

The Student Organization Insider

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Complete Assessment Forms

Don't forget to complete Assessment Forms for your organizations activities. Complete one for your General Interest Meeting! Evaluating your activities helps your organization transition and aids in completion of end of the year reports. Incoming officers often find it helpful to review these forms.

Once an Assessment form is approved you need to upload it to your organizations Documents folder: Click your profile picture/icon; then 'Submissions'; 'Forms'; then select the assessment form you want to upload.

Process for Constitution Changes

For organizations that want to change their mission, name, executive positions, or other elements in their constitution you need to follow the constitution template found [here](#). After updating the constitution, please email it to sa_arc@u.rochester.edu for review. After meeting with their ARC analyst, you need to fill out this [form](#) which requires you to upload the old constitution and new constitution. These both can be found on the [SA Government website](#).

Addition questions to consider in this process:

- How will this updated constitution better help you fulfill your mission statement?
- Have you introduced and had your active members vote on these changes?

Receiving Notifications from CCC

As an officer there are a number of important emails sent from CCC. It is important to maintain your notification setting in your profile. To make sure you notifications are set appropriately follow these steps [here](#).

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/>.

**Ready to build the best CCC Organization site ever?
 Want to become a CCC expert?
 Looking to give feedback on your experiences?**



WCSA will be offering 45 minute interactive sessions on managing your Student Organization sites. Join us in Wilson Commons Room 104 and bring your own laptop or mobile device.

<p>5 steps for a Successful Roster <i>Wednesday, October 4th @ 11am</i> <i>Friday, November 10th @ 1pm</i> <i>Tuesday, December 5th @ 4pm</i></p>	<p>Using CCC as your Student Organization Website <i>Tuesday, October 3rd @ 5pm</i> <i>Friday, November 10th @ 2pm</i> <i>Monday, December 4th @ 1pm</i></p>
<p>The Election Tool: More than Just Elections <i>Tuesday, October 17th @ 3pm</i> <i>Wednesday, November 15th @ 10am</i> <i>Friday, December 1st @ 4pm</i></p>	<p>Creating Effective Forms <i>Wednesday, October 25th @ 11am</i> <i>Monday November 13th @ 5pm</i></p>
<p>Feedback and Discussion Sessions will be held the Third Friday of Every Month @1 pm in Genesee Hall Room 308. <i>October 20th, November 17th, and December 15th</i></p>	
<p>Join us as we take your feedback and discuss CCC policies, issues, and community.</p>	

ccc.rochester.edu

Jackson Court Fireplace Training Schedule

To reserve a spot at training, stop in the Jackson Court Area Office, 114 O'Brien Hall, Monday-Friday 9am-5pm or contact 585.276.4682 at least 1 day prior to the date of training.

October Training Dates are: Friday at 3:30pm on October 13 & October 20

To reserve, please visit online Virtual EMS. Only individuals with proper training will be allowed to make reservations for/use the Fireplace.

The fireplace can be only be reserved and used on Tuesday, Friday and Saturday nights between 6pm-11:30pm.

Student Organization Travel

Any organization or individual interested in going on a trip 25 miles away from campus will need to have their members complete the "Individual Travel Waiver and Release Form" found [here](#). It is highly encouraged that everyone in the organization just complete it even if they are not 100% sure they are going. Individuals only need to fill out ONE of these forms for the academic year and for ANY off campus trip more than 25 miles from campus. This includes University sponsored bus trips such as Bristol Ski Mountain or Corning Museum of Glass or car trips such as Mees Observatory, Letchworth Park. If you have any questions visit the [Off Campus Trips page](#) as well as talk with your primary advisor.

Quotes & Confirmations from Event and Classroom Management

Majority of communication for event needs will happen through your Event Registration comment section. You will receive Confirmation/Estimates of services for your event, and any setup diagrams, via email. If you have questions, changes, or approval please provide that via the "comment" section of your Event Registration, NOT through email. Make sure to confirm these quotes & confirmations. After your event you will receive another email with the invoice that you need to process.

If you would like to meet with someone from ECM please email eventsupport@rochester.edu to set up an appointment. Walk-ins are highly discouraged.

Douglass Community Kitchen

Only recognized student organizations, or university departments, may reserve and use the Community Kitchen. The Community Kitchen is reserved through Virtual EMS, at least five days prior to the event.

A member or members of the student organization or university department must complete Community Kitchen Training to become an Approved Kitchen User, prior to reservation approval. Individuals can sign up for trainings utilizing the "[Community Kitchen Training Sign Up](#)".

Upcoming Trainings:

Tuesday, October 3rd 1pm

Tuesday, October 17th 1pm



Medallion Program Workshops for the month

A three-tiered leadership development program with you and your schedule in mind. Start by [enrolling!](#) Encourage future eboard members to start now. If your organization would like to request a workshop or cosponsor one please fill out this form [here](#).

Wednesday	10/4/2017	7:00pm-8:00pm	Dr. Jessica Guzmán Rea	Safe Zone Training	Knowledge Acquisition
Friday	10/6/2017	3:00pm-4:00pm	Dr. Jessica Guzmán Rea	Understanding Privilege and Taking Action	Cognitive Complexity
Wednesday	10/18/2017	7:00pm-8:00pm	Michael Dedes	International Leadership	Civic Engagement
Friday	10/20/2017	3:00pm-4:00pm	Ed Feldman	Advanced Goal Setting: Keep Calm and Get Stuff Done	Level 2: Interpersonal Competence
Wednesday	10/25/2017	7:00pm-8:00pm	Abbie Deacon	Transformational Partnerships	Civic Engagement
Friday	10/27/2017	3:00pm-4:00pm	Ed Feldman	Advanced Leadership Styles: Applying your Leadership Style Effectively	Level 2: Interpersonal Competence

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!