

As part of the Registration process, advisors should be provided with an Advisor Acceptance Form (to be signed and uploaded into myBAR), and the Advisor Checklist (to keep as a reference).

Assist with the Annual Registration:

All student organizations must register with the Office of Student Life & Cultural Centers on an annual basis.

- Communicate with outgoing student eboard, the names/contacts of newly elected eboard.
- Confirm that new/incoming student eboard is aware of the annual registration process.
- Request to be included on all of the organization's official correspondence, including emails.
- Provide your availability to them.

Request the following information from the student leaders:

- Contact information: names, email addresses, phone numbers.
- Schedules of eboard members.
- Meeting schedules (including agendas) in advance of the meetings.
- Reports of meeting minutes and events hosted by the student organization.
- Provide your availability to them.

Attend Meetings and Select Events:

- Attend as many group meetings and other functions as possible.
- Attend certain events that require Public Safety.

Interpret Policies:

- Assist students in interpreting various Chancellor's office, Executive Orders, pertaining to university policies and procedures (outlined in Advisor's Guide).
- Contact the Office of Student Life and Cultural Centers, if needed, for consultation.

Authorized Signer:

- Sign ASI Financial Services "Signature Authorization Form" and "Agency Agreement Form"
- Serve as an authorized signer for the appropriate financial expenditures of the club.
- Thoroughly read and understand all budget proposals and event proposals submitted for advisor signature.
- Serve as an authorized signer for meeting/event scheduling, travel, budget proposals, and Disbursement Requests for expenditures.
- Designated "Universal" signers are also located in the OSLCC office (building 26), when advisors are unavailable, or need to be reimbursed.