



The Student Organization Insider

January 2020

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/>

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Winter Activities Fair

Last day to sign up for Winter Activities Fair is tomorrow, January 14th at 11:59pm. The Activities Fair is this Friday, 17th 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 now open** click [HERE](#). We look forward to seeing you there!

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 the required training by filling out the "Community Kitchen Training Sign Up" form on the CCC website in the Forms section.

Upcoming Trainings:

Thursday, January 16th at 9:30am
Tuesday, January 21st at 3:30pm
Friday, January 24th at 11:30am
Monday, February 3rd at 1:30pm
Thursday, February 6th at 2:00pm
Wednesday, February 12th at 10:30am
Monday, February 17th at 9:00am
Friday, February 28th at 2:30pm
Tuesday, March 3rd at 9:00am
Thursday, March 26th at 1:00pm
Wednesday, April 8th at 3:00pm

If you have any additional questions, please contact Ken Beck, Assistant Director of Student Life Operations at Kenneth.beck@rochester.edu

Collection Drives

ALL drives (food, clothing, school supplies, etc.) must be registered through Event Registration and follow all location and marketing policy guidelines.

Any collections boxes placed without prior approval or that does not meet the location and marketing policy guidelines will be removed.

Policy guidelines can be found at <https://www.rochester.edu/college/wcsa/policies/events/collection-drive.html>

Event Registration Best Practices

If you need to check to see what you submitted in an event registration:

- Go to "My Surveys/Forms"
 - Locate the form submission you want to check
 - Click the 3 dots on the right side of the submission and select view (do not click on the hyperlink)
 - Do not hit "save" simply exit from the page
-

If you need to make any edits to the event registration, please check with your advisor first:

- After resubmitting your event registration please indicate what changes you made in the chat
-

If you need to add a flyer or poster to the event, please check with your advisor first

Nominate for 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. Nominations are open through January 22nd. [Review the available awards and submit nominations here](#). Sponsored by the Office of the Dean of Students.

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, 2020. More information and the application is available [HERE](#).

Copyright Visuals & Graphics

It's important to understand copyright laws when creating publicity, logos, and other items for your organization. DO NOT simply do a Google search! Stealing images, video, music, and artwork is a serious offense and can result in legal action. Copyright materials are forbidden to use without the owner's permission, and many items are not properly labeled as such. Only utilize graphics that are clearly tagged with their usage capabilities. There are a multitude of FREE resources with images that are open content. If you need help finding these resources or identifying potential issues, reach out to the Wilson Commons Student Activities Graphic Designer at jennelle.hart@rochester.edu.

[Read more](#) on the University's commitment to upholding the principles of intellectual property as embodied in the U.S. copyright law.

Win \$500 for your Student Organization

Community Engagement Challenge grants support projects that build and strengthen ties between the University and the City of Rochester. Funds may be used to cover the cost of transportation, materials for a community service project, or the cost of training that will help an organization improve its ability to engage with the community. [Learn more and submit your](#)

application before January 31st. Sponsored by the Rochester Center for Community Leadership and a gift from the Class of 2011.

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 Audrey Lai at alai4@ur.rochester.edu 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 Audrey Lai via email.

New eboard members please fill out the Student Storage and Student Life Space access on CCC to sign the contract, request access, and make an appointment with Audrey Lai 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 Audrey Lai at alai4@ur.rochester.edu

If your organization does not currently have SA storage and needs storage, please select "New or more assigned storage for my student organization" in the Student Storage and Student Life Space access form on CCC. The WCSA Storage Team will review your request and will reach out as they try to accommodate your organization's need, depending on availability of storage space.

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 Audrey Lai at alai4@ur.rochester.edu with any questions or concerns!

Apply to be a 2020-21 Student Alumni Ambassador

The Student Alumni Ambassadors (SAA) are a select group of undergraduate students who **serve as a bridge to our University alumni community**, giving them a *glimpse of*

current **student culture** and sharing their personal Rochester experience!

Qualities that make up an SAA:

- o Positive, responsible, and enthusiastic
- o Enjoy meeting new people and expanding their professional and personal networks
- o Strong interpersonal communication skills
- o Familiar with current campus initiatives, as well as the University's history and mission

[CLICK HERE](#) to apply today! Applications close on February 9th at midnight.

*Please note that you must be enrolled during the 2020-2021 academic year to apply. Those studying abroad this spring are welcome to apply.

SAAC & SOFO Semester Dates to Know

- Jan. 14th: Business Manager Training (3:30pm) & Budget Training (6pm)
- Jan. 15th: First Day to Transact in SOFO
- Jan. 21st: First Supplemental Hearing

One Community and Meliora Vision & Values Grant

Grant Deadlines:

January 22th, February 19th, and March 18th.

To learn more about the two grants visit [here](#).

Grant Writing Workshop on Friday, February 7th from 6-7 pm in the Burgett Intercultural Lounge 3rd floor of Douglass Commons.

The Medallion Program

The Meallion Program is a leadership initiative of the Office of the Dean of Students. It is a

flexible three-tiered program that provides workshops, interactive activities, and personal reflection to develop leadership capabilities.

All student organizations can request any workshop for their organization through this request form: <http://cmlink.me/s19662>

January Workshops

All workshop will be located in Douglass Commons Room 401 (unless otherwise stated)

Day	Date	Time	Facilitator	Workshop	Domain
Friday	1/24	3-4pm	Scott Sheehan	Motivating the Middle	Level 2 Interpersonal Competence
Friday	1/24	6-7:30pm Strong Auditorium	Office of President & Office of Minority Student Affairs	Eddie Glaude Jr. delivers Martin Luther King Jr. Commemorative Address	Civic Engagement
Saturday	1/25	2-3pm	Medallion Society	Understanding Leadership	Level 1 Opening Session
Saturday	1/25	3-4pm	Medallion Society	The Practices of Leadership	Level 2 Opening Session
Friday	1/31	3-4pm	Glenn Cerosaletti	Toward a More Perfect Union: Social Responsibility and Justice	Civic Engagement

Student Organization 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!

- **The College Student Organization Awards** were given out at the Leadership Appreciation Reception on December 6th 2019. This year's winners are:
 - Outstanding New Student Organization Award = **Club Field Hockey**
 - Outstanding President = **Giovanni Ilacqua**

- Outstanding Business Manager = **Eden Thomas**
 - Best Group Portrait = **Marching Pep Band**
 - Best CCC page = **Simulation Gaming Association**
 - Best Creative Group Image = **Mock Trial**
 - **The Ana Hubbard Award** was given out at the Leadership Appreciation Reception on December 6th 2019. This year's winner is: **Adina Levitt**
 - **The Alice DeSimone Awards** were given out at the Leadership Appreciation Reception on December 6th 2019. This year's winners are:
 - **Melissa Bucklin**
 - **Anne Marie Cortes**
 - **Rachel Goodman**
 - **Angellica Lara**
 - **Vennela Pandaraboyina**
 - **Brendan Stone**
 - **Eric Weidman**
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Save the Date: Springfest Weekend 2020

Springfest Weekend will take place April 24-26, 2020! The weekend will feature a variety of student organization performances, shows, athletic events, as well as Dandelion Day on April 24th. Springfest Weekend is one of the Community Weekends. If your organization would like an event represented on the Springfest calendar, please contact [Brian Magee](#) by Wednesday, March 18, 2020 at 5 pm EST. If your student organization would like to host an activity at the Dandelion Day Carnival, please contact [Timur Cinay](#) by Wednesday, March 18, at 5 pm EST.

CCC Support Form

Want to give feedback on the new CCC? Do you or your organization want some personalized training? Are you having an issue? Fill out our [CCC Support Request](#) form! The Support Request form is the most direct way to get training, help, and your questions answered about CCC.

CCC Support Office Hours—

Starting Friday, January 24th from Noon to 2:00pm and **every** Friday there after (when class is in session) you can get support on any CCC items you want. Location Graphic Arts Suite 1st

floor of Wilson Commons.

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 Report 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.

Email powered by: **CampusGroups.**

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