**Volunteer Project Handover Form**

Dear New Committee Members,

Congratulations, you have become a committee member of an ARU Students’ Union affiliated volunteer project and we cannot wait to work with you next year. This form is designed for the new committee so that we can make sure you have everything you need to get your year off to the best start!

This document helps us stay in contact with you and make sure you have all the help and guidance you need to run your project, if you haven’t already please take note of your campus relevant Volunteer Coordinator email address which can be found on the Volunteering webpage at [www.angliastudent.com/volunteering](http://www.angliastudent.com/volunteering).

A good project handover is essential to ensuring the longevity of your student group, so that it will continue to exist and develop year after year. This form will help your coordinators keep in touch, make any changes and send over the outgoing committee’s advice and feedback.

Help leave a legacy and provide a sustainable future for your volunteer project.

Kind regards,

The Volunteer Centre team at ARU Students Union.

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| --- | --- |
| **Project Name:** |  |
| **Campus:** |  |
| **Project Leader Name:** |  |
| **What is the best email address to contact you on over the summer?** |  |
| **Student Email Address:** |  |
| **SID Number:** |  |
| **Other committee members** |  |
| **Committee Member 2** |  |
| **Student Name:** |  |
| **Committee position:** |  |
| **Student Email:** |  |
| **SID Number:** |  |
| **Committee Member 3** |  |
| **Student Name:** |  |
| **Committee position:** |  |
| **Student Email:** |  |
| **SID Number:** |  |
| **Committee Member 4** |  |
| **Student Name:** |  |
| **Committee position:** |  |
| **Student Email:** |  |
| **SID Number:** |  |
| **Committee Member 5** |  |
| **Student Name:** |  |
| **Committee position:** |  |
| **Student Email:** |  |
| **SID Number:** |  |

If your project has more committee members, please add them to the end of the table.

By completing this form and becoming a volunteer project committee member, you agree to abide by ARU Students' Union's Volunteer Project Terms of Affiliation.

[The Volunteer Project Terms of Affiliation can be viewed here.](https://www.angliastudent.com/pageassets/volunteering/projects/committeehub/Terms-of-Affiliation.docx.pdf)