# Student Organisation Renewal Form

Student Organisation Name
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# ADVISOR VERIFICATION FORM

Department:	
Division /Faculty:	
I am currently employed as a UCSI University s voluntary basis and not stipulated in my job de	staff. My agreement to become Advisor is on a escription.
Signature:	Date:
I am fully aware and agreed for the above-namorganization on a voluntary basis.	ned staff to takes responsibility as Advisor for the
Signature:	Date:
Supervisor Name:	

# Office Bearers List

Position	Name	Student ID	Email	Contact No.
President				

#### 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
- 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.