

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/>.

APRIL 2015 EDITION

2015-2016 Event Location Requests

The planning process for next year's calendar of events begins by collecting event location requests from departments and student organizations. The initial focus is on multi-day events, events that require many rooms simultaneously, and events that utilize the large programming spaces on campus. **Events that meet this criteria should be submitted by Friday, April 10th.** For more information on the process and access to the online submission form, please click [HERE](#).

Participate in Meliora Weekend

Is your organization interested in participating in Meliora Weekend 2015!? If so, opportunities for participation in existing programs, as well as hosting your own programs are available!

For information on participating in an existing program, such as Rochester Revue Dinner, check out "Opportunities for Inclusion Program List" and "Inclusion in Existing Program Proposal" under "M" on the [Forms page](#) of the WCSA website.

For information on hosting your own program or event check out "Independent Program Proposal" and "Student Organization Budget Sheet" under "M" on the [Forms page](#) of the WCSA website.

Be sure to set up a meeting with your advisor prior to April 15th if your organization is interested in any of these opportunities for Meliora Weekend!

Orientation Student Group Application

Has your organization hosted an Orientation event in the past? Have you been thinking about an Orientation program? Hosting an Orientation program is a fun and great way to start off the year! The Class of 2019 has their Orientation from August 23rd – August 30th . Applications are due April 28th, 2015 by 5pm to Eleanor Oi or Matt Spielmann in Lattimore 124 or via ur.orientation@gmail.com. Please note, the application deadline is earlier than last year. Be sure to work with your Primary Advisor in advance for tips, suggestions and a signature. You can find the application at: <http://rochester.edu/college/orientation/volunteer>

In This Edition:

- 2015-2016 Event Location Requests **1**
- Participate in Meliora Weekend
- Orientation Student Group Application

- Fireplace Training
- College Town Celebration
- Event Support Blackout dates **2**
- CCC Monthly Tip

Fireplace Training

The Jackson Court Fireplace is available for Spring reservations! The space can be reserved on Tuesdays, Fridays, and Saturdays between the hours of 6pm and 11:45pm until April 29th. Reservation requests should be submitted online through Virtual EMS – use the “WC – Supported Reservations” template at least 8 days in advance and look for the “Fireplace” under “ResHall O’Brien”. You must have a fireplace trained representative of your group present for the duration of your Fireplace reservation. Training is available on April 3rd from 3:30pm – 4:30pm. To sign up for training, contact the Jackson Court Area Office at least 1 day prior to the training date.

College Town Celebration

We are excited to invite student groups to participate in the celebration of College Town during Springfest Weekend on Sat. April 25th noon-4pm. We’d love to have a big splash at the event with student run fun carnival games which can be used to raise funds for your student group/team. Be creative and have fun with it! As elaborate as a spinning wheel, as simple as a kissing booth, or as fun as games to toss balls, hit targets, or race turtles. Confirm your participation as soon as possible by emailing amy@collegetownrochester.com We’ll help with prizes and facilitate in more detail. Questions can be directed to Amy Riposo at (585) 746-2576.

Event Support Blackout Dates

Event Support is heavily booked and will not be able to support any additional events for the following dates (if you currently have a confirmed reservation for an event on these dates, Event Support is expecting to support your event): April 9, 10, 11, 12, 16, 17, 18, 19, 23, 24, 25

CCC Monthly Tip

Many of you have probably seen the new CCC document system. This new system allows you to create folder structures just like on your own computer! When you head to the "Documents" tab within your organization, you will be taken to the main folder, containing a list of files and sub-folders. You can open files and folders by clicking on them; clicking on folders will allow you to navigate your own folder hierarchy. You can also add a new file or a new folder to your current folder using the buttons on the top of the page. Organizations are advised to have an "assessment forms" folder for each year.

Contact SA Technology & Web Coordinator Sarah Hedrych (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!