



TESPA™

TRANSITION GUIDEBOOK

BETA

Ready to pass the torch?

The life of a collegiate leader is fraught with peril, busy days, and longer nights spent with your fellow officers, planning your next big event. Yet, at the end of the day, you'd have a tough time finding someone who wouldn't do it all over again if they had the chance.

Perhaps there's something special that each of us finds during the years of service pledged to our gaming communities — in our teammates, in our members, in the moments where it seems like the world is against us, and the little victories that make it all worth it again. At least to us, it's special enough that we'd like to pay it forward.

That's why this year, we put our heads together to create the very first version of our Transition Guidebook, our tutorial on how to give the gift of legacy to your next generation of community leaders. While we're positive the guidebook won't be perfect the first time around, we've got a lot of love for the vision... and a lot of respect for leaders who put their heart into building an organization that lasts.

From all of us here at Tespa HQ, we wish you the best of luck on the adventure you're about to begin.

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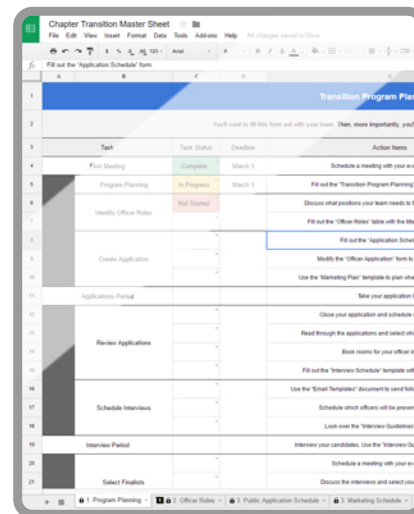
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Let's get started.

As with all things, the key to success is a well-defined plan of action. On the right, you'll find a link to our transition planner, an easy-to-use chart that details all of the steps we think you'll need to run a meaningful program. More importantly, it's a great excuse to sit down with your team and walk through the steps, set deadlines, and mentally prepare yourself for one of your most important responsibilities as a club leader!

Below, and at the bottom of every page in this guidebook, you'll find a list of action items, or major objectives we think would be a great idea to accomplish on your way through the program. For this first step, all you'll need to do is schedule a meeting with your team and take a stab at setting some deadlines.

Throughout the guidebook, we've also included additional challenge objectives that you can tackle, if you're feeling daring. Depending on the size of your club, these might not apply to your particular program.



TEMPLATE Program Planner

To get started, click on the link above, then click on "File → Make a copy" to make your own copy of the master sheet to use for the rest of the program.

ACTION ITEMS

1. Schedule a first meeting with your officer board or recruitment team.
2. With your team, fill out the **Transition Program Planner** with deadlines for each step of the program. Keep in mind that these are only suggested steps, so you can pick and choose which steps your team thinks is most important.

BONUS ITEMS

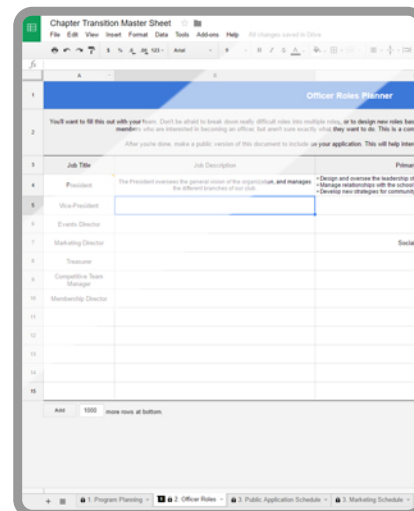
1. Read through the entire guidebook with your team and adapt the program plan to best fit your club's needs.

Now, let's build your future team.

Every gaming club has a unique club structure and student community, which means that every club also requires a unique officer team to lead the charge. For this phase of the program, you'll need to identify what positions your team needs to fill to keep your club running smoothly.

If you're a developing club with a dedicated team of officers, you might be prioritizing specialists in marketing, design, or tournament administration to round out your team. If you're a veteran club with several key officers ready to graduate, you may want to hire a new executive board to lead your club in the Fall. Either way, you'll want to take some time to discuss your options as a team and come to an agreement.

On the right, you'll find a link to the Officer Roles Planner page of our Transition Program master sheet, which should help your team plan out which positions to prioritize for the upcoming year.



TEMPLATE

Officer Roles

If you've already started filling out your own copy of the master sheet in Step One, click through the bottom tabs on your own copy to find the "Officer Roles" sheet.

ACTION ITEMS

1. Discuss what positions your club needs to fill for the upcoming year or application period.
2. With your team, fill out the **Officer Roles** table with the titles and job descriptions for the positions you will be accepting applications for.

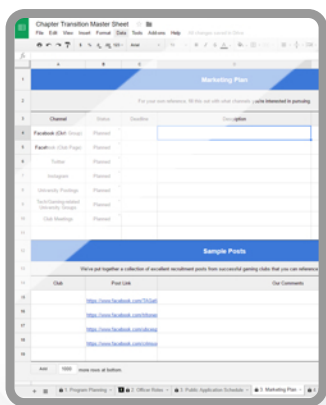
BONUS ITEMS

1. Modify the responsibilities for each position to fit the specific needs of your club.
2. List out a direct manager or mentor for each new role.

Next, let's get ready to go live.

You've planned out your deadlines, you know what roles you need, now it's time to look for the best collegiate talent your school has to offer. From our experiences, a well-designed application and a strong marketing platform is essential to attracting dedicated, skilled officers to join your team.

Since this is the first public step of your program, we've put together a collection of templates you can use for your program. Below, you'll find links to an Application Schedule, a Marketing Plan, and an Officer Application template that you can modify to your club's needs. When you're making a copy of these templates, don't forget to turn on Link Sharing so your applicants can access your files.



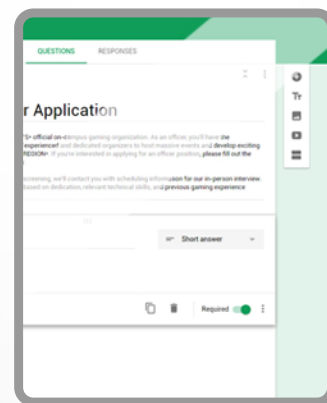
TEMPLATE

Application Schedule + Marketing Plan

You can also find both of these templates by clicking through the tabs at the bottom of your own copy of the master sheet.

TEMPLATE Officer Application

Make sure you change the text to match your club's info.



ACTION ITEMS

1. Fill out the **Application Schedule** form in your master sheet. Make sure Link Sharing is on!
2. Make a copy of the **Officer Application** form. Decide what you'd like to keep, change the text, turn on Link Sharing, and review the final product with your team.
3. Use the **Marketing Plan** template to plan and track what channels and groups you'll be posting your application to. We've also included some examples of strong posts.

BONUS ITEMS

1. List out any benefits that you will offer to new officers. You'll want to include these in your application posts.

Ready, set, post!

Congratulations on finishing the first phase of the Transition Program! Now that everything's planned out and ready to go, all you have to do is hit "Post" and wait for the applications to start coming in.

We recommend keeping your application open for at least 2-3 weeks to give interested students a chance to polish their applications and even think about whether or not they want to apply — often, the most qualified candidates are the ones who are already involved in a number of commitments.

Of course, even after you've posted, there's almost always some maintenance involved. Especially if you've built an excellent post and you're posting to multiple channels, you'll have a lot of curious eyes on your application. Be prepared to answer questions on your posts, answer emails, and talk about your program in club meetings and events. It can be tiresome, but stay vigilant! You never know when a question you answer could inspire a future Club President to submit an application.

ACTION ITEMS

1. Take your application live! Post on social media, announce at your next general body meeting, and send it personally to your most active members.
2. Keep an eye on your communication channels, like email and Facebook, for questions.

BONUS ITEMS

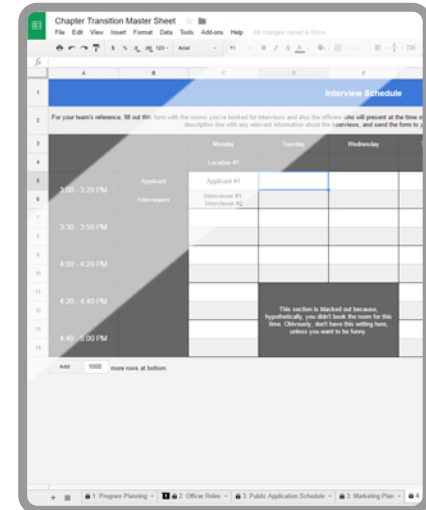
1. Post a 3-day application deadline reminder before applications close.

Let's see what you're working with.

It's a minute past midnight and you've just closed your application. Time to schedule a board meeting.

In our opinion, looking at applications is pretty fun. It's quite a humbling experience to read about the dreams, passions, and experiences of the people who want to dedicate their college experience to being a part of your team. That being said, there's also only so much you can tell about somebody from an application, so don't be afraid to approve anybody you find interesting for an interview.

After you've selected your interview candidates, call your campus services to book some rooms for your interviews. We recommend at least booking about 30 minutes per interview, so make sure you space your reservations out over a couple days if you have a large number of candidates.



TEMPLATE

Interview Schedule

As always, use the "Interview Schedule" tab on your own copy of the master sheet if you've already made one.

ACTION ITEMS

1. Close your application's Google Form after the deadline. Then, schedule a meeting with your board.
2. During the meeting, read through each application with your team. Using your method of choice, choose which applicants your team would like to interview.
3. Book an accessible on-campus meeting room for as many days as you need, spread over the course of 1-2 weeks.
4. Fill out the **Interview Schedule** sheet with rooms and times.

BONUS ITEMS

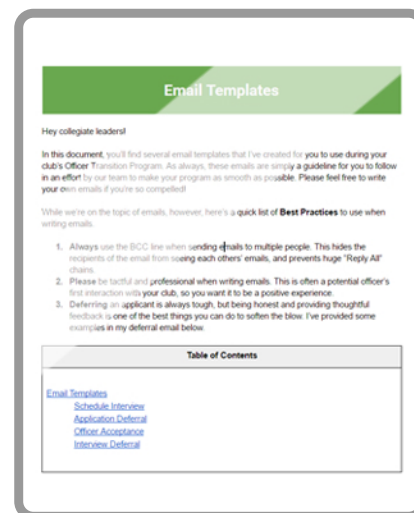
1. When booking rooms, try not to exceed more than 2-3 hours at a time, and schedule away from your classes. Interviews can be intense!

Congratulations, we'd like to bring you in for an interview!

Probably one of the most exciting lines you can read as a college student, and lucky you — you're going to be the bringer of good news!

From this point forward, your team will be directly interfacing with a group of students that all have the potential to become your future teammates. With that in mind, it's absolutely imperative that you proceed with confidence, diligence, and professionalism. These applicants are already interested — your job is now to lead and inspire.

Now, let's bring them in! On the right, you'll find a link to the Email Templates document, a compilation of email drafts designed to help you accept or reject an application with tact. Don't forget to include your Interview Schedule so they can pick their own times!



TEMPLATE Email Templates

Don't forget to change all of the fields highlighted in red to fit your club's information!

ACTION ITEMS

1. Head to the the **Email Templates** document and find the "Schedule Interview" and "Application Deferral" email templates. Send out either interview or deferral emails to all of your applicants.
2. As your applicants begin claiming interview slots, arrange for at least 2-3 board members to be present at each interview.
3. With your team, look over our **Interview Guidelines**. Make sure you take some time to change up the questions.

BONUS ITEMS

1. Add 1-2 points of constructive feedback to any applicants you defer, in their deferral emails.

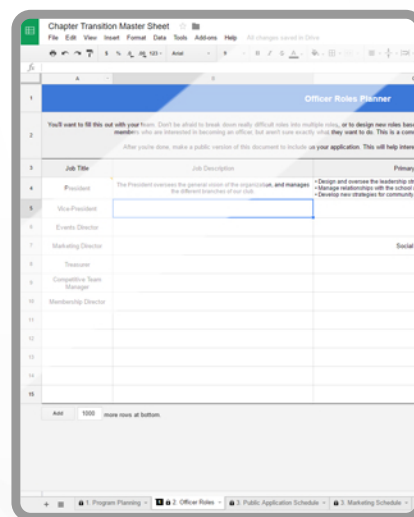
Time for the fun part.

Interviews have a special place in the hearts of college students. They're terrifying, exhilarating, and as you're about to find out, extremely fun to give. That is, if you're well prepared.

To the right, you'll find a link to our Interview Guidelines document, a quick-start guide designed to make the interview experience smooth and enjoyable for both you and your candidates.

TEMPLATE Interview Guidelines

Our in-house user guide on how to make your officer interviews dynamic and professional, complete with a full list of interview questions.



ACTION ITEMS

1. Host your interviews, using the **Interview Guidelines** document as a reference for questions and best practices before, during, and after your interviews.

BONUS ITEMS

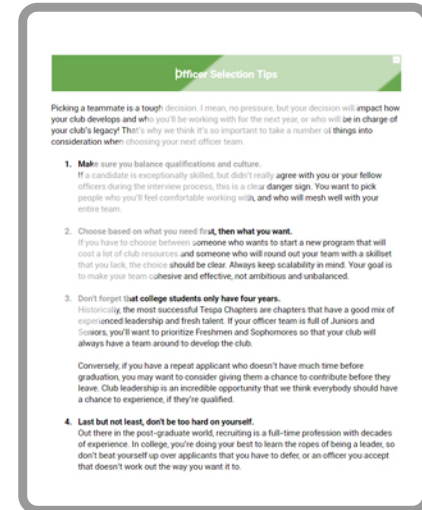
1. Designate at least one officer to take notes during each interview.

Ready to make a decision?

Now that you've wrapped up your last interviews, it's time to call another board meeting. Grab your notes, pull up the applications, and think hard about your favorite applicants — it's time to choose!

Picking a teammate is a tough decision. I mean, no pressure, but your decision will impact how your club develops and who you'll be working with for the next year, or who will be in charge of your club's legacy! For this step, however, your biggest challenge will be coming to a final decision that your whole board can get behind.

To the right, you'll find our Officer Selection Tips, a list of considerations to help guide your team during your final arbitration. Choose wisely, and remember — be respectful of the input of everyone on your board. After all, you can't build a team without a team.



GUIDE

Officer Selection Tips

Picking an officer that best fits your team is tough, but these tips should help guide your discussion.

ACTION ITEMS

1. Schedule a meeting with your board after all of your interviews have been completed.
2. During the meeting, have each officer review the interview notes and, using the method of your choice, select the best candidates for each position.
3. Compare your selections and finalize your candidates.
4. If you run into a difficult situation, review the **Officer Selection Tips** document for best practices.

BONUS ITEMS

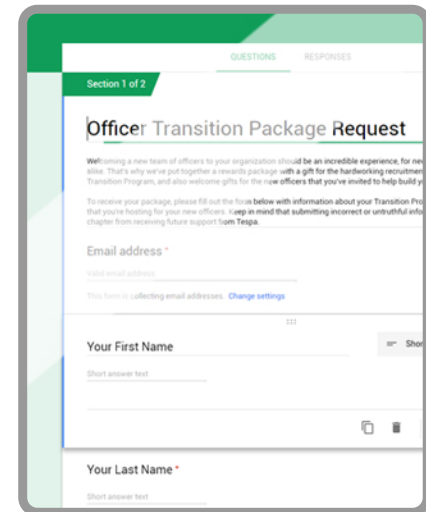
1. Consider using a grading rubric to help your team evaluate your candidates based on specific criteria, like technical skills, experience, and speech.

Let's give them the good news.

Congratulations on selecting your finalists! By now, you must be pretty excited to be bringing in a new team of officers to your Tespa family — we know we are. In fact, we'd like to send you a gift!

To celebrate the launch of our first Transition Program, we've put together a special package with a welcome gift for your new officers and a thank-you gift for your tireless recruitment board. To claim your box, fill out the Package Request form on the right with an overview of your program so far and the date of your New Officer Orientation event.

Make sure you give us at least a week before your event to review your request and ensure that your package arrives in time.



PRIZE

Transition Package Request Form

Send us your form as early as possible so we can get your package to you in time for Orientation.

ACTION ITEMS

1. Book an on-campus room 1-2 weeks ahead for your New Officer Orientation ceremony.
2. Complete the **Transition Package Request** form to request your exclusive new officer gifts. You can present these to your new officers at their ceremony!
3. Head to the **Email Templates** document and find the "Officer Acceptance" and "Interview Deferral" emails. Send out acceptance or deferral emails to all of your applicants.

BONUS ITEMS

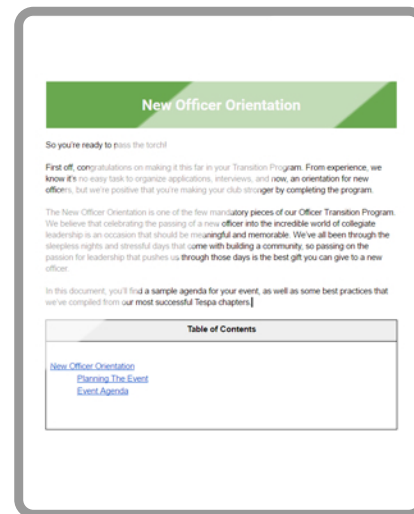
1. Add 2-3 points of constructive feedback to any interviewees you defer. If they're passionate about your club, they'll take your feedback to heart and apply again later!
2. Check with your club advisor to see if you can apply for school funding for your event.

You're ready to pass the torch!

First off, congratulations on making it this far in your Transition Program. We know it's no easy task to organize applications, interviews, and now, an orientation for new officers, but we're positive that you're making your club stronger by completing the program.

The New Officer Orientation is one of the few mandatory pieces of our Officer Transition Program. We believe that celebrating the passing of a new officer into the incredible world of collegiate leadership is an occasion that should be meaningful and memorable.

We've all been through the sleepless nights and stressful days that come with building a community, so passing on the passion for leadership that pushes us through those days is the best gift you can give to a new officer.



GUIDE

New Officer Orientation Guide

A step-by-step runthrough of the event, how to prepare, and what to present on the big day.

ACTION ITEMS

1. Using the **New Officer Orientation Guide** as reference, host your new officer orientation event.
2. Take photos of your orientation event and include them later in your full recap — if you want to receive your new officer shirts, this is mandatory!

BONUS ITEMS

1. Plan to do something social with your new officers after the orientation. Reserve a table for dinner, host a potluck, or play games together!

on-board-ing

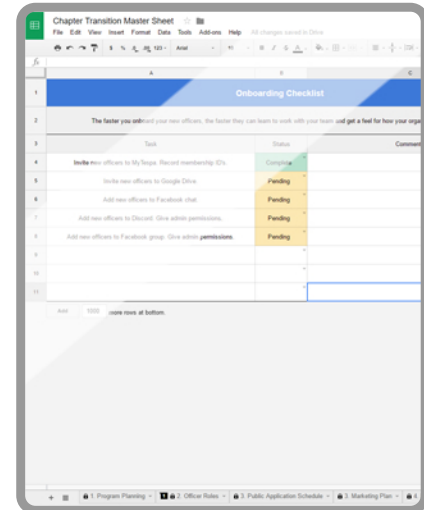
noun

1. the action or process of integrating a new employee into an organization or familiarizing a new customer or client with one's products or services.

Planning? Check. Application? Check.
Interviews? Check. Orientation? Check.

Now that you've officially welcomed your new officers to the family, it's time to integrate your new teammates into your club and officer ecosystems. That means giving them access to all of the internal communication and organizational tools that your team uses to manage your officer workflow, and also introducing your new team to your community.

Don't worry — we've already put together a checklist of the onboarding steps you'll most likely need to take with your new team. Just click on the Onboarding Checklist link on the right to get started.



TEMPLATE

Onboarding Checklist

A checklist of the most common onboarding tasks you'll need to take for your new officers.

ACTION ITEMS

1. Go through the **Onboarding Checklist** to make sure all of your new officers are fully integrated into your club workflow.
2. Add your new officers to your chapter's **MyTespa** page, and record their member ID's for later.
3. Introduce your new officers at your next club meeting.

BONUS ITEMS

1. Make an introduction post for your new officer class on your club's social media channels.

Congratulations, you're done!

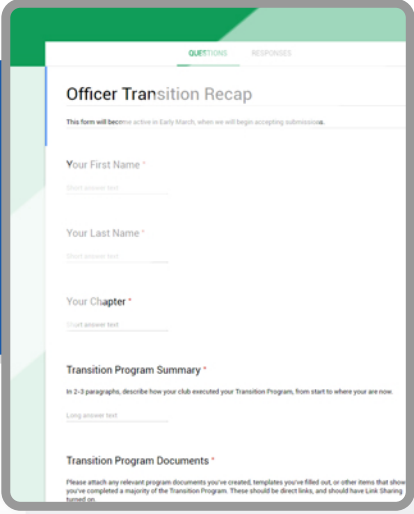
Completing a successful transfer of office is one of the most meaningful things you can do for your campus community — which means you have a lot to be proud of. After all, there's nothing quite like watching a new generation of leaders make their mark on your campus.

Now, all that's left is for you to tell us your story. Fill out Transition Program Recap form below with information about your new team so we can make sure they're geared up and ready to go for the upcoming year. After that, you've earned yourself a break.

ACTION ITEMS

1. Submit your final **Transition Program Recap** form, complete with your new team's contact, shipping, and MyTespas member information.

RECAP FORM 
Transition Program Recap



The screenshot shows a digital form titled "Officer Transition Recap". At the top, there are tabs for "QUESTIONS" and "RESPONSES". Below the title, a note states: "This form will become active in Early March, when we will begin accepting submissions." The form contains several input fields: "Your First Name *" with a "Short answer text" label, "Your Last Name *" with a "Short answer text" label, and "Your Chapter *" with a "Short answer text" label. Below these is a section for "Transition Program Summary *" with a "Long answer text" label and a prompt: "In 2-3 paragraphs, describe how your club executed your Transition Program, from start to where you are now." At the bottom is a section for "Transition Program Documents *" with a "Long answer text" label and a prompt: "Please attach any relevant program documents you've created, templates you've filled out, or other items that show you've completed a majority of the Transition Program. These should be direct links, and should have Link Sharing turned on."