

2020-21 Registered Student Organization (RSO) Advisor Form

This form is required of all undergraduate registered student organizations to maintain recognized status at Northwestern University. Once this form has been completed, please scan it and e-mail it to your group's student contact so they can:

1. Upload the form into the 2020-21 SOA Student Org Registration form on Wildcat Connection as directed
2. Upload the form into the group's Wildcat Connection page in the "Documents" tab for archival purposes.

Registered Student Organization Name as listed in Wildcat Connection: _____

Advisor Name: _____

Advisor Title: _____

Advisor Department: _____



If the following statement applies, do not complete the rest of this form but please still scan and upload into your registration so the rest of your submission can be reviewed: "Our group's advisor is ending their role with our group, and we do not have an advisor for 2020-21 yet."

As a Registered Student Organization (RSO) Advisor, I acknowledge the following (with initials):

_____ I am a Campus Security Authority (CSA) (federally mandated crime reporter) for the University. I have reviewed all information on the [Campus Security Authority section](#) of Northwestern's Risk Management website. As such I shall immediately report any Clery Act crimes that I am made aware of to the Northwestern University Policy Department.

_____ I will subscribe to the [RSO Advisor Listserv](#) and forward any relevant information to student officers and members in the RSOs I advise.

_____ I will be listed as the advisor on the RSO's [Wildcat Connection](#) roster and in the 'About Us.'

_____ I will review the organization's constitution annually to ensure it is up-to-date and compliant with University policies.

_____ I will require the organization to make me aware of all major events and organization travel outside of the Evanston area and ensure University Compliance Student Trip Reports are completed. More info at on the [Risk Management website](#).

_____ I will ensure all organization monies are maintained in the organization's SOFO (Student Organization Finance Office) account.

_____ I have met incoming leadership for 2020-21 and will communicate with organization representatives quarterly at a minimum, record minutes of these meetings, and upload minutes to the 'documents' section of the RSO Wildcat Connection page.

_____ I will be a resource for students, especially in regard to understanding University policies, regulations, and services. As such, I will attend and/or participate in annual trainings for RSO advisors.

_____ I will notify Joe Lattal or a representative of SOA if I no longer serve as the advisor for the RSO.

Advisor Signature _____

Date _____