Officer Transition Resources

With the summer approaching quickly, it is important that outgoing officers relay information and resources to their successors in a timely and organized fashion. The Student Organizations Team holds 'Officer Transition Dinners' every semester for the incoming and outgoing officers of student organizations but we compiled some of our resources into a Transition Guide that can be found at the bottom of this webpage for you to review. Some quick tips include but are not limited to:

- Update the names of all new officers on the organization's Heel Life page
- Record all passwords, key contacts, or pertinent club business into one easy-to-follow document
- Inform new officers of any outstanding commitments, projects, or goals

On-Demand Workshops

The Office of Student Life & Leadership is excited to introduce our On-Demand Workshops for student organizations. A member of the Student Orgs team will come to your organization’s meeting to facilitate an interactive workshop. These workshops are a great way to have the members of your organization engage in leadership development, team building, and training on University policies. Workshops will typically be an hour long.

To request a workshop from a variety of topics or customize a workshop based on the needs of your organization! Please request the workshop at least three (3) weeks before the date you want the workshop to be held. Request a workshop today!

Student Life Bulletin
The Student Life Bulletin is updated every week and contains important information from our office and the University. Some of the information includes registration information for student organizations, leadership opportunities, fundraising events, and much more! The bulletin can be found at: studentlifebulletin.web.unc.edu.

Do you have information that you would like to have added to the weekly bulletin? Or would you like your student org to be spotlighted for the hard work they are doing? Submit your request here!

**Is your Organization Interested in having an On-Campus Mailbox?**

Student organizations can request a mailbox which is located on the 2nd floor of the annex in the FPG Student Union. You will need to submit a Mailbox Request Form by clicking here. We will then review the form and be in touch to set up a quick 10 minute meeting so that we can ensure the mailbox is functioning properly and you have the necessary details.

**Changing Your Organization's Name**

If you would like to update your organization's name at any point during the year, please submit a [Student Organization Name Change Request](#). This is done through Heel Life and the primary contact of the organization should be the individual making the request. SLL staff will review and approve the request and update your organization's name on Heel Life.

**Why do I need to submit a form to update my organization's name?**

In addition to SLL staff reviewing your request, the Event Services Office and your account with the Carolina Union Business Office will also be able to review the request and update their records accordingly. This will ensure that your organization is recognized throughout all three of our offices and that our records are current and accurate.

**Scanner Request Form**

Hosting an event and want to keep track of how many people show up and who they are? The Office of Student Life and Leadership has barcode scanners available for use by student organizations. These scanners can be used to get the PID of attendees from their One Card, and if you post your event to the Heel Life page you can use the PIDs to see who is attending your events. Scanners can be requested by submitting a [Scanner Request Form](#) that is currently active.

**FallFest**

Marking its 22nd year in 2018, FallFest kicks off the school year with a celebration of student activities! The event includes information tables, competitions, performances, free food, and prizes. New and returning students are encouraged to visit student organization and academic department tables to learn how to get involved at Carolina.
Student organizations must meet all of the requirements set forth each year by the Office of Student Life & Leadership in order to be eligible to apply for a table or performance slot at FallFest. Requirements include, but are not limited to, being registered and submitting the Annual Report before May 31. Student organizations must be in good financial standing with the Carolina Union in order to receive a table at FallFest. More details about FallFest and the requirements to apply for a table will go out on June 1st to the person indicated in the Annual Report form for the organization.

How to submit an Annual Report:

- Sign-in to Heel Life with your ONYEN
- Select the link in the yellow alert box on the homepage of Heel Life
- Complete fully and hit submit between April 1 and May 31st

More information about FallFest click here.

Source URL: https://carolinaunion.unc.edu/departments/student-life-leadership/student-organizations/resources-officers