



The Student Organization Insider

December 2022

Dear Yellowjacket Leaders,

It's December... can you believe it?! The semester is quickly coming to an end, and I am so impressed by each of your efforts and how they have impacted campus life. Students have attended your amazing programs, written for your publications, performed in your events, gained awareness, learned how to better navigate relationships, and so much more. We can finish strong by taking advantage of the resources shared in this Insider! Don't forget to get enough sleep, attend study breaks, and be kind to one another.

Have a safe and relaxing winter break - Wilson Commons Student Activities looks forward to starting anew in January!

Stay warm,

Anne-Marie Algier, Associate Dean of Students

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Student Organization Awards & Accolades

Does your organization have something exciting to share? Submit an [Awards & Accolades Form](#) to be featured in the next edition of the Insider!

- **Lillian Ravikoff** earned 4th place in Excel Pre-Juvenile Freeskate at the Violet Ice Classic. This was the very first competition attended by the **Meliora Figure Skating Club**. The competition was hosted by NYU on November 5th and 6th, 2022.
- The **Men's Ultimate Frisbee** team finished First out of 25 at the Northeast Classic Tournament, beating out teams like RIT, Yale, Buffalo and Penn State. This puts them firmly in the running for another National Qualifier come Spring!

Student Organization Annual Review (SOAR)

If you didn't catch the emailed shared with student leaders on Monday, November 21st, this year's [SOAR Self-Report](#) is live with a due date of Monday, January 2nd, 2023. The areas under review for January 2022 through December 2022 are:

- Activities Fair Attendance
- Activity Reflections
- Administration & Review Committee Violations
- Advisor Feedback

- CCC Site Evaluation
- Fall Leadership Training Attendance
- Self-Report Submission
- Students' Association Appropriations Committee Violations

Deadlines are approaching for submitting activity reflections and the CCC site evaluation period. To see the entire list of SOAR related deadlines, [check out our website](#). In addition to the list of deadlines, this year's SOAR evaluation rubric can be found online. Questions should be referred to [Wilson Commons Student Activities](#) or your organization's advisor.

Mid-Year Leadership Training

Get excited! Mid-Year Leadership Training will be happening on **Tuesday, January 10th**. This program is open to all Student Organization leaders, with a particular focus on students who are new to their leadership role, or those who missed the Fall Leadership Training back in August.

Time	Location	Session
1-1:45 p.m.	Feldman Ballroom, Douglass Commons	Student Organization Service Provider Expo & Snacks
1:50-2:50 p.m.	Feldman Ballroom, Douglass Commons	General Session
3-3:45 p.m.	Various Locations	Advisor Session
4-5 p.m.	Various Locations	Medallion Leadership Sessions & Business Manager Training

The Business Manager Training is required for all newly elected Business Managers.

Registration details will be shared with all student leaders later this month. Initial questions should be referred to [Wilson Commons Student Activities](#).

SAAC/SOFO End of Semester Update

The Students' Association Appropriation Committee (SAAC) will finish hearing supplemental requests for the semester on Tuesday, December 13th, and will resume again on Tuesday, January 17th. You may continue to submit [Supplemental Funding Request](#) forms over break, and they will be reviewed at the beginning of next semester. The [Green Form](#) will be open for continued use during the winter break to facilitate payments for outstanding transactions that

occurred during the Fall semester. If you have any questions or concerns, please [reach out to your student accountant](#).

Information regarding Student Organization budgeting for next year will be available in January.

Activity Registration Updates

As a reminder, all Student Organizations who are planning activities must abide by all of the [Activity Registration Policies](#). Please submit your activities through CCC early and on time. If you are unsure how to submit an Activity Registration, check out this [how-to video](#).

Starting in Spring 2023, **GMMs, Weekly Meetings, Chapter Meetings, Practices, and Rehearsals without services no longer need to be registered in CCC**. You can still register them if you wish to advertise your activities to students on CCC. **Reservations will still need to be submitted for space through VEMS**. General Interest Meetings (GIM) should continue to be registered, and all other activity registration requirements remain in effect.

Activity Reflections

Ticket Reconciliation

If your organization has been waiting on a ticket reconciliation file from SAAC/SOFO, and it is not received by your organization by Friday, December 16th, please submit your reflection form anyways. Ticket files will be uploaded at a later date. Please reach out to your organization's advisor if you have questions.

Form Feedback

Does your organization have feedback they would like to share regarding the Activity Reflection Form? Now is your chance to let us know! Send your feedback over to [Wilson Commons Student Activities](#) by 8:00 a.m. Monday, December 19th. All of the feedback received will be compiled for review to make changes to the form effective Spring 2023.

Best Practices: Reviewing Activity Registration Submissions

If you need to review your Activity Registration submission in CCC:

1. Within your "My Activity Menu" select "My Surveys/Forms."
2. Locate the form submission you would like to review.
3. Click the three dots on the right side of the submission, then select "View." Do not select the hyperlink.
4. Once you have reviewed, do not hit "Save" - simply close or exit from the screen.
5. Indicate in the CCC chat what changes were made.

Lastly, if your Activity Registration submission has been placed into a Requires Modifications status, you must edit your submission by going through your "My Activity Menu" - not through your organization's dashboard. This will ensure your submission is resubmitted, rather than saved.

Apply to be a 2023-24 Orientation Leader

Hone your leadership skills as an Orientation Leader! The Office of Orientation and First-Year Programs is now accepting applications for the 2023-24 Orientation Leader position, which begins in May 2023. In this role, you will be responsible for mentoring a cohort of incoming first-year and transfer students - helping them and their families navigate academics, student life, and campus resources as an incoming Yellowjacket. You'll have the opportunity to develop and lead virtual and in-person programs for new students, both ahead of their arrival and during their first year on campus.

This is a paid, year-round position, with 30-40 hours of work during the summer and 10 hours of work offered per month during the academic year. On-campus housing is provided in the summer. Register for an upcoming info session [here](#) and learn more on the [Orientation and First-Year Programs website](#).

Winter Activities Fair

The Winter Activities Fair will be held on Friday, January 13th from 3:30-5 p.m. in the Goergen Athletic Center. **To have a table, organizations [must complete this form](#) to register by 11:59 p.m. Wednesday, January 11th.** Please work with your e-board to ensure only one submission is received per organizations. Questions should be directed to [Wilson Commons Student Activities](#).

Save-the-Date: Winterfest Weekend 2023

Kick-off the spring semester with Winterfest Weekend on February 3rd through 5th, 2023. This chilly [Community Weekend](#) includes a cozy limited-edition giveaway, fire pits and s'mores, crafts, student performances, headlining entertainment, and many more events guaranteed to drive away the winter blahs! Stay tuned to [Instagram](#) and [Facebook](#) for announcements regarding the activities and shows featured during this [Rochester Tradition](#) celebrating winter splendor.

If your organization would like an event represented on the Winterfest calendar poster and website, please contact [Jill Wulfenstein](#).

College Student Organization Leadership Awards Photo Contest

The deadline has been extended for Student Organizations who wish to submit their organization's photos for the College Student Organization Leadership Awards. The award categories are as follows:

- Best CCC Page
- Best Creative Group Image
- Best Group Photo

Please email [Wilson Commons Student Activities](#) your photos by **11:59 p.m. Wednesday, December 14th**. It should be indicated in the email which award category you are submitting for.

Spring 2023 Meeting Reservation Requests

The templates for requesting reservations for meeting space in Spring 2023 will open Thursday, December 8th. Priority will be given to reservations submitted by 11:59 p.m. Thursday, December 15th. After that, reservations will be processed on a first-come, first-served basis.

If you need to change your VEMS Contact, please [complete this form](#).

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.