

## 2023-24 Registered Student Organization (RSO) Advisor Acknowledgment Form

This form is required annually of all undergraduate Registered Student Organizations who seek to be recognized by Northwestern University Student Organizations & Activities through August 31, 2024.

RSO as listed in Wildcat Connection:

Advisor Name:

Advisor Title:

Advisor Department:

As an RSO advisor, I acknowledge the following:

I am a Campus Security Authority (CSA) for the University. I have reviewed relevant information on the CSA section of Northwestern's Compliance website and reviewed the myHR training (link here). I shall immediately report Clery Act crimes that I am aware of to the Northwestern University Police Department via the CSA Crime Report Form. Initials:

I am subscribed to the [RSO Advisor Listserv](#) and I will forward any relevant information to the student officers and members in the RSO. Initials:

I am listed as an advisor for the RSO in the "Officers" section and in the "About" section of the RSO's Wildcat Connection page. Initials:

I have reviewed the organization's constitution to ensure it is up-to-date and compliant with Northwestern policies. Initials:

I will be aware of the organization's major events and travel outside of the Evanston area and ensure [University Compliance Student Trip Reports](#) are completed. Initials:

I am signed in as advisor to my RSO's Student Organization Finance Office (SOFO) account, will confirm all organization assets are maintained in the RSO's SOFO account, and will be available to review and approve RSO expenses. Initials:

I have met incoming leadership for 2023-24 and will communicate with student contacts quarterly at minimum. Initials:

I will be a resource for students in the RSO, especially regarding University policies, resources, and services. As such, I will make my best effort to attend trainings for RSO advisors. Initials:

I will notify Student Organizations & Activities by emailing [hayley.kretchmer@northwestern.edu](mailto:hayley.kretchmer@northwestern.edu) if I am no longer able to serve as advisor for the RSO or if the RSO goes inactive.

Advisor Signature:

Date: