

# STUDENT LIFE

## ADVISER UPDATE

### Registered Student Organization 2007-2008

#### Faculty/Staff Advisers for Registered Student Organizations:

Advisers are full-time University of Oklahoma faculty or staff members who want to make an additional contribution to the greater campus-community by participating in a student organization. Please submit any adviser changes (update from group and/or resignation letter from adviser) to the Student Life office, Oklahoma Memorial Union, Room 370. For questions call (405) 325-4415. According to the Student Code, a registered student organization is responsible for submitting any changes in officers and adviser to the Student Life Office. It is recommended that this is done within ten (10) university working days from the day in which the change occurs.

### RECOMMENDATIONS

- Insure that the registered student organization follows guidelines for registered student organizations according to university policies and procedures as stated in the Student Code, as well as local, state, and federal laws. If affiliated, organizations must follow their respective departmental, and/or national policies and procedures.
- Insure that the registered student organization works towards its designated purpose and follows its constitution and by-laws.
- Insure that the membership recruitment, intake, and orientation processes of the registered student organization are in accordance with all university, departmental, and national policies, as well as local, state, and federal laws.
- Assist in monitoring authorized financial accounts of the registered student organization and be aware of appropriate procedures to access the financial resources.
- Serve as a knowledgeable campus and community referral and resource for the registered student organization and its officers.

### UNIVERSITY OF OKLAHOMA FULL-TIME FACULTY/STAFF ADVISER

\*Student Organization's Name: \_\_\_\_\_

\*Name: \_\_\_\_\_ \*Office Phone Number: \_\_\_\_\_  
(First) (Last)

\*Department: \_\_\_\_\_ \*Office Mail Stop Number: \_\_\_\_\_

\*E-mail Address: \_\_\_\_\_ \*Faculty ID# \_\_\_\_\_ \*Staff ID# \_\_\_\_\_

\*Adviser Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

### CO-ADVISER

(most organizations only have one adviser)

\*Student Organization's Name: \_\_\_\_\_

\*Name: \_\_\_\_\_ \*Office Phone Number: \_\_\_\_\_  
(First) (Last)

\*Department: \_\_\_\_\_ \*Mail Delivery Address: \_\_\_\_\_

\*E-mail Address: \_\_\_\_\_ \*Faculty EMPLID: \_\_\_\_\_ \*Staff EMPLID: \_\_\_\_\_

\*Adviser Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_