

The Student Organization Insider

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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/>.

Activity Reflection

Please complete an activity reflection after each event that your student organization does. It is recommended to do this within a week of the activity. This process replaces the former "assessment form." Completing this form can be done through the "create event" tab from your student organization homepage in CCC. Please work with your primary advisor on this process if you have any questions!

Quick reminders when completing your Reflection:

- 1) *Title* needs to have "—Reflection"
- 2) Select Activity Reflection for the type of event
- 3) *Theme* needs to be "Group Business"
- 4) *Show To* selection needs to be "Invited"
- 5) *Who can RSVP* needs to be "No one"

Themed Dinners

Wilson Commons Student Activities (WCSA) and Dining Services have partnered together to create a new opportunity to showcase Student organizations which will replace the theme dinners previously held in Danforth Dining Hall.

Wilson Commons Wednesdays (WCW) is a specially themed monthly lunch time program open to all members of the campus community. Food is served out of Hirst Lounge and extra seating is provided either outside or in the May Room depending on the time of year.

If you are interested in this opportunity for your student organization, please talk to your primary advisor.

Event Registration Deadlines

Just a reminder to all of those student organizations who are planning events to make sure to abide by all Event Registration Policies. Please submit your events on CCC early and on time!

Remember:

- 30 days minimum for all large-scale events
- 10 days minimum for all GIM or smaller scale events

Specifics on the policy and what is required can be found [here](#).

Tickets

There have been a few important changes regarding the Ticket Policy and request process. Please read below to review these changes. The full [Ticket Policy](#) can be found on the [WCSA Policies page](#).

Ticket Request Form

The Ticket Request Form, formerly referred to as the Ticket Event Form, has a new deadline for submission. All ticket requests must be submitted no later than 11:59pm the Wednesday before you want sales to start. Tickets still only go on sale on Monday's.

Catered Ticketed Events

New ticket sale cut offs have been implemented for catered events that are selling tickets. Events using Meliora Catering must end sales 3 business days before the event in order to ensure accurate guest counts are given to Meliora Catering. At this time if 10 or more tickets are still available then 10 tickets will remain on sale until sold out. For events catered by third party caterers please check with your advisor to see if they are held to the same 3 business day rule. Door sales are not allowed for catered events.

Door Sales

All door sale tickets must be coordinated with the WCSA Ticket Program through the Ticket Request Form on CCC. Events with 50 or more guests are required to use the Mobile Box Office for all door sales. There is no fee for this service for the first 1.5 hours of door sales. Ticket Request Forms must be submitted 2 weeks prior to the event and indicate the need for door sales in order to use the Mobile Box Office. Failure to do so will prevent your organization from having sales at the door. Events with less than 50 guests must request preprinted tickets and petty cash through the Ticket Request Form on CCC.

Updating your Organization's Constitution

Interested in updating your group's constitution? The first step is to email sa_arc@u.rochester.edu to receive the Constitution Update Guide and Template before you start updating your current constitution. You'll be put in contact with your Analyst, who will help you through the process.

New Copier/Printer in Ruth Merrill Center

Student Organizations that bank with SAAC as well as fraternities and sororities can print up to 50 copies per print job through the new copier in the Ruth Merrill Center and have the cost auto-paid by their student organization SAAC account (see pricing [here](#)). This is only to be used for student organization related printing, all other print jobs submitted will be denied. Learn more about how to take advantage of this [here](#). The preferred file type for this process is .pdf.

84th Annual Boar's Head Student Host Applications

One of the University's oldest and most beloved traditions, the Boar's Head Dinner began in 1934. The dinner recalls the spirit of English court dinners, such as those served at Queens College, Oxford University, during the Middle Ages. Student Leaders are invited to host tables at the 84th Annual Boar's Head Dinner on Thursday, November 29, 2018 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 on CCC. The form will open Monday, October 1, 2018 at 11:00 am. Submissions are due by 11:59 PM on Friday, November 2, 2018. For more information, please email the Student Programming Board Boar's Head Chair, [Jessica Shang](#).

Leadership Challenge

Mission Statements:

Do you know your mission statement? If you do then do your members? Keep working that question down. Does the community? The mission stated in your organization's constitution was thought about, reviewed by past leaders and membership, and approved by the Students' Association. It is important to use your mission to establish a foundation within your organization. This way you can develop new and maintain past goals for the year. The 2018-19 year is in full swing and you might have received request for co-sponsorships, attending talks or events, or new ideas from new members that might not align with your mission. As an executive board you need to talk those requests out and respond to them respectfully. It is too easy to get off track or jump on something interesting that is out of your organizations scope. Work together on promoting your mission in the meetings, talks, programs you hold. Hold each other accountable if you start to sway from your mission. And lastly if it is time to refresh your mission take that time to update your constitution ([here's](#) a good resource). Oh, and it's important to know the difference between mission, vision, and goals. Consider going to the Medallion workshop "[Values](#)" on Nov. 30th. This is a good resource for working with your eboard on a mission, vision, or goals.

Student Organization Accolades & Awards

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!

- ◇ Women's Rugby defeated SUNY Binghamton on 9/8/18, 22-0. Binghamton is a D2 team which is great since our team is D3!
- ◇ Women's Soccer defeated Canisius on 9/9/18, 1-0
- ◇ Men's Soccer defeated Clarkson on 9/9/18, 4-1
- ◇ Women's Rugby defeated Ithaca on 9/15/18, 42-5
- ◇ Women's Soccer defeated Hobart on 9/16/18, 1-0
- ◇ Men's Rugby defeated St. John Fisher on 9/15/18

Douglass Community Kitchen

Interested in hosting an event in the Douglass Community Kitchen?

The Douglass Community Kitchen features a gas cooktop, digital display oven, commercial grade dishwasher, and a growing collection of cooking supplies and equipment. With seating for 24, and conveniently located on the fourth floor of Douglass Commons across from the Douglass Community Room, the space is the ideal location for hosting events and programs. [The Community Kitchen is reserved through Virtual EMS, at least eight days prior to the event.](#)

All reservations must have at least one Approved Kitchen User present at all times. To become an Approved Kitchen User individuals can sign up for kitchen training using the "Community Kitchen Training Sign Up", on the CCC website, in the Forms section.

Upcoming Trainings:

Tuesday, October 2nd at 9:00am

Friday, October 12th at 3:30pm

Wednesday, October 24th at 2:30pm

Thursday, November 29th at 9:30am

Monday, November 5th at 2:30pm

If you have any questions, please contact [Ken Beck](#), Assistant Director of Student Life Operations.

Medallion Program Workshops

Level Up Your Leadership! and keep progressing through the program. All workshops can be found on [CCC as events](#). You do need to RSVP by clicking on the event in CCC! Workshops will be canceled if we do not have 10 people RSVPed in the event. Remember to share with members who you see potential in!

Date	Time	Facilitator	Workshop	Domain
10/2/2018	6:30pm-7:30pm	Stephen Armstrong	Transitioning Leadership	Level 2: Interpersonal Competence
10/9/2018	6:30pm-7:30pm	Lydia Crews	Three Keys to Building and Leading Successful Collaboration and Co-Sponsorship	Level 2: Interpersonal Competence
10/19/2018	3:00pm-4:00pm	Brian Magee	Ethical Decision Making and Leadership	Civic Engagement
10/23/2018	6:30pm-7:30pm	Colleen Raimond	Subconscious Hate: Exploring Implicit Bias, Microaggressions, and Bystander Intervention	Cognitive Complexity
10/26/2018	3:00pm-4:00pm	Marcy Kraus	Running Effective Meetings	Knowledge Acquisition
10/30/2018	6:30pm-7:30pm	Hoang Pham	Building Time Management Habits and Strategies	Practical Competence

Same-Day Reservations

What is a Same-Day?

A same day reservation should only be used for last minute or emergency meetings on the day needed during scheduled building hours. Services (AV or tech support) will not be available or provided. Room usage rules still apply.

Meeting or conference rooms in the following student life spaces are available for same day reservations:

- Wilson Commons
- Douglass Commons
- Genesee Hall
- Spurrier
- O'Brien Hall

All other meetings (i.e. reoccurring meetings, executive board, event planning, general interest meetings, etc.) should follow our standard reservations process found here.

How do I make a Same-Day Reservation?

Student organizations must make same day reservations in-person at the following locations:

- Wilson Commons/Douglass Commons – Common Connection in Wilson Commons
- Spurrier/Genesee Hall – Building manager desk in Genesee Hall or Spurrier
- O'Brien – O'Brien service desk

Jackson Court Fireplace Training Schedule

You must register in advance to the training. That can be done at the Jackson Court Area Office, 114 O'Brien Hall, Monday-Friday 9am-5pm or calling 585.276.4682.

Training Dates are all Fridays at 3:30pm:
September 21 October 12 October 19

To reserve, please visit online Virtual EMS. Only individuals with proper training will be allowed to make reservations for/use the Fireplace.

Students' Association Government Opportunities

The Students' Association Government is looking for student leaders to share their knowledge and expertise. Please consider applying for one of these opportunities.

Taskforce to Examine Student Organizations - [Application](#) – Due by October 3rd

The primary mission of this taskforce is to address the question, "What is a student organization?" This taskforce will address issues with fairness and equity relating to the guidelines that govern student organizations, review the rights and privileges of being a recognized student organization, and evaluate the current classification system of student organizations.

Gender Inclusive Organization Working Group – [Application](#) – Due by October 3rd

This working group was created to implement the recommendations made to SA in Spring 2018 by the Taskforce on Gender Specific Organizations. This working group will be charged to create a wavier process in which gender-exclusive organizations can use to illuminate the need for their existence. This working group will also create educational opportunities and ways to promote gender inclusivity in student organizations.

Administration & Review Analyst – [Application](#) – Due by September 30th

This ongoing student government committee oversees all recognized student organizations including approving new organizations and evaluating existing student organizations.

Posters and Fliers

WCSA can assist in posting fliers and posters in Wilson Commons, Douglass Commons, and the public space in Genesee Hall.

Student organizations and departments who wish to have their program fliers and posters hung on the various bulletin boards and in glass cases should bring up to eight (8) copies, only four (4) of which can be over the size of 8.5x11", of their poster to the Common Connection in Wilson Commons, room 201.

WCSA will only hang posters for University-sponsored events. Approved posters will be posted on a space-available basis at up to eight (8) locations between the three (3) buildings. Only one (1) set of posters will be accepted per event. Dated posters will be cleared daily. If there is no specific date on the posters they may come down for periods of time to make room for date specific postings and they will be taken down a month after the posting date.

See our Full listing of Posting Policies [HERE](#).

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 Report 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!