

# The Student Organization Insider

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## Student Organization Annual Review

Student Organizations advised by Wilson Commons Student Activities, the Rochester Center for Community Leadership, Athletic & Recreation, and the Interfaith Chapel are reviewed and evaluated on an annual basis. There will be several changes to the review process this year. In previous years, the SOAR has mostly consisted of a self-report completed by the student organization. While this self-report will be one aspect of the review, other items will be considered such as Leadership Training attendance, CCC site review, and advisor feedback. All organizations required to submit a self-report as part of SOAR will receive an email with more details by the end of the week. A couple of key dates are:

- Student organizations must submit their self-report by midnight on December 5th, 2017.
- All assessment forms for the review period must be submitted by the last day of classes (December 13th). If organizations have a planned study break after December 13th, assessment forms for these study breaks are due by the last day of exams (December 22nd).
- The self-report questions will be available by Friday, November 3rd and the online form will be able to accept submissions beginning at 5pm on Tuesday, November 7th.

All organizations advised by Fraternity and Sorority Affairs complete **Expectations for Excellence Annual Report**. Documents are due through email to [excellenceGA@rochester.edu](mailto:excellenceGA@rochester.edu) by 11/9/17 at 11:59pm.

Just like companies, departments, and other professional organizations, completing an annual report of your organization can be a powerful tool to help your organization become ever better, *Meliora*.

## Study Break List

Is your organization or department planning an end of semester study break? Wilson Commons Student Activities is compiling a comprehensive list of study breaks from the evening of Thursday, December 10<sup>th</sup>-Sunday, December 20<sup>th</sup>. The list will be featured in the last edition of Weekend Highlights for the semester (December 10<sup>th</sup>). Submit your study break—including title, description, date, time, location, and sponsorship information—via this [FORM](#) by noon on Wednesday Dec. 9<sup>th</sup>.

*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/>.*

## Save the Date: Winterfest 2018

Winterfest Weekend will take place February 2-4, 2018! The weekend will include an ice-carving demonstration, special comedic performance, movie screening, themed dinner, and several other events hosted by various student organizations and campus departments. Winterfest Weekend is one of the College's four Community Weekends.

If your organization would like an event represented on the Winterfest Weekend calendar, please contact Brian Magee ([brian.magee@rochester.edu](mailto:brian.magee@rochester.edu)) by Wednesday, December 13, 2017.

## ROC Tix—Spring 2018 Submissions

ROC Tix is a discount ticket program for UR undergraduate students. ROC Tix offer students the opportunity to buy tickets to local and regional off campus events at a subsidized price. Events include concerts, arts and cultural attractions, sports, comedy, movie theatres, film festivals, recreational activities and more. ROC Tix is now taking submission for the 2018 Spring semester.

If you would like to make an event suggestion on behalf of you, your organization, or department, please fill out the [Roc Tix suggestion form](#) or email the Experiential Graduate Assistant [experientialGA@rochester.edu](mailto:experientialGA@rochester.edu). Co-sponsorship options are available.

## 83rd Annual Boar's Head Student Host Applications

Student Leaders are invited to host tables at the 83rd Annual Boar's Head Dinner on Thursday, November 1, 2017 at 7 PM in the Feldman Ballroom, Douglass Commons.

Student host duties include inviting a faculty/staff member to co-host the table with you, greeting the guests at your table, and alerting the servers when the table needs more food.

Please note that student hosts will not be responsible for serving food.

To indicate interest and learn more about host responsibilities, fill out the [Boar's Head Student Host Application](#).

Submissions are due by 11:59 PM on Friday, November 10, 2017. If you have any questions, please email the Boar's Head Chairs at [urboarshead@gmail.com](mailto:urboarshead@gmail.com).

## Thanksgiving Shuttles

For students traveling home during Thanksgiving Break, the Students' Association is once again offering a Thanksgiving shuttle service to the airport, train, and bus stations. These will run Tuesday (11/21), Wednesday (11/22), and Sunday (11/26) at differing times. For a complete schedule, please visit the University of Rochester's [Break Services page](#).

## Student Organization Travel

Any organization or individual interested in going on a trip 25 miles away from campus will need to have their members complete the "Individual Travel Waiver and Release Form" found [here](#). It is highly encouraged that everyone in the organization just complete it even if they are not 100% sure they are going. Individuals only need to fill out ONE of these forms for the academic year and for ANY off campus trip more than 25 miles from campus. This includes University sponsored bus trips such as Bristol Ski Mountain or Corning Museum of Glass or car trips such as Mees Observatory, Letchworth Park. If you have any questions visit the [Off Campus Trips page](#) as well as talk with your primary advisor.

**Ready to build the best CCC Organization site ever?  
 Want to become a CCC expert?  
 Looking to give feedback on your experiences?**



WCSA will be offering 45 minute interactive sessions on managing your Student Organization sites. Join us in Wilson Commons Room 104 and bring your own laptop or mobile device.

<p><b>5 steps for a Successful Roster</b>  <i>Friday, November 10<sup>th</sup> @ 1pm</i>  <i>Tuesday, December 5<sup>th</sup> @ 4pm</i></p>	<p><b>Using CCC as your Student Organization Website</b>  <i>Friday, November 10<sup>th</sup> @ 2pm</i>  <i>Monday, December 4<sup>th</sup> @ 1pm</i></p>
<p><b>The Election Tool: More than Just Elections</b>  <i>Wednesday, November 15<sup>th</sup> @ 10am</i>  <i>Friday, December 1<sup>st</sup> @ 4pm</i></p>	<p><b>Creating Effective Forms</b>  <i>Monday November 13<sup>th</sup> @ 5pm</i></p>
<p><b>Feedback and Discussion Sessions will be held the Third Friday of Every Month @1 pm in Genesee Hall Room 308.</b>  <i>November 17th, and December 15th</i></p>	
<p><b>ccc.rochester.edu</b></p>	

## Planning Alternative Break Trips

The Rochester Center for Community Leadership and Community Service Network is hosting an information session for leaders interested in planning alternative break trips over winter and spring. At the session information about the process, funding, and tips for organizers will be shared. Join us on Wednesday, Nov. 8th from 2-3pm in Douglass Community Room (407).

## Promotional Opportunities

Promotional Opportunities include Flex, Info Table, Chalkboard, Expression Wall in WC and Douglass, Display Case, and Collection Box. These opportunities for your organization are quickly becoming booked. Don't miss your chance with the remaining available dates:

- Flex Tables:** Only weekends are available in November and some availability in December
- Chalkboard:** November is completely booked and December is available until 12/19

Spring Semester promotional opportunities will be accepted after Thanksgiving break and will be processed during Holiday Break.

Please fill out the corresponding Request [Form](#) to request your dates!

## Selling Tickets

There have been some changes to the ticket sales process over the past semester. Some of those changes include moving the request form online, found [here](#). New tickets only go on sale on Mondays and the ticket event form must be submitted no later than Wednesday at 5:00 pm to qualify for the following Monday on-sale date. All requested pre-print tickets are now picked up at the Common Connection and are available the Monday following their form submission after 11:00 am. For more information on the full ticketing policy visit [here](#).

## Last Medallion Program Workshops for the YEAR

A three-tiered leadership development program with you and your schedule in mind. Start by [enrolling](#)! Encourage future e-board members to start now. If your organization would like to request a workshop or cosponsor one please fill out this form [here](#).

- Wed. Nov. 1st—Creating an Inclusive Community
- Wed. Nov. 8th— Stress Less, Breath More
- Wed. Nov. 15th—Consensus Building

## 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!

### ***Administration & Review Committee (ARC) Announcements***

Organizations granted preliminary status:

- Animal Science Interest Club
- Sonar Despierto

Organizations granted final recognition:

- Pre-Dental
- Table Tennis

To connect to these new organizations visit their CCC page.

## Deadline for SAAC Supplemental Funding

November 24th is the last day to submit Supplemental Requests for the Fall Semester. The final day for SAAC to hear Supplemental requests for the Fall Semester will be December 5th. Don't forget to talk with your SAAC accountant and primary advisors about funding requests.

## SAAC Announcements

NEW this year Home Depot credit cards are now available and Enterprise reservations can now be processed via Appointment for Online Order instead of Purchase Order. To make an appointment for an online order visit [sa.rochester.edu](http://sa.rochester.edu) then click on "For Clubs" then "Online Order" and lastly fill in the spreadsheet to reserve your time slot.

## Winter Bike Storage

Winter Bike Storage is Coming! New this year, we will be accepting bikes for two weeks, so take advantage of the extra time to protect your bike from the winter weather. From 11/20-11/23 and 11/27-12/3, bring your bike to Spurrier during building hours, call the building manager to register your bike, and place it into storage for the winter. Pick up times in the spring will be communicated once the snow starts to melt.

**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 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!