The Student Organization Insider

November 2020

Keeping you in-the-know, the information in this edition promotes your organization's success! 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.

What's Inside:

End of Semester Student Organization Events

Student organizations planning or hoping to host events from November 30th through December 9th must do so virtually. During this time, there will be no in-person or hybrid events approved. Please contact your advisor if you have questions.

SAAC & SOFO End of Semester Transactions

The last day to submit transactions for the fall semester through the [Virtual Green form](#) is Wednesday, December 9th.

Student Organization Annual Review (SOAR) & Constitution Updates

Student Organizations classified as an Undergraduate College Student Organization are reviewed and evaluated on an annual basis. Among other things, SOAR consists of the self-report, Leadership Training attendance, CCC site review, and advisor feedback. All organizations are required to submit a self-report as part of SOAR, and will receive an email from their ARC Analyst with more details after Thanksgiving Break. Traditionally, the self-report has been due in December; however, self-reports this year will be due in early 2021. More information can be found in the December Insider, and by contacting your Student Organization's ARC Analyst.

If your organization is considering updating your constitution, please be sure to review the process, submit the [interest form](#), and use the new approved template available on the [SA Government website](#).

Student Organization Executive Board Meetings

For the Spring semester, we will continue to limit in-person meetings in accordance with Federal, State, and College COVID guidelines. Student organizations can request to hold in-person executive board meetings of up to 10 people. Similar to the Fall semester, Student Organizations will not submit requests through Virtual EMS for a specific meeting location. Instead, Student organizations will complete an [Organization Executive Board Meeting Request](#)form by 11:59 p.m. EDT on January 20, indicating their need and preferences for days and times. Student organizations will be randomly drawn and assigned a location that best fits their needs from available locations, pending availability. Requests submitted after the deadline will be assigned a location based on availability after processing those submitted prior to the deadline.

Meliora Vision & Values and One Community Grants

Looking to create a program around Leadership or want to attend a leadership conference? Consider applying for the Meliora Vision & Values mini grant of $200! The next deadline is November 4, 2020 and more information can be found here.

Inspired to bring the community together? The One Community Grant is designed to support culturally based programming, and enhance the understanding and appreciation of diversity and inclusion initiatives. The next deadline is November 4, 2020 and more information can be found here.

Accident or Injury During Student Organization Meetings or Events

In the event there is an accident or injury that occurs during your Student Organization meeting, event, or practive, you need to submit an Accident/Injury form on CCC within 24 hours of any incident. Please speak with your advisor if you have any questions.

Zoom Reminders and Closed Captioning

Here are a few quick tips to keep in mind when setting up and actively using Zoom for events:

- Set up distinct meeting ID's, rather than resuing your personal meeting ID.
- Always use a meeting password, but do not publicly post the password on unprotected sites; such as, Instagram, Twitter, or Facebook.
- When creating an event within CCC, set your location visibility to "logged in users only" and do not post your link in the event description.
- Use the waiting room feature.
- Add another member as a co-host to help manage the attendees.
- Turn off screen sharing for anyone other than the host or co-host(s).
- Visit this page from University IT.

Looking for a FREE and easy resource to add auto captions to Zoom? Follow these instructions to add Web Captioner to your future Zoom meetings:

1. In your Zoom meeting, click on "Closed Caption" located at the bottom of your screen.
2. Click "Copy the API Code."
3. In your internet browser, visit Web Captioner.
4. At the bottom, click "Start Captioning," click the three little dots icon next to it, and then click "Settings."
5. In the yellow menu on the left, select "Channels."

1. If you are doing this for the first time, you'll need to select Zoom from the options shown.
       2. If you are returning and it's a new meeting, Zoom will be listed as a Channel and you'll need to click "Configure" next to it.
    Paste the API code from Zoom into the necessary box.
 7. Auto-captions should now appear on your Zoom meeting!
       1. When the meeting ends, a transcription should be automatically saved to your computer.

Last Medallion Workshops of Fall Semester

As an initiative of the Office of the Dean of Students, the Medallion Program is a flexible three-tired program that provides workshops, interactive activities, and personal reflection to develeop leadership capabilities. *Student organizations can request any workshop for their organization through a [form](#)!* All workshops will be hosted virtually over Zoom and are EDT. Register on [CCC](#) for access and to attend. You do not need to be enrolled in the Medallion Program to attend.

Day	Date	Time	Facilitator	Workshop	Domain
Wednesday	Nov. 4	8 a.m.	Dean Matt Burns	Incorporating Values in Decision Making	Interpersonal Competency
Saturday	Nov. 7	1 p.m.	Natasha Abrol	Public Speaking	Practical Competency
Thursday	Nov. 12	5 p.m.	Christopher Lu & Alec Tapia	Understanding Leadership	Opening Session - Level One
Saturday	Nov. 14	1 p.m.	Jasmine Moon	Practices of Leadership	Opening Session - Level Two

CCC Support Form

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

Reservations

Room reservations for events will continue to be part of the event proposal process. Student Organizations must submit their event proposal, and if approved, an appropriate location will be determined and reserved for the event.

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 would like to share!

Save the Date: Winterfest Weekend 2021

Celebrate a Rochester Tradition on February 5-7, 2021 at Winterfest Weekend! While the festivities may look different for 2021, there will still be plenty of fun activities - including an ice-carving demonstration, special comedic performance, fire pits, giveaways, and so much more. The Tradition will encompass everything you've come to love about Rochester's winter celebrations, but be reimagined to provide a fun and safe experience. Winterfest Weekend is one of the College's four Community Weekends and includes events, activities, and programs hosted by various student organizations and campus departments. If your organization would like an event included as part of Winterfest, please contact Jill Wulfenstein by December 11, 2020.

Save the Date: Mid-Year Leadership Training

Complete the 2021 Student Organization Survey This survey will help Wilson Commons Student Activities determine the schedule for the Mid-Year Leadership Training's Opening and Advisor Sessions. WCSA wants to understand what dates work best for you, so please take three minutes to complete this survey!

Wilson Commons Student Activities
University of Rochester

Email sent by wcsa@rochester.edu to [Recipient email here]