



THE STUDENT ORGANIZATION INSIDER



The information in this edition promotes your organization's success... You don't know what you don't know and we want you to know. WCSA hopes that this publication will keep you informed of student organization operations/ opportunities. For more information on policies and procedures, visit the WCSA website at <http://rochester.edu/college/wcsa/>.

OCTOBER 2013 EDITION

Group Travel Waiver Form

Before you go...here's something you should know.

All student organizations sponsoring an off-campus group trip should have an executive board member meet with their advisor 2 weeks before the scheduled trip to complete a Travel Waiver Form. The key to risk management is giving students good information about how to travel safely and what to do/whom to call when traveling off campus.

Please meet with your WCSA, RCCL, FSA, Club Sports, or Res Life advisor to hold a mandatory pre-trip orientation to go over travel plans and complete a Travel Waiver before you go!

Motor Vehicle Record Renewal and New Approvals for SA Vans

Those who have their Motor Vehicle Record (MVR) on file with Wilson Commons Student Activities will need to renew it yearly. The process for the Driver MVR renewal and new approval must be completed before a vehicle can be reserved. This process takes approximately one week to complete, so be sure to plan ahead! Here are the steps you will need to take:

1. Sign a University safety packet and waiver.
2. Meet the licensing requirements, including the following:
 - Be 18 years of age
 - Have one year unrestricted driving history
 - Have NO points on your license
 - Have NO cell phone, DUI, DWI, scoff law, or uninsured motorist citations
3. Bring a copy of your license and payment to cover state fees.
4. Please see Beverly Buscemi, Coordinator of Transportation and Ticket Sales, in Wilson Commons Room 101-I to complete this process.

In This Edition:

- Group Travel Waiver Forms
- Motor Vehicle Record Renewal and New Approvals for SA Vans

1

- Event Support Blackout Dates
- Halloween Festivities Poster
- RocTkts Co-Sponsorship
- Fashionably Late
- Posting Policies

2

- Fill Fauver Co-Sponsorship
- Information Station
- Office Moves
- Wilson Commons Forms

3

- International Education Week
- Room Reservations
- CCC monthly Tip

4

Event Support Blackout Dates

Due to the large number of events already scheduled for this semester, Event Support will not be able to support any new events from **November 21 - 24**

Note: If your event location is already reserved for Strong Auditorium, Wilson Commons May Room, or Douglass Dining, during the listed dates, we are expecting to service your event.

Halloween Festivities Poster

Is your club planning an event for Halloween? Would you like to be co-advertised on CAB's Halloween Festivities poster? If so, email zlevan@u.rochester.edu with your club name, event name, a one sentence description, the time, date, and location by Oct. 8th.

RocTkts Co-Sponsorship

RocTkts needs your help! We are looking to work with other groups on campus who want to do more in and see more of the city of Rochester! If your group would like to co-sponsor admission to an event like a concert or a performance out in the city of Rochester please contact ProgrammingGA@rochester.edu! We are open to new ideas and suggestions so help us find some fun for you!

Planning a Late Night Program?

Student organizations can receive up to \$250 in supplemental program funding and assistance with event advertisement through the Fashionably Late program. To be accepted as a recognized Fashionably Late program, events must meet the following criteria:

- The event must occur primarily between 10pm-1am on Friday or Saturday nights
- The event must be inclusive of all students and appeal to a broad audience.
- The event must be creative and unique, providing a programming option that does not typically exist for most students.

Examples of events include: Jazz Night or Comedy Club in the May Room; Karaoke or Open Mic Nights in the Hive; Renting out a Dance Club in Rochester.

Fashionably Late request forms are available through the [Campus Club Connection](#).

Please contact [John DiSarro](#) or [Alicia Lewis](#) for more information.

Posting Policies

For the complete policies on posting in Wilson Commons and Residence Halls, click on this link: <http://rochester.edu/college/wcsa/events/resources/posting.html>

Fill Fauver Co-Sponsorship

If your group is interested in co-sponsoring a Fill Fauver event please contact Jeremy Hairfield, Spirit Coordinator at: spiritcoordinator@rochester.edu

Here are the dates and games we are looking for co-sponsors:

- Saturday 9/28 - Football vs. Springfield College, 12pm
- Saturday 10/26 - Soccer vs. Houghton College & Kean University, 4:30pm & 7pm
- Saturday 11/2- Field Hockey vs. SUNY Geneseo, 1pm
- Friday 11/22- Swimming and Diving vs. Nazareth College, 6pm

Information Station

The Information Station runs on Channel 2 in all residence halls and on the plasma screen televisions in Wilson Commons. To submit an information slide to be added please send using the following e-mail address: urinfostation@gmail.com

All slides must be created in PowerPoint and must not contain any sound applications.

All requests must be submitted to the e-mail address 5 business days before the information on the slide is relevant to the campus community.

Office Moves

The Rochester Center for Community Leadership has moved to Lattimore 107.
The Multi-Cultural Center has moved to Wilson Commons 5th floor.

Wilson Commons Forms

All paper forms for Banners, Information Tables, Flex Tables, Display Case, Expression Wall, Collection Box and The Hive Game Room rentals have been compiled into one collective online reservation form.

To access the form visit the WCSA website (rochester.edu/college/wcsa) and search for the specific outlet you want to reserve.

Banners, Collection Box, Display Case, and Expression Wall: from the WCSA website click Wilson Commons then Building Policies you will find the link for banners and awareness opportunities.

Flex Tables, Tables, Hive: from the WCSA website click Event Planning then Event Planning Resources you will find the link flex tables, tables, and the Hive.

International Education Week

International Education Week (IEW) is coming soon (November 12-16th)! If you would like to have your event highlighted during this week long celebration please email to molly.jolliff@rochester.edu by **Oct. 20th**. There may even be some opportunities for co-sponsorship from the IEW committee if your event is highlighted! All IEW qualifying events will be advertised University wide.

Our mission is to: *encounter, explore and celebrate our commonalities and differences across international borders and cultural boundaries to foster a campus community of global citizens.*

Room Reservations

Follow [this link](#) for a list of River Campus locations and the appropriate contact. The best method for all reservations through the Wilson Commons Reservation Coordinator is [Virtual EMS](#). To update the Virtual EMS contact for your organization, please email lynn.stork@rochester.edu.

Don't forget to cancel your room reservation if you are not going to use it. Not only does this help your fellow student organizations and departments if reservations are not canceled in a timely manner, charges could be incurred. Please read your reservation confirmations for more information.

NEW: to release/cancel a space please reply to your reservation email confirmation or complete [this online form](#). If you have a specific group in which you are releasing the space to (usually only for rehearsals or practices), [the online form](#) must be used.

CCC Monthly Tip

Did you know that you can change the look and feel of your organization's CCC Page? In order to do this, log into the CCC and click on the "Manage" button on your organizations page. From here you can click on "Organization Styles" or "Organization Header Images" to customize your page. You can change fonts, some colors and the image displayed across the top of your page.

This publication is brought to you by Wilson Commons Student Activities:

The Student Organization Insider is WCSA's monthly e-newsletter for student organization executive boards and advisors. The Student Organization Insider (SOI) is intended to keep student leaders informed on opportunities and updates from their areas of advisement: Students' Association, Athletics, the Interfaith Chapel, Fraternity and Sorority Affairs, Residential Life, Rochester Center for Community Leadership, the Hajim School, and Wilson Commons Student Activities. The SOI will not focus on information available to students through the Weekly Buzz or Weekend Highlights, and it will not be used to advertise student organization events. Instead, this newsletter is a unique and specialized publication with information and opportunities that are relevant to you as student leaders!