

The Student Organization Insider

What's Inside

- Re-Registration
- It's On Us Training
- New Copier/Printer

Page 1

- Catering & Event Expo
 - Secure Your Cash
 - Rocky

Page 2

- Student Organization Travel
 - SA Vans
- New Organization Proposal
- Douglass Community Kitchen

Page 3

- CCC: Updates, Training, & Squad
- Weekend Highlights NEW LINK

Page 4

- Medallion Workshops
 - UR Alert info

Page 5

- Leadership Challenge
- Winter Break Planning

Page 6

- ECM Meeting Tips

Page 7

Re-Registration

All student organizations must register their organization each year. Re-Registration will begin on Tuesday, August 28th at 8:00am on Campus Community Connection (CCC) and will end on Friday, September 7th at 11:59pm.

To complete the re-registration process, log-in to CCC, go to your Action Center homepage by clicking on the  switchboard icon on the top right hand corner and click "manage". Select the "Register an Organization" button on the right hand side. On the next screen, locate your organization, you will see the blue "Re-Register" button to the right of the org. You will then be taken to the re-registration page to update your officers, roster, organization profile picture, and organization profile information for the public.

If you have any questions about the process, please contact your primary advisor or the Administration & Review Chair, Criswell Lavery (clavery@u.rochester.edu).

It's On Us: Sexual Misconduct Training for Student Leaders 2018

Required for all officers. This online training must be completed by September 28th, 2018. Follow these three steps to accomplish this training:

1. Log into Blackboard
2. Go to Course Catalogue
3. Search for "It's On Us: Sexual Misconduct Training for Student Leaders 2018"

NEW Copier/Printer in the Ruth Merrill Center

Student Organizations that bank with SAAC 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 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/>.

Catering and Event Planning Expo

Didn't get a chance to get all of your questions from our different service providers answered during the Activity Fair or Leadership Training? Realized you have even more questions than you thought? Come check out our Catering and Event Planning Expo on **Thursday 9/6 from 12:30-2:30pm** in Hirst Lounge for a second shot at talking with the service providers on our campus that can help make your event successful. **Participants include: Meliora Catering, Event and Classroom Management, Transportation, Ticketing, Reservations, a Rocky Mascot Representative, a CCC Representative, and Graphic Designs.** Open to students, staff, and faculty.

Secure Your Cash after Tabling

Cash that is made by selling tickets at the door, whether through the Mobile Box Office or pre-prints (for events under 50 total tickets), will now be transferred directly with a Student Organization's event settlement ticket income! This means, no more having to pick up your cash from the Wilson Commons safe in 101H and depositing in the SOFO office! **Please note**, cash that is stored in the safe from tabling will still need to be picked up from 101H and deposited in the SOFO.



BE AWESOME BE ROCKY

Make Rochester Memories



WCSA ROCKY AUDITIONS

Wednesday, September 5th from 6-8pm

Gowen Room – Wilson Commons

Stop by anytime between 6-8pm auditioning to be Rocky!

Free Pizza will be provided!

Any questions? Feel free to email
kyle.demanincor@rochester.edu

Feel like Rocky isn't your thing, but have spirit to share?

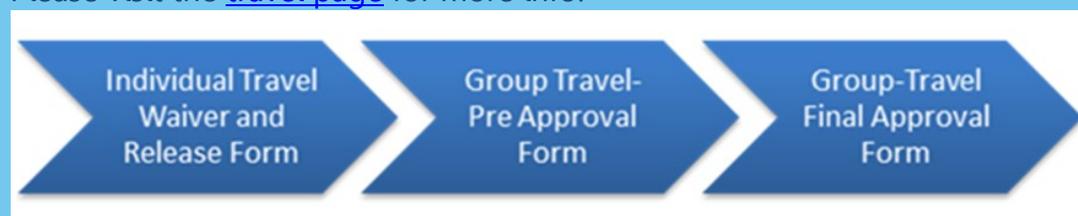
Come and sign-up to be Rocky's handler!



Student Organization Travel

Please work with your primary advisor for all of your travel needs!

Domestic Travel: There are three forms that must be completed. Please visit the [travel page](#) for more info.



International Travel:

All processes done through the Office of Global Engagement.

Minimum 2 months' notice. Can be up to 4 months if high-risk travel location.

SA VANS

The SA Van Policy has changed to open up reservations for more student organizations. Please review the new policy on the WCSA website and talk to your advisors about ways that you can use this cost effective transportation resource! If you have any questions, please do not hesitate to reach out to [Samuel Lovejoy](#), Coordinator of Transportation."

New Organization Proposals

Due to the Taskforce on Student Organizations, New Organizations will be able to meet with an advisor from 9/4/18-9/28/18. The New Organization Proposal Form will be open from 9/5/18-10/1/18.

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, September 4th at 3:30pm

Thursday September 6th at 9:30am

Wednesday September 12th at 1:00pm

Monday, September 17th at 3:00pm

Friday, September 28th at 10:00am

Tuesday, October 2nd at 9:00am

Friday, October 12th at 3:30pm

Wednesday, October 24th at 2:30pm

Monday, November 5th at 2:30pm

Thursday, November 29th at 9:30am

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



CCC Updates

Campus Community Connection (CCC) has had some updates over the summer months. Updates to Notifications and a new Forms feature!

Notifications are still under your Account Settings (click on your profile icon, then your name, and click the notifications tab), but have many additional features. As a reminder all student organization e-board members are required to have Informational Email Notifications from Campus and Organizations turned on. You will not be able to receive relay messages without this setting. Additionally, all student organization officers who submit form or event registration submissions are required to have these notifications turned on for system and email. You can find Event Registration and Form notification settings by clicking the Advanced Notifications button at the bottom of the Notification Settings window.

Forms can now be directly accessed from CCC! From your homepage click on the Forms tab in the main menu. You will see all of your currently in process forms as well as other forms in the system. A search feature allows you to quickly find forms you are looking for.

Student Organizations are also able to create forms as part of their organization. If you would like to create a form for organization business, please contact [David South](#), Application Administrator and Analyst for Wilson Commons Student Activities.



CCC Squad

Have you ever wanted to become an expert in all things CCC? Do you want to help friends, peers, and your student organization maximize their use of CCC? The CCC Squad is a group of WCSA staff and student leaders helping to teach others to get more out of CCC than events and organizations. If you would like more information, or already know all about the CCC Squad and want to join, please contact [David South](#), Application Administrator and Analyst for Wilson Commons Student Activities.

CCC Training

Student Organization's wanting to learn how to improve their CCC pages and better manage their organizations are encouraged to host trainings for their executive board and other officers. WCSA's Application Administrator and Analyst will work with you to create a custom training and information session designed to help your organization manage your roster, hold elections, curate your documents, clean up photo galleries, or anything else you have questions on! For more information, please contact [David South](#), Application Administrator and Analyst for Wilson Commons Student Activities.

Weekend Highlights **NEW LINK** for submissions

Weekend Highlights has a new LINK for submissions!! Please use the [NEW LINK](#) starting today!! To submit your event for possible inclusion in Weekend Highlights, fill out the Weekend Highlights Submission Form by Wednesday at Noon. Be sure to have the following information: Event Name, Description, Date, Time, Location, Price, Transportation Information and Sponsorship.

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 more than 5 people RSVPed in the event.

9/4/2018	6:30 - 7:30pm	Douglass Commons 401	John DiSarro	The Practices of Leadership (Level Two)
9/7/2018	3:00 - 4:00pm	Douglass Commons 401	Ed Feldman	Understanding Leadership (Level One)
9/11/2018	6:30 - 7:30pm	Douglass Commons 401	Dr. Jessica Guzmán Rea	Understanding Privilege and Taking Action
9/14/2018	3:00 - 4:00pm	Douglass Community Room	Laura Ballou	Leadership styles
9/21/2018	3:00 - 4:00pm	Douglass Commons 401	Dr. Jessica Guzmán Rea	Safe Zone Training
9/25/2018	6:30 - 7:30pm	Douglass Commons 401	Kit Miller	Non-Violent Communication
9/28/2018	3:00 - 4:00pm	Douglass Community Room	Dr. Jessica Guzmán Rea	Creating an Inclusive Community

STAY CONNECTED TO

AlertUR



AlertUR sends you a message when a critical emergency occurs. Students and employees: Go to www.rochester.edu/alertur to update or add your contact information using your NetID.

A test is set for 6:30 p.m., Thursday, Sept. 20

Leadership Challenge

Work on your first impression: prepare yourself and your organization for new recruits. It's a new school year and a time to recruit new members. To be successful you need to update your materials for the activities fair and general interest meeting. But you don't want to forget about making sure you are ready. Remember that first impressions can have a big impact on your recruitment results. Here are 7 tips that you should work on in preparation for interacting with others.

1. Start on time

That means being early to set up and make sure you have everything ready so you can start right on time. You don't want to be setting up last minute or prepping materials as people are there. You want your attention to be on them. Starting on time sets the expectation right away that you and your organization value them and their time.

2. Present yourself appropriately

Take a moment to get yourself ready. Think ahead about the meeting, event, conversation you are going to have. What will other eboard members be wearing? You may want to coordinate if you have an organization shirt. Set the stage by looking the part.

3. Have confidence

Confidence demonstrates the skills you have learned to be a student organization leader and the passion you have for the organization. People are drawn to those who know what they are doing.

4. Make a human connection

Have an icebreaker that allows you and your eboard to meet people one on one. This will help you build real relationships with new members. Icebreakers can be a great thing to do at every meeting.

5. Tell them why

Open up by explaining why you do what you do and why you love the organization is sometimes more interesting than what you actually do. It allows the conversation to take many directions and helps you potentially form a connection with someone. And make it a two-way street: Don't forget to ask them their "why."

6. Talk about your organization as an opportunity

Students who you meet are looking for opportunities. Opportunities to meet others with similar interest, opportunities to grow, opportunities to learn more, or opportunities to be you next year! Tell them how they can connect and grow.

7. Smile

You will want to smile and you will want to know what makes your new members smile. Share something that makes you smile and then ask them a recent thing that make them happy. Your organization may have some serious items it is addressing it is good to show balance and smile!

Winter Break Trip?

If you are planning an alternative Winter Break trip, please reach out to [Mary Beth Spinelli](#) at Rochester Center for Community Leadership for advising on the processes and policies related to alternative break trips.

ECM Meeting Tips

Below are some tips for having a successful meeting with ECM to discuss support for an upcoming event.

REGISTER YOUR EVENT - Before reaching out to ECM, be sure your event is registered in CCC, and that "ECM EventSupport" gets tagged in the event by your advisor. From there, please communicate via comments on CCC, so all parties are kept informed. If you have general questions about services that you would like answered before planning an event, please send inquiries to eventsupport@rochester.edu. Please keep in mind that it is very difficult to give a close estimate before we thoroughly plan an event, as our costs are based on labor time, which will fluctuate depending on the specific needs of an event.

HAVE A RESERVATION – Be sure you have a confirmed reservation for the space where you plan to have the event. Ensure that the reservation time allows for any setup and teardown by service providers, including ECM.

PREPARE A SCHEDULE – Have a schedule of events with estimates of time. Remember to include things like decoration time, rehearsals, when guests will be allowed to arrive (doors opening), and the run of the program itself, including performances, speakers, etc., and teardown time to remove decorations or other items.

UNDERSTAND THE NEEDS OF YOUR EVENT – It is extremely helpful to know what is needed for all portions of an event. If you have any performances or guest groups, please reach out to them ahead of time to see what requests they have for technical support (computer/projector needs for presenters, microphone needs, etc.). If you are using a caterer, please be sure to ask them when they would like the room set by, as well as how many tables they will need for food and drink.

KNOW YOUR BUDGET – Please have an idea of how much money you are able to spend on ECM services. Knowing this upfront will help us make plans based on what you can afford.

THINK ABOUT ATTENDANCE – It is advantageous to start planning with what the MAXIMUM attendance for an event might be, especially if it's an event with seated guests. It is much easier to reduce the setup numbers when the event gets closer than it is to add. It also will help to give you a better idea of your maximum cost. Keep in mind if it is a ticketed event, that your total max number you provide to us should include not only the number of tickets you are putting on sale, but also any non-ticketed guests, such as performers or members of the host organization.

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!