

2024-25 Registered Student Organization (RSO) Advisor Acknowledgement Form

This completed form is **required annually** of all undergraduate Registered Student Organizations who seek to be recognized by Northwestern University Student Organizations & Activities through August 31, 2025.

RSO Name as listed in Wildcat Connection:

Advisor Name:

Advisor Title:

Advisor Department:

As an RSO advisor, **I acknowledge the following** (Please write your initials after each statement):

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](#). I shall immediately report Clery Act crimes that I am aware of to the Northwestern University Police Department via the [CSA Crime Report Form](#). **(initial here)**

I am *subscribed to the RSO Advisor Listserv* and I will forward any relevant information to the student officers and members of the RSO. **(initial here)**

I am *listed as an advisor for the RSO* in the "About" section and on the Roster of the RSO's Wildcat Connection page. **(initial here)**

I have *reviewed the organization's constitution* to ensure it is up-to-date. **(initial here)**

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. **(initial here)**

I am/will be *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, approve and sign for RSO expenses. **(initial here)**

I have *met the leadership for the 2024-25 academic year* and will communicate with student contacts quarterly at minimum. **(initial here)**

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 and workshops for RSO advisors. **(initial here)**

I will *notify Student Organizations & Activities*, emailing hayley.kretchmer@northwestern.edu if I am no longer able to serve as advisor for the RSO or if the RSO goes inactive. **(initial here)**

Advisor Signature:

Date: