



September 2021

Dear Student Leaders,

The campus is buzzing, and I love the energy and excitement in the air! It was wonderful to see so many of you at Fall Leadership Training, the Activities Fair, and throughout Yellowjacket Weekend. Building a strong sense of community on campus is off to a great start, and we will look to all of you to keep the momentum going throughout your programs and activities. Let's continue to strive to keep your interest meetings inclusive so all new members will feel welcome!

As always there is a ton of helpful information throughout this edition of the Insider Please

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Activity Registration Updates & Best Practices

As a reminder, all Student Organizations who are planning activities must abide by all of the [Activity Registration Policies](#). Please submit your activities through CCC early and on time! If you are unsure how to submit an Activity Registration, check out this [how-to video](#).

Additionally, if you need to **review** your Activity Registration:

- Within your "My Activity Menu" select "My Surveys/Forms."
- Locate the form submission you would like to review.
- Click the three dots on the right side of the submission, then select "view." Do not select the hyperlink.
- Once you have reviewed, do not hit "Save" - simply close or exit from the screen.

indicate in the CCC chat what changes were made.

Lastly, if your Activity Registration submission has been placed into a **Requires Modifications** status, you must edit your submission by going through your "My Activity Menu" - not through your Organization's dashboard. This will ensure your submission is resubmitted, rather than saved.

Administration & Review Committee Updates

Re-Registration:

We have heard the growing concern related to unfilled officer positions and low membership numbers. With that being said, the initial deadline to complete re-registration has been extended to 11:59 p.m. on Monday, September 27th.

For College Student Organizations, the two required officer positions are the President and the Business Manager. Does your Organization have a vacant Business Manager position? It is very important that this position is filled within CCC to ensure communication is occurring with the SOFO office. If other executive board positions are filled, and the Business Manager is vacant, we are asking that the Vice President take on this role. To record this accurately in CCC, you will need to set your official position as the Business Manager, and your Custom Position as Business Manager and Vice President. If the President is the executive board member holding both positions, they should be listed as President in CCC and an [Exception Form](#) for a SOFO Policy should be submitted.

If for any reason your Organization is unable to meet the re-registration requirements by the extended deadline, you must complete an [Exception Form](#) for an ARC Policy, no later than 11:59 p.m. on Monday, September 27th.

Save-the-Dates:

[New Organization Proposal Form](#)

Opens: Available now!

Closes: Wednesday, December 1st

[Constitution and Resource Agreement Interest Form](#)

Opens: Wednesday, September 15th

Become an ARC Analyst!

The Student Organization Administration & Review Committee (ARC) is a committee which supports over 280 Student Organizations. ARC Analysts assist the ARC Committee with Student Organization Constitutions, mission statements, student conflicts, and questions. [Apply here](#) if you would like to have a leadership position where you can directly help Student Organizations!

Sexual Misconduct Training

In compliance with New York State Education Law 129B, all Student Leaders at the University of Rochester are required to complete training regarding how to recognize and respond to instances of sexual misconduct. The training is administered online by a company called EVERFI. All Student Leaders need to complete the training by the required due date. Students who do not complete the training by the deadline will not be allowed to participate in organization activities, will have organization privileges revoked, and will not be able to reserve spaces through VEMS - until the requirement is satisfied.

This training will not be on Blackboard, MyPath, or JobLink. Instead, keep an eye on your email - including the spam/junk folder. A unique link will be sent to each individual student starting Tuesday, September 7th.

Medallion Program Workshops

As an initiative of the Office of the Dean of Students, the Medallion Program is a flexible three-tiered program which provides workshops, interactive activities, and personal reflection to develop leadership capabilities. Student Organizations can request any workshop for their

in the Medallion Program to attend. Email the [Medallion Program](#) if your Organization is interested in co-sponsoring one of these workshops!

Workshop	Date	Time	Location	Domain
Implicit Bias & Microaggressions	Friday, 9/10	3-4pm	Douglass 401	Cognitive Complexity
Breaking the Bubble	Monday, 9/13	7-8pm	TBD	Civic Engagement
Conflicts 101	Tuesday, 9/21	5-6pm	Genesee 325	Interpersonal Competence
Team Formations	Wednesday, 9/22	5-6pm	Register Here	Interpersonal Competence
Motivating the Middle	Friday, 9/24	3-4pm	Douglass 401	Interpersonal Competence

CCC Office Hours & Service Request Form

Are you or your Organization looking for personalized training? Are you experiencing an issue with CCC? Want to submit CCC related feedback? Submit a [CCC Service Request Form](#). The Service Request form is the most direct way to get CCC training, assistance, and questions answered.

Want to learn how to register an activity, update your roster, or have questions about using CCC? Join us for CCC Office Hours on Fridays from 10 a.m. to noon in the Graphic Arts Suite, Wilson Commons 103b.

Hartnett Gallery Now Accepting Applications

The Hartnett Gallery ^{Events} ^{Admin} Advisory Board is now accepting proposals for events, performance, or exhibitions to be hosted in the Hartnett Gallery. The Gallery is a perfect location for receptions, socials, and small performances - especially during art exhibitions. All events, performances, and exhibitions must be sponsored by a University of Rochester Department or recognized Student Organization. Please submit a [proposal form](#), if your Student Organization is interested in hosting an event or exhibition in The Gallery.

For more information, you can check out the [Hartnett Gallery webpage](#), or email questions to [Wilson Commons Student Activities](#).

Community Kitchen Reopening

The Community Kitchen has reopened and is accepting reservations! Reservations can be made through Virtual EMS. Masks are required when participants are not actively eating/drinking. All reservations still require an approved kitchen user to be present at all times. To become an approved kitchen user, you must attend an in-person training hosted in the Community Kitchen. Use this [link to sign-up for a training](#). Questions can be referred to [Wilson Commons Student Activities](#).

Club Rochester

Is your Organization interested in hosting the next Club Rochester? As a host, your Organization will be able to pick the theme (including menu ideas, drink specials, and decor), create a themed flyer and promote the event, assist with event set-up, schedule volunteers to work at Club Rochester for the duration of the event, and more! Check out previous Club Rochester themes [here](#).

Upcoming Club Rochester Dates:

Events are held on select Fridays from 3:30 to 5 p.m. in the Feldman Ballroom.

- Friday, November 5th

Talk with your advisor to see if hosting a Club Rochester is a good fit for your Organization, then [reach out to us!](#)

UCC Drop-In Sessions

UCC will offer drop-in sessions for all UR students during the month of September, focusing on the following themes:

Drop-In Theme	Date & Time	Zoom Meeting ID
Emotional Wellness	Mondays @ 5pm	946 5888 1031
International Student Support	Tuesdays @ 2pm	968 4687 7098
Transitioning Back to Campus	Tuesdays @ 3pm	936 0935 8606
Our Healing Breath*	Thursdays @ 6pm	918 4800 2486
Communication Skills & Relationship Issues	Fridays @ 10am	991 7944 5915

**for students of color, led by clinicians of color*

Wilson Quad Tent

The Wilson Quad tent from last academic year will be returning once Fall Break concludes. Starting at noon on Monday, September 20th, Student Organizations will be able to request the space through Virtual EMS.

AlertUR





AlertUR sends you texts and emails when a critical emergency occurs. Students and employees: go to <https://alert.rochester.edu> to update or add your contact information using your NetID. This ensures that you will receive emergency AlertUR messages.

A test is set for 6 p.m., Thursday, Sept. 16

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.