The Student Organization Insider

August 2022

We are looking forward to seeing you all again soon!

Activity Registration **for the Fall 2022 semester is opening on Monday, August 15. Please read below for more important dates and deadlines.**

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Student Organization Re-Registration

All Student Organizations must complete Re-Registration annually. The purpose of Re-Registration is to ensure your Organization's listed officers is accurate moving into the next academic year. It is preferred that the President of your Organization complete this process; however, any Organization officer has the ability to submit re-registration for the entire Organization.

To compete re-registration:

1. Log into CCC.
2. Visit your Organization's CCC dashboard.
3. Located at the top of your browser should be a "Group Re-Registration" button. Select this to complete.

During re-registration, you will be asked to confirm your list of officers, and provide a list of at least six (6) active members.

To ensure the appropriate officers are receiving necessary information, such as, details regarding the Fall Activities Fair, Fall Leadership Training, storage updates, and more; **we are asking Organizations to prioritize completing Re-Registration by 11:59 p.m. ET on Sunday, August 14th**. Re-Registration will offically close on Wednesday, September 14th at 11:59 p.m. ET. Organizations who do not complete re-registration by then may be derecognized.

If you or your Organization has questions, please reach out to Wilson Commons Student Activities.

Fall Leadership Training

This year's Fall Leadership Training (FLT) will occur on **Tuesday, August 30th** from **1-5 p.m. ET** starting in the **Feldman Ballroom**. Completing the FLT requirements is crucial to the successful operation of your Student Organization. It also satisfies the requirements for the Administrative & Review Committee (ARC) and the Students' Association Appropriations Committee (SAAC) for the FLT component of the Student Organization Annual Review (SOAR).

Executive board members who register to attend FLT will be assigned to the FLT checklist in CCC. More information on the registration process will be communicated in a separate email.

To successfully fulfill ARC's requirement, two executive board members must complete the following:

- View the CCC training video
- View the Activity Registration video
- Attend the Opening Session
- Attend the Advisor Session
- Attend a Leadership Workshop or Business Manager Training
    - Only Business Managers should attend the Business Manager Training.
- Attend the Service Provider Expo

To successfully fulfill SAAC's requirement, the Business Manager for each Student Organization must attend the Business Manager Training and complete the required Business Manager Exam.

Fall Activities Fair

This year's Fall Activities Fair will be held on **Friday, September 2 at 3:30 - 5 p.m. ET** on the **Wilson Quad**. This form must be completed to register your Organization to participate. Please coordinate with your e-board to ensure only one form is submitted.

Registration will close at 11:59 p.m. ET on Wednesday, August 31st.

Please reach out to Wilson Commons Student Activities with questions.

Individual Travel Waiver

In order to travel, all students must have a completed and approved Individual Travel Waiver for each academic year. This means if you received an approved waiver during the 2021-2022 academic year, you will need to submit a new waiver for this current academid year.

We encourage you to complete now, as you do not have to wait until you have travel plans to submit this waiver.

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. 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 in September.

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.

Reservations Timeline

Reservation requests for all meetings, events, or activities will open at **9 a.m. ET** on **Wednesday, August 3rd**.

Current requests can be viewed by your VEMS contact by looking under the "My Events" tab in VEMS. All requests have been placed in a tentative status while we await the finalization of the next steps in the process.

Organizations who do not have a VEMS contact should designate one active officer to be the contact for the entire Organization. Said officer must submit a Change VEMS Contact form as soon as possible.

More information will be sent to your organizations VEMS contact.

Shops @ Wilco

Don't forget that the Shops @ Wilco is your go-to spot for Student Organization fundraising! Located on the first floor of Wilson Commons, Student Organizations can fundraise by selling various items to the University community. Learn more about the Shops @ Wilco here.

Community Kitchen Training

Is your Organization interested in using the Community Kitchen? Submit a reservation on Virtual EMS! The Community Kitchen is stocked with all the basic kitchen equipment you would need for the majority of recipes - you only need to provide the ingredients. Reservations are required to have an approved kitchen user present.

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.

Volunteers Needed for Wilson Day

The Center for Community Engagement is looking for volunteers for Wilson Day 2022! Wilson Day is a Rochester Tradition focused around introducing first-years to the Rochester community through service and dialogue. Submit to this form which explains the duties of each role and allows those interested to pick which positions they are interested in helping with.

Questions should be referred to the Wilson Day Committee.

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, Center for Community Engagement, 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.