

# The Student Organization Insider

## What's Inside

- Citation in Community-Engaged Scholarship
  - CCC Roster Updates
  - Posting Policies

**Page 1**

- Welcome to Douglass
- Jackson Court Fire Pit Training
  - Spurrier Spaces
- USEED Information Session

**Page 2**

- Student Organization Kudos
  - CCC Monthly Tip

**Page 3**

*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/>.*

## Citation in Community-Engaged Scholarship

Are you passionate about community-based work? Are you looking for a way to link your academic interests while responding to community-based needs? Want to gain transcript recognition for those efforts? Then check out the new Citation in Community-Engaged Scholarship here at the University.

More information can be found [here](#) or at one of the information sessions below.

2 information sessions:

October 20th—Morey 321—5pm

October 26th—Dewey 2162—5pm

## CCC Roster Updates

Every organization must ensure accurate eboard and membership representation within CCC. As members leave your organization and leadership changes, make sure you update your roster and eboard positions. This helps when the public, SA, SAAC, ARC, or your advisor wants to communicate with you.

On your organization's page, select "Roster". If you are currently an officer on CCC, you will be able to select "Manage Roster". Here, you will be able to select members for removal and edit positions held. Please ensure the roster and positions accurately reflect those of your organization.

## Posting Policies

It is important to follow posting policies on campus. When the posting policies are followed posters do not feel overwhelming and people look at them as well as your organization won't have to pay for damage or clean up.

Click [here](#) for more information on posting guidelines on campus, policies in Wilsons Commons and Residential Life buildings.

## Welcome to Douglass

Are you looking for a space to hold your events? Then come check out the new Douglass spaces at our [opening celebrations](#).

Douglass spaces are available in virtual EMS to request for dates starting after Meliora weekend.

- ◆ The Ballroom can be requested through the *performance venues template*.
- ◆ The Community Kitchen can be requested through the *supported reservations template* and requires additional training.

There is also a building manager working in Wilson Commons and Douglass all of the hours that the buildings are open. They are here to help, if you need them they can be reached at 585.329.9093.

## Spurrier Spaces

Spurrier has had several updates over the summer including a new floor in the dance studio, refinished floor in the gym, and a new marley floor in the den.

The music rehearsal room is also a great space for performance groups to practice in and is available to request in virtual EMS.

There are also managers in Spurrier in the evenings starting at 4:30pm and all day on weekends. They are there to help so, if you need anything please go to the manager office on the 2nd floor or call them at 585.622.5996.

The building manager office on the second floor can also be utilized as a box office for events in the building. If you will need use of the box office please request it in your event registration on CCC.

## Jackson Court Fire Pit Training

The Jackson Court Fireplace is available for Fall reservations! The space can be reserved on Tuesdays, Fridays, and Saturdays between the hours of 6pm and 11:45pm. And Sundays between the hours of 2pm and 8pm. Reservation requests should be submitted online through Virtual EMS – use the “WC-Supported Reservations” template at least 8 days in advance and look for the “Fireplace” under “ResHall O’Brien”.

You must have a fireplace trained representative of your group present for the duration of your Fireplace reservation.

Training is available at 3:30pm on each date below:

October 14  
October 28

To sign up for training, contact the Jackson Court Area Office (114 O’Brien Hall or 585-276-4682) Monday-Friday 9am-5pm at least 1 day prior to the date of training.

## USEED Information Session

There will be a skype information session with the University of Rochester’s USEED representatives for crowdfunding.

Student organizations create a branded crowdfunding site with a customized digital story, that will provide your donors an unparalleled giving experience.

Date: **Tuesday, October 11th**  
Time: **6-7pm**  
Place: **Wilson Commons 104**

Come learn how your organization can utilize this resource for your next funding venture.



## Student Organization Kudos

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'd like to share!



### CCC Monthly Tip

As September draws to a close, you may have noticed a decrease in your organization's membership due to the removal of students who have graduated. As promised, their history on CCC still indicates their held memberships and officer positions.

It's important to use the provided officer positions on CCC so the administration can properly communicate with student leaders. The officer templates titled "Additional Officer Position #" have been provided for this use. Please do not use the deprecated "Position# (do not use)" positions, and reassign any officers who are listed with these positions. To use the proper templates, navigate to your organization home page and select the "Roster" tab, then click the gray "MANAGE POSITIONS" button. **DO NOT CLICK THE BLUE "+ POSITION" BUTTON.** Instead, click on one of templates and type in your desired position name.

Please use the month of October to reassign your officers to the provided "Additional Officer Position #" templates. To assign a position to a member, click the gray "MANAGE ROSTER" button in the "Roster" tab, and then the gray "EDIT POSITIONS" button that corresponds to the member whose position you wish to edit. At the end of October, all officers who do not use a provided, non-deprecated template will be removed from their officer position.

Contact SA Technology & Web Coordinator Sarah Hedrych ([sarah.hedrych@rochester.edu](mailto:sarah.hedrych@rochester.edu)) for all your CCC needs! And check Student Leader Guide (<http://rochester.edu/college/wcsa/ccc/student-leader-guide.html>) or stop by **Wilson Commons 103b from 1 - 2 pm on Wednesdays for more information!**

**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!