November 2022

Dear Student Leaders,

I know it is a busy time for you as midterms are here and your organizations are in full swing. Wilson Commons Student Activities truly appreciates all of your hard work and the vibrancy you bring to campus life! If you can, please take a moment to nominate a fellow student or organization for one of the College Student Organization awards (see below for more details). I was reminded recently how an act of kindness can positively impact your mood. We all need to stay positive these days - and looking out for one another will help to support that.

Continue to stay well,
Anne-Marie Algier, Associate Dean of Students

What's Inside:

Save-the-Dates

Boar's Head Dinner
Thursday, December 1st
7 p.m., Feldman Ballroom
(Tickets on sale Thursday, November 17th)

Last Day to Program
Wednesday, December 14th

Mid-Year Leadership Training
Tuesday, January 10th
3:30-5 p.m., Feldman Ballroom

Winter Activities Fair
Friday, January 13th
3:30-5:30 p.m., Zornow, Goergen Athletic Center

College Student Organization Leadership Appreciation Reception
Friday, January 27th
3:30-5 p.m., Feldman Ballroom

Winterfest Weekend 2023
February 3rd-5th

Supply Closet for Events Reminder

Planning an event? Looking to spice up one of your GMMs? Don't forget to check out what the [Supply and Resource Request Form](#) has to offer. Don't want to scroll through a CCC form to see if there are any supplies your organization can use? No worries! Check out [our website](#) instead.

College Student Organization Leadership Awards

The [nomination form](#) for Wilson Commons Student Activities' annual College Leadership Awards is now open! There are a total of six award categories:

- Ana Hubbard
- Alice DeSimone
- Outstanding President
- Outstanding Business Manager
- Outstanding New College Student Organization
- Student Organization Photo Contest

More information on each award can be found [here](#). **Nominations and submissions for the Student Organization Photo Contest are due by November 15th.**

Recipients of each award are celebrated at the Leadership Appreciation Reception, which will take place on Friday, January 27th 3:30-5 p.m. in the Feldman Ballroom. Don't forget to save-the-date as all College Student Organization Leaders are invited to celebrate all of their hard work!

Medallion Program Workshops

The Medallion Program provides workshops, interactive activities, and personal reflection to develop leadership capabilities through a flexible three-tiered journey. Register on CCC for access to attend. You do not need to be enrolled in the Medallion Program to attend.

We are looking for student organizations to co-host each of our Medallion Workshops! In order to co-host, you will need to send at least five of your members and help us out with marketing the workshop. Check out the November schedule below and reach out to the Medallion Committee if co-hosting one of these interests you.

Workshop	Date	Time	Location	Domain
Values	Tues, Nov. 8	5-6 p.m.	Register for Location	Intrapersonal Development
Breaking the Bubble	Thurs, Nov. 10	5:30-6:30 p.m.	Register for Location	Civic Engagement
Understanding Leadership	Sun, Nov. 13	2-3 p.m.	Register for Location	Level 1 Opener
Subconscious Hate	Mon, Nov. 14	2-3 p.m.	Register for Location	Cognitive Complexity
Opposites Attract	Tues, Nov. 15	4-5 p.m.	Register for Location	Interpersonal Competence
Creating an Inclusive Community	Tues, Nov. 15	7-8 p.m.	Register for Location	Interpersonal Competence
The Practices of Leadership	Sun, Nov. 20	4-5 p.m.	Genesee 325 - Registration Coming Soon	Level 2 Opener
Toward a More Perfect Union: Social Responsibility & Justice	Tues, Nov. 29	5-6 p.m.	Register for Location	Civic Engagement

SAAC Supplemental Funding Deadlines for Fall

Fall request submission deadlines for eligible student organizations to apply for SA Supplemental Funding:

- **Large Scale Activities** - due no later than **November 13th at 11:59 p.m.**
- **Small Scale Activities** - due no later than **November 27th at 11:59 p.m.**

Please work with your advisor to determine if your activity would be considered "Large Scale" or "Small Scale". Additionally, don't forget to meet with your [organization's assigned student accountant](#) prior to submission.

- [General Supplemental Funding Guidelines](#)
- [Supplemental Funding Request Form](#)

As a reminder, all Virtual Green Form submissions require 2-3 business days for processing. They cannot be processed in 24 hours. Thank you all for your assistance in adhering to these timelines.

Boar's Head Dinner Student Hosts

As a student organization at the University of Rochester, the Student Programming Board (SPB) invites a member of your executive board to be a student host at the 87th Annual Boar's Head Dinner!

This is a great opportunity for you to welcome, thank, or just enjoy the company of a faculty or staff member; whether it be your advisor, favorite professor, or your supervisor. The medieval decorations, full course meals, and the student performances are the perfect atmosphere to bond - whether for your club, or personal interest.

The responsibilities of student hosts include sitting at the head of the table and welcoming your fellow students, faculty, and administrators to the event. You will be expected to ensure enough food is being served to the whole table and to be courteous and helpful to your table's server. Of course, there are many perks for being a student host; including reduced ticket costs and attendance during the private Highe Table reception.

This year's Boar Head Dinner will be held at 7 p.m. in the Feldman Ballroom, Douglass Commons on Thursday, December 1st. The preceding private reception will start at 5:30 p.m.

Please bring up this opportunity to the other members of your executive board (or general members) as soon as possible while we are still accepting applications.

If anyone in your organization's executive board is interested, please [fill out this short application](#) by **11:59 p.m. Monday, November 7th**. Student host positions are limited to 34. Selected hosts will be contacted by Thursday, November 10th. Questions should be referred to the [Student Programming Board](#).

Advanced Reservations

The timeframe for submitting reservations for spring 2023 large/major events has ended. The next priority reservation periods are:

- November 1st-13th
  - Template for practices and rehearsals open for performance organizations and club sports (with active seasons in the spring semester).
  - This does **NOT** include Athletic and Recreational spaces.
  - Eboard members received an email with additional information regarding this process on October 28th.
- November 16th - December 7th
  - Template for meetings and information sessions open for all student organizations.

Student Organization Annual Review (SOAR)

All College Student Organizations are evaluated through the Student Organization Annual Review (SOAR). The self-report for Student Organizations will open by mid-November. A separate e-mail will be shared with student leaders once the self-report form opens. Student Organizations must **submit their self-report by 11:59 p.m. Monday, January 2nd**. A preview of the SOAR questions will be made available on the website soon.

As a reminder, only one self-report can be submitted per organization. It is encouraged to involve your entire executive board in completing the self-report. This is not something that should be completed by one executive member. The period under review is January 2022 through December 2022.

The Administration & Review Committee will be holding SOAR information sessions later this month. Additional details will be shared in a later email.

- [Activity Reflections](#) for the review period must be submitted by **11:59 p.m. Wednesday, December 21st**.
- **Organization CCC site review will occur during the week of December 18th.** You can visit [CCC's Frequently Asked Questions](#), if your organization has questions regarding CCC. Additional CCC questions should be referred to [CCC Support](#).

Virtual EMS Tips & Reminders

With limited space available, it is helpful to the student organization community when organizations proactively cancel reservations that are no longer needed, as well as, meet in the space that was assigned. If you are a VEMS contact, don't forget the [Virtual EMS Guide](#) is a great tool when you need a refresher for how to review, edit, or cancel reservations.

CCC Service Request Form & Office Hours

Looking to give feedback? Are you or your organization looking for personalized training? Are you experiencing an issue with CCC? Submit a [CCC Service Request Form](#). The Service

Request form is the most direct way to get training, help, and your questions answered regarding CCC.

Do you have a question related to using CCC? Want to learn how to register an activity? Update your roster? Join us for CCC Office Hours on Mondays and Fridays 12-1:30 p.m. in the Wilson Commons Graphic Arts Suite or via Zoom.

Mid-Year Leadership Training

The purpose of Mid-Year Leadership Training is to prepare executive board members with the tools needed to lead their organization confidently through the spring semester. The training is open to all student organization leaders with a particular focus on newly elected executive board members or for those who missed the Fall Leadership Training.

More information regarding this training will be populated here as it becomes available.

Movies & Film Copyright Information

All Student Organizations wishing to show films must secure the appropriate rights. The "home use" videos and livestreams obtained by Netflix, Hulu, Amazon Prime, HBO Max, other retailers, and the Library are not intended to be used for public consumption. The following options are available for those interested:

- Contact Wilson Commons Student Activities and pay the appropriate fee to acquire the rights to show the film of your choice. Generally, this fee ranges from $500-900, depending on the film. The Library may also be willing to purchase the film outright, if the film has public performance rights. If the Library does purchase, the film would be added to their collection for others to use.
- Contact the Library and request a list of "public domain" films. Public domain films do not require a license.
- Make arrangements with the University of Rochester's Cinema Group to show the film as part of their series. This ensures the copyrights and public performance licenses are acquired legally.

For more information on this process, see the policy here or speak with your organization's advisor.

Accolades & Awards

Do you have something exciting to share about your organization? Submit an Accolades & Awards Form to have your exciting news shared in the next edition of the Insider.