Student Organization Self-Report 2018

Welcome to the Student Organization Self-Report! (Page 1)

Student organizations must submit their self-report by 11:59pm on December 3, 2018.

Use these guidelines while completing your organization’s self-report:

- Only one self-report can be submitted per organization and only one person can submit it.
- Involve your whole executive board in completing the self-report; this is not something that should be completed by one officer.
- You do not need to complete the self-report all at one time. It will save your progress as you complete each page. You must complete an entire page in order for it to be saved.
- To continue an ‘In Progress’ self-report, click on your profile picture, then click ‘submissions’, find the Student Organization Self-Report form and click on the ‘eye’ to continue where you left off.
- Committees do not need to submit their own self-report, but their activities should be included in their parent organization’s self-report. Activity Reflections should still be completed by committees.
- Review your self-report with your primary advisor before hitting the final SUBMIT button. Try to keep answers concise when filling out the self-report.
- The period under review is January 2018 - December 2018.

For a preview of all the self-report questions, please click here.

Please advance to the next page to begin!

Part A (Page 2)
The Students’ Association wants to ensure that you are currently in good standing and ready to achieve success on campus and in the Rochester community. The following questions about your student organization’s makeup, function, and contributions to campus will be evaluated.

- Name of Organization (drop down of all organizations)
- Select your organizations classification (drop down of all classifications)

MISSION:
- How has your organization met your mission this year? (as defined by your Constitution)?
- When did you last review your constitution?

EXECUTIVE ACTIVITY:
- How often does your executive board meet? (drop down)
  - 2 or more times a week
  - Once a week
  - Bi-weekly
  - Monthly
- Please select the leadership development activities that your executive board have participated in (select as many as apply)
  - Medallion Program workshop during the semester
  - Medallion Program workshop during Fall Leadership Training
  - Medallion Program workshop during Mid-Year Leadership Training
  - Conferences hosted by a national organization affiliated with your organization’s mission
  - UofR hosted conference
  - Presidents' Discussion Group
  - University Commissioned Committee, Taskforce or Working Group
  - Other (please explain)_____________________________
  - None
- How has your organization benefited from the participation in these leadership development activities?
  
- When does your organization transition executive boards?
  - Beginning of Fall Semester
● How does your organization train and transition new executive board members? ________________
● Does your organization provide written transition documents or a shadow period for newly elected executive board members?
  ○ No
  ○ Yes, written transition documents (please upload those documents to your CCC page under ‘documents’ for review.)
  ○ Yes, shadow period
  ○ Yes, BOTH written transition documents and shadow period (please upload those documents to your CCC page under ‘documents’ for review.)
  ○ Other (please explain) ________________

MEMBERSHIP ACTIVITY:
Membership numbers for your organization will be assessed using your CCC Roster. Please make sure your organization’s roster is up to date.
● How do you define an ‘active member’ in your constitution? ________________
● How many active (voting) members (as defined by your constitution) do you have? _____ (whole number)
● If this number is different than your CCC roster number, please explain. ________________
● How often does your organization/e-board meet/rehearse/practice with your active (voting) members (as defined in your Constitution)?
  ○ 2 or more times a week
  ○ Once a Week
  ○ Bi-Weekly
  ○ Monthly
  ○ Other ________________
● On average how many undergraduate students attend your meetings (rehearsals, practices, etc.)? ________ (whole number)
● Please describe your member retention strategies. ________________
● Please describe your member recruitment strategies. ________________

COMMITTEES
● Does your organization have any official committees that are recognized in your constitution?
  ○ Yes (Go to Page 3)
  ○ No

CAMPUS AND COMMUNITY CONTRIBUTIONS:
● How has your organization benefited the campus community? (please cite examples) ________________
● What relationship or interactions did you pursue with UR departments and/or the greater Rochester community? (please cite examples) ________________
● What has been your greatest accomplishment between January 2018 and December 2018? ________
● What has been your greatest challenge between January 2018 and December 2018? How have you overcome this challenge or plan to overcome the challenge? ________
● Please upload three documents that show how you have contributed to campus and/or community (event flyers, social media posts, minutes, etc.)
  ○ #1 / 3
  ○ #2 / 3
  ○ #3 / 3

ADDITIONAL INFORMATION (not required)
This section is not required. If there is information about your student organization that the questions you answered previously do not address, or if there is information you would like to expand upon that should be
considered during the evaluation process, please explain here: ________________________________

Committees (Page 3)

● Does the committee(s) have representation on the parent organization’s executive board?
  ○ Yes
  ○ No

● Do you have frequent communication and interactions with your committee(s)? (please explain)
  ○ Yes __________
  ○ No __________

● How does your committee(s) support the mission of the parent organization? ________________

Activity Reflections / Assessment Forms (Page 4)

During Spring 2018 organizations used the Assessment Form to reflect honestly on their programs, physical contributions, community service, publications, initiatives, services, and providing entertainment. Starting in the Fall of 2018 organizations used the Activity Reflection. If you have currently have an activity to assess from the Spring, please use the Activity Reflection process.

Please make sure all completed (and approved by your advisor) Assessment Forms from Spring 2018 are uploaded to your organization’s Documents section on CCC.

All Assessment Forms / Activity Reflections for the review period must be submitted for approval by the last day of classes (December 12th). If organizations have a planned study break after December 12th, assessment forms for these study breaks are due by the last day of exams (December 21st).

It is suggested that all relevant Assessment Forms placed inside a designated folder for this review period. To upload an approved Assessment Form, see instructions below:

• Click on your profile picture. Click on "Submissions"
• Find the Assessment Form you want to upload to your organization's CCC site and click the Printer icon, then click the Print button to select “save as PDF” to your computer. When saving, give the document a name that reflects the assessment (ie. Assessment Form - Spirit Night 2018)
• Go to your organization’s CCC page (through the manage tab) and click on "Documents"
  • Step 1: Click on “Add a folder”. Title this folder “Assessment Forms 2018”.
  • Step 2: Under “Permissions” select “Anyone on campus”. All Assessment Forms for this review period should be added to this folder.
  • Step 3: Click on "Add File"
  • Step 4: Choose the PDF of the Assessment Form from your computer
  • Step 5: For Document Type please choose "Assessment Forms"
  • Step 6: Under “Permissions” select “Anyone on campus”
  • Step 7: Click "Add"
• Repeat from step 3 for all Assessment Forms

Activity Reflections from Fall 2018 are linked directly to the organization once they are approved by your advisor, you do not need to upload these to your site.

The Administration & Review Committee will be reviewing each Assessment Form and Activity Reflection to ensure that you have held general interest meetings and that you have assessed one program, publication, competition, or community service event each semester. If your organization has committees their activities should also be documented through Assessment Forms and Activity Reflections.

● While Activity Reflections / Assessment Forms should be submitted for all current activities, what events/activities do you plan on completing by the end of the academic year? ________________

● Give one specific example of how your organization has utilized a completed Activity Reflection /
Part B (Page 5)
This section of the self-report focuses on collecting information that the Students’ Association, WCSA, RCCL, Club Sports, and Interfaith Chapel will use to better serve you in the future. This section is **NOT** evaluated.

- Please list any awards or honors your organization has received in the past year.

- What does your organization fundraise for? *(select all that apply)*
  - Your Organization operational expenses *(Go to page 7)*
  - Charitable Organization *(Go to page 7)*
  - Other ______ *(Go to page 7)*
  - No, we do not fundraise

- In order to advocate for space for student organizations, how many people are you trying to accommodate at meetings or practices?
  - Less than 10
  - 10-20
  - 21-30
  - 31-40
  - 41-50
  - 51-60
  - 61-70
  - More than 70

- What type(s) of meeting/rehearsal space(s) does your organization prefer to utilize? *(select all that apply)*
  - Meeting/Conference room with tables and chairs
  - Classroom setting with individual desks
  - Fixed seating auditorium style room
  - Room with hard wood floors
  - Room with mirrors
  - Room with a piano
  - Room with installed A/V technology
  - Room with comfortable lounge furniture
  - Indoor field space
  - Outdoor field space
  - Other: ______________

- Please provide any additional comments regarding your organization space or room needs.

- Please indicate the amount of dues your organization assesses each member per year.
  - No dues
  - Under $10
  - $10-$30
  - $31-50
  - $51-100
  - $101-200
  - $201-300
  - Over $300

- If there are additional incidental costs your members incur to participate in your student organization, please list costs and what the costs cover.

- How does your student organization interact with alumni of your organization? *(select all that apply)*
  - Newsletters
  - Eboard position
  - LinkedIn
  - Networking
  - We don’t currently but would like to
  - We don’t have a need
Did you hold a fall 2018 general interest meeting?
  ○ Yes
  ○ No

Do you plan on holding a spring 2019 general interest meeting?
  ○ Yes
  ○ No

**Part B - ADVISOR COMMUNICATION:**

How often do you meet with your primary advisor? (In this context Primary Advisor means, the Advisor assigned to you by the SA from one of the following areas: Club Sports, Interfaith Chapel, Rochester Center for Community Leadership or Wilson Commons Student Activities)
  ○ 2 or more times a week
  ○ Once a week
  ○ Bi-Weekly
  ○ Monthly
  ○ Once a Semester
  ○ Never

At the frequency you selected, on average how long are those meetings?
  ○ Less than 15 minutes
  ○ 15-30 minutes
  ○ 31-45 minutes
  ○ 46 minutes - 1 hour
  ○ more than 1 hour
  ○ N/A

In addition to in-person meetings, how else do you communicate with your advisor? _______________

How can your Primary Advisor better support your mission and organization? (In this context Primary Advisor means, the Advisor assigned to you by the SA from one of the following areas: Club Sports, Interfaith Chapel, Rochester Center for Community Leadership or Wilson Commons Student Activities)

How often do you meet with your other advisor(s)? (Secondary Advisor, Faculty Advisor, Departmental, etc.)
  ○ 2 or more times a week
  ○ Once a week
  ○ Bi-Weekly
  ○ Monthly
  ○ Once a Semester
  ○ Do not have another advisor

If you selected any of the above (except ‘Do not have another advisor’) please explain what resources your other advisor(s) are providing for your organization? _______________

**Part B - FUNDRAISING:**

What methods/resources do you use to complete your fundraising? (select all that apply)
  ○ USEED/Funderbolt campaign
  ○ Flex table
  ○ Info table
  ○ Event
  ○ Off-campus donations
  ○ Other: _______________

Would you characterize your fundraising efforts as successful? (please explain)
  ○ Yes: _______________________
  ○ No: _______________________

**Part B - RESOURCES:**

How has your organization utilized the resources and services provided by various offices on campus? (Medallion
Workshops, Leadership Library, Student Organization Insider, Travel Video, Career Center Workshops, UHS, UCC, CARE etc.)

- Do you partner with other organizations outside of the campus community? (If yes, please list the organizations)
  - Yes, local Rochester organization
  - Yes, an organization outside of Rochester
  - Yes, a National Organization
  - No

- What is your preferred method of receiving important student organization information/policy updates/invitations?
  - CCC homepage alerts
  - Student Organization Insider (monthly newsletter)
  - Emails directly from your primary advisor
  - The Report
  - Mail box in Ruth Merrill Center
  - Wilson Commons Student Activities Website
  - Other

- Do you feel you have access to adequate resources to assist you with programming (e.g. Advisors, Virtual EMS, Ticketing, Event Support, Etc.)? (please specify if these resources have been accessible, efficient and helpful. Please explain.)
  - Yes
  - No

(Please continue on next page)

Part B - STUDENTS’ ASSOCIATION EVALUATION:
- How can the Students’ Association better support your Mission & Organization?
- What has been your experience with your Student Organization Analyst (from the Administration & Review Committee)?
- Does your organization bank with the Student Organization Finance Office (SOFO)?
  - Yes (Go to Page 10)
  - No

(Please continue on next page)

You answered “yes” to your organization banking with the Student Organization Finance Office (SOFO), please answer the questions below:
- What has been your experience with your SOFO Accountant?
- Do you feel that the SAAC business manager training adequately prepared your organization to transact in SOFO?
  - Yes
  - No
  - Please expand if you wish to:
- Do you feel that you are receiving adequate information regarding changes in Policies in regards to SOFO?
  - Yes
  - No
  - Please expand if you wish to:
- What method of communication do you prefer when it pertains to updates?
  - E-Mail
  - Student Organization Insider (monthly newsletter)
  - Both
  - Other
- Do you feel comfortable communicating with SOFO regarding transactions, questions, policies, etc?
  - Yes
  - No
  - Please expand if you wish to:

Part C
Publication /Media Organizations (Page 11)
● How would you rate your following / readership on campus?
  ○ Low
  ○ Moderate
  ○ High
  ○ We don’t track/survey
● What could be done to improve your following / readership? __________
● Are there any challenges that your group has experienced in regards to successful broadcasting or publishing your publication?
  ○ Yes
    Please explain ______________
  ○ No
● Have you utilized the Office of Communications as a resource? (please explain)
  ○ Yes __________
  ○ No __________
● How do you survey the interests of the campus community? (select all that apply)
  ○ We do not survey
  ○ CCC poll
  ○ Survey monkey
  ○ Hand Ballots
  ○ Other __________

Community Service Organizations (Page 12)
● How does the Community Service Network support your organization? (If they do not, what suggestions do you have for encouraging collaboration?) ________________
● In total, how many hours of service have been logged by your organization during this calendar year 2018? (total equals sum of hours of service by each member).
  ○ 0-100
  ○ 101-200
  ○ 201-300
  ○ 301-400
  ○ 401-500
  ○ 500-750
  ○ 751-1000
  ○ 1000-2000
  ○ 2001-3000
  ○ 3001-5000
  ○ 5001+
● What method does your organization use to track service hours?
  ○ CCC
  ○ Google sheets
  ○ Excel document
  ○ Other __________
● How has your interaction been with the service hour tracker on the CCC?
  ○ Great
  ○ It is confusing
  ○ It has limited capabilities
  ○ We don’t use it
  ○ Other __________
● Provide any suggestions for the CCC service hour tracker. ______________
● How has your organization taken an active role in managing community partnerships? ______________
● Which of the following do you use to travel off campus for community service? (select all that apply)
  ○ SA/CSN vans
  ○ Zip cars
  ○ Uber/Lyft
  ○ City Cycles
  ○ Pace bike share
  ○ University Shuttle Buses
  ○ RTS Bus Lines
  ○ Personal Car
  ○ Personal Bike
  ○ Rental Car
  ○ Other ________

● Describe the outcomes or results of your organization through its community service programming. Be as specific as possible, both qualitatively and quantitatively. How many people have benefitted from your service activities? How have these service activities benefitted both the campus community and communities beyond campus?

Academic Honor Societies (Page 13)
● Describe the interactions with your National Honor Society office? ___________

Club Sports – Competitive or Recreational (Page 14)
● How many general members do you have? __________ (whole number)
● How many competing members do you have? __________ (whole number)
● How many competitions does your club participate in each semester? (This excludes regular practices and lessons). __________(whole number)
● Please outline the details of additional activities or events your organization participated in outside of competitions. (community service, fundraisers, etc.) __________
● Please outline the details of any events your organization hosted outside of your regular season play (tournaments, scrimmages, etc.) __________
● What value did you receive from the monthly club sport meetings? How could we restructure our meetings to make them more worthwhile? __________
● Which areas of the club sports need to be reviewed at more depth? (select all that apply).
  ○ Budget process
  ○ Virtual EMS Reservations
  ○ Travel Process
  ○ Membership
  ○ Coach Hire Process
  ○ Hosting Event Process
● Where can the club sports program improve in order to better serve the student body? _______
● How often does your club travel off-campus each semester? (This may include practices, lessons, clinics, competitions, etc.)
  ○ 0
  ○ 1 (go to page 15)
  ○ 2 (go to page 15)
  ○ 3 (go to page 15)
  ○ 4 (go to page 15)
  ○ 5 (go to page 15)
  ○ 6-9 (go to page 15)
  ○ 10 or more (go to page 15)
● Please describe how you determine roster size/cuts/who travels? Let us know if hold tryouts, can anyone join, do you have a coach who helps make decisions, does everyone get to travel, do only members who attend a certain number of practices travel, etc.________________________
● Please indicate the type of practices you hold.
  ○ Open to All Members
  ○ Open to Only Competing Members
  ○ Other____________________
● Does your organization employ a coach? What is their wage? If not, do you plan on hiring a coach in the future? ____________________________

● Has your organization received post season play funding in the past year? Do you plan on qualifying for post season play funding this year? ____________________________

● We want to make everyone’s experience with Club Sports the best that it can be. If you have any general feedback, comments, or questions that you have not indicated anywhere else on this form, please leave them here.________________________

**Club Sports Travel (Page 15)**

● Please outline the details of your off-campus travel.________________________

● If your club traveled or will travel this year further than a 100 mile radius from Rochester, please explain the merit of each trip. ____________________________

● When your club travels off-campus, which of the following methods of transportation does your club utilize? *(select all that apply)*
  ○ SA van
  ○ Zip cars
  ○ Charter Bus
  ○ Personal Car
  ○ Rental Car
  ○ Other ______