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.
Meeting with Previous Leaders

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
GATHER RECOMMENDATIONS ON RSO’S SUCCESSES & IMPROVEMENTS
REVIEW RELEVANT RSO FINANCIAL OR BUDGET ALLOCATION INFO
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.