

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/>

DECEMBER 2012 EDITION

SA On-Campus Spotlight

Do you want help advertising your group? The Students' Association spotlights an on-campus student group once every month. The Spotlight features a video that teaches viewers what your group represents on campus, how they can get involved in your group, what events your group is going to hold, and more! To sign up to be spotlighted visit <http://sa.rochester.edu/sa/senate/communications/spotlight/> and fill out an application!

CampusLabs

CampusLabs, the company that supports Campus Club Connection (CCC), will be on campus this Friday, November 30th. As student leaders and advisers, we encourage you to take advantage of one if not both of these sessions. Both sessions will take place in the Gowen Room of Wilson Commons and refreshments will be provided.

How to Make the Most Out of Your CCC Site, 1:30-2:00pm
This presentation will review a variety of topics surrounding your online presence, from advertising to tips & tricks in general club management. The goal of this session is to help you maximize you and your organization's experience in CCC.

CCC - Open Forum, 2:00-3:00pm
A Campus Labs representative and the SA Technology and Web Coordinator will be available for any questions and feedback you may have about the new CCC. This forum is designed for you to stop by briefly to ask a question and get a tip on the new CCC or for you to learn from others for the entire hour.

In This Edition:

<ul style="list-style-type: none"> • SA On-Campus Spotlight • CampusLabs 	1
<ul style="list-style-type: none"> • Study Breaks • Orientation Leaders • Leadership Citation Program • CCC Monthly Tip 	2
<ul style="list-style-type: none"> • Annual Reports, Expectations for Excellence and Mid-Year Reports • Don't Forget Transitions 	3

Study Breaks

Is your organization planning an end-of- semester study break? Wilson Commons Student Activities is compiling a comprehensive list of study breaks that will be featured in the last edition of Weekend Highlights for the semester. Submit your study break-including title, description, date, time, location, and sponsorship information-to sao@rochester.edu by noon on Tuesday December 4th.

Orientation Leaders

Looking for an amazing full-time summer job? Want to learn more than you ever wanted to know about Rochester, meet the Deans, make this Orientation better than your own, and have fun at the same time? Apply to be a 2013 Orientation Leader! Applications will be available starting December 10th, 2012 at www.rochester.edu/college/orientation

Leadership Citation Program

The Citation for Achievement in College Leadership Program offers students the opportunity to develop their leadership skills through "leadership experiences" that combine specific academic study with specific practical application. Students successfully completing the Citation for Achievement in College Leadership receive a special notation on their official transcript and a certificate of recognition. Each leadership experience has two components:

- 1) An academic course (2-credit minimum) designed to prepare students for specific leadership work.
- 2) A related, supervised leadership practicum that implements ideas from the preparatory course.

Students who plan to enroll in the program should pick up a registration form at Lattimore 312 and meet with an adviser in Academic Support to review the registration form. Visit <http://www.rochester.edu/college/rccl/leadership/education/citation.html> for more information.

CCC Monthly Tip

Using the discussion board in the CCC:

After submitting an event, or a form to the CCC, sometimes further discussion about your submission is needed. There is an easy way to quickly access the discussions and respond to any inquiry.

After logging into the CCC click on the "My Involvement" link at the top of the screen. Then look for and select "My Submissions". After selecting this, you will be brought to a page showing all of your submissions over time. For forms and registrations, click the magnifying glass to see the discussion board and form information, including the discussion board; for events, just click on the event name to see this information.

Annual Reports, Expectations for Excellence and Mid-Year Reports

Student Organizations advised by Wilson Commons Student Activities, the Rochester Center for Community Leadership, and the Interfaith Chapel fill out a Mid-Year Report. This will be due on Monday, February 4th through Campus Club Connection. Information will soon be posted to the Policy and Review committee website at <http://sa.rochester.edu/sa/senate/policy/>.

All Club Sports fill out an Annual Report form at the end of the spring semester. This form will be due on Wednesday, May 1st. Important dates and information on other paperwork can be found at the following website: <http://www.rochester.edu/athletics/assets/pdf/recreation/ClubSportsImportantDates2011.pdf>.

All organizations advised by Fraternity and Sorority Affairs fill out the Expectations for Excellence Annual Report, due Monday, December 3rd. The form can be found on the FSA website at <http://www.rochester.edu/college/fsa/ee/index.html>.

Don't Forget

- **Now accepting Flex Requests for Spring Semester**
- **Submit to [Rochester.edu/thebuzz](http://rochester.edu/thebuzz)**
- **Winter Activities Fair—January 18th 3:00pm Goergen Athletic Center**

Transitions

Are you passing the torch this semester? If you need any tips on a successful transition check out the Rochester Center for Community Leadership: <http://www.rochester.edu/college/rccl/assets/pdf/LeadershipTransitionChecklist.pdf>

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!