

2018-2019 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 contact so they can:

1. Upload the form into the 2018-19 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: _____

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. As such I shall immediately report any Clery Act crimes that I am made aware of, to the Northwestern University Policy Department. For further information about the Clery Act and CSA responsibilities please visit: <http://www.northwestern.edu/up/safety/campus-security-authorities.html>

_____ I will subscribe to the RSO Advisor Listserv managed by Student Organizations & Activities (SOA) and forward any relevant information to the RSOs I advise.

_____ I will be listed as the advisor on the RSO's Wildcat Connection roster.

_____ 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: <http://www.northwestern.edu/ethics/campus-security/clery-liaison-program/student-trip-reporting-directions.html>

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

_____ I will meet with student organization leadership quarterly at a minimum and have met incoming leadership.

_____ 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 a representative of SOA if I no longer serve as the advisor for the RSO.

Advisor Signature _____

Date _____