



Resources for Recognized Campus Organizations

2) Individual Tracking Template

OBJECTIVE OF THIS TEMPLATE:

The objective is to provide a way for you to track your involvement throughout the year, in order to assist you with having your position validated in April/May. It will serve as a second paper trail of your participation in the recognized campus organization, to be accompanied with with the group's goal setting, tracking and reflection documents at the close of the year.

Name: _____
Student UTORid: _____
Email: _____
Position Title: _____
Club/Group Name: _____

(SEPTEMBER) GOAL SETTING FORM:

Date: _____

What are three major goals of what you'd like to accomplish in your position? How will they each support the goals of the greater organization?

1. _____
2. _____
3. _____

How will the goals listed above be measured throughout the year and at the end of the year?

- _____
- _____
- _____
- A transition report from each member/executive will be crafted at the end of the year in order to allow for individual reflection to occur, and to help support the organization in future years.
- You could consider attending a [Ulead workshop](#) focused on measuring clubs and groups members progress over the year.

(APRIL) TRANSITION REPORT:ⁱ

Date:

Respond to the following questions regarding your role. This information will be helpful to the incoming executive and will serve as a reference for your CCR staff/faculty validator of your hard work when you apply for CCR validation.

1) List what you enjoyed most and least regarding your position, and why:

2) List specific accomplishments realized during your term in your role and the reasons for their success. What did you try that worked well and would suggest doing again? Why?

3) List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office:

ⁱ Source: Adapted from a resource from: Villanova University, Office of Leadership Programs
http://www1.villanova.edu/content/villanova/studentlife/lifeatvu/forms/_jcr_content/pagecontent/download_2/file.res/Transition%20Guide.pdf