

# 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 2014 EDITION

### RocTks Co-Sponsorship

RocTks 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 or transportation to an event out in the city of Rochester please contact [ExperientialGA@rochester.edu](mailto:ExperientialGA@rochester.edu)! We are open to new ideas and suggestions so help us find some fun for you! Past events have included: **Concerts**, Arts and Cultural Attractions, **SPORTS**, comedy, movies, THEATRE, FILM FESTIVALS, RECREATIONAL ACTIVITIES, and **MORE!**

### Leadership Luncheon

Wednesday, October 22, 2014 – Everyday Biases: Recognizing and Confronting Racial Micro-Aggressions in the Genrich-Rusling Room, Le Chase Hall @ 11:45-1:00pm

In this workshop we discuss the meaning of racial privilege as a first step in an anti-racist practice. This is a collaborative workshop cosponsored by Rochester Center for Community Leadership (RCCL) and Warner School of Education. Presented by Nancy Chin, Association Professor, URM; Dan Cohn, Assistant Director, Engaged Learning + Research, Cornell University; and Jocelyn Kopfman, The College of Wooster.

In order to attend this free lunch, RSVP by 12:00pm on October 17th to [leadershipGA@ur.rochester.edu](mailto:leadershipGA@ur.rochester.edu) and specify any food allergies; space is limited to the first 30 undergraduate students.

### Discount Theater Tickets

Discount Student tickets to the Book of Mormon, from the creators of South Park.

RBTL at the Auditorium Center is offering \$25 tickets to students for shows on October 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 12<sup>th</sup>. Tickets must be purchased by October 1<sup>st</sup> to qualify for the discount. Enter code: STUDENT online at <http://www.ticketmaster.com/venueartist/164/1732682> or call 800-745-3000.

Standard ticket fees apply.

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## Looking for a Form?

Did you know that frequently used forms can all be found in one place? Stop by the [Wilson Commons Student Activities](#) page for all your forms!

Most of the forms you will use for your organization are imbedded in the CCC. You need to log in to CCC first. The Wilson Commons Student activities page will give you the links to all the forms you need: Assessment Forms, Banner Request Form, Mid Year Report, Weekend Highlights submission, Fashionably Late Event Proposal, Flex Table Request Form, etc. just to name a few!

## Accident/Injury Form

This form should be used if anyone is hurt through being involved with a student organization activity (i.e. game, practice, performance, etc.) It should be submitted within 24 hours after the incident. Find the form [HERE](#).

## Room Cancellations vs Reservation Release Form

The Reservation Release Form was designed for use when a group has a **recurring rehearsal or practice reservation** and would like to permit a different group to take over one of their bookings due to some special circumstances. This permits the group who has an existing reservation to “release” a particular date and specify who would like to use the location during that time. When your group reserves a location, your group is responsible for the condition of that location. So if you will not be using a date you reserved, it is best to cancel it through Virtual EMS.

## Fill it out: Assessment Form

The Assessment Form serves to encourage student organizations to reflect honestly on their programs, publications, activities, and collaborations which is apart of the principles of a student organization. A thorough Assessment Form can provide invaluable direction and insight to future leadership of your organization. Best practices say complete the form NO LONGER than 2 weeks after your General Interest Meeting, event, publication, competition, etc.

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

## Do it right: Date Ranges on Forms

When filling out forms for banners, information tables, flex tables, expression wall, donation box, 3<sup>rd</sup> floor display case, prize wheel and battery operated candles please make sure to provide TWO different date ranges that do not overlap. Overlapping date ranges will increase processing time of your request. Additionally, when adding the name of your advisor ensure that you are choosing your primary advisor and not a secondary advisor or a chapter advocate. Any questions please email Michael Dedes at [michael.v.dedes@rochester.edu](mailto:michael.v.dedes@rochester.edu)

## The Buzz

Have you heard The Buzz? In the coming weeks, The Buzz website will be undergoing a redesign. The new site will feature a fresh, bright layout, making your viewing experience richer and more enjoyable! Not sure what The Buzz is? The Buzz is your place online to find out unique and buzzworthy things about your fellow students! Ever wonder who makes the fudge at the Common Market? Or, how one student is pursuing a Ph.D in Optics **and** an M.D. from the School of Medicine? Well, you can read about those and more on The Buzz at [rochester.edu/thebuzz](http://rochester.edu/thebuzz). If you know someone buzzworthy, send an email to [thebuzz@rochester.edu](mailto:thebuzz@rochester.edu) and tell us about them! We'll feature their story on The Buzz!

## NEW: Processing for Tickets and Charters

**Tickets:** The ticket services will now deduct the ticket and service fees directly from the proceeds of the event sales. The income made after ticket and service fees will be submitted either by blue requisition or by check to your organization. Please note that if income does not cover the full event fee, additional requests for payment will be made to the group. This new ticket process eliminates the need for the group to request funds prior to putting their event on sale and reduces the wait time to sell tickets.

**Charters:** A group can submit an event charter request that is signed by their advisor at least a week before an event without payment up front. Payment for charters need to happen 5 days after receiving the event invoice. Please note the Ticketing & Transportation Coordinator must be notified of any cancellation by email at least 24 hours before the event without penalty. For Coach Buses, cancellation is required by email at least 3 days prior to the event. Cancellation at time of event is billed as the transportation company determines to cover their driver and time. Cancellations for last minute that are weather related and there is a state of emergency declared for the travel area will likely receive no charge.

## CCC Monthly Tip

Did you know you could customize the look and feel of your CCC organization page by adding a unique banner? On the left navigation menu, you'll find the "Manage" tab. If you select "Organization Header Images", you will be able to add a new banner using the "Add Header Image" button and remove old banners using a header's associated red "x" button.

Contact SA Technology & Web Coordinator Sarah Hedrych ([sarah.hedrych@rochester.edu](mailto:sarah.hedrych@rochester.edu)) for all your CCC needs!

**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!*