



**PHI DELTA THETA**  
*Become the greatest version of yourself*

# OUTGOING OFFICER QUESTIONNAIRE

Name of outgoing officer: \_\_\_\_\_

Office: \_\_\_\_\_ Date: \_\_\_\_\_

List three things during your term in office that were considered most important:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

List three things you wish you had done during your term in office:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

List three items you feel are important for the incoming officer to be successful (i.e. what advice do you wish you were given or what have you learned?):

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

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List any outstanding items that still need completion prior to your leaving office:

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As outgoing \_\_\_\_\_ (officer title), I promise to assist the newly elected officer in any way I can.

Outgoing officer signature: \_\_\_\_\_ Date: \_\_\_\_\_