

Advisor Annual Checklist

The following check list will help you remember the most important dates and aspects of advising. Please reference this list often and check items off as you complete them.

- The organization I advise has registered with the Student Union?**
The registration deadline for fall is Friday September 25, 2009 and for the spring the deadline is Monday February 5, 2010.
- The Organization I advise has a recent copy of their constitution in the Office of the Student Union and in the SGA office.**
- I have a contact list of the executive board members of the organization I advise.**
- I have placed all of the Advisor's Forum meetings on my calendar.**
- I am aware of when the Mandatory Meetings for all clubs and organizations are in the fall and will make sure my members are aware of them and will attend.**
- My executive board meetings for this year will be on _____.**
- My organization's general body meetings this year will be on _____.**
- I know the goals, events and the plans for my organization for the 2009-2010 academic year.**
- I know what my organization expects of me this year.**
- My organization knows what to expect from me this year.**
- I know that if I have any questions I can contact the Student Union office at 395-2107 and check their web site at www.longwood.edu/studentunion**