

## Wahl, Chelsey

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**From:** mailer@campusgroups.com on behalf of Wilson Commons Student Activities  
<mailer@campusgroups.com>  
**Sent:** Wednesday, November 1, 2023 4:30 PM  
**To:** Wahl, Chelsey  
**Subject:** [EXT] November 2023: Student Organization Insider



## November 2023

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 Leadership Appreciation Awards (see below for more details). Make sure you are also on the lookout for details to purchase tickets to one of our oldest Rochester Traditions – the Boar’s Head Dinner which will be on November 30th. It’s one of my most favorite traditions! Lastly, 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 another will help to support that. As a reminder, there are many resources linked below that are available to you all as students. Please do not hesitate to reach out to them.

Continue to stay well,

Brian Magee | Wilson Commons Student Activities

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## **Save-the-Dates**

### **Get Inclusive Training Extended Deadline**

11:59 p.m. Monday, November 6th

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

11:59 p.m. Tuesday, November 7th

### **Fall Semester Community Kitchen Trainings**

Friday, November 3rd @ 3:30 p.m.

Thursday, November 9th @ 1 p.m.

[Register here.](#)

### **Medallion Leadership Program Get-Together**

Friday, November 10th @ 5 p.m.

[Register here.](#)

### **Leadership Awards Nomination Deadline**

11:59 p.m. Sunday, November 19th

## **SAAC Supplemental Deadlines**

Large Scale Activities, Sunday, November 12th

Small Scale Activities, Sunday, November 26th

## **Last Day to Program & Transact**

Wednesday, December 13th

## **Late Night Breakfast**

Friday, December 15th

## **Mid-Year Leadership Training (MYLT)**

Tuesday, January 16th @ 1 - 5 p.m.

*MYLT is open to all student organizations leaders, with a particular focus on students new to their leadership roles or those who missed the Fall Leadership Training in August. More information will be shared in the December edition of the Insider.*

## **Leadership Appreciation Reception**

February 9th, 2024 @ 3:30-5pm

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# **University Resources**

## **[Bias-Related Incident Reporting](#)**

Report an incident if you or someone you know was discriminated against based on age, disability, ethnicity, gender identity or expression, national origin, race, religion, or sexual orientation. Someone will follow up and help coordinate a response.

## **[CARE Resource Center](#) (585) 275-9490**

University-wide for students. If you are concerned for yourself or a student, please submit a Concern Referral.

## **[Employee Assistance Program \(EAP\)](#)**

EAP provides confidential guidance and support for addressing a variety of personal and work-related challenges.

**[The George Walker Center](#)** (585) 274-1000

The George Walker Center for Equity and Inclusion in Music works does the work of progressing equity and inclusion at the Eastman School of Music.

**[Interfaith Chapel](#)** (585) 275-4321

Chaplains are also available to provide spiritual support. Virtual and in-person worship services are available to those who want to connect with a faith community.

**[International Services Office](#)** (585) 275-2866

International students and scholars needing support or resources are encouraged to connect with the International Services Office (ISO).

**[Office of Equity and Inclusion](#)** (585) 275-2125

140 Wallis Hall

**[Office for Global Engagement](#)** (585) 273-1665

University travelers should review international travel resources and support on the Global site. Individuals wishing to support University students, faculty, and staff affected by this and other global crises may contribute to the [Global Emergency Response Fund](#).

**[Paul J. Burgett Intercultural Center](#)** (585) 275-5678

305 Douglass Commons

**[Policy Against Discrimination and Harassment \(PADH\)](#)**

This policy applies to faculty; staff; residents; fellows; postdoctoral appointees; student employees; student interns (paid or unpaid); volunteers; and to all visitors (including patients, contractors, and vendors) to any University campus, facility and/or property, and to University sponsored activities and events, whether on University premises or not.

**[University Counseling Center \(UCC\)](#)** (585) 275-5113

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## **Get Inclusive: Title IX Required Training**

All student leaders were required to complete the Get Inclusive training, provided through the Title IX Office, by October 30th. **The deadline has been extended to 11:59 p.m. Monday, November 6th.**

**Organizations with officers who do not complete this training by the November 6th deadline, will have their VEMS access revoked on Tuesday, November 7th.** The training consists of 20-minutes for sexual misconduct and about 60-minutes for diversity, equity, and inclusion for students. All student leaders who are required to take this should have received an email from Get Inclusive (support@lms.getinclusive.com) with information on how to complete the training. Please reach out to [courtney.kristan@rochester.edu](mailto:courtney.kristan@rochester.edu) with any questions.

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

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## Boar's Head Dinner - Student Host

As a student organization at the University of Rochester, the Student Activities Board (SAB) invites a member of your executive board to be a student host at the 88th 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 organization's 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 High Table reception.

This year's Boar Head Dinner will be held at 7 p.m. in the Feldman Ballroom, Douglass Commons on Thursday, November 30th. The preceding private reception will start at 5:30 p.m. Feel free to 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. Please note, only one member from each

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

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## Awards and Accolades

- A special shout out to **Men's Club Soccer** as they **qualified for nationals** for the first time in club history! They will be competing in Texas this month. Good luck, Men's Club Soccer!
  - Congratulations to **Men's Rugby** as they **qualified for playoffs** for the first time in club history. Congrats and good luck, Men's Rugby!
  - Our very own **Club Field Hockey** finished in **1st place in the league**, which is the first time in club history! Congratulations to Club Field Hockey!
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## Virtual EMS Tips & Tricks

Did you know Virtual EMS users can find the reservation ID for your reservation request prior to the confirmation email? Although it is strongly encouraged to submit a reservation request far enough in advance that you will have time to receive the ID before submitting, sometimes the date sneaks up sooner than you realize! Once you submit your reservation request, select "My Events" on the left hand side of the screen, then select "Reservations" at the top. You can now see all of your reservation request, their ID numbers, and their current statuses! By selecting a reservation on this page, you can see all the recurrence under one reservation ID (if there are recurrences). Don't forget to cancel any reservations you are no longer using/will no longer be using in order to clear up space for other student organizations who might be looking!

For more support with Virtual EMS, check out the Welcome to [Virtual EMS Guide](#) or reach out to [wcsa@rochester.edu](mailto:wcsa@rochester.edu).

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## Leadership Appreciation Awards

[Nominations are live](#) for the 2024 [Leadership Appreciation Awards](#). Leadership Appreciation is a time to honor and recognize student leaders and student organizations that have enriched the University of Rochester's community through their self-development, programs, publications, activities, and community service.

You have until 11:59 p.m. Sunday, November 19th to submit nominations for the Alice DeSimone Award, Ana Hubbard Award, Outstanding New Student Organization Award, Outstanding Business Manager, Outstanding President, and Student Organization Photo Contest.

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## Advanced Reservations

The major events reservation period of advance reservations has officially closed! If you missed the major events reservation period, the next time you can submit major events is during the general advance reservation period, on the 30-day template when the regular templates reopen.

Next is the Practices and Rehearsal Reservation Period, the timeframe for this period is determined by how quickly the Major Events can be placed. There will be limited notice before the 2-week timeframe opens, so groups that are eligible, be sure to have the ideal times and locations for your first 6 hours already discussed. [Click here for more information](#).

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## Equipment Addition: Folding Tables

Exciting news! The [Supply and Resource Request Form](#) has welcomed a new equipment addition: 6-ft folding tables! Requests for 6-ft folding tables are approved on a first-submitted, first-served basis as supplies are limited.

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## SAAC Supplemental Funding Deadlines

Fall request submission deadlines for eligible student organizations to apply for [SA Supplemental Funding](#):

- Large Scale Activities – due no later than November 12th
- Small Scale Activities – due no later than November 26th

Please work with your advisor to determine if your activity would be considered “Large Scale” or “Small Scale”. Additionally, don’t forget to be in touch with your [organization’s assign student accountant](#) prior to submission.

There will not be a SAAC Supplemental Hearing meeting on November 21st.

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

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## **2023 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. The deadline for this year's self-report will be 11:59 p.m. Sunday, January 7th.

Only one self-report can be submitted per organization and your entire executive board must be involved in completion of the self-report. This is not something that should be completed by one executive member. The period under review is January 2023 through December 2023.

The Administration & Review Committee (ARC) will be holding SOAR information sessions on the days/times listed below. Registration is not required.

### **Tuesday, November 28th**

Time: 6:15 - 7 p.m.

Location: 121 Wilson Commons

### **Friday, December 1st**

Time: 3:30 - 4:15 p.m.

Location: 325 Genesee Hall



For more information about SOAR and to see the list of deadlines, visit the [SOAR website](#).

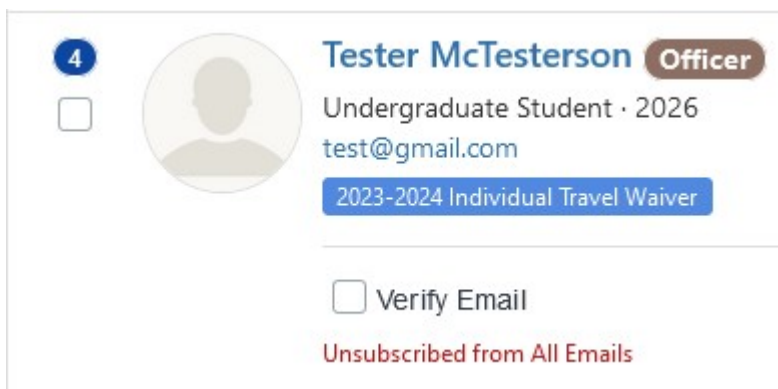
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## Individual Travel Waiver Tag - Now Visible to Officers!

Student organizations can now check their own roster as far in advance of your trip as you would like. As a reminder, all organizations traveling more than 25 miles off campus are required to submit a roster that will be checked to ensure all attendees have a completed [Individual Travel Waiver](#). Officers can now check their member list in advance to see who has completed their travel waiver for this academic year to help speed up the travel approval process. The Tags will be updated once per week on Wednesdays.

To view who in your groups has completed the "Individual Travel Waiver" you are going to look for the "2023-2024 Individual Travel Waiver" tag in your group's member list. To do that:

1. Navigate to your group's "Dashboard".
2. Locate and select "Members".
3. Look underneath the member's name and email information for the "2023-2024 Individual Travel Waiver" tag. Example below.



The screenshot shows a user profile for "Tester McTesterson" with the role "Officer". The profile includes a checkbox, a placeholder profile picture, the name "Tester McTesterson", the role "Officer", the title "Undergraduate Student · 2026", and the email "test@gmail.com". A blue tag labeled "2023-2024 Individual Travel Waiver" is visible below the email. At the bottom, there is a "Verify Email" checkbox and the text "Unsubscribed from All Emails".

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## 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!

**The Medallion Leadership Program is hosting our first social get-together!** Interested in meeting other student leaders going through the Medallion Program? Join us on Friday, November 10th, 5:00 - 6:30 p.m. in the Genrich-Rusling Room, LeChase Hall for food, games, and prizes! [Register here.](#)

<b>Workshop</b>	<b>Date</b>	<b>Time</b>	<b>Domain</b>
<a href="#">Active Listening</a>	Thurs. 11/3	2:30-3:30 p.m.	Practical Competence
<a href="#">Introduction to Personal Branding &amp; Networking</a>	Thurs. 11/3	4-5 p.m.	Practical Competence
<a href="#">BADASS Bystander</a>	Thurs. 11/3	2:30-5 p.m.	Interpersonal Competence
<a href="#">Ethical Decision Making &amp; Leadership</a>	Mon. 11/6	4-5 p.m.	Civic Engagement
<a href="#">Effective Networking for Personal &amp; Professional Development</a>	Tues. 11/7	7-8 p.m.	Interpersonal Competence
<a href="#">Understanding Leadership</a>	Sat. 11/11	2-3 p.m.	Level 1 Opener
<a href="#">Collaboration: Individual Roles &amp; Group Development</a>	Mon. 11/13	5-6 p.m.	Interpersonal Competence
<a href="#">Walk It Like I Talk It: Aligning Your Values with Your Actions</a>	Tues. 11/14	6-7 p.m.	Cognitive Complexity
<a href="#">Navigating Customer Discovery and Achieving Product - Market Fit</a>	Fri. 11/17	2-3 p.m.	Interpersonal Competence
<a href="#">Climate Resilient Leadership and Engagement</a>	Mon. 11/20	4-5 p.m.	Civic Engagement
<a href="#">Leadership vs. Management</a>	Tues. 11/21	7-8 p.m.	Knowledge Acquisition
<a href="#">Building Time Management Habits &amp; Strategies</a>	Mon. 11/27	5-6 p.m.	Practical Competence
<a href="#">Saving &amp; Investing 101</a> <i>(co-sponsored by Gamma Phi Beta)</i>	Tues. 11/28	6-7 p.m.	Practical 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.

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## **Wilson Commons Student Activities**

University of Rochester

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Email sent by Wilson Commons Student Activities <wrsa@rochester.edu> to cwah13@ur.rochester.edu

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