



September 2025

Welcome back, Yellowjackets!

It was wonderful to see so many of you at the Fall Leadership Training. If you missed the important information shared during the opening session, know that the recording of the sessions will be available on the [Fall Leadership Training website](#). I can feel how anxious everyone is to get involved and feel connected to our campus community. I trust you all to be welcoming and inclusive to all during your General Interest Meetings! Please pay attention to all of the helpful information this edition of the Insider provides. Stay in communication with your organization's advisor, and most of all - enjoy being here with one another for what is shaping up to be an amazing year!

Continue to stay well,

Brian Magee | Wilson Commons Student Activities

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Save-the-Dates

AlertUR Test

Thursday, September 4th @ 6 p.m.

Sign Up to Volunteer for Meliora Weekend

By Friday, September 5th

[Meliora Weekend](#)

Thursday, September 18th - Sunday, September 21st

[New Organization Proposal](#) Form Closes

Friday, November 14th @ 12 p.m.

Fall Leadership Training Survey

Thank you to those of you who attended Fall Leadership Training this year! Please [fill out this survey](#) to help us better understand how we can continue to improve Leadership Training for future student leaders. If you have any questions, please reach out to [Cat Crawford](#) (c.crawford@rochester.edu).

Get Ready for Meliora Weekend 2025!

This unforgettable celebration combines Family Weekend, Reunions, and Homecoming - plus, this year we're marking the launch of For Ever Better: The Campaign for the University of Rochester. Explore the full schedule, register, and grab your tickets on the [Meliora Weekend website](#). Don't miss our incredible headliners, including comedian Trevor Noah, and be sure to stop by the Rochester Traditions giveaway on Friday, September 19, from 7:30–10:30 p.m. to score your exclusive class-specific swag!

Want to really get in on the action? [Become a Meliora Weekend student volunteer!](#) Volunteering is a great way to build campus connections, engage with alumni, and make a meaningful impact on the University of Rochester community.

You'll also get access to some great perks:

- Exclusive t-shirt
- Food truck vouchers
- Raffle entries for major event tickets
- Access to staff-only space throughout the weekend

[Check out the full volunteer description and sign up here by Friday, September 5.](#) Questions?

Contact Ahren Henby, Assistant Director of Student Engagement, at ahren.henby@rochester.edu.

Want to make sure you're ready for Meliora Weekend?

[*Join the Meliora Weekend & Get Connected: Alumni Engagement Made Easy!*](#) info session to learn how to:

- Navigate the schedule like a pro
- Connect with your org's alumni through the Get Connected program
- Bring alumni in for panels, mentoring, and support
- Unlock perks like newsletters, event invites, crowdfunding, and reimbursements

Bonus: Every org that attends is entered to win \$50 for club bonding! (One entry per person for one organization only)

Choose your session to learn how to make the most of Meliora Weekend:

- [Tuesday, 9/9 | 6–7 PM | Gowen, Wilson Commons](#)
 - [Friday, 9/12 | 12–1 PM | Zoom](#)
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Activity Registration Reminders

At this time, Event and Classroom Management (ECM) has provided the following dates as "blackout dates" and will not be able to support any additional activities for the dates listed below. If your organization already has a confirmed reservation on any of the dates listed, ECM is expecting to support your activity.

- Saturday, October 18th

As a reminder, student organizations must stick to strict timelines in order to ensure the success of their activities. Failure to follow activity registration timelines will result in event denial by the organization's advisor. [Here is the link](#) to the 2025-2026 Activity Registration Training video.

Any activity that meets the following registration criteria must follow the **30-Day Activity Registration Timeline**:

- Any on-campus activity where attendance will exceed 100 people.
- Any on-campus activity that requires significant University resources (e.g., services supplied by Facilities, Public Safety). This includes activities that will be held in the following spaces: Upper Strong, Lower Strong, Spurrier Dance Studio, Douglass Commons, Wilson Commons Hirst Lounge, Wilson Commons May Room, the Palestra, and the Field House.
- Any on-campus or off-campus event where alcohol is being served.
- Any event using the university ticket system.

Any activity that meets the following registration criteria must follow the **14-Day Activity Registration Timeline**:

- Food (approved caterers, temporary food permits, perishable food items). This excludes pizza and pre-packaged foods.
- Additional AV/Furniture needs beyond self-service options.
- Funding, but excludes funding for pizza and pre-packaged foods or General Interest Meeting funds.
- Any non-UR guest speaker.
- Any additional services.

The only activities that can follow the **4-Day Activity Registration Timeline** are:

- Hirst Info Tables
- Member/Chapter Meeting (No Services)
- General Interest Meetings

Should you have activity specific registration questions, please work with your advisor.

SOFO Reminders for Business Managers

The Student Organization Finance Office (SOFO) opened on the first day of classes and is available for Business Manager transactions. All Business Managers will need to watch the Financial Transaction Request (FTR) video and complete the Business Manager Quiz, which can be accessed on the [Business Manager Tools website](#).

As a reminder, the Business Manager for your organization must complete the training and quiz before submitting transactions via the Financial Transaction Request Form. The Activity Registration for your event/activity must be started before any FTR forms will be processed. Please reach out to your SOFO Student Accountant with any questions. SOFO Accountants' office hours and emails can be [found here](#).

Complete the Travel Waiver

All students must have a completed and approved Travel Waiver in order to participate in activities more than 50 miles off-campus. A waiver must be submitted each academic year.

The [2025/2026 Individual Travel Waiver](#) is now accepting submissions! Encourage your members and fellow officers to submit today! You do not need to have planned travel to complete the waiver.

New Information Table Locations

You can now find new information table locations in Virtual EMS for your organization to request! Want to catch the traffic headed to dinner at Danforth? We have a table for you! Want to enjoy some sunshine on the porch while talking about your organization? Two new information table locations are available on the porch! Like Hirst Lounge, you do not need to request any additional equipment if you reserve one of the “information table” locations. Please note that all the information table policies still apply! So, no fundraisers or sales of items are permitted at any of the information tables.

The Common Market is Cashless

The Common Market, located on the 1st floor of Wilson Commons, no longer accepts cash. Tickets for events can still be purchased with credit cards, Dining Dollars (select events only), or Rocky Bucks. Shops @ WilCo fundraisers can ask the Student Org Finance Office (SOFO) for change Monday through Friday before 4:30 p.m. The Market still has a wide selection of bulk and prepackaged snacks, as well as University-branded merchandise and apparel.

Conference Room + Bluetooth Upgrades

The audio/visual technology in 104 Wilson Commons and 111 O'Brien Hall has been replaced. This was to address the ongoing performance issues of the aging equipment. The new technology includes built-in speakers, a larger display, and air media capability (connecting wirelessly to the screen).

Additionally, built-in Bluetooth speakers have been added to the Spurrier Den, Rocky's Sub Shop & Lounge, and the Douglass Ballroom for any reservation to use. Bluetooth capability also exists in the May Room, Havens Lounge, and Friel Lounge. Organizations using the Spurrier Gym can

request access to a large JBL speaker from the Spurrier/Genesee Building Manager (585-622-5996) or [request swipe access](#) to the Spurrier Gym closet.

New Supply & Resource Request Form

The new and improved Supply & Resource Request Form (<https://cqlink.me/2eC/s82876>) is here! We simplified the form so you can focus on what is important: following the policies. Check out the Supply & Resource Request form to see what is already available to your student organization! Plates? Napkins? Streamers? Markers? Balloons? Table Rentals for outdoor locations? A Photographer? Banner or chalkboard reservation? We got it all and more! Be sure to submit the form at least 4-days before your event for supplies or equipment, at least 14-days for other resources!

Reservation Assistants are Here to Help!

Have questions about your reservation? Need support in navigating the Virtual EMS System? Stop by the Campus Information Center on the second floor of Wilson Commons to talk to a Reservation Assistant when they are in!

They are available Sundays through Friday at varying hours, so find a time that works best for you and stop by! [Updated hours are available on the website under Wilson Commons.](#)

Borrow a Board Game from Rocky's

Visit the Rocky's Sub Shop & Lounge in Wilson Commons to rent out a variety of board games for your own use or a student organization event! To rent a game, you must complete the form using the QR code by the Rocky's check-out line or on the poster near the games shelf. You must give your UR ID to the cashier prior to playing. Games can be taken out of Rocky's but must be returned the same day prior to close. Your ID will be returned to you once you return the game.

Medallion Leadership Program Workshops

The Medallion Program provides workshops, interactive activities, and personal reflection to develop leadership capabilities through a flexible three-tiered journey. Register on CCC for access to attend. You do not need to be enrolled in the Medallion Program to attend.

Student organizations can request any workshop for their organization [here](#). Email the [Medallion Program](#) if your organization is interested in co-sponsoring one of these workshops!

Workshop	Date	Time	Domain
Cultivating Community Partnerships	Tue. 9/2	7 - 8 p.m.	Interpersonal Competence
Suicide Prevention Workshop	Fri. 9/5	12 - 2 p.m.	Knowledge Acquisition & Interpersonal Competence
Understanding Jewish Peoplehood	Mon. 9/8	5 - 6:30 p.m.	Civic Engagement
The Gift of You: How Students Power Philanthropy	Tue. 9/9	6 - 7 p.m.	Practical Competence
Identifying Your Values	Mon. 9/15	4 - 5 p.m.	Intrapersonal Development
The Power of Yet	Mon. 9/22	5 - 6 p.m.	Interpersonal Competence
Rochester 101	Tue. 9/23	6 - 7 p.m.	Knowledge Acquisition
Conflict Without Contempt	Mon. 9/29	4 - 6 p.m.	Interpersonal Competence
Real Colors (Register on CCC by 9/23)	Tue. 9/30	6 - 8 p.m.	Intrapersonal Development & Interpersonal Competence

AlertUR Test - Thursday, Sept. 4

UPCOMING

AlertUR Test

You will receive a test message

**Thursday, September 4,
at 6 p.m.**



**AlertUR sends you a
message when a campus
emergency occurs.**

Learn more or update your
contact information at
rochester.edu/alertur.

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, Center for Community Engagement, the Hajim School, and Wilson Commons Student Activities. The SOI will not focus on information available to students through the 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.

Wilson Commons Student Activities

University of Rochester
