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STUDENT ENTERPRISE

HANDOVER TEMPLATE

Make sure all your hard work doesn’t go to waste by passing on your pearls of wisdom and lessons learnt!

This handover document is generic so feel free to add, edit and delete sections as you see fit – make it yours.

The enterprise

1. Summarise your enterprise in 3 sentences

3, 2, 1 go…

1. What’s the vision for this enterprise?

Write down your aims and overall vision for the enterprise. For example what do you see the enterprise doing in 6 months, a year and 5 years? This should help those following you to understand the actions you’ve taken so far.

1. What’s been the most successful thing this year?

What’s been great and what should others do again?

1. What’s been the most challenging thing this year?

What was a challenge and what lessons can be learnt from this?

1. Is there anything else you’d like to share?

People

Key roles

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Role title** | **Time required per month** | | | **Key responsibilities** |
| **Team selling events** | **Team meetings** | **Individual** |
| *e.g. Volunteer coordinator* | *e.g. 6 hours per month (2 x 3 hours)* | *e.g. 1-2 hours per month* | *e.g. 2 hours per month* | *e.g.*   * *Creating volunteering rota* * *Maintaining contact with volunteers to ensure that selling events have enough support.* * *Inducting new volunteers* |
| *e.g. Impact officer* | *e.g. 6 hours per month (2 x 3 hours)* | *e.g. 1-2 hours per month* | *e.g. 1 hour per month* | *e.g.*   * *The chance to feed in to the development of materials used to gather information* * *Help gather, collate and analyse feedback from volunteers, suppliers and customers which tracks the achievements and impacts of your project* * *Communicate with key contacts at NUS and its partners (the Soil Association, Sustain and the Plunkett Foundation) who are supporting the enterprise* |
|  |  |  |  |  |

Key contacts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Name** | **Role** | **Email** | **Phone** |
| Students’ Union | *e.g. Jenny Harth* | *e.g. Helps with putting out comms on the SU website & social media* | *e.g. Jenny.Harth@thebestSUever.ac.uk* | *e.g. 0771123123123* |
| University | *e.g. Shirley Banff* | *e.g. Contact for finances* | *e.g. Shirley.Banff@thebestSUever.ac.uk* | *e.g. 0771123123124* |
|  |  |  |  |  |

Selling

Key point of sale

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event** | **Event day & time** | **Location** | **Event running time** | **How many people are required** | **Who is required** |
| *e.g. Selling smoothies & soups at the on campus farmers’ market* | *e.g. Wednesday 11am - 2pm every 2 weeks* | *e.g. Farmers’ market, by the main square* | *e.g. Stall runs for 3 hours* | *e.g. Minimum of 3 maximum of 5* | *e.g.*   * *Logistics coordinator* * *Volunteer manager* * *Impact officer* * *Sales day volunteers* |
|  |  |  |  |  |  |

Key suppliers

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organisation/ company** | **Website** | **What they supply** | **Name of key contact** | **Email** | **Phone** |
| *e.g. Local produce from farmer Jo* | *e.g. localproducefromfarmerjo.com* | *e.g. summer fruits, apples and carrots* | *e.g. Jo Farmer* | *farmerjo@ localproducefromfarmerjo.com* | *e.g. 0771123123125* |
|  |  |  |  |  |  |

Finances & admin

1. Give an overview of your finances

**Expenditure:**

What do you buy & how much does it cost? Include all costs; raw ingredients, packing, transport …

Do you need to account for wasted/ unsold products?

Will there be volunteer expenses?

What is your average expenditure per month?

**Income:**

How much do you charge for products (cost plus markup)?

Do you have a paid for membership scheme? If so how much will you charge?

What is your average income per month?

**Surplus:**

Make sure your estimated income is higher than your expenditure

1. How do you record your financial information?

Is it via a spreadsheet? Do you fill this in after every selling event?

1. Bank account details (if needed)

Resources

|  |  |  |
| --- | --- | --- |
| **Resource name** | **Details of resource** | **Resource location** |
| *e.g. Role profiles* | *e.g. For each key role there is a role profile, when a member of the team leaves an advert can be put out to replace this individual* | *e.g. shared folder on the University system [INSERT LINK]* |
| *e.g. transaction spreadsheet* | *e.g. To keep track of all our sales and purchases* | *e.g. shared folder on the University system [INSERT LINK]* |
|  |  |  |
|  |  |  |

Logins

For example social media and email logins

Other useful stuff

Just add anything else that is useful here!