

# Advisor Checklist

This checklist will help you remember the most important aspects of advising a Registered Student Organization. Reference this list often and check things off as they are completed.

- The organization I advise has re-registered for the upcoming academic year. Organizations can re-register by updating and renewing their organization page on OrgSync. Members that have administrator access to the page are the only ones that are able to update the information. Please be sure that this is done by the re-registration deadline which is within the first couple of weeks of the Fall semester.
- The organization I advise had at least two officers (preferably the President and Treasurer) attend the Student Organization Leadership Retreat. The retreat is annually held the weekend before the start of the Fall term.
- The organization I advise has signed up for key tabling opportunities such as Sharkapalooza, which is annually held in August, and SEA Thursday, which occur every other Thursday throughout the academic year. Tabling is a great opportunity for the organization to recruit members and spread awareness to the NSU community.
- The organization's president and treasurer have both completed training under the Accounts office. Both have to be trained in order to be eligible to request for Undergraduate Student Government Association funding.
- I have provided the officers my contact information and discussed proper use of such information.
- The organization I advise has selected dates and times for executive board meetings this year. Meetings will be held \_\_\_\_\_.
- The organization I advise has selected dates and times for general body meetings this year. Meetings will be held \_\_\_\_\_.
- I know where the Office of Campus Life and Student Engagement is located, as well as important contacts within the office.
- I have worked with the organization on a budget for the upcoming year and have been assisting with financial transactions for the organization.
- I know what the organization expects of me this year.
- The organization knows what to expect from me.