Student representative committees are required to submit a handover report towards the end of their term. Reports should be submitted to [studentassociation@holmesglen.edu.eu](mailto:studentassociation@holmesglen.edu.eu)

This document will be published on the Online Community and visible to all Holmesglen learners. Reports will also be provided to incoming committees and councils during their training program.

**Reports must be accompanied by council meeting minutes and reports.**

**COMMITTEE DETAILS**

|  |  |
| --- | --- |
| Committee  Name | Click or tap here to enter text. |
| Chair | Click or tap here to enter text. |
| Secretary | Click or tap here to enter text. |
| Committee Members | Click or tap here to enter text. |
| Handover Date | Click or tap here to enter text. |

Detail ongoing projects that you wish to handover to the incoming committee or council. Ensure your report is detailed and includes a sufficient project overview, key contacts and dates along with work to be completed by the new committee and council to complete the project.

**ONGOING PROJECTS**

Click or tap here to enter text.

Detail completed projects to provide the new committee or council with context as to the work you have completed. This avoids any opportunity for a double up of work. Ensure your report is detailed and includes a sufficient project overview, key contacts and dates and outcomes.

**COMPLETED PROJECTS**

Click or tap here to enter text.