

The Student Organization Insider

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Information in this SOI 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 & procedures, visit WCSA at <http://rochester.edu/college/wcsa/>.

Closing SAAC Transitions

The last day to transact (credit cards, checks, etc.) in the SAAC office is **Tuesday, May 1, 2018**. That means that SAAC Request Forms must be submitted no later than **Friday, April 27, 2018** to make the deadline.

Student Organizations that have **prior authorization** to transact during reading period and after the semester ends will need to submit an "Exception form for SAAC Funding" for documentation. The form can be found at <https://rochester.edu/college/wcsa/about/forms.html>.

There are no deadlines for deposits.

SA Key Return

The end of the school year is fast approaching and with it comes the return of SA Storage Keys. Please make sure you return your key by May 21st or before you leave campus (WHICHEVER COMES FIRST) in order to avoid paying the \$50 fee for not returning the key!

Please make an appointment by signing up for Office Hours [Here](#).

Keys must be dropped off in WC101i to the OperationsGA. Keys will not be accepted in any other location and must be handed off directly to the OperationsGA or a member of the storage team in WC101i.

Advance Reservations for 2018-2019

Still open is the secondary request process time frame when Student Organizations can continue to utilize the *2018-2019 Event Location Request Template* in Virtual EMS to submit major programming events. These requests are assessed according to a first-come, first-served basis, after requests submitted during the Primary Request Process are confirmed.

On Campus for the Summer?

Learn about fun things to do on and off campus by signing up [HERE](#) to receive Summer Highlights!

Follow the [Summer Sessions](#) and [Wilson Commons](#) Facebook pages for up to date information on summer sessions information and activities.

Task Force to Examine Student Organizations

The Students' Association Government created a task force to examine student organizations that will begin its work in the Fall of 2018. The primary mission of the task force will be to address the question, "What is a student organization?" and more specifically will:

- Review the rights and privileges of being a Students' Association (SA) recognized student organization.
- Evaluate the current classification system of student organizations.
- Address issues with fairness and equity relating to the guidelines that govern student organizations.
- Evaluate the structure in place which allows committees to be formed and clarify the rights and privileges of a committee.
- Examine the relationship between the SA/Wilson Commons Student Activities and other University departments in regards to the policies concerning student organizations that are supported by both.
- Review the possibility of associate memberships for graduate students, faculty, and staff.

This task force will be co-chaired by the Administration & Review Committee Chair (Criswell Lavery) and the Advisor to the Administration & Review Committee (Laura Ballou). There will be several positions on the task force that will be open to student leaders (including an officer from a cultural organization, an officer from an academic council or pre-professional organization and a member of a SA organization). A notification will be sent when applications are available in the Fall of 2018.

Assessment Forms

Please make sure all completed Assessment Forms (approved by your advisor) from January 2018 to May 2018 are uploaded to your organization's Documents section on CCC by May 20th.

It is suggested that a folder be made for the 2018 year and all relevant Assessment forms placed inside the folder. The Administration & Review Committee will be reviewing each Assessment Form looking that you have held general interest meetings and that you have assessed one program, publication, competition, or community service event each semester. If your organization has committees their activities should also be documented through assessment forms.

Instructions:

1. Complete Assessment Form and hit the Submit Button
2. Receive an Approval email from advisor for Assessment Form
3. Click on your profile picture. Click on "Submissions"
4. Find the Assessment Form you want to upload to your organization's CCC site and click the Printer icon, then click the Print button to select "save as PDF" to your computer. When saving, give the document a name that reflects the assessment (ie. Assessment Form - Spirit Night 2018)
5. Go to your organization's CCC page through the manage tab and click on "Documents"
6. Step 1: Click on "Add a folder". Title this folder "Assessment Forms 2018".
7. Step 2: 'Permissions' select 'Anyone on campus'. All Assessment Forms for this review period should be added to this folder.
8. Step 3: Click on "Add File"
9. Step 4: Choose the PDF of the Assessment Form from your computer
10. Step 5: Document Type should be "Assessment Forms"
11. Step 6: 'Permissions' select 'Anyone on campus'
12. Step 7: Click "Add"
13. Repeat from step 3 for all Assessment Forms

Food Truck Applications

Do you want to incorporate a Food Truck into your event next fall? Start planning now as applications are due EARLY August 10th. More information about the food truck policy and application is [here](#).

Save the Date

- **Fall Leadership Training:** Tuesday, August 28th. *Registration for the Training will open in mid-August.*
- **Fall Activities Fair:** Friday, August 31st. *Registration for the Fair will open in mid-August.*
- **Meloria Weekend:** October 12th-October 15th

Save the Date Yellowjacket Weekend 2018

Celebrate the beginning of the academic year with fun and exciting events including the Fall Activities Fair, live music, a luau, free movie screenings, giveaways, athletic competitions, carnival games, and rides. The weekend will also feature a special performance by a headlining artist as well as events hosted by various student organizations and campus departments. Yellowjacket Weekend will take place August 31 – September 2, 2018! Yellowjacket Weekend is one of the College's four Community Weekends.

If your organization would like a stand-alone event represented on the Yellowjacket Weekend calendar, please contact [Brian Magee](#). If your organization would specifically like to host an activity at the Yellowjacket Weekend Carnival on September 1, 2018, email the Student Programming Board Yellowjacket Weekend Chair, [Svarina Karwanyun](#). All submissions are due by 11:59 pm (Eastern) Friday, June 1, 2018.

Event Registration Form Closes

The Event Registration Form on CCC will be closing on May 22 and will be closed until mid-August. During this time, the form will be updated to better assist students with event planning. If you have any concerns, please contact your student organization advisor

Your Organization Could be the Next Club Rochester Host!

Club Rochester is a campus happy hour that creates a causal atmosphere for students, faculty and staff to interact while enjoying delicious free appetizers and low cost beverages. Club Rochester aims to have a diverse and creative theme with new student organizations as hosts for each event! Hosts are not asked to spend money on the event, but assist with the theme, recruiting other hosts, and assisting with publicity. If you are interested in your organization being a host or if you have a suggestion for a theme for the 2018-2019 academic year, please email operationsga@ur.rochester.edu.

ROC Tix—Fall 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 Fall 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](#). Co-sponsorship options are available.

Wilson Day Reflection Leaders Needed

Help students think more critically, connect more deeply, and engage more consistently with the Rochester community. Leaders will oversee one group of Wilson Day students after their service ends on Monday 8/27. Though reflection should only last 30-45 minutes, we ask that leaders are available for ~3 hours as busses return.

If you're interested, please contact the Wilson Day Coordinator, Kavya Bana at wilsonday@sao.rochester.edu

Organization Roster Cleanup: Removing Graduating Students

As part of an effort to help organizations clean up and manage their rosters, Wilson Commons Student Activities will be automatically removing graduated students from CCC this July.

Student Organizations will have all of their non-Undergraduate student memberships automatically ended over the summer. While these members will no longer show up in active rosters, their memberships will still be part of their CCC profiles and your organization's history.

Leadership Challenge

Recognition...Make it Rain

It's the end of the year....

- * Your organization was effectively run ✓
- * Your organization's programs were fantastic ✓
- * Your organization is ready for the long break ✓
- * Your members have been recognized ()

Recognition is something that everyone needs--even leaders like yourself. By recognizing members of your organization, you may be ensuring that you have those members in the future and your organization's continued success. Here are a few ways to recognize your members:

- * Create wacky (or significant) awards to close the year
- * Distribute gifts #SwagAlert
- * Nominate your peers for other leadership roles on campus
- * Personal thank you note
- * Don't forget about your advisors, or those who had a lot of involvement but maybe were not members

A good thing to always keep in mind: members of committees or organizations are volunteers. Your time and their time are so important. Make sure you recognize and thank them for their contributions.

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 final recognition:

- UR Korea Connection
- Rochester Design
- First Gen Society
- Beatbox Collective
- Students for Chronic Illness Visibility
- Gender, Sexuality, & Women's Studies Undergraduate Council

To connect to these new organizations visit their CCC page.

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!