

THE STUDENT ORGANIZATION INSIDER

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/>

MAY 2013 EDITION

Leader to Leader Course

Looking for a 2-credit course in the fall 2013 semester? This is the perfect class for you. The course teaches about leadership history, theory, and practice. The topics are explored through readings, discussions, and videos, including guest instructors

Save the Date: Fall Activities Fair

Save the Date – Yellowjacket Weekend – September 6-8, 2013
 New this year, the **Fall Activities Fair** will be held on *Sunday, September 8th*. More information will be available when registration for the fair opens in August.

Host An Orientation Program

Has your group hosted an Orientation event in the past? Or have you been thinking about an Orientation program? It is fun and a great way to start off the year! The class of 2017 has their orientation from August 27-September 2, 2013.

Applications Due: Monday, May 13, 2013 by 5:00pm to Eleanor Oi or Matt Spielmann in Lattimore 311A or via ur.orientation@gmail.com. Be sure to work with your primary advisor in advance for tips, suggestions, and a signature.

You can find the application at <http://rochester.edu/college/wcsa/programs/specialevents/cw-resources.html>.

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Reminder from Event Support

Please remember to pay your Event Support bills! Student Organizations will not be able to make reservation requests for next year until any outstanding charges are paid.

Fall 2013 Leadership Conference Survey

All student organization executive board members invited to the Fall 2013 Leadership Conference need to complete a preliminary survey before leaving for the summer. Important changes are being made to the conference layout and location, and we need your feedback! Please complete the survey on CCC, found at <https://ccc.rochester.edu/form/start/22146>, and save the date for the Fall 2013 Leadership Conference on **Monday, September 2, 2013**, on the University of Rochester campus. See you there!

Executive Board Transitions Tips

Is your executive board undergoing transitions this year? Be sure to review the following:

- Your organization's history
- University of Rochester's policies and procedures
- Your organization's constitution, mission statement, and officer responsibilities (if the old things need updating, now is a great time to do that!)
- Review and pass on old records (including meeting agendas and minutes), binder(s), files, notebooks, copies of documents used for advertising past events, and correspondence (Pass along everything you got!)
- Officer job descriptions and written expectations for each new officer regarding their role and responsibilities (offer advice on past successes and mistakes)

For more tips, go to the RCCL's Transitions Checklist at <http://www.rochester.edu/College/rccl/assets/pdf/LeadershipTransitionChecklist.pdf>.

Update Campus Club Connection

Be sure to update your Campus Club Connection site before your leave for the summer. Office listing, pictures, meeting times, etc., should be updated so incoming freshman can get an accurate picture of your organization and emails sent about fall semester are going to the correct people.

End-of-year Clean-out!

If your organization currently has an office, cabinet, prop room storage in Wilson Commons or a space in Spurrier or Goergen, Wilson Commons Student Activities will be conducting the semi-annual assessment of student organizations' office, cabinet, or space on campus over the summer. Assessments are based on **Cleanliness, Illegal Items, and Overall Condition**.

Please be sure to organize your space **before May 10th**.

You may reference the **Office, Cabinet, and Storage Policy** on the Wilson Commons Student Activities website under the **Student Organizations** tab.

Program Assessments

Don't forget to complete any remaining Assessment Forms for activities occurring in the spring semester. Evaluation your activities helps your organization transition and complete end of year reports and assessments.

Transitioning officers often find it helpful to review a group's activities. |

Wrapping up Finances

As an executive board, it is important that your finances are in order before summer. Double check that you are in the green, that all Event Support, Facilities, Graphic Design, and other bills are paid, and donations are sent to their organization before you leave. Failure to pay bills will result in loss of room reservations or event services.

If you have outstanding Event Support bills, email Patty Hutchins at phutchi2@sao.rochester.edu.

If you have outstanding bills for Facilities, email Kim Taylor at kim.taylor@ur.rochester.edu.

If you have outstanding bills for Graphic Design, email Jenelle Hart at jhart13@sao.rochester.edu.

Communal Principles

The Communal Principles Project is an initiative of the College coordinated by the Office of the Dean of Students. It is designed to promote the Communal Principles of Fairness, Freedom, Honesty, Inclusion, Respect, and Responsibility. One principle is highlighted annually.

This year, the College has been promoting the Communal Principle, **RESPONSIBILITY**.

Now that the year is wrapping up, we're happy to announce that next year's Communal Principle is....wait for it....**FAIRNESS**.

Look for more information on the Year of **FAIRNESS** at the beginning of next semester.

In the meantime, please check out this quick video on the Communal Principles Project!

<http://www.youtube.com/watch?v=tjwdiVGxez5>.

Best Wishes on Finals

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 Weekly Buzz 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!