



## Student Organisation Renewal Form

Student Organisation Name	
Renewal Period	

### Checklist (Tick if completed)

Office Bearers List	
Advisor Verification Form	
AGM Meeting Minutes	
Financial Report	
All event review report submitted in ELE Portal	

**Prepared by:**

**Submitted by:**

**Endorsed by:**

**Secretary**

**President**

**Advisor**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name:

Name:

Name:

Student ID:

Student ID:

Staff ID:

Date:

Date:

Date:

## **ADVISOR VERIFICATION FORM**

### **Advisor's Information**

**Advisor's Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Division /Faculty:** \_\_\_\_\_

I am currently employed as a UCSI University staff. My agreement to become Advisor is on a voluntary basis and not stipulated in my job description.

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

### **Verification by Advisor's Supervisor**

I am fully aware and agreed for the above-named staff to takes responsibility as Advisor for the organization on a voluntary basis.

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

**Supervisor Name:** \_\_\_\_\_



### **Meeting Minutes Requirement:**

1. Namelist of member attended
2. Nominee for the president/vice president position
3. Winner of the president/vice president position
4. Item discussed in the AGM

### **Financial Report Requirement**

1. All income from event/membership
2. All expenses spend on event/administration staff
3. Balance of money that passed from current Treasurer to the new Treasurer – Both current treasurer and new treasurer must sign on the financial report to verify the passing of money.

After submission of this form, Student Affairs & Alumni will take 7 working days to process the renewal, confirmation email will be send once the renewal document is complete and verified.