

Four tasks, two weeks, due in June. The difference between a program and a reboot.

1 • ACCESS CLOSE-OUT

- ☐ Graduating students lose access on: _____ (announced, executed)
- ☐ Full roster walked: every role, login, device authorization
- ☐ Ghosts removed; "temporary" permissions retired
- ☐ Written confirmation sent to the bookkeeper (one line, dated)

2 • MONEY CLOSE-OUT

- ☐ Final drawer count: outgoing + incoming CFOs together
- ☐ Last deposit on schedule
- ☐ Float logged and secured for summer: \$_____
- ☐ Year's over/short total recorded in the binder: \$_____

3 • MEMORY TRANSFER

- ☐ One operator's letter per role (template on page 2)
- ☐ May runs as shadow month: outgoing + rising paired on every shift
- ☐ Final huddle run by the rising crew

4 • STAGING SEPTEMBER

- ☐ Fall plan in the binder (goal, first-PO scenario, drop calendar)
- ☐ Fall PO quote attached; order placed in June if possible
- ☐ Opening-week checklist printed and filed
- ☐ Fall roster drafted, roles penciled
- ☐ Hardware stored, labeled, charged

One page, from the outgoing role-holder to the rising one. Voice encouraged; wisdom required.

From: _____ Role: _____ To: _____

THE THREE THINGS THAT MATTER MOST IN THIS JOB

THE MISTAKE I MADE THAT YOU DON'T HAVE TO

THE REAL-WORLD STUFF (VENDOR LEAD TIMES, CONTACTS, WHERE THINGS LIVE)

WHAT I'M PROUD OF / WHAT I'D AIM AT NEXT

Signed: _____ Date: _____