



## The Student Organization Insider

### October 2024

Dear Student Leaders,

Happy fall! I hope you all had a great Meliora Weekend and were able to connect with our UR community. Rochester is beautiful in the fall when the air is crisp and the leaves are changing color. Do your best to take some time for yourself to enjoy the awesome outdoor events planned by your fellow Yellowjackets and friends in WCSA.

Your members may be feeling more stressed now that class requirements are picking up and midterms are around the corner. This is a good time to make sure your organization's goals are clearly communicated and that your members are meeting the expectations. Celebrate the small wins or plan a social bonding activity! If you notice a member facing a difficult time, refer a member to the [CARE Network](#). You all got this!

Continue to stay well,  
Brian Magee, Interim Director of Student Activities

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## **Save-the-Dates**

### **Submit Your Organization's Event for the Fall Poster**

Due Monday, October 14th by 8 a.m.

### **Advance Reservations Spring 2025 for Practices and Rehearsals**

Opens Tuesday, October 22nd

### **Fall Dues Collection for Fall Club Sports**

Due Thursday, October 24th

### **Gender Exclusivity Waiver**

Due Friday, November 1st

### **Boar's Head Student Host Application**

Due Wednesday, November 10th by 5 p.m.

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## Introduction to University's first Associate Vice President and Chief Public Safety Officer, Chief Collins!

Chief Collins was appointed as the University's first Associate Vice President and Chief Public Safety Officer as part of our Campus Safety Five Point Plan. In the 10 weeks since his arrival, Chief Collins has made significant strides. However, to ensure that all faculty and students have the opportunity to meet the Quchee, the University has created a 2-minute video introduction which can be [accessed via this link](#). We hope that you take a couple of minutes to get to know Chief Collins!

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## Get Inclusive Training

All student leaders are required to take the Get Inclusive training provided through the Title IX office by October 31st. The training consists of 20-minutes for Student Upstanders and about 60-minutes for Diversity, Equity, and Inclusion for Students. You have been sent an email from Get Inclusive with information on how to complete the training. If any of your officers did not receive the training, they may have not been listed as an officer in CCC at the time the list was pulled. **Organizations who do not have all of their required officers complete the training by October 31st will have their VEMS access revoked.**

If you are participating in the [Medallion Leadership Program](#), you can receive a Civic Engagement workshop by completing the [Level 1 Workshop Reflection](#) form.

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## Advance Reservations for Spring 2025 has Reopened

The reservation template for requesting major events for the Spring 2025 semester has reopened and will remain open on a first-come, first-served basis until regular templates open for the Spring semester. Additional details about what qualifies as a Major Event can be found on the [advance reservation webpage](#). Any questions or concerns about this process can be sent to [WCSA@rochester.edu](mailto:WCSA@rochester.edu) or your student organization's primary advisor.

The advance reservation process for the spring semester will begin with the Practices and Rehearsals template on October 22nd. More information can be found on the [advance reservation webpage](#).

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## SAAC & SOFO Transaction Reminder

What a great start to the year! SAAC meetings and [SOFO office hours](#) have been buzzing! We have a couple reminders to help you all continue to have smooth transactions this year.

- SOFO does not process reimbursements to students. This policy is for all transactions, whether it is an approved budgeted transaction or funds received through the Supplemental Funding process. All transactions need to be placed through the SOFO office for GIM food, hotels, airfare, transportation, gas cards, etc. Please do not pay out of pocket and expect to be reimbursed.
- An approved [exception form](#) is required if your group wants to book a hotel outside of the Lucid travel booking link. The exception process takes a few days, so please remember to submit in plenty of time to make your reservations!

If you have additional questions, please email [askSAAC@rochester.edu](mailto:askSAAC@rochester.edu) or stop by to speak with your organization's assigned student accountant.

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## Tips for Soaring through SOAR

As we approach the middle of the semester, don't forget to stay on top of submitting [activity reflections](#). Activity reflections are required for all registered activities including general interest meetings. While activity reflections for non-registered activities are not required, they are helpful for your organization's future leadership. To help, only one activity reflection form needs to be submitted to summarize all general member meetings, rehearsals, practices, or other ongoing semester long activities. Not sure where your organization stands with reflections? WCSA uploads approved reflections monthly to your organization's CCC site. You can review these reflections by navigating to the "Yearly Activity Reflection" folder within your organization's CCC files.

Don't forget to check out the [Student Organization Annual Review \(SOAR\) website](#). It includes helpful tips, resources, sample questions, rubric, and this year's timeline. Have additional questions? Reach out to your organization's advisor or [wcsa@rochester.edu](mailto:wcsa@rochester.edu).

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## **Connect with Your Student Organization's Alumni**

Did you have an awesome time connecting with alumni at Meliora Weekend? Want to keep that great energy going all year round? We've got just the thing for you - the Get Connected program!

Keep your organization's alumni in the loop by creating a newsletter to share your recent activities, upcoming plans, member spotlights, and more. Send an email invitation for an upcoming annual event - alumni love reconnecting and supporting the next generation. Or, reach out to alumni for donations or crowdfunding opportunities if your group is in need of a little extra support. With our new Canva templates, staying connected with your alumni has never been this fun and easy!

Got questions or need a hand? Contact Kelsey Michener, associate director of student experience affinity programs, at [kelsey.michener@rochester.edu](mailto:kelsey.michener@rochester.edu). Ready to "Get Connected"? Contact your advisor and submit the [Alumni Involvement, Crowdfunding, & Donation Receipts Request form](#) via CCC.

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## **Submit Your Organization's Event for the Fall Poster**

Fall season is here! Wilson Commons Student Activities is creating a Fall/Halloween themed poster for events occurring from Friday, October 18th through Monday, November 4th. [Submit your organization's event](#) to us by October 14th at 8 a.m.

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## **Boar's Head: Student Host Application & Teller of Tale Nomination Form**

### **Student Host Application**

The Boar's Head Dinner is one of The University's oldest and most beloved traditions. On behalf of the Student Activities Board, we are delighted to extend to you an invitation to [act as a student host](#) and join over six hundred members of the University of Rochester community at the 89th Annual Boar's Head Dinner!

The dinner will be held at 7 p.m. in the Feldman Ballroom, Douglass Commons on Thursday, December 5th. The dinner will be preceded by a private reception at 5:30 p.m. for student hosts and their faculty/staff co-hosts. As a student host, you will sit at the head of a table and welcome your fellow students, faculty, and administrators. 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. It is your responsibility to invite a faculty/staff member from the University of Rochester to serve as a faculty/staff co-host at your table.

Student hosts will be reserved a ticket in advance at a discounted price. Your faculty/staff member and one (1) guest will also be granted a ticket to the dinner at a discounted rate. The student host application is due by Wednesday, November 10th at 5:00 p.m.

### **Teller of Tale Nomination Form**

We are looking for a faculty member to perform the retelling of the Boar! The retelling of the Boar entails writing your own twist of the original story, usually preserving some key elements; mainly a student killing a Boar. The speaker will receive a free ticket to the High Table during the dinner; as well as, the opportunity to dress up with a chosen costume. [Submit your nomination here.](#)

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## **New Items Added to the Supply & Resource Request Form**

Don't forget to check out the Supply & Resource Request form for supplies for your upcoming event! Newly added equipment includes cooler (ice not included), small lighting effect machines, and a bingo machine! All supply & resource request form must be submitted at least 14 days prior to the date of your event. Submit a [Supply & Resource Request form](#) today!

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## Do You Know About the Accident & Injury Form?

An accident and injury form must be completed within 24-hours of an incident. Once a form is submitted, staff within Wilson Commons Student Activities will be notified and will follow-up with you to discuss next steps. Have questions about this process? Email [wcsa@rochester.edu](mailto:wcsa@rochester.edu).

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## Complete the Travel Waiver

All students must have a completed and approved Travel Waiver in order to participate in student organization activities more than 50-miles off-campus or overnight. A waiver must be submitted once per academic year. Don't delay your organization's travel plans! [Submit your travel waiver now!](#)

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## Opioid Overdose Prevention Training

Join the Monroe County Department of Health for opioid overdose prevention training on Thursday, October 10th at 12 p.m. in the Gowen Room, Wilson Commons. All attendees (over age 18) will receive a free Narcan kit. [Registration is required](#), and the training is open to all students, faculty, and staff. Brought to you by the UHS Health Promotion Office and co-hosted by University of Rochester's Panhellenic Council.

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## Medallion Leadership Program Workshops

The Medallion Leadership Program is built to create social change agents by developing leadership skills! Does your organization have an event that they would like to count for the Medallion Program or would like to co-host one of our workshops? Email [medallion@rochester.edu](mailto:medallion@rochester.edu) for more information.

Workshop	Date	Time	Domain
<a href="#">The Power of Yet</a>	Fri. 10/4	2-3 p.m.	Interpersonal Competence
Portals of the Heart: Creating Care through the Canvas	Sat. 10/5	11- 12:30 p.m.	Cognitive Complexity

Understanding Leadership	Sat. 10/5	2-3 p.m.	Level 1 Opener
<a href="#">Strategies for Leading Effective Meetings</a>	Tues. 10/8	6-7:30 p.m.	Knowledge Acquisition
<a href="#">LGBTQ Leadership Lecture</a>	Weds. 10/9	6-8 p.m.	Civic Engagement
<a href="#">Deliberative Dialogue: Encouraging and Safeguarding Elections</a>	Thurs. 10/10	5-6:30 p.m.	Cognitive Complexity
The Practices of Leadership	Sat. 10/12	TBD	Level 1 Opener
<a href="#">Discover Your Cultural Intelligence (CQ)</a>	Fri. 10/18	2:15-5:15 p.m.	Intrapersonal Development, Civic Engagement, & Interpersonal Competence
<a href="#">Empowering Women: A Talk with Tina Vansteenbergen</a>	Sat. 10/19	3-4:30 p.m.	Interpersonal Competence
<a href="#">Power to the People: Understanding and Navigating Systems</a>	Mon. 10/21	4-5 p.m.	Interpersonal Competence
Empowering Leadership: Level 3 Projects Panel Discussion and Interactive Workshop	Tues. 10/22	7-8 p.m.	Knowledge Acquisition
Morado: The Color of Bruises The Color of Resistance	Fri. 10/25	3-6 p.m.	Knowledge Acquisition & Civic Engagement
<a href="#">The Power of Global Competency: Empathy, Tolerance, and Respect</a>	Mon. 10/28	5-6 p.m.	Interpersonal Competence
<a href="#">Leadership for the Modern Age: How Humility and Authenticity Foster Positive Company Culture</a>	Tues. 10/29	6-7 p.m.	Interpersonal Competence

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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.