The Student Organization Insider

What's Inside

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/.

Food Truck Applications

If your organization is interested in having a food truck as part of your event during the Spring semester (between Spring Break and the end of the year), the application deadline is January 15, 2019. More information and the application is available HERE.

Winter Activities Fair

The WINTER ACTIVITIES FAIR is on January 18th, 2019 from 3:30pm to 5:00pm in Goergen Athletic Center on the Zornow Courts. Come out to promote your group and to get new members for the new semester. Registration is open until 1/15 @ 11:45pm click HERE. We look forward to seeing you there!

2019-2020 Student Organization Budget Meeting

All student organizations that are eligible for submitting a budget to the Students' Association Appropriations Committee (SAAC) are required to attend the budgeting meeting on January 22nd 2019. If you have questions on the details please reach out to your student accountant.

Become an Orientation Committee Member

Have you ever wondered what you can do to change someone's UR experience?

Shape the future of a new student's life at the University by planning and implementing Orientation for new entering students including the Class of 2023, transfer students and exchange students! This is a paid committee experience with an opportunity for full time summer employment if interested.

Information Sessions, suggested but not required:

Thursday, January 17 at 5:00 PM in Douglass 401
Tuesday, January 22 at 11:00 AM in Douglass 401

Resumes and Reference Forms are found HERE are due Friday, January 25th, 2018 by 5:00pm on JobLink! [BlackBoard→Services→Jobs]

Summer Opportunities Interest Meetings

Learn about two great job opportunities great for student organization leaders. First one is Rochester Urban Fellows, a 10-week summer program for local undergraduates! This completes Level 1 of the Medallion Program! Second one is Rochester Youth Year an AmeriCorps VISTA-sponsored, post-graduate program that engages and empowers local graduates to strengthen the capacity of community organizations in an effort to alleviate the effects of poverty for Rochester Youth and families.

General interest meeting is on January 30th at 5:30PM in Lattimore 107 for both jobs.

ECM Meeting Tips

Below are some tips for having a successful meeting with ECM to discuss support for an upcoming event.

REGISTER YOUR EVENT - Before reaching out to ECM, be sure your event is registered in CCC, and that "ECM EventSupport" gets tagged in the event by your advisor. From there, please communicate via comments on CCC, so all parties are kept informed. If you have general questions about services that you would like answered before planning an event, please send inquiries to eventsupport@rochester.edu. Please keep in mind that it is very difficult to give a close estimate before we thoroughly plan an event, as our costs are based on labor time, which will fluctuate depending on the specific needs of an event.

HAVE A RESERVATION – Be sure you have a confirmed reservation for the space where you plan to have the event. Ensure that the reservation time allows for any setup and teardown by service providers, including ECM.

PREPARE A SCHEDULE – Have a schedule of events with estimates of time. Remember to include things like decoration time, rehearsals, when guests will be allowed to arrive (doors opening), and the run of the program itself, including performances, speakers, etc., and teardown time to remove decorations or other items.

UNDERSTAND THE NEEDS OF YOUR EVENT – It is extremely helpful to know what is needed for all portions of an event. If you have any performances or guest groups, please reach out to them ahead of time to see what requests they have for technical support (computer/projector needs for presenters, microphone needs, etc.). If you are using a caterer, please be sure to ask them when they would like the room set by, as well as how many tables they will need for food and drink.

KNOW YOUR BUDGET – Please have an idea of how much money you are able to spend on ECM services. Knowing this upfront will help us make plans based on what you can afford.

THINK ABOUT ATTENDANCE – It is advantageous to start planning with what the MAXIMUM attendance for an event might be, especially if it's an event with seated guests. It is much easier to reduce the setup numbers when the event gets closer than it is to add. It also will help to give you a better idea of your maximum cost. Keep in mind if it is a ticketed event, that your total max number you provide to us should include not only the number of tickets you are putting on sale, but also any non-ticketed guests, such as performers or members of the host organization.

Student Life Awards Nominations

Nominations are open for this year's University Student Life Awards! The annual University Student Life Awards recognize those undergraduate students and student organizations who—through service to others, investment of talent and time, and pursuit of excellence—have significantly and positively impacted the University of Rochester and/or surrounding community. The deadline for nominating yourself, a peer, or a student organization is Wednesday, January 23rd, at noon. For more information, visit the website or contact Amy Burgunder at involvementga@ur.rochester.edu.

Storage Spaces

As your organization begins to transition newly elected eboard members, remember to transfer access to your organization's SA storage space!

To do this, please make an appointment with the OperationsGA using the following link https://calendly.com/operationsga to return the key and pick up your deposit – KEYS MUST BE RETURNED to a member of the WCSA Storage Team BY THE PERSON WHO SIGNED THEM OUT. Exceptions must be approved by the OperationsGA via email.

New eboard members please fill out the Student Organization Storage and Office Access Request form on CCC to sign the contract, request access, and make an appointment with the OperationsGA to pick up your key and pay the $5 cash deposit.

If you are unsure if your organization has storage, please feel free to email the OperationsGA at OperationsGA@ur.rochester.edu.

If your organization does not currently have SA storage and needs storage, please fill out the Student Organization New Storage Request form on CCC. The WCSA Storage Team will review your request and will try to accommodate your need depending on availability.

As a reminder there are two initial assessments in May and September and a final assessment occurring in January (to accommodate budgeting). The purpose of these assessments is to ensure storage spaces are clean, maintained and safe. Additional information regarding assessments and storage policies can be found in the contract signed by the Eboard member who submitted the Student Organization Storage and Office Access Request form (log into your CCC account > Forms > View submissions)

Feel free to email the OperationsGA with any questions or concerns!

Schedule a meeting with the OperationsGA here.

Task Force to Examine Student Organizations

Based on legislation that was passed last academic year by student government, this taskforce was created to address the question, "What is a student organization?" This taskforce will address issues with fairness and equity relating to guidelines that govern student organizations, review the rights and privileges of being a recognized student organization, and evaluate the current classification system of student organizations, including the structure of organizations having committees.

All student leaders are invited to give feedback to this Task Force through this online form.

Student Org. Accolades & Awards

Do you have something exciting to share about your organization? We would like to feature exciting news in each month's Organization Insider! Fill out this form and let us know what you'd like to share!

Bobby Germani—ACUI Region VII Conference—Outstanding Undergraduate Student Award—11/1/18 @ Penn State
Society of Asian Scientists and Engineers (SASE)—SASE National Conference & STEM Career Fair—2018 SASE Inspire Award: Outstanding New Chapter Honorable Mention—11/5/18 @ Chicago, IL
Grassroots—Post Landfill Action Network (PLAN) Conference—Best Peer Motivation and Engagement—11/3/18 @ UPenn

The Medallion Program

3 Easy Steps to Participate in the Medallion Program:
1. Enroll
   → Fill out the enrollment form.
2. Register for Workshops
   → Workshops are on a first come first serve basis. Register for Workshops on the Medallion Program CCC page. Go to the Medallion CCC page, Scroll down to the "Events" section, Click on the workshop you wish to attend and then RSVP to the workshop.
3. Complete your reflection on CCC
   → After enrolling, visit ccc.rochester.edu where you will find the Medallion Program paths on your main CCC page. Click on the level and domain of the workshop you attended, and then answer the reflection questions in the Self-Reported Experience. Visit the Medallion website for directions on how to use CCC to track your Medallion Program progress.

Date	Time	Facilitator	Workshop	Domain
1/22/2019	6:30pm-7:30pm	John DiSarro	Level 2 Opening Session: The Practices of Leadership	Level 2 Opening Session
1/29/2019	6:30pm-7:30pm	Stacey Fisher	Supervising Your Peers Part 2	Level 2: Interpersonal Competence

Alternative Break Trip Organizers—Mandatory Meeting

So you've been approved for an alternative break trip? What's next? Come find out how to start using SAAC money and completing the required travel processes. Mon, Jan 14th 3:30-4:30pm in Douglass Community Room (407). This meeting is mandatory for groups whose trips were approved – whether they received funding from CSN or not. Contact Mary Beth with questions..

Douglass Community Kitchen

Interested in hosting an event in the Douglass Community Kitchen?

The Douglass Community Kitchen features a gas cooktop, digital display oven, commercial grade dishwasher, and a growing collection of cooking supplies and equipment. With seating for 24, and conveniently located on the fourth floor of Douglass Commons across from the Douglass Community Room, the space is the ideal location for hosting events and programs. The Community Kitchen is reserved through Virtual EMS, at least eight days prior to the event.

All reservations must have at least one Approved Kitchen User present at all times. To become an Approved Kitchen User individuals can sign up for kitchen training using the "Community Kitchen Training Sign Up", on the CCC website, in the Forms section.

Upcoming Trainings:

Thurs., January 17th at 9:30am
Tues., January 22nd at 3:00pm
Fri., January 25th at 11:30am
Mon., February 4th at 3:30pm

Thurs., February 7th at 2:00pm
Wed., February 13th at 10:30am
Mon., February 18th at 9:00am
Fri., March 1st at 2:30pm

Tues., March 5th at 9:00am
Thurs., March 28th at 1:00pm
Wed., April 10th at 3:00pm

If you have any additional questions, please contact Ken Beck, Assistant Director of Student Life Operations.

Activity Reflections

Submitting an Activity Reflection

Activity reflections should be completed after each event that your student organization does. It is recommended to do this within a week of the activity to ensure details are accurate. This process replaces the former "assessment form."

Please work with your Primary Advisor on this process if you have any questions!

Reflection submissions are created using the same process you are familiar with for creating events in CCC. From your Organization's Action Center select "Events" from the popup menu, then click the "create event" button. You will see the familar Event Submission screen. Activity Reflections have some specific requirements to ensure your Primary Advisor and ARC can view them without showing them to other Campus Community Connection users:

- Title needs to have "—Reflection"
- Select Activity Reflection for the type of event
- Theme needs to be "Group Business"
- Show To selection needs to be "Invited"
- Who can RSVP needs to be "No one"

Verifying Activity Reflection submissions

Not sure if all of your activity reflections are complete? You can check using the following short steps:

- Go in to your organization's Action Center
- Navigate to the Events screen in the menu
- Change the Status dropdown to "All" or "Past"
- Go through the list and verify all your events also have a "- Reflection" entry
  - o Pro-tip: You can sort the list by Start Date to find your most recent Events and Reflections.

Mobile Check-In

New this semester, Wilson Commons Student Activities will be using a new Mobile Check-In feature for events, programs, and activities!
You'll now be able to check in at events using your mobile phone and your CCC Event Pass!

What is an Event Pass?
- Specific to YOU
- Never Changes
- Can be saved to your phone

What do I do with my Event Pass?
- Have it scanned from this screen at events
- Save it to Google Wallet or Apple Pay to be scanned later
- Take a screen shot of it to be scanned later

Where do I get my Event Pass?
Your event pass can initially be found by logging in to CCC and clicking on your account icon (Either an image you have uploaded, or the first letter of your first name). Right below your name you will see Event Pass with a QR icon next to it. Selecting Event Pass will open your pass.