



The Student Organization Insider

March 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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Constitution Updates due this month

If you are interested in updating your constitution before the end of the academic year, the Constitution Update Interest form must be submitted by March 20th and the Constitution Final Submission Form must be submitted by April 4th. More information on the process can be found [here](#).

Advance Reservations- 2020-2021

The planning process for next year's calendar of events will begin soon with the Advance Reservation Process. This is the process for requesting large event spaces for next academic year utilizing the 2020-2021 Event Location Request Template, which will open on Friday March 20, 2020. More information will be sent out shortly with specifics about the advanced reservation process so now is the time to start thinking about and planning for your large events for next year.

How to Endorse SA candidates

Spring elections for Students' Association President/Vice President, Senate, and Class Council are upcoming in early April. Student organizations are advised to remember that endorsements are allowed, but should be approved by the organization the same way the organization normally votes on issues. Additionally, organizations should keep their mission in mind when considering endorsing. To learn more about the election process and to be an candidate for the spring elections, attend one of the scheduled interest meetings:

March 20th at 2pm in WC – Gowen Room

March 24th at 6pm – Genesee 325

March 25th at 7pm – Genesee 325

Tunnel Painting-Utility Sink

Please remember to use the utility sink near the Hoyt end of the tunnel when rinsing out supplies from tunnel painting. Bathrooms near the tunnel should not be used. Additional tunnel painting guidelines can be found [here](#).

Student Organization Supply Closet

SA Funded Student Organizations or those hosting SA funded programs and events can request general craft supplies, party supplies, and paper products from the Student Organization Supply Closet.

Eligible Organizations can request items from a list of available products by meeting with their Advisor. Advisors will fill out and sign a form granting permission to take the items. Organizations can bring this form to the Common Connection in Wilson Commons where they will work with the building manager to retrieve the items.

List of available items:

• Craft Paint	• Markers
• Painters Tape	• Paper (colored, white, various sizes)
• Poster Board	• Sharpie Markers (Max qty of 2)
• Balloons	• Name Tags
• Raffle Tickets	• Streamers
• String	• Disposable Plates
• Napkins	• Serving Utensils
• Table Clothes	• Utensils

• Balloon Weights	• Baskets
• Clipboard	• Glass Jars, Vases, etc.
• Party Clickers	• Signs for Parties

UR Late Night-First Six Weeks

Are you interested in hosting a late night event during the first six weeks of the fall semester?

[Apply to cosponsor it](#) with UR Late Night! We'll help fund, plan, and market the event. Check out the [proposal form](#) for more information.

The Medallion Program

The Medallion Program 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>

March Workshops

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

Day	Date	Time	Facilitator	Workshop	Domain
Wednes day	3/4/2 020	5:30-6:30pm	Jodyi Wren	Building Career Competencies Across Campus and Beyond	Practical Competence
Wednes day	3/4/2 020	5:30-6:30pm	SCAI	Have Faith in Your Career: Importance of Religious Literacy in a Non-Religious World	Level 2 Interpersonal Competence
Friday	3/6/2 020	3-4pm	Ed Feldman	Values	Intrapersonal Development
Wednes day	2/18/ 2020	5:30-6:30pm	Greene Center PCA	Exploring Your Life and Career Options	Intrapersonal Development

Wednesday	3/18/2020	5:30-6:30pm	Casey Dowling	Finding Success Through Delegation and Accountability	Cognitive Complexity
Friday	3/20/2020	3-4pm	Ed Feldman	Advanced Leadership Styles	Level 2 Interpersonal Competence
Saturday	3/21/2020	7-8pm Feldman Ballroom	Student Programming Board	Colonel Eileen Collins "Leadership Lessons from Apollo to Discovery" Tickets Required	Intrapersonal Development
Monday	3/23/2020	7-8pm Feldman Ballroom	Arthur Brooks	Combating Our Culture of Political Contempt	Level 2 Interpersonal Competence
Wednesday	3/25/2020	5:30-6:30pm	Laura Ballou	Leadership Styles	Intrapersonal Development
Friday	3/27/2020	ALL DAY	Various Presenters	University of Rochester Diversity Conference view website	Level 1 and Level 2

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!

- **Active Minds** was awarded the Sanvello National Chapter of the Year Award at their annual conference. This award recognizes a chapter that sets itself apart as an invaluable asset to its campus. The Chapter of the Year has an effective executive board and passionate chapter members, hosts innovative programs that reach a large portion of the school population, and makes significant strides in changing its campus culture surrounding mental health.
- **Women's Club Volleyball League** Team came in #1 out of 10 teams at their annual home league volleyball tournament. Their non-league team came in #3, which is the highest placement their non-league team has ever placed!
- On Feb 8-9, 2020, **Mock Trial** competed in the Buffalo regional tournament. Grace Hoblock ('23) won an All-Regional Witness award, and Danny Nakamura ('23) and Ryan Semple ('21) won All-Regional Attorney awards for their top performances.
- The **UR Women's Table Tennis** team of Haizhu Yang, Yuxuan Huang, Xuchen Huang and Hoang Anh-Tran placed first in the NCTTA Upstate West Divisional. In addition, Haizhu Yang and Yuxuan Huang got the first and second place respectively in Women's Singles.
- In January at Binghamton University, The Midnight Ramblers won 1st place at the ICCA Central Quarterfinal and Ben Emmerich was given a special award for Outstanding

Musical Arrangement.

Collaborate with SPB on Springfest Weekend 2020

Springfest Weekend will take place April 24-26, 2020! 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.

Things to know when transacting in SOFO

- When transacting for upcoming programs and events, we need 2 to 3 business days to process a green form that has been filled out correctly and completely.
 - Incomplete green forms will delay the processing time.
 - Appointments for Online orders can be scheduled once the green form has been submitted for an appointment at least 2 to 3 business days out – please use this link to schedule: <https://calendly.com/online-orders>
- Payments by check are processed on Tuesdays and Fridays, they are ready for pick up after 2:30pm. Please indicate if you would like the check mailed or picked up. (Please note, only the Business Manager can pick up checks from the SOFO office). Any green forms that do not indicate the distribution method will be mailed.
- If your organization is traveling to a location that is greater than 25 miles from Rush Rhees library, you must follow the Group Travel process. Approved Group Travel forms are pre-filled based on the transactions that are indicated on the Group Travel Pre-Approval form and stamped with the Transportation Approval stamp. These forms can be located in folders organized by Mission Category in the hanging wall file in the SOFO office . They are typically ready 1 business day after your Group Travel Pre-Approval submission has been moved to "Required Modifications" status.

While we understand that last minute requests may occur, we ask that you plan accordingly and keep these instances to a minimum, as there is no guarantee that we can accommodate them.

Copyrights regarding Visuals & Graphics

It's important to understand copyright laws when creating publicity, logos, and other items for your organization. DO NOT simply do a Google search! Stealing images, video, music, and artwork is a serious offense and can result in legal action. Copyright materials are forbidden to use without the owner's permission, and many items are not properly labeled as such. Only utilize graphics that are clearly tagged with their usage capabilities. There are a multitude of FREE resources with images that are open content. If you need help finding these resources or identifying potential issues, reach out to the Wilson Commons Student Activities Graphic Designer at jennelle.hart@rochester.edu.

[Read more](#) on the University's commitment to upholding the principles of intellectual property as embodied in the U.S. copyright law.

Event Timeline

Student organizations must stick to strict timelines in order to ensure the success of their events. Failure to follow event registration timelines will result in event denial by the organization's advisor.

Events with over 100 people—or ones that are held in the Strong Auditorium, May Room, or Feldman Ballroom—must meet all registration criteria **30 business days before the event**.

All other events must meet registration criteria **10 business days before the event**.

Activity Reflections

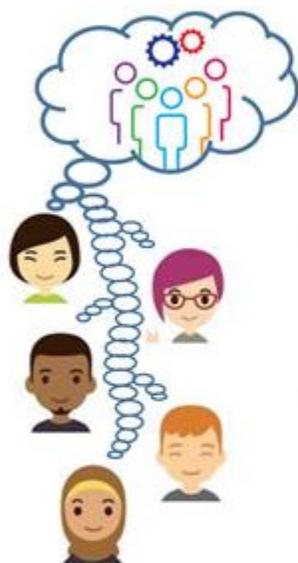
Did you know activity reflections are read by 1) your advisor 2) SA Administrative Review Committee and most importantly 3) incoming officers? When filling out an activity reflection be sure to provide details. This is your one opportunity to share HOW and WHY things went well or didn't go so well. This allows for your organization to make SMART goals about what you do.



The Leadership Experience

FALL SEMESTER 2020

Wednesdays from 2:00-3:15pm



This class is specifically designed for:

- **Varsity Sports-** For students who participate on varsity athletic teams
- **Fraternity and Sorority-** For students who hold an officer position in a recognized Fraternity or Sorority on campus
- **Cross Cultural -** For student leaders in a recognized student organization who want to take a strategic approach to leadership development by exploring the critical components of cross cultural leadership.

This class examines leadership theories (both historical and contemporary) in a dynamic classroom/lab setting. Each Leadership Lab, which is a regular class session, will allow you to analyze your personal leadership experiences based on theories discussed in the class. Utilizing readings, lectures, and multi-media, this course will build a strong foundation for practicing a constant pursuit of leadership education and development. You will leave this class with a deep understanding leadership theory, as well as how to apply these theories--combined with experience--in future leadership roles.

Instructor Code needed. Must hold an officer position during Fall semester or be in a Varsity Sport.

For more information email stacey.fisher@rochester.edu

Athletics and Recreation, Fraternity and Sorority Affairs, & Wilson Commons Student Activities

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.

[Unsubscribe](#)

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