



## Adviser Checklist

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

- The organization I advise has re-registered for this academic year (<http://www.oakland.edu/grizzorgs>)
- The organization I advise has created/ is creating a constitution
- The organization I advise has attended/will attend a mandatory President and Treasurer Training
- I have an up to date record of the officers and their contact information
- My organization's executive board meetings this year are on \_\_\_\_\_ at \_\_\_\_ am/pm
- My organization's general body meetings this year are on \_\_\_\_\_ at \_\_\_\_ am/pm
- I know where the Center for Student Activities Office is
- I understand the Student Activities Funding Board (SAFB) process
- My organization understands the SAFB process
- I know the goals, events, and plans of my organization for the academic year
- I know what my organization expects of me this year
- My organization knows what to expect from me
- I know who to contact in the CSA Office if I am in need of assistance advising my organization
- I know where to read important updates for student organizations
- I know when my organization is hosting an event, and know when to be present at them