RECOGNIZED STUDENT ORGANIZATION ADVISOR AGENDA TEMPLATE

Meeting Date & Time Date & Start Time - End Time	**Attendees** President, Treasurer, Faculty/Staff Advisor, Others
Location Campus Room # or Zoom Link	
Is quorum* needed for this meeting?	
☐ Yes ☐ No	
If yes, has quorum been met?	
☐ Yes ☐ No	

**Quorum: the minimum number or percentage of active/voting members who must be present at a meeting to legally conduct business, vote on dues, or pass constitutional amendments.*

Welcome & Check-in

Led by Advisor

- Official meeting start; check-in question presented
- Establish goals for this meeting
  - *e.g. operational tasks, event approvals, risk management, RSO recognition status, etc.*
- Advisor Updates

President Updates

Led by President

- General items related to RSO activities and needs
  - *e.g. meetings, events, recruitment, membership, committees, change of officers, elections, marketing/social media, etc.*

Financial & Budget Report

Led by Treasurer

- Current balance update and upcoming funding requests
- Review of receipts/reimbursements requiring advisor signature

Event Planning

Led by President (or other officer that develops this area)

- Review of open facility reservation requests on campus systems
  - *e.g. updates from Student Union Event Services and/or Department of Facilities Development & Operations*
- Remember the 5 W's when event planning!
  - What is the event going to look like?
  - Why is it important to have this event?
  - Where will your event be? Do you need to reserve space ahead of time?
  - When are you hosting the event?
  - Who is the target audience? Is it just for members or is it open to all students?

Risk Assessment
Led by President (or other officer that develops this area)

- Discussion on food handling, guest speaker approvals, or travel liability forms

Action Items

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Announcements & Reminders

- Save-the dates for upcoming events, campus workshops and/or training, etc.

Adjournment

- Formal motion to close the meeting

QUICK LINKS

Student Organization Handbook	Fraternity & Sorority Life Handbook
Student Organization Conduct Code	Student Conduct Code
A.S. Budget Policies	A.S. Funding Request Packet
Space Reservations (EMS)	Event Services Forms & Policies

RSO CAMPUS PARTNERS

Office of Student Involvement	Associated Students (A.S.)	Student Union Event Services	Office of Student Conduct & Ethical Development
studentorgs@sjsu.edu	as-controller@sjsu.edu	student-union-events@sjsu.edu	studentconduct@sjsu.edu
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