Exit Report - Template

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| Name |  |
| Contact email: |  |
| Task/Role |  |

Just leave a section blank if you don’t feel the question applies to your task.

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| Describe your role/task: |

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| What did you wish you had known beforehand? | List important info or decisions you may have to know in order to complete your task/role. For example, you can’t start fundraising until you have a budget. |

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| Contacts | List the organization/companies/individuals you contacted to complete your task. Would you contact those individuals again? If not, why and do you have suggestions for may have been a better choice? |

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| What worked? | List the things that made your task easier, or resulted in it being a success. |

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| What didn’t work? | List the things that you would change or do differently to save yourself time/energy/$ if you had to do the task again. |

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| Give a general timeline to completing the task. | Give general dates for around when milestones on your task were completed. You can make suggestions about if you thought you did this too late/too early. |

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| Do you have any online accounts or account information to pass along? | Give id and passwords for account you may have used and the next group could take over (Facebook, Twitter, etc.). |

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| Future Goals | If you could do this task over again, what do you think are reasonable goals that would be achievable? |

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| Other comments | List any other useful information that the previous questions may not have answered. |