted to the 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.

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

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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 ☐

Operations Manual(s) transferred      Yes ☐      No ☐      N/A ☐

Copies of end of year reports transferred      Yes ☐      No ☐      N/A ☐

Additional pertinent documents transferred      Yes ☐      No ☐      N/A ☐

**Process/Procedures:** List any specific processes and procedures

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**Lessons Learned:** List any lessons learned and/or operational changes you would recommend.

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**Outgoing Officer/Committee Chairman Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Incoming Officer/Committee Chairman Signature**

\_\_\_\_\_  
**Date**