



# 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/college/wcsa/>.

MAY 2014 EDITION

## Participate in Meliora Weekend

Applications are now open for your student organization to participate in Meliora Weekend 2014, October 17<sup>th</sup> – 19<sup>th</sup>. Your organization will have an opportunity to participate in Existing Meliora Weekend programs such as Rochester Revue, Mystic Midnight Madness, Celebration of Student Organizations and more. There is also the option for your organization to propose an Independent event (please note that a meeting with your advisor is required by April 15<sup>th</sup> in order to proceed with Independent program applications).

Application materials can be found [HERE](#)

The Meliora Weekend Application is due **tomorrow**, May 1<sup>st</sup>.

## Save the Date: Fall Activities Fair

Save the Date – Yellowjacket Weekend – September 5-7, 2014  
The **Fall Activities Fair** will be held on *Friday, September 5<sup>th</sup>*. Registration for the Fair will begin in mid-August.

## Host an Orientation Program

Has your organization hosted an Orientation event in the past? Have you been thinking about an Orientation program?

Hosting an Orientation program is a fun and great way to start off the year! The Class of 2018 has their Orientation from August 26<sup>th</sup> – September 1<sup>st</sup>. Applications are due May 6th, 2014 by 5pm to Eleanor Oi or Matt Spielmann in Lattimore 124 or via [ur.orientation@gmail.com](mailto:ur.orientation@gmail.com). Please note, the application deadline is earlier than last year. 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/orientation>

## In This Edition:

- Participate in Meliora Weekend
- Save the Date: Fall Activities Fair
- Host an Orientation Program

1

- End-of-Year Clean-Out
- Reminder from Event Support
- Reservations for Next Year
- Wrapping up Finances
- Complete Assessment Forms
- Transitioning Eboards

2

- Citation for Achievement in College Leadership
- Leadership Experience
- Update CCC
- CCC Over the Summer
- Fall Leadership Training

3

## 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 9<sup>th</sup>**. You may reference the **Office, Cabinet, and Storage Policy** [HERE](#).

## 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.

## Reservations for Next Year

Reservation requests for major events for next year should have already been submitted on a green reservation form. Virtual EMS will be opened in mid-June for smaller events, weekly meetings, and rehearsals. Please use this [FORM](#) to update your Virtual EMS contact.

## 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](#).

If you have outstanding bills for Facilities, email [Kim Taylor](#).

If you have outstanding bills for Graphic Design, email [Jennelle Hart](#).

## Complete Assessment Forms

Don't forget to complete any remaining Assessment Forms for activities occurring in the spring semester. Evaluating your activities helps your organization transition and aids in completion of end of the year reports. Incoming officers often find it helpful to review these forms.

## Transitioning Eboards

Remember a successful executive board is not only the glue that will hold your organization together from year to year but also the fuel that continues to propel them in a forward direction. A successful eboard transition is neither difficult nor very time-consuming, however if you don't do it right you can be in a struggle next semester.

View a short, helpful transitional video [HERE](#).

## Citation for Achievement in College Leadership

The Citation for Achievement in College Leadership Program offers students the opportunity to develop their leadership skills through “leadership experiences” that combine specific academic study with a related practical application. Upon graduation, students successfully completing the Citation for Achievement in College Leadership receive a special notation on their official transcript and a certificate of recognition. For more details and citation requirements, click [HERE](#).

## The Leadership Experience Class

Looking for a 2-credit course in the fall 2014 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 who join class weekly to share views on leadership. Course meets Fridays 2pm-3:15pm.

**Course number is CSA 358/ CRN 19469.** This course can be used to satisfy the requirements for the Citation for Achievement in College Leadership!

## Update Campus Club Connection

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

## CCC Over the Summer

The Web Technology Coordinator position will be transitioning over the summer. If you have any questions regarding your CCC site or group web page, email [Wilson Commons Student Activities](#)

## SAVE THE DATE

Fall Leadership Training is Labor Day, Monday, September 1st the day before classes.

**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!*