



**COLLEGE STUDENT  
ORGANIZATION HANDBOOK**

**Spring 2020**



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# INTRODUCTION TO COLLEGE STUDENT ORGANIZATIONS

## Wilson Commons Student Activities

<http://www.rochester.edu/college/wcsa/>

Wilson Commons Student Activities (WCSA) fosters a vibrant, inclusive campus community, where ideas and activities develop and thrive. We help students take part in creative programming and traditions, meaningful employment, experiential learning opportunities, and innovative services and facilities. Through our partnerships and advocacy, we affirm students' educational goals and passions, the University Mission, Vision, and Values.

WCSA's staff is made up of more than just advisors. Get to know the WCSA staff here: <http://www.rochester.edu/college/wcsa/about/contact.html>

## Rochester Center for Community Leadership

<http://www.rochester.edu/college/rccl/>

The Rochester Center for Community Leadership (RCCL) fosters collaborative leadership among students, faculty, staff, and community partners to discover transformative solutions and create equitable social change in the Rochester Community and beyond. The University's Meliora Values are prevalent in all that we do. We believe that communities are strongest when their members are active and engaged in community service, civic leadership, and democratic processes. That's why we start with you. When you better yourself, you also better your community; and when you better your community, you also better yourself. Founded in 2005, the Rochester Center for Community Leadership is a unit in the Office of the Dean of Students.



# INTRODUCTION TO COLLEGE STUDENT ORGANIZATIONS

## The Interfaith Chapel

<http://www.rochester.edu/chapel/>

The University took a pioneering step forward when the Interfaith Chapel was built in 1970. At that time, few schools could boast a facility intended to be a religious gathering place for all people. The Interfaith Chapel is a place for people to worship in their particular faith and a place where people of different faiths, or no religious tradition at all, can share in dialogue, worship, and interfaith education. Our multi-faith community and our interfaith engagements contribute significantly to the rich diversity that is the University of Rochester experience. We welcome those who strongly identify with their religious tradition, those who are "spiritual but not religious," and those who want no affiliation at all. The chapel is a place where students can connect, create community, join together in fun and service, learn about the faith of others, deepen their own faith, discuss the "Big Questions," and explore their own values and identity.



# COLLEGE STUDENT ORGANIZATIONS

## Useful Links

<http://www.rochester.edu/college/wcsa/policies/index.html>

<http://www.rochester.edu/college/wcsa/policies/student-org/guidelines.html>

## Student Organization Criteria

The Student Organization Criteria are the Students' Association's standards for recognizing and evaluating undergraduate College Student Organizations.

- A Clear, Focused, and Unique Mission - All college student organizations must have a clear and focused mission statement that enhances the Rochester campus community. Without a clear and focused mission, a student organization lacks direction and purpose.
  - All organizations are expected to operate within their stated missions
  - The mission statement should clearly embody the aims of the student organization
  - All organizations should offer something unique to campus without exceedingly overlapping with other student organizations on campus. This is necessary to ensure that similar organizations will not detract resources or membership from each other.
- Openness - All organizations must be welcoming to the diverse population of undergraduate students of the University of Rochester. Per the SA Constitution, student organizations must abide by the nondiscrimination policy of the University of Rochester.

<http://www.rochester.edu/eoc/nondiscrimination-statement/>

All organizations must make an effort to be accessible to the student body through programming, publications, activities, or collaboration.

- The Students' Association refuses to recognize organizations that have a 'self-selecting' leadership process, wherein an organization's current executive leadership unilaterally determines either the organization's membership and/or the next executive board.
- All student organizations that plan to be gender exclusive must follow the guidelines in the Gender Exclusivity Waiver Review Process.
- Student Organizations may be exclusive in nature given that their membership is derived from a process that allows any eligible student, as defined by their mission statement, to apply for membership.



# COLLEGE STUDENT ORGANIZATIONS

## Student Organization Criteria continued

- Membership - A strong active membership proves that there is a substantial number of students whose extracurricular experience is improved by the addition of such an organization, therefore justifying the resources provided for it. The number of active members involved in a student organization will mirror the wealth of resources available to said student organizations. Inadequate membership is often indicative of an organization's lack of uniqueness or a lack of student interest. Therefore, all student organizations are required to maintain and demonstrate a membership sufficient to accomplish their missions.
  - To ensure accurate reporting, members of an organization must confirm their involvement in the organization via the Campus Community Connection website.
  - The Students' Association defines a sufficient active membership as six (6) full-time undergraduate students, but organizations planning to organize larger events or who may require more resources may be asked to meet a larger active membership number.
- Community Contributions - All student organizations are components of the larger University of Rochester Community and are therefore required to give back to the student body community. Student organization contribution may come in the form of anything that enhances student life.
  - Some common examples of ways organizations contribute to student life are programs, physical contributions, community service, publications, initiatives, services, and providing entertainment.
- Leadership Development - All student organizations must actively invest in the future leadership of the organization in order to maintain their status. This includes recruitment, leadership opportunities, training for younger members, and effectively transitioning executive boards. Such activities are essential in enhancing an organization's chance of succeeding and persisting. When an organization gains recognition, they are expected to remain a successful organization for years to come. However, success is not possible without future leadership development.
  - Organizations will actively seek out leadership opportunities through their advisors and through the Rochester Center for Community Leadership.



# COLLEGE STUDENT ORGANIZATIONS

## Student Organization Criteria continued

- Leadership Development continued
  - Executive officers must effectively transition incoming officers to ensure the longevity of the student organization and ensuring all information is passed on.
- Resource Responsibility - Rochester student organizations, per their recognition, are granted access to resources unique to SA organizations. In return, we expect student organizations to use these resources responsibly. This includes fiscal responsibility, being responsible in social capital, equipment responsibility, being accountable to the university, and making proper use of office, mailbox and cabinet space, amongst others. The mission and actions of student organizations should also exemplify responsible use of University and WCSA resources.
  - This includes inventory reports, Appropriations Committee funding, equipment, room reservations, and other forms of resources provided to student organizations.
- A Spirit of Meliora - As members of the University of Rochester, we dedicate ourselves to the spirit of Meliora, that we forever strive to be "Ever Better". We expect our student organizations to do the same, constantly asking themselves "How can we do what we do better?"
  - This can be achieved through constant reevaluation of processes and their adherence to their approved mission statements, keeping constitutions updated, completing assessment forms, and making sure all documentation is up-to-date.
  - This also means planning for the future through development of transition documents, effectively transitioning executive boards, goal setting, and ensuring that the mission they were accepted under is available for future generations of students to enjoy.



# COLLEGE STUDENT ORGANIZATIONS

## Basic Requirements for College Student Organizations

- Follow all University and Student Organization Policies
- Send a minimum of two officers to Fall Leadership Training
- Have a minimum of two officers (President & Business Manager)
- Meet the minimum membership requirement
- Re-register annually
- Complete the Student Organization Annual Review each year
- Maintain an accurate and up-to-date CCC website and group page

## Officers

- Rosters
  - Every organization is required to have both a President and a Business Manager.
    - These positions can be renamed as needed but should be created using the President and Business Manager position types.
    - The same student cannot simultaneously hold both of these positions for one organization.
    - Vacancies in either position must be filled immediately.
  - All current officers must be listed on the organization's CCC roster
- Study Abroad and Officer Positions
  - A student currently studying abroad, cannot hold an officer position because they do not pay the student activities fee and cannot be considered an active member of the organization.
- Elections
  - Officers must be full-time, matriculated, undergraduate students of the College. Officers are encouraged to maintain good academic standing (minimum 2.0 GPA).
  - Elections must be held at least two weeks before the end of each semester.
- Transitions
  - Transition documents (contacts, to-do lists, and event planning information) are used to help new officers become familiar with their responsibilities for the upcoming term
  - More information about transitions is available here:

<http://www.rochester.edu/college/wcsa/policies/student-org/transitions.html>



# COLLEGE STUDENT ORGANIZATIONS

## Membership

Information about membership guidelines is available here:

<http://www.rochester.edu/college/wcsa/policies/student-org/guidelines.html>

Additional information regarding College Student Organization membership:

- All University of Rochester faculty, staff, graduate students, and Eastman students shall be eligible for associate membership in student organizations but remain ineligible to hold officer positions and/or to vote in elections. Graduate students, faculty, and staff are ineligible to compete or travel as a part of a college student organization.
- Alumni are ineligible for organization membership. Student organizations are encouraged to engage with alumni in coordination with Alumni Relations.
- Student organizations are required to have a minimum of 6 members. Based on the activities of the organization, some organizations have a higher member minimum as indicated in organizations' Resource Agreements. If the organization was formed prior to the fall 2019 it may not yet have a Resource Agreement.

## Group Types

Undergraduate student organizations are divided into three group types: College Student Organizations, Fraternity & Sorority Life, and Residential Life Groups. Each group type has a specific process for forming new organizations and evaluating existing ones. All three group types must re-register on CCC each fall in order to remain in good standing. All student organizations must be listed on CCC. All student organizations must follow the University's Event Registration policies and attend annual leadership trainings that review policies and procedures. Each group type assigns advisors and has a handbook with additional guidelines specific to the group type.

To see the difference of resources between the three group types please check the chart on the next page.



# COLLEGE STUDENT ORGANIZATIONS

## Group Types continued

Resources	College Student Organizations	Fraternity & Sorority Life	Residential Life
CCC	✓	✓	✓
Reservations- Room & Promotional Opportunities	✓	✓	✓
Ticket Program	✓	✓	✓
Use of the term Student Organization	✓	✓	✓
Use of UR or University of Rochester Name and Logo	✓	✓	✓
Awards for Student Organizations	✓	Only eligible for Rocky's Student Life Awards and Boar's Head Award	Only eligible for Rocky's Student Life Awards and Boar's Head Award
Storage	✓	Only available to the 3 FSA Governing bodies	
Crowdfunding	✓	✓	
Flex tables	✓	✓	
Reduced rate for Event Support services	✓	✓	
Activities Fair	✓	Only available to the 3 FSA Governing bodies	Eligible for one shared table during the January Fair only
Banking with SOFO	✓	Only available to the 3 FSA Governing bodies	
Graphic Arts Service	✓	Available for Programs that are have received supplemental funding and are open to campus	
Supplemental Funding	✓	Available for Programs that are open to campus	
SA Vans	Available to Flat Funded orgs, itemized budgeted orgs or Programs that have received Supplemental Funding	Available for Programs that have received Supplemental Funding and are open to campus	
Student Organization Supply Closet	Available to Flat Funded orgs, itemized budgeted orgs or Programs that have received Supplemental Funding	Available for Programs that have received Supplemental Funding and are open to campus	
Itemized Budget and flat funding	Open membership organizations		

This resource chart is also available online here:

<https://www.rochester.edu/college/wcsa/organizations/index.html>



# COLLEGE STUDENT ORGANIZATIONS

## How to Become a College Student Organization

<http://www.rochester.edu/college/wcsa/policies/student-org/guidelines.html>  
<http://www.rochester.edu/college/wcsa/organizations/new-organizations.html>

The websites linked above feature the detailed steps to become a New Student Organization. The process starts with attending a required new student organization information session. New Student Organization proposals are accepted in the fall after the Activities Fair and before December 1st. Proposals cannot be submitted by non-returning students (e.g. graduating seniors, exchange students) or first-year students.

## Categories

Mission categories are assigned when organizations are formed and are the primary reflection of an organization's mission statement. Mission category is connected to some resources. Organizations can choose to have a secondary category which is used for public searching purposes in addition to the mission category.

- Academic/Professional – Organizations that are focused towards students in a particular discipline. Emphasis is on the knowledge, skills, and experience related to a particular field.
- Governing Body – Organizations that govern and advocate on behalf of students.
- Awareness – Organizations that work towards increasing knowledge of particular issues, including: social, mental/physical wellbeing, economic, etc.
- Media/Publication – Organizations that are affiliated with the university and provide media/publication services for or to the Campus.
- Community Engagement – Organizations that provide volunteer opportunities while working towards increasing knowledge of the community on and off campus.
- Club Sport – Organizations that promote and develop interest in various sports or recreational activities at a non-varsity level of play.
- Cultural/Identity Based – Organizations that promote learning and awareness of diverse cultures and/or Identities.



# COLLEGE STUDENT ORGANIZATIONS

## Categories continued

- Fraternity/Sorority – Student groups whose members are bound together by common values, friendship, culture, service, scholarship, and leadership.
- Hall Council – Residentially based student groups that work locally to provide social programs, advocacy and community development for their specific residence hall or apartment complex.
- Hobbies & Interests – Organizations that provide an outlet for activities typically done for enjoyment and leisure.
- Honor Society – Local and national honor societies that provide recognition for students with academic honors, GPA or other requirements may exist.
- Intercollegiate Competition – Organizations that actively compete against other colleges.
- Performing Arts – Organizations that create an outlet for creativity by training, practicing and/or performing in front of an audience (drama, music, dance, etc.)
- Political – Organizations that represent student interests in various political ideologies.
- Programming – Organizations with a purpose to build campus community through large-scale programming and traditions.
- Religious & Spiritual Life – Organizations that relate to a particular religion or spiritual belief.
- Special Interest Housing – Student groups who choose to live together in designated suites, houses or on a floor where the community focuses on a shared common interest.
- Visual Arts – Organizations that create an outlet for creativity using various mediums (paint, clay, woodworking, etc.)

## Affiliates

College student organizations may choose to have an affiliate associated with them. Affiliates are not a student organization, but rather a small group of students that is an extension of a student organization.

- Affiliates can come and go more easily as there are no minimum membership numbers.



# COLLEGE STUDENT ORGANIZATIONS

## Affiliates continued

- Affiliates do not have officer positions, only a chair/lead. This position should be a part of the parent organization executive board and the position should be listed in the parent organization constitution also indicating how the chair/lead is determined.
- Affiliates are not eligible for student organization awards
- Affiliates are not eligible for a budget or banking account separate from their parent organization
- Affiliates do not have to complete their own SOAR. Activity reflection forms must be submitted through parent organization.
- Affiliates do not have to register each year since they do not have their own CCC site
- Affiliates are not eligible for a table at the Activities Fair
- Information on affiliates must be on the parent organization CCC website
- Affiliates are only eligible to come up for supplemental funding through parent organization request
- Affiliates do not have their own Virtual EMS contact. Reservation and promotional opportunities requests are managed by parent organization
- Parent organization must be listed on all affiliate publicity (an affiliate of parent organization or parent organization logo)
- If a parent organization receives an itemized budget, the affiliate must be open to all (i.e. affiliates cannot have closed memberships with auditions, etc.)

## Advisory Boards

Advisory Boards are an additional group type listed on CCC. While these are not student organizations, they are entities where undergraduate students play a leadership role on campus. Advisory Boards may choose to be listed on CCC to capture the engagement of their leaders/members and to promote their mission to students and the campus community. Advisory Boards must request to be listed on CCC through the Advisory Board Application form. Advisory Boards are required to keep their information up to date on CCC.



# COLLEGE STUDENT ORGANIZATIONS

## Advisory Boards continued

Advisory Boards are sponsored by a department on campus and receive their resources through that department. Advisory Boards are not considered student organizations and therefore do not have to complete the same student organization requirements.

A department that sponsors an Advisory Board agrees to have their Advisory Board follow all University policies. Advisory Boards will be designated a WCSA liaison to navigate policies as needed.

## Re-Registration

The re-registration process opens on CCC by the first day of classes and must be completed by the second Friday after classes are in session. If the re-registration process is not completed by the deadline, organizations will be frozen and will lose the benefits of being a registered student organization, including the ability to make reservations and access funding.

More information about re-registration available here:

<https://www.rochester.edu/college/wcsa/policies/student-org/registration.html>

## Constitutions

Student Organizations must use the approved constitution template to create and update their constitution. Student organizations must maintain and follow their constitutions. A constitution outlines the organization's mission as well as the responsibilities and rights of its members and officers. The process to update your constitution is outlined on the ARC section of the SA Government webpage:

<https://sa.rochester.edu/sa/wp-content/themes/twentyeleven-child/assets/files/ConstitutionUpdateProcess.pdf>

## Ability to use "UR" or "University of Rochester"

The use of the name, the seal, or any facsimile, or any trademarked or copyrighted name or symbol of the University of Rochester must be approved.

More information is available here:

<https://www.rochester.edu/college/wcsa/policies/student-org/guidelines.html>



# COLLEGE STUDENT ORGANIZATIONS

## Student Organization Annual Review

The Student Organization Annual Review (SOAR) is a yearly assessment that all college student organizations must complete by early December.

<https://www.rochester.edu/college/wcsa/organizations/soar.html>

## Campus Community Connection (CCC)

CCC is how student organizations:

- Manage rosters
- Register events
- Create organization websites
- Fill out forms

More information about CCC:

<https://www.rochester.edu/college/wcsa/organizations/ccc/index.html>

Frequently Asked Questions:

<https://www.rochester.edu/college/wcsa/organizations/ccc/faq.html>

WCSA Forms Page: <https://ccc.rochester.edu/wcsa/forms/>

## Student Organization Insider

The Student Organization Insider is a monthly newsletter sent to all officers. This newsletter contains important dates and reminders as well as special opportunities for student organizations.

More information and past editions are available here:

<https://www.rochester.edu/college/wcsa/organizations/soinside/index.html>

## Club Sports Manual

For a more in depth look into Club Sports, please review the club sports manual found here alongside the club sports manual appendix.

<https://www.rochester.edu/college/wcsa/assets/documents/clubsports/clubsportsmanual2.pdf>

<https://www.rochester.edu/college/wcsa/assets/documents/clubsports/clubsportsmanualappendix1.pdf>



# COLLEGE STUDENT ORGANIZATIONS

## Hazing

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Students' Association. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

## Intellectual Property and Copyright

It's important to understand copyright laws when creating publicity, logos, and other items for your organization. Do not simply do a Google Image search. Stealing images and artwork is a serious offense and can result in legal action. Copyright materials are forbidden to use without the owner's permission, and many images are not properly labeled as such. Only utilize graphics that are clearly tagged with their usage capabilities. There are a multitude of free resources with images that are open content. If you need help finding these resources or identifying potential issues, reach out to the Wilson Commons Student Activities Graphic Designer at [jennelle.hart@rochester.edu](mailto:jennelle.hart@rochester.edu).

Read more on the University's commitment to upholding the principles of intellectual property as embodied in the U.S. copyright law:

<https://www.library.rochester.edu/copyright/URpolicy>

Resources for free images:

[www.picjumbo.com](http://www.picjumbo.com)

[www.thepatternlibrary.com](http://www.thepatternlibrary.com)

[www.littlevisuals.co](http://www.littlevisuals.co)

[www.unsplash.com](http://www.unsplash.com)

<https://getrefe.tumblr.com/>

<https://jaymantri.com/>

<https://magdeleine.co/>

<https://picography.co/>

[www.deathtothestockphoto.com](http://www.deathtothestockphoto.com)

[www.commons.wikimedia.org](http://www.commons.wikimedia.org)



# COLLEGE STUDENT ORGANIZATIONS

## Exception Form

In order to seek an exception from any policy, an organization must work with their advisor to submit an Exception Form.

<https://www.rochester.edu/college/wcsa/about/forms.html>

## Student Organization Concerns

Anyone one with a concern about a student organization should fill out the student organization concern form. Appropriate follow-up will be completed based on the concern.

<https://www.rochester.edu/college/wcsa/about/forms.html>

## Violations

Student organizations that are found to be in violation of a policy may be subject to sanctions.

Student organizations and their members are held to the Student Code of Conduct. Violations of these may result in sanctions.

[http://www.rochester.edu/college/cscm/assets/pdf/standards\\_studentconduct.pdf](http://www.rochester.edu/college/cscm/assets/pdf/standards_studentconduct.pdf)



# PROGRAMMING

## Programming During Breaks (including Orientation)

Programming is only permitted from the first day of class through the last day of class each semester. Student organizations are permitted to hold events while classes are in session during the academic year. Student organizations seeking an exception should submit an exception form. Organizations looking to host events during orientation should work with the organization's advisor and submit an exception form. The exception form can be found here: <http://cglink.me/s19001>

## Study Breaks

The only student organizations authorized to hold study breaks without exception are Class Councils and the academic/professional category of undergraduate college student organizations.

## Sponsor vs. Host vs. Special Guest

- Sponsors: Primary entity(s) responsible for contributing financial or in-kind resources associated with an event, activity, or program and are not responsible for the planning and/or coordination
  - College Student Organizations that receive funding or in-kind contributions from Sponsors must include the following statement in their advertising: "Sponsored by: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_"
- Co-sponsors: Additional entity(s) contribute financial or in-kind resources towards an event, activity, or program
  - College Student Organizations that receive funding or in-kind contributions from Co-Sponsors must include the following statement in their advertising: "With additional support from: \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_"
- Hosts: Primary entity(s) responsible for the planning and coordination of an event, activity, or program and may also be the primary financial contributor
- Special Guests: organizations or departments that have a predetermined number of members committed to attending an event, activity, or program.
  - As there is no financial or in-kind resource contribution, it is not permissible to use the term Sponsor or Co-Sponsor in this instance. The recommended terminology for advertising is: "Hosted by \_\_\_\_\_ with special guests from \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_."



# PROGRAMMING

## **Contracts**

Students are not allowed to sign contracts or enter into any contractual agreements (e.g. through email correspondence). Contracts must be brought to the organization's advisor for signature and approval. Advisors should be included in any correspondence that may lead to a contract.

## **Activity Reflections**

Activity reflections are used to evaluate an organization's events and/or activities. Activity reflections must be completed to be considered for funding for the same event in the future.

<https://www.rochester.edu/college/wcsa/organizations/activity-reflection.html>



# ADVISING

## Role of Advisors

<https://www.rochester.edu/college/wcsa/organizations/resources/advisors.html>

- Student organizations are required to have an advisor designated to help them navigate policies and procedures, and provide resources and support for their activities.
- Student organizations are assigned an advisor by Wilson Commons Student Activities. They may not select their advisor.
- Regularly meet/communicate with student organizations to discuss: past events, upcoming events, officers, transitions/elections, membership, leadership issues, and other factors contributing to student organization success.
- Provide guidance to organization to ensure University policies and procedures are being met.
- Regularly communicate with advocate(s)
- Post and fulfill required weekly office hours
- Providing Advisor feedback for SOAR or other evaluative processes

## Role of Advocates

Student organizations are welcome to utilize an advocate for their organization. Advocates can be a UR community member who has an expertise or specific skill set which will be beneficial to the organization. The Advocate does not perform the work of the advisor, but rather is an additional support person to help the organization succeed.

Advocates:

- Provide mentorship and departmental resources to assist student organizational success
- Provide access to department-controlled spaces
- Help promote the student organization within the department, including faculty, and students.



# FUNDING FOR ORGANIZATIONS

## Funding Guidelines

College Student Organizations are eligible for funding. Please review the Funding Guidelines:

<https://www.rochester.edu/college/wcsa/budgets/app/view/index.php>

## Budget

Budgets are based off of Funding Guidelines that are established and approved by the Students' Association Appropriations Committee.

Organizations are able to request a budget in the Spring for the following academic year.

- <https://www.rochester.edu/college/wcsa/budgets/app/view/>
- <https://sa.rochester.edu/sa/wp-content/themes/twentyeleven-child/assets/files/BusinessManagerManualCurrent.pdf>

## Supplemental Funding

SAAC Supplemental Funding

- Recognized College Student Organizations are eligible for supplemental funding for items or events that are currently outside of the approved budget. Organizations are able to come up for supplemental funding twice an academic year or up to \$4,000, whichever comes first. Supplemental meetings are held every Tuesday night, starting at 8pm.
- Information about SAAC Supplemental Funding can be found here: <https://www.rochester.edu/college/wcsa/policies/student-org/saac.html>

College Funding Portal

- The AS&E Funding Portal was established to assist with the transfer of funds from Departments to Student Organizations.
- Funding Portal requests for Student Organizations should occur after funding has been requested from SAAC through the Supplemental process.
- Requests submitted through the Funding Portal will be sent to the Advisor for review, prior to distribution to departments.



# FUNDING FOR ORGANIZATIONS

## Supplemental Funding continued

College Funding Portal continued

- If an organization is requesting funds from Departments that are not currently included in the Funding Portal, they must submit a list of the contributing departments with their Point of Contact and Financial contribution amount to:
  - The funding portal administrators
  - Advisor
  - WCSA Manager of Finance & Administration and SAAC Accounting/Bookkeeper

<https://www.rochester.edu/college/student-funding/college-supplemental-fund.html>

## Fundraising

The Fundraising form must be filled out before beginning any fundraising project or event. <http://cglink.me/s22365>

More information about fundraising can be found here:

<http://rochester.edu/college/wcsa/organizations/fundraisers.html>

## Crowdfunding

College Student Organizations are only allowed to crowdfund using the approved University platform. Failure to follow this could result to loss of all funding for the academic year. Please reach out to Kyle deManincor to start the process [kyle.demanincor@rochester.edu](mailto:kyle.demanincor@rochester.edu)

## Cash Boxes

Cash boxes are available to rent from Common Connection for the duration of your fundraiser. Organizations must return the cashbox at the end of every day to Common Connection for security purposes.



# FUNDING FOR ORGANIZATIONS

## Accessing Funds

Banking with the Student Organization Finance Office (SOFO)

- College Student organizations are able to bank with SOFO even if they are not budgeted. SOFO offers a variety of credit cards, online orders, as well checks. Please refer to the Business Manager manual for more details.

SOFO Office Procedures

- Please refer to this link for all SOFO office procedures:

<https://www.rochester.edu/college/wcsa/policies/student-org/saac.html>



# RECRUITMENT & RETENTION

## Best Practices for Student Organization Recruitment & Retention Efforts

- Utilize the Medallion Program workshops on Recruitment and Membership.
- To maximize the effectiveness of recruitment organizations should establish a recruiting strategy and goals each semester or academic year.
- Organizations should be able to clearly present their mission, their common activities and events, and the ways that members can contribute to the group.
- Focus on the quality of new members, instead of the quantity. People who are truly devoted to the mission and purpose of an organization are more likely to become active members and contribute positively to the organization.
- Encourage members to bring a friend to an open meeting. Offer incentives to members who bring new people to meetings.
- Hold informational meetings for prospective members.
- Follow up with people who have expressed interest in the organization, or those who attend recruiting events or meetings, thanking them for their attendance and inviting them to the next event.
- Have members speak about their experience within the group and the different skills/experience that they gained from participation-
- Advertise through multiple mediums to reach different audiences.
- Publicize awards or successful programs that the organization won or was a part of.
- Collaborate with other organizations and offices on campus so that more people are aware of the organization and its work.
- Establish a consistent meeting schedule
- Recognize new members for their interest and make them feel welcomed.



# RECRUITMENT & RETENTION

## Fall and Winter Activities Fairs

The Fall and Winter Activities Fairs are a chance for College Student Organizations to showcase themselves to potential new members.

<https://www.rochester.edu/college/wcsa/policies/student-org/activities-fair.html>

## General Interest Meetings (GIM)

GIMs are typically held in the first couple of weeks each semester and are a way for student organizations to introduce themselves to potential new members.

## Alumni Relations

Membership with an organization doesn't end at graduation. There are many opportunities to continue connecting with alumni beyond Meliora weekend. Tips for connecting with Alumni:

- Use an organization's social media accounts to engage alumni
  - highlight successful alumni in a spotlight series
  - invite alumni to share memories, photos, and more
- Learn how to leverage the UR Community by joining The Meliora Collective
- Alumni Relations can send out emails or newsletters on behalf of student organizations.
  - Any college student organization interested in creating a newsletter should fill out the request form linked below to contact WCSA Graphic Designer Jennelle Hart as soon as possible to ensure that the organization has enough time to gather and edit their newsletter content.
- Alumni Relations requires at least three weeks advance notice to schedule emails or newsletters. Organizations can always submit a proposal form before an email or newsletter has been created.
  - Communications cannot be sent to alumni during the following times:
    - Fall: 3 weeks prior to and during Meliora Weekend; last 3 weeks of December
    - Spring: 2 weeks prior to the Day of Giving in early May

Request Graphic Design Services here: <http://cmlink.me/s19249>

Send a proposal to Alumni Relations here: <http://cmlink.me/s22365>

More information about working with Alumni: <https://www.rochester.edu/alumni/>



# EVENT PLANNING

## Event Planning Resources

- <https://www.rochester.edu/college/wcsa/event-planning/index.html>
- <https://www.rochester.edu/college/wcsa/policies/events/index.html>
- <https://www.rochester.edu/college/wcsa/assets/EventResources/EventRegistrationPoliciesandGuides.pdf>
- <https://www.rochester.edu/college/wcsa/event-planning/resources/index.html>

## Event Registration

Student organization must register events on CCC. Event registration helps determine what kind of support is needed such as, ECM, Public Safety, Ticketing, and more.

- Small-scale events must be registered 10 days in advance while larger events or performances must be registered 30 days in advance.
- <https://www.rochester.edu/college/wcsa/event-planning/registration.html>

## Reservations - Virtual EMS

The University's online Room Reservation system called Virtual EMS. Only one officer is granted access to this system. Rooms are reserved on a first come, first served basis.

- <https://www.rochester.edu/college/wcsa/event-planning/reservations.html>
- <https://www.rochester.edu/college/wcsa/event-planning/resources/virtualems.html>

## Food and Alcohol

University Sanitarian: <http://www.safety.rochester.edu/sanit/foodevents.html>

Approved Caterers: [www.safety.rochester.edu/sanit/approvedcaterers.html](http://www.safety.rochester.edu/sanit/approvedcaterers.html)

Food Trucks:

- Student organizations may apply to host food trucks on campus. Applications are due August 10th for the Fall Semester and January 15th for the Spring Semester.
- <https://www.rochester.edu/college/wcsa/policies/events/food-truck.html>
- <http://www.safety.rochester.edu/sanit/foodtrucks.html>



# EVENT PLANNING

## Food and Alcohol continued

### Food Permits:

- For any event with food from a caterer outside of the approved caterer list, a food permit must be submitted at least 10 days in advance to the sanitation office. A fee of \$30 is applied when applying for a permit.
- <https://www.safety.rochester.edu/sanit/tfeguidelines.html>
- <https://www.safety.rochester.edu/sanit/tfeapplication.html>

### Alcohol Policy

- All events with alcohol must adhere to the University's Drug and Alcohol Policy. All events with alcohol must be registered
- <https://www.rochester.edu/college/wcsa/policies/events/food-alcohol.html>

## Cancellation of Student Organization Events & Travel Policy

Wilson Commons Student Activities and Environmental Health & Safety work together in a larger University-wide process in regard to emergency preparedness and a weather system notification process. Should there be an emergency or weather system that may cause a cancellation of a student organization event or student organization travel, the following will occur:

- The Emergency Preparedness Manager in Environmental Health and Safety will contact and advise the Associate Dean of Students and Associate Director of Wilson Commons Student Activities of the situation, potential emergency and/or weather system.
- The Associate Director of Wilson Commons Student Activities will then notify the student organization's advisor to inform them of the scenario.
- The student organization advisor then must reach out to the students within the organization to see if they are aware of the emergency or potential risk and see if they have a plan.
- After continued monitoring of the situation, Environmental Health and Safety and Wilson Commons Student Activities will make recommendations as to allow the event to occur or to allow student organizations to travel.
- If both Environmental Health and Safety and Wilson Commons Student Activities do not agree on their recommendations whether to cancel the event or travel, the final decision will then be made by the College Dean's Office.



# TRAVEL

## Travel

All travel beyond a 25 mile radius of the university must be approved through the travel office. Please fill out the travel waiver form before submitting any Transaction Request forms.

- <https://www.rochester.edu/college/wcsa/event-planning/resources/off-campus.html>

## Cancellation of Student Organization Events & Travel Policy

Please refer to the Cancellation of Student Organization Events and Travel Policy referenced on the previous page.



# LEADERSHIP DEVELOPMENT

## **The Medallion Program**

The Medallion Program aims to educate student leaders by providing opportunities for intentional learning, self-reflection, and skill development. Students enrolled in the Medallion Program gain a strong sense of self-awareness, work effectively with others, and become civically and socially engaged. It's mission is to prepare individuals to understand, develop, believe in, and demonstrate their leadership capacity.

Find more information about the Medallion Program here:

<http://www.rochester.edu/college/rccl/leadership/medallion/index.html>

## **Fall Leadership Training**

Fall Leadership Training aims to provide organization officers a comprehensive, collaborative learning experience that they can use to strengthen their organizations and personal leadership skills. A minimum of two officers must attend Fall Leadership Training (one of whom must attend the business manager session).

Find more information about Fall Leadership Training here:

<https://www.rochester.edu/college/wcsa/programs/leadership/fall-leadership-training.html>

## **Mid-Year Leadership Training**

The Mid-Year Leadership Training provides student organization officers with a comprehensive, collaborative learning experience that they can use to strengthen themselves and their organizations. The training's focus is for new leaders (new to a position or first time on an executive board) or those who missed the Fall Leadership Training.

Find more information about Mid-Year Leadership Training here:

<https://www.rochester.edu/college/wcsa/programs/leadership/midyearleadershiptraining.html>



# LEADERSHIP DEVELOPMENT

## **Leadership Appreciation Reception**

The Leadership Appreciation Reception honors and recognizes student leaders and student organizations that have enriched the University of Rochester's community through their self-development, programs, publications, activities, and community service.

<https://www.rochester.edu/college/wcsa/programs/leadership/leadership-appreciation-awards.html>

## **College Student Organization Awards**

There are several opportunities for College Student Organizations to receive recognition. Read more about the Leadership Appreciation Awards and the Student Life Awards here:

<https://www.rochester.edu/college/wcsa/programs/leadership/leadership-appreciation-awards.html>

<https://rochester.edu/College/rccl/leadership/awards/studentlife/index.html>



# RESOURCES

## WCSA Forms Page

The WCSA forms page is the one-stop shop for all your forms, including the Exception Form, Supplemental Form, Travel Form, etc.

- <https://www.rochester.edu/college/wcsa/about/forms.html>

## Storage

Recognized organizations are able to request a storage locker in Ruth Merrill along with other buildings throughout campus. This is meant to store organization materials only, not personal. Please review their website for more information.

- <https://www.rochester.edu/college/wcsa/policies/student-org/sa-storage.html>

## Student Organization Supply Closet

SA offers a Student Organization supply closet with craft paint, markers, and more materials for use. Please work with your advisor to fill out the necessary forms. More information can be found here.

- <https://www.rochester.edu/college/wcsa/policies/student-org/ruth-merrill-org-storage.html>

## Printing

Student Organizations that bank with SOFO have the opportunity to print in the Ruth Merrill Center. More information can be found here:

- <https://www.rochester.edu/college/wcsa/policies/student-org/ruth-merrill-center-copying.html>

Large format color printing on paper and/or vinyl for signs and banners is available in-house for reduced rates and can be requested through the Graphic Arts form

- <http://cglink.me/s19249>

## SA Vans

SA Vans are only available to recognized student organizations for educational opportunities, volunteering, group bonding, and to help facilitate events (e.g. pick up supplies or transportation). Any other usage must have explicit approval. More information is available here:

- <https://rochester.edu/college/wcsa/policies/equipment/van.html>



# RESOURCES

## Event and Classroom Management (ECM)

The Registrar, Event and Classroom Management (ECM), and Wilson Commons Student Activities (WCSA) work together to coordinate the reservation process. Reservations are granted to departments and College Student Organizations, not individual students. Please visit their website for more information.

- All College Student Organizations qualify for reduced ECM costs for events.
- <https://www.rochester.edu/college/ecm/>
- <https://rochester.edu/college/wcsa/event-planning/reservations.html>

## Club Sports Field

Recognized club sports are able to reserve field space along with equipment. Prior approval from the Club Sports Advisor must be given.

<https://www.rochester.edu/college/wcsa/policies/student-org/field-access.html>