

## How does an Advisor help your RSO?

### SUPPORT

Available for consultation with organizational-related issues: officer transition, participant attendance, etc.

### MENTORSHIP

Provide constructive feedback to better help your leader board in managing your organization.

### ACCOUNTABILITY

Communicating policies, deadlines, and procedures for operating your RSO's activities/events.

### GUIDANCE

Advise in planning programs: timeline, marketing, purpose, logistics, policy, and risk management issues

## Types of RSO Advising

### FINANCIAL ADVISORS

The Financial Operations Office can provide extensive support for Treasurers and Student Leaders in managing and operating your University financial account.

### PEER ADVISORS

These experienced student leaders are here to provide you with easy access to support for all of your organizational needs.

### EVENT PLANNING ADVISING

The Student Centers staff is experience in identifying venues, planning events, and managing logistics. They are always available to assist your organization.

### RSO ADVISORS

This advisor is a staff member here to assist you with funding, event planning, membership management, accessing funds, and much much more.

### FACULTY & STAFF ADVISORS

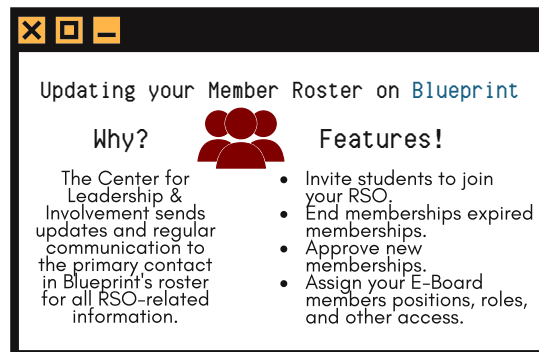
Working with a faculty or staff member on developing the content of your program can be a powerful tool.

### OTHER CAMPUS & STUDENT LIFE AREAS PROVIDING ADVISING

Numerous office and departments on campus have resources and expertise to assist you in exploring your organization's mission.

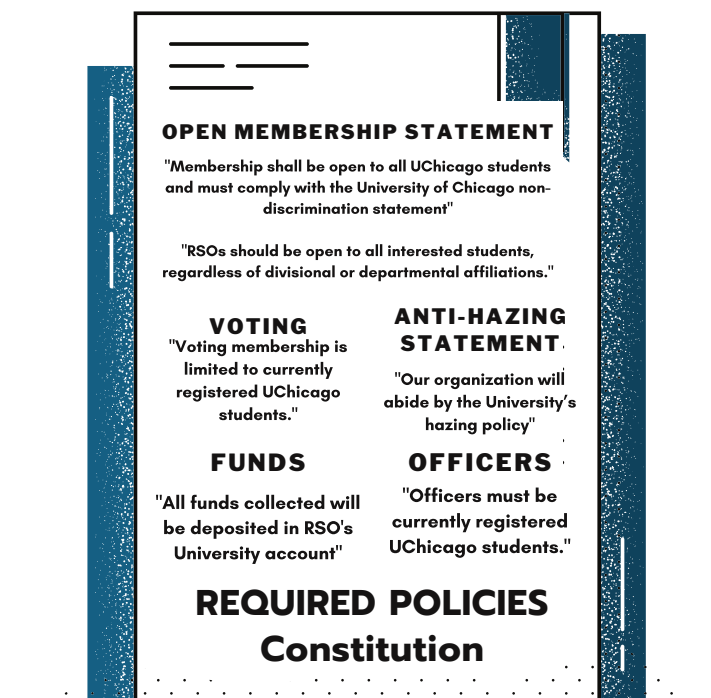
## ROSTER UPDATES

1. Check your RSO's primary contact is updated.
2. All new RSO leaders should be added to their RSO's Blueprint roster so they have access to Organization Management tools.



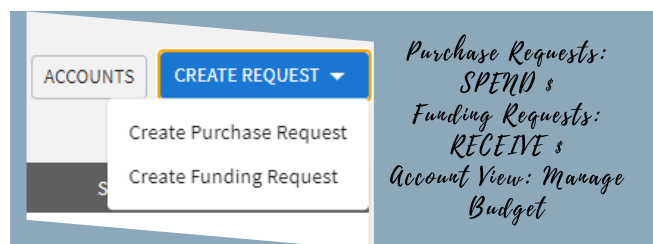
## REVIEW UPLOADED DOCUMENTS

1. Documents we expect all leaders to know about their organization are the Constitution and Bylaws.
2. These documents SHOULD be uploaded.



## REVIEW THE FINANCE FEATURE

1. Remember to review the Blueprint Finance Module with the new president and treasurer.
2. Review relevant RSO financial or budget allocation information.
3. Check out last week's newsletter for more details.





## ASK QUESTIONS!

Questions are a great way to gain insight into past leader's experiences, starting points and ways to improve club activities moving into the next academic year~

### SOME QUESTIONS TO ASK:

- *What has been the most helpful resource to you throughout your time in leadership?*
- *Which faculty or administrators have been most influential in helping us succeed?*
- *What do you wish you had been able to achieve during your term?*
- *Walk me through the baseline responsibilities of this role, and then tell me what it would look like to go above and beyond.*
- *What does internal accountability look like in our RSO?*
- *What is one thing you wish you had been told/shown when you transitioned into this role?*

### SCHEDULE MEETING WITH PREVIOUS LEADERS AND ADVISOR

ASK ABOUT TRANSITION  
DOCUMENTS

REVIEW RELEVANT RSO FINANCIAL OR  
BUDGET ALLOCATION INFO

GATHER RECOMMENDATIONS  
ON RSO'S SUCCESSES &  
IMPROVEMENTS

INTRO MEETING WITH KEY SUPPORTS  
vendors, faculty, staff, student leaders, etc

### UPDATE BLUEPRINT'S ROSTER



UPDATE THE RSO'S PRIMARY CONTACT  
& ADD OTHER NEW LEADERS TO THE  
RSO'S BLUEPRINT ROSTER



## MARKETING TRANSITION TIPS



### DOCUMENT ALL USERNAMES AND PASSWORDS FOR SITES

Canva and other design sites, Facebook, Instagram and other social media sites, websites, listservs, etc.

### TRANSFER ANY CONTACTS WHO HELPED CROSS-PROMOTE EVENTS

Schedule check-ins to ensure all documents are accounted for. This information is REQUIRED to apply for SGFC.

## RECRUITMENT TIPS



### FAMILIARIZE YOURSELF WITH PREVIOUS PIPELINES USED

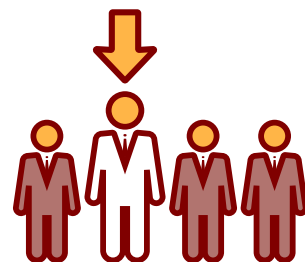
### ARE THEIR OPPORTUNITIES TO WORK WITH OTHER GROUPS?

### PLAN TO SIGN-UP AND HOST A TABLE DURING CLI SPONSORED INVOLVEMENT PROGRAMS

Student Activities Resource Fair (SARF) during Autumn Quarter and Winter Welcome at the start of Winter Quarter.

## RECRUITMENT GOALS

- How many members; are you aiming to grow or maintain your RSO size?
- How will you incorporate new people?
- How can new members get involved outside of attending meetings?
- Do you have any activities that are focused on recruitment?



## TIPS FOR REOCCURRING EVENTS

### SAVE MEETING MINUTES OR OTHER NOTES ABOUT THE KINDS OF VIRTUAL PROGRAMS AND MEETINGS THAT COULD BE HELPFUL AS WE TRANSITION

Some things might be kept and others might be one-time events/activities.



### FUNDRAISING:

- Any existing things for fundraising?
- If you have new fundraiser ideas, wait to have a bigger conversation with your advisor to understand.