



The Student Organization Insider

February 2020

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/>

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Important Dates Attached

All the important dates to know and to have for organizational business please see the attachment. The attached document has Student Organization Finance Office dates, Constitution Change deadline, CCC support office hours, Grant deadlines, and more.

Event & Classroom Management (ECM) Black Out Dates

Event & Classroom Management is heavily booked and will not be able to support any additional event for the following dates (if you currently have a confirmed reservation for and event on these dates, ECM is expective to support your event):

- March 26-30
 - April 2-6
 - April 8-13
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Complementary Tickets

When requesting complementary (comp) tickets through the event registration process organizations need to pick them up from the Common Connection before the event. Do not request comp tickets if you are not going to pick them up.

Finding your submitted Event Registrations

- Go to "My Surveys/Forms"
 - Locate the form submission you want to check
 - Click the 3 dots on the right side of the submission and select view (do not click on the hyperlink)
 - Do not hit "save" simply exit from the page
-

If you need to make any edits to the event registration, please check with your advisor first:

- After resubmitting your event registration please indicate what changes you made in the

chat

If you need to add a flyer or poster to the event, please check with your advisor first.

Student Organization Fundraising & Get Connected Requests

The University of Rochester recognizes that student organizations may wish to seek external funds to support key initiatives and therefore may wish to explore certain fundraising and/or fundraising opportunities including **Flex Table** reservations and connecting with Alumni. Please review the student organization policy to help you better plan your fundraising activities. Direct questions to your primary advisor or Brian Magee in Wilson Commons Student Activities. More information can be found [HERE](#).

Traveling to Conferences/Competitions

Spring semester is a busy time for student organizations to travel. If you are traveling to a conference or competition representing the University of Rochester and your student organization you must complete the Group Travel process. For the full policy visit [HERE](#).

The "Cheat Sheet" on Group Travel:

Individual Travel Waiver:

- **Who must fill it out?** *Any student who wants to attend a University sponsored trip further than 25 miles away from campus*
- **Where is it?** *Available online*
- **When is it due?** *By 3:00 PM the business day prior to your travel departure*
- **What happens if it's not filled out?** *You are not able to travel with the group*
- **Do I need to submit this form each time I travel?** *No. This form needs to be filled out once per school year.*

Group Travel Pre-Approval Form:

- **Who must fill it out?** *Any student organization officer that is traveling further than 25 miles away from campus*
- **Where is it?** *Available online to all students*

- **When is it due?** *AT LEAST 5 business days prior to travel*
- **What happens if it's not filled out?** *Group can't travel & any booked travel arrangements are canceled*

Group Travel Final Approval Form:

- **Who must fill it out?** *The "Trip Manager" which is identified in the Group Travel Pre-Approval Form*
- **Where is it?** *This form is available on the CCC. Once the SA Secretary has put the form into "Requires Modification" you can submit the Group Travel Final Form (*
- **When is it due?** *3:00 PM 1 business day prior to departure, 3 PM Wednesday for trips leaving on Friday.*
- **What happens if it's not filled out?** *Group can't travel & any booked travel arrangements are canceled*

The Medallion Program

The Meallion Progam is a leadership initiative of the Office of the Dean of Students. It is a flexible three-tiered program that provides workshops, interactive activities, and personal reflection to develop leadership capabilities.

All student organizations can request any workshop for their organization through this request form: <http://cglink.me/s19662>

February Workshops

All workshop will be located in Douglass Commons Room 401 (unless otherwise stated)

Day	Date	Time	Facilitator	Workshop	Domain
Wednes day	2/5/2 020	5:30-6:30pm Burgett Intercultural Center	Shasha Cui	Creating an Inclusive Community	Level 2 Interpersonal Competence
Friday	2/7/2 020	3-4pm	Eleanor Oi	Intro to Decision Making	Cognitive Complexity
Wednes day	2/12/ 2020	5:30-6:30pm	Laura Ballou & Father Cool	Membership Retention	Level 2 Interpersonal Competence
Wednes day	2/19/ 2020	5:30-6:30pm	Casey Dowling	Finding Success Through Delegation &	Cognitive Complexity

				Accountability	
Friday	2/21/ 2020	3-4:30pm Burgett Intercultural Center	Colleen Raimond	Safe Zone Training	Civic Engagement
Wedne sday	2/26/ 2020	5:30-6: 30pm	Madeleine Aborn	Customer Service	Knowledge Acquisition
Friday	2/28/ 2020	3-4pm	Kit Miller	Conflicts 101: Harnessing the Power of Ideas	Level 2 Interpersonal Competence

Student Organization Accolades & Awards

Do you have exciting student organization news to share? We would love to hear it! Then we'll feature it in the next Insider! Fill out this [form](#) and let us know what you'd like to share!

- On Jan 25-26, 2020 **UR Mock Trial** competed in the Commonwealth Classic Invitational Tournament in Amherst, MA. The B team won 3rd place at the tournament. **Eleanor Mancusi-Ungaro ('22)** won a top witness award, and **Catherine Ramsey ('22)** won a top attorney award.

Save the Date: Springfest Weekend 2020

Springfest Weekend will take place April 24-26, 2020! The weekend will feature a variety of student organization performances, shows, athletic events, as well as Dandelion Day on April 24th. Springfest Weekend is one of the Community Weekends. If your organization would like an event represented on the Springfest calendar, please contact [Brian Magee](#) by Wednesday, March 18, 2020 at 5 pm EST. If your student organization would like to host an activity at the Dandelion Day Carnival, please contact [Timur Cinay](#) by Wednesday, March 18, at 5 pm EST.



AlertUR sends you texts and emails when a critical emergency occurs. Students and employees: go to <https://alert.rochester.edu> to update or add your contact information using your NetID. This ensures that you will receive emergency AlertUR messages.

A test is set for 6 p.m., Thursday, Feb. 13.

CCC Support Form

Want to give feedback on the new CCC? Do you or your organization want some personalized training? Are you having an issue? Fill out our [CCC Support Request](#) form! The Support Request form is the most direct way to get training, help, and your questions answered about CCC.

CCC Support Office Hours—

Every Friday from Noon to 2:00pm and **every** Friday there after (when class is in session) you can get support on any CCC items you want. Location Graphic Arts Suite 1st floor of Wilson Commons.

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.

ATTACHMENTS

[important dates.pdf](#)

Email powered by: **CampusGroups.**

The CampusGroups offices are located at 902 Broadway, New York, NY 10010.