



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/>.

NOVEMBER 2013 EDITION

New Minor Policy

If your organization works with, performs for, or interacts with minors (under 18) from outside the University talk with your primary advisor to find out the steps that you need to take to abide the University's new policy.

Assessment Forms

The Assessment Form is a useful tool for transferring information from members of your organization. Best practice is to complete the assessment form a week after your publication, program, collaboration, or activity. It is also **REQUIRED** for those events that sell tickets.

The Assessment Forms are reviewed by the WCSA, IFC, and RCCL advisors in conjunction with the Mid-Year Report (collected every February) to better advocate for and serve SA organizations. You don't want to wait to last minute to submit them.

The Assessment Form is found on Campus Club Connection under 'Campus Links' or via this [LINK](#).

Flex for Spring

Flex tables are available for the spring semester starting November 16. Submit your flex request by completing the Flex Table Request Form by clicking on the Forms tab on the WCSA website. Flex tables are reservable for a maximum of 5 consecutive days. Flex tables can only be reserved three times each semester and cannot be used to sell tickets or to collect dues.

If you are planning on using a flex table this semester please be informed that all flex tables for weekdays are completely booked for till December 11. However, weekends are available as of November 2.

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WCSA Office Hours

The staff of Wilson Commons Student Activities has begun a trial period of offering weekly office hours. Most staff in the office have advertised office hours where students can stop by for quick questions, information on a process, to have a form signed, or to give a quick update to their adviser.

Office hours are listed on the [WCSA website](#). Appointments should still be made for longer conversations. This new offering by the office will be evaluated this semester for continuation in the future.

Spring Break Service Trip Proposals

RCCL and CSN are seeking submissions from students interested in leading service trips over spring break. The proposal form is [available online on CCC](#) and is due by **midnight on December 2nd** to be considered for CSN funding. If you have any questions about service trips or want to meet with an advisor about sending in a proposal please contact [Emma Rainwater](#) in the Rochester Center for Community Leadership.

WCSA Forms

New Forms Section on the [WCSA Website](#) – Check out this [new page](#) that contains links to online and PDF forms that are frequently utilized by student organizations. If you have a suggestion for a link to a form that should be included on this page, please email wcsa@rochester.edu.

CCC Monthly Tip

Did you know that your club can manage and track service hours for your members? Go to your organization's page and click on 'Service Hours' in the navigation menu. From here you can record a new entry for a specific date and time, with a brief description of the service provided. By clicking on 'Manage Service Hours', you can approve or deny service hour requests submitted to you by your members.

Come out to the CCC training session on November 8th from 2pm to 3pm in the Gowen Room of Wilson Commons, many topics will be covered as well as a short question and answer session at the end.

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 Hajjim 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!