August 2023

Dear Student Leaders:

We are looking forward to seeing you all again! Please review this edition of the Insider to help you feel a little more prepared for the fall semester.

Wilson Commons Student Activities

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Save-the-Dates

Activity Registration Opens
Monday, August 7th

Fall Leadership Training
Tuesday, August 29th

First Day to Transact
Wednesday, August 30th

Deadline to Register for the Activities Fair
11:59 p.m. Wednesday, August 30th

Activities Fair
Friday, September 1st

Yellowjacket Weekend
September 1st - 3rd

Meliora Weekend
October 5th - 8th

Activities Fair

Get excited student leaders! This fall's Activities Fair will be held on Friday, September 1st from 3:30 – 5:00 p.m. on the Wilson Quad. Rain location will be in Zornow in the Goergen Athletic Center. To confirm your attendance, organizations must submit a registration form by 11:59 p.m. ET Wednesday, August 30th. Please coordinate with your executive board to ensure only one form is submitted per organization.

Registering for the Activities Fair is an evaluated area during the Student Organization Annual Review (SOAR) for College Student Organizations.

Zoom Pro Access

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.

Individual Travel Waiver

All students must have a completed and approved Individual Travel Waiver in order to participate in activities more than 25 miles off campus. A waiver must be submitted each academic year. The 2023/2024 Individual Travel Waiver is now accepting submissions! All Individual Travel Waivers completed before September 6th will be entered into a drawing for one of five new Community Weekend sweatshirts. Encourage your members and your fellow officers today!

Fall Leadership Training

The start of the semester is fast approaching! Kick off the year by sending two of your organization's officers to Fall Leadership Training on Tuesday, August 29th from 1:00 - 5:00 p.m. in the Feldman Ballroom. Check out our website to see the schedule, who should attend, and what to expect. Keep an eye on your email for registration information coming next week.

Fall Leadership Training attendance is an evaluated area during the Student Organization Annual Review (SOAR) for College Student Organizations.

Community Kitchen Approved User Training

Is your organization interested in using the Community Kitchen? The Community Kitchen is stocked with all the basic kitchen equipment you would need for the majority of recipes - you only need to provide the ingredients. Reservations are required to have an approved kitchen user present. To become an approved kitchen user, you must register and attend an in-person training hosted in the Community Kitchen.

CASC 358: The Leadership Experience

CASC 358: The Leadership Experience is a 2-credit course offered on Wednesdays 2-3:15 p.m. during the fall semester for students who hold a student organization officer position or are on a varsity athletic team.

This course allows student leaders to work through their organizational goals by utilizing leadership theories, styles, and the resources of peers. The course will also broaden ones understanding of leadership practices and connect the work with their own leadership experience.

To register for The Leadership Experience course, complete this interest form to receive the Instructor Permissions Code. For more information, please contact Brian Magee, Senior Associate Director.

This course meets the requirements for the Medallion Program.

Get Connected with Your Organization's Alumni

Looking for ways to connect with alumni of your student organization? Check out the *Get Connected* program through the Office of Alumni Relations and Constituent Engagement!

We can help you:
- Communicate with your alumni by email or newsletter, including requests for financial support.
- Invite alumni to campus events.
- Involve alumni as speakers or panelists - in-person or virtually.

- Host a student organization/alumni event, including milestone anniversary celebrations.

To get started, review the [Get Connected info sheet](), talk with your advisor, and submit a [proposal form]()!

Questions? Contact Ahren Henby at [ahren.henby@rochester.edu]().

Activity Registration Updates

After making some updates to enhance the student activity registration experience, activity registration will be open for submissions starting on August 7th for student organizations.

As a reminder, student organizations must stick to strict timelines in order to ensure the success of their activities. Failure to follow activity registration timelines will result in event denial by the organization's advisor.

Any activity that meets the following registration criteria must follow the **30-Day Activity Registration Timeline**:

- Any on-campus activity where attendance will exceed 100 people.
- Any on-campus activity that requires significant University resources (e.g., services supplied by Facilities, Public Safety). This includes activities that will be held in the following spaces: Upper Strong, Lower Strong, Spurrier Dance Studio, Douglass Commons, Wilson Commons Hirst Lounge, Wilson Commons May Room, the Palestra, and the Field House.
- Any on-campus or off-campus event where alcohol is being served.
- Any event using the university ticket system.

Any activity that meets the following registration criteria must follow the **14-Day Activity Registration Timeline**:

- Food (approved caterers, temporary food permits, perishable food items). *This excludes pizza and pre-packaged foods.*
- Additional AV/Furniture needs beyond self-service options.
- Funding, *but excludes funding for pizza and pre-packaged foods or General Interest Meeting funds.*
- Any additional services.

The only activities that can follow the **4-Day Activity Registration Timeline** are:

- Hirst Info Tables
- Member/Chapter Meeting (No Services)
- General Interest Meetings

Should you have activity specific registration questions, please work with your advisor.

Supply and Resource Request Form

The Supply and Resource Request form is now home to all marketing and promotional requests. Banners, Digital Signage, and the Chalkboards (the one in the 3rd floor Starbucks lounge and the now reservable chalkboard outside of Rocky's Sub Shop), will all be available to be requested via the Supply and Resource Request Form.

As you are starting to plan your events for the upcoming semester, do not forget to look at the Supply and Resource Request form to see what WCSA has to offer (and save your club budget for something else)!

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