



The Student Organization Insider

March 2024

Hello 'Jackets –

We've made it through majority of the winter season. I must say, it was a fantastic February in Rochester with more sun than snow! I hope you all were able to enjoy one of the many programs and events offered this past month. I certainly enjoyed seeing Vice President Blackshear handing out giveaways and Provost Figlio riding the mechanical snowboard during Winterfest Weekend! I also enjoyed seeing you all during the Leadership Appreciation Reception. If you also attended, and got your photo taken, [click here](#) to view and download the event photos.

As I know, March and April are the months of transition for many of our organizations. Please carefully review the information shared in this edition of the Insider, and share any important information with those while they transition. Don't forget to take advantage of our Medallion Leadership Program's offerings; such as, [requesting a workshop topic](#) specifically for your organization.

Have a safe and relaxing spring break!

Brian Magee, Interim Director of Student Activities

What's Inside:

1. [Save-the-Dates](#)
2. [Tips for Soaring through SOAR](#)
3. [Finance Reminders](#)
4. [Advertising/Marketing Opportunities](#)
5. [Save-the-Date: Springfest Weekend](#)
6. [BIC Opportunities: Grants & Workshop Request Form](#)
7. [Advanced Reservations for Fall 2024 and Spring 2025 & VEMS Contact Reminder](#)
8. [Eclipse Day Programming Planning](#)
9. [Board Games @ Rocky's Sub Shop & Lounge](#)
10. [How to be an Antiracist Leader](#)
11. [Zoom Pro Request Form](#)
12. [Hartnett Gallery Proposals for 2024-25](#)
13. [SA Government Spring Elections](#)
14. [Volunteer & Employment Opportunities](#)
15. [Participate in Fall Welcome Week](#)
16. [New Additions to the Supply Closet](#)
17. [Medallion Program Workshops](#)

Save-the-Dates

Constitution Update Interest Form

Closes @ 12 p.m., Wednesday, March 6th

Last Supplemental Review Meeting (SAAC)

Tuesday, March 5th

Budgets Due (SAAC)

Wednesday, March 6th @ 7 p.m.

BIC Grant Opportunities - March

Wednesday, March 6th

Welcome Week Volunteer Application Deadline

Monday, March 11th

Major Events Reservation Templates for Fall 2024 and Spring 2025 Opens

Monday, March 18th

Eclipse Day Programming Notification Due

Monday, March 18th @ 12 p.m.

Springfest Weekend Calendar & Dandelion Day Carnival Host Inquiries Due

Friday, March 22nd @ 5 p.m.

Approved Budget Notifications Sent Out (SAAC)

Friday, March 29th

Final Constitution Submissions Due

Monday, April 1st @ 12 p.m.

Budget Appeal Deadline (SAAC)

Friday, April 5th @ 11 a.m.

Budget Appeal Hearings (SAAC)

Tuesday, April 9th & 16th

Springfest Weekend

April 26 - 28th

Last Day to Transact (SAAC)

Tuesday, April 30th

Major Events Reservation Templates for Fall 2024 and Spring 2025 Closes

Tuesday, April 30th

Meliora Weekend

September 26 - 29th

Tips for Soaring through SOAR

With leadership transitions approaching for many, it's time to review your organization's transition documents and create a transition plan. Even if your organization is not going through a leadership transition this semester, this is a good time to review and update the transition documents you do have – or, begin the process of creating transition documents. Not sure where to start? Check out this [leadership transition checklist](#) which outlines responsibilities for both outgoing and incoming officers. Prefer speaking with someone face-to-face? Register for the Tips & Tricks for Transitioning Your Leadership hosted by the Medallion Leadership Program on Tuesday, March 26th. Transition documents are also reviewed during your organization's SOAR review.

Finance Reminders

Shops @ WilCo

For organizations which utilize the Shops @ WilCo, please remember that **all cash** from your Shops @ WilCo sales must be deposited at SOFO **as soon as your fundraising event is over**. The total event settlement cannot be finalized until the cash is accounted for. Please see the complete [Shops @ WilCo policy here](#). Failure to turn in cash from your fundraiser will have a negative impact on your organization's ability to transact in the future.

Business Manager Role

Business Managers are the only designated organization member who can transact with SOFO. If another member needs to transact, an [Exception Form](#) must be submitted.

Green Form Processing Time

Green Forms require 2-3 business days for processing. Occasionally, forms are processed sooner, but 2-3 business days is the norm. Please do not submit a Green Form and expect it to be processed the same day.

Missing Receipts

Please remember to return all receipts for any and all transactions (i.e., credit cards, Sunoco

gas cards, enterprise rentals, etc.). Receipts are the only way SOFO can verify the expense. Failure to return receipts will have a negative impact on your organization's SOAR evaluation.

Donations

Many student organizations have received donations from alumni, parents, or other benefactors this year. Thank you cards are provided so your organization can acknowledge the donation. Your organization will receive a separate notification if your group has received donations, prompting you to pick up the thank you cards from SOFO.

All donations are required to be recorded through the Alumni/Advancement Office for tax purposes. If your organization receives a check donation, please provide it to SOFO, and we will make sure it gets to Alumni/Advancement for proper recording. Any cash donations received will need to be dropped off at the Alumni/Advancement Office by the student organization.

Advertising/Marketing Opportunities

Looking to promote your student organizations upcoming activities? [Check out this page](#) to get information on all the available opportunities, as well as review general advertising guidelines that all student organizations should follow.

Save-the-Date: Springfest Weekend

2024 Springfest Weekend will take place April 26-28! The weekend will feature a variety of student organization performances, shows, athletic events; as well as, Dandelion Day on April 26th. If your organization would like an event represented on the Springfest Weekend calendar, please contact [Jill Wulfenstein](#) by Friday, March 22nd at 5 p.m. ET. If your student organization would like to host an activity at the Dandelion Day Carnival, please contact [Rajneet Saini](#) by Friday, March 22nd at 5 p.m. ET.

If you want to perform at the Dandelion Day Student Stage, please [fill out this form!](#)

BIC Opportunities: Grants & Workshop Request Form

One Community and Meliora Vision & Values Grant

Is your organization in need of funding? See if the Burgett Intercultural Center's (BIC) [One Community Grant](#) or [Meliora Vision & Values Grant](#) applies to your program or activity. For best consideration, please ensure that your proposal for funding is received by the selection committee by Wednesday, March 6th. The next upcoming deadline is Wednesday, April 3rd.

Request a Workshop

Did you know you can request a workshop from BIC? [Click here](#) to review the list of workshops, then submit a [workshop request form](#). Workshops count towards the Medallion Leadership Program.

Advanced Reservations for Fall 2024 and Spring 2025 & VEMS Contact Reminder

Advanced Reservations

The advanced reservations process will be changing for the upcoming academic year. Shortly after spring break two templates will open for Major Event Requests. One for the Fall 2024 semester and one for the Spring 2025 semester. We hope this new process will help to simplify advance reservations for the spring semester, and allow student organizations with reservations for the early spring to complete the activity registration process with time to spare.

The templates will be open from March 18th until April 30th. However, as this is a best fit process it does not matter if you submit your request on March 18th or on April 30th. It will be reviewed at the same time and with equal priority. Take your time and schedule a meeting with your advisor to discuss as needed. More information will be included in the advance reservation emails that will be sent to all listed officers on CCC.

Organizations should start to generate a plan for your major events - including the following details:

1. Top 3 date preference
2. Top 3 location preferences

Updated timelines and additional information can be found on [the advance reservation website](#).

VEMS Contact Reminder

As a reminder, please verify that your organization's officers are up to date and that your VEMS contact is an officer that will be active in the Fall 2024 semester. [Submit this form](#) to update your organization's VEMS contact, if needed.

Eclipse Day Programming Planning

Is your organization planning an event for the Solar Eclipse on April 8th? Email wcsa@rochester.edu with information about any eclipse-related events your organization might be planning. This also includes any events the week or weekend before that are eclipse-related. We want to make sure we are capturing everything going on that day! All activities should still be registered in CCC.

Don't have an event happening, but want to perform? We are looking for student organizations to perform on an outdoor stage. If interested, please [fill out this form](#). All responses are due by Monday, March 18th at noon. Have a song or performance piece related to the eclipse? Even better! Be sure to include that information in your response.

Board Games @ Rocky's Sub Shop & Lounge

Looking for a new way to bond with members? Visit Rocky's Sub Shop & Lounge, located on the first floor of Wilson Commons, to rent out one of their many board games! Any student or student organization is welcome to rent out the board games in Rocky's at NO CHARGE! All you need to do is provide the student attendant at the register with your University ID and complete the Board Games Sign Out QR Code at the register.

Board games can be taken out of Rocky's but will need to be returned the same day, prior to Rocky's closing at 11 p.m. Your student ID will be returned to you upon returning the board game. For more info about the board games, click [here](#)!

How to be an Antiracist Leader

The Medallion Program, Burgett Intercultural Center, and College Diversity Roundtable are putting on a 3-part workshop series on How to be an Antiracist Leader. Students need to be able to attend all three sessions (3/22, 4/12, 4/19 from 12:30-2pm). Register on [Medallion's CCC page!](#)

How to be an Antiracist Leader is distinctive in its combination of the popular work of Ibram Kendi and the public leadership work of Hank Rubin. This workshop series focuses on practical and essential principles of antiracism and leadership for aspiring public sector leaders. In Level 2 of the Medallion Program, we emphasize the importance of working with others to accomplish meaningful change. This course is predicated on the belief that working with others requires a deep understanding of our relationships with issues of race and racism. Instructors: Dr. Kim McKinsey-Mabry & Dr. Hank Rubin.

Zoom Pro Request Form

Undergraduate student organizations are allowed one e-board member to hold Zoom Pro access during each academic year. This allows the selected individual to host Zoom meetings for more than 30-minutes at a time. If your student organization is interested in this resource - or, if your organization is looking to change the selected individual who holds this access, please complete the [Zoom Pro Contact Form](#).

Hartnett Gallery Proposals for 2024-25

The Hartnett Gallery Advisory Board welcomes proposals for events/performances/exhibitions to be hosted in Hartnett Gallery in Wilson Commons for the 2024-25 academic year. All events, performances, and exhibitions must be sponsored by a University of Rochester department or student organization. If your student organization is interested in hosting an event or exhibition in the Hartnett Gallery next academic year, please complete [the proposal form](#) by **April 15th**.

SA Government Spring Elections

It's that time of year again! In just a few weeks, the Students' Association Government will be holding their annual spring elections for the positions of Class Council, Senate, and President/Vice-President. As an organization, here are some of the ways that you can become involved!

First, let your members know about the upcoming information sessions where they can learn more information about the positions, the process, and the election rules.

- March 25th at 7 p.m. in the Gowen Room, Wilson Commons
 - Learn about the positions and then stay for the Senate Meeting at 8 p.m.
- March 27th from 3 - 7 p.m. in Hirst Lounge, Wilson Commons
 - Stop by the SA table to ask questions and learn more.

All candidates must submit the candidacy form by noon on March 29th, which will be available on the elections website soon.

Encourage your members to vote! Voting will occur on April 10th and 11th.

Volunteer & Employment Opportunities

Apply to be a Fall 2024 Welcome Week Volunteer

Want to help welcome new students to campus in August? The Office of Orientation and New Student Programs is still accepting applications for Fall 2024 Welcome Week Volunteers to help staff and set up events throughout Welcome Week. This role is crucial to creating a fun, welcoming atmosphere for our newest Yellowjackets. **Volunteer perks include a free Welcome Week t-shirt, comprehensive training, limited complimentary meals, and early move-in.** Learn more on the [Orientation and New Student Programs website](#) and [apply for the position](#) by Monday, March 11th at 5 p.m.

Apply to work for Wilson Commons Student Activities

Interested in working for Wilson Commons Student Activities (WCSA)? We are actively hiring now through the end of the semester for Fall 2024. Visit JobLink through Blackboard to check out the opportunities.

Participate in Fall Welcome Week

Help welcome new students to River Campus this August with an event or performance! The Office of Orientation and New Student Programs (ONSP) is now accepting proposals from student organizations and performance groups to participate in Fall Welcome Week **through Monday, April 1st**. Is your group interested in performing? Want to host an event? Learn more about available opportunities and how to apply on [the ONSP website](#). Questions? Contact orientation@rochester.edu.

New Additions to the Supply Closet

We are excited to share that we have expanded our Supply Closet offerings. Now, in addition to our existing supplies, students can request round plastic tablecloths, paper hot cups, tea kettle, chopsticks, and three different backdrops (silver, world map, and rocky) for their activities. Don't forget to submit your requests at least 14-days before your event to ensure availability. Explore the updated Supply and Resource Request Form to access these new resources and make your next event even better!

Medallion Leadership 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.

Student organizations can request any workshop for their organization [here](#). Email the [Medallion Program](#) if your organization is interested in co-sponsoring one of these workshops!

Workshop	Date	Time	Domain
Student Mindfulness Facilitator Training	Mon. 3/4	5-6:30 p.m.	Practical Competence
Intro to Public Speaking and Presentations	Tues. 3/5	6-7 p.m.	Practical Competence
Preparing and Presenting Financials	Thurs. 3/7	6-7:30 p.m.	Knowledge Acquisition

Commitment: What Keeps You Motivated	Mon. 3/18	5-6 p.m.	Intrapersonal Development
Creating an Inclusive Community	Tues. 3/19	8-9 p.m.	Interpersonal Competence
Pitching Your Idea	Thurs. 3/21	6-7:30 p.m.	Cognitive Complexity
How to be an Antiracist Leader: Part 1	Fri. 3/22	12:30-2 p.m.	Knowledge Acquisition, Cognitive Complexity, Civic Engagement, Interpersonal Competence
Conflict is Life	Mon. 3/25	5-6 p.m.	Interpersonal Competence
Tips & Tricks for Transitioning Your Leadership	Tues. 3/26	6-7 p.m.	Knowledge Acquisition
BADASS Bystander	Fri. 3/29	2-4:30 p.m.	Interpersonal Competence
Understanding Leadership	Sat. 3/30	3:30-4:30 p.m.	Level 1 Opener

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, Center for Community Engagement, the Hajim School, and Wilson Commons Student Activities. The SOI will not focus on information available to students through the 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.

Wilson Commons Student Activities

University of Rochester
