



THE STUDENT ORGANIZATION INSIDER 2012



OCTOBER EDITION

The information in this edition promotes your organization's success...

You don't know what you don't know and we want you to know.

WCSA hopes that this publication will keep you informed of student organization operations/opportunities. For more information on policies and procedures, visit the WCSA website at <http://rochester.edu/college/wcsa/>.

Group Travel Waiver

The risk of personal injury or liability at an off-campus trip is one we all want to minimize. That's why all student organizations sponsoring an off-campus group trip are asked to meet with your WCSA, RCCL, Club Sports, Hajim School, or Res Life advisor (one week prior to the trip) to complete a Travel Waiver form.

It is the responsibility of every student organization to know the risks, as well as how best to ensure your members safety. Remember to stay safe by staying connected...complete a group travel waiver before you go!

SWARM (Students Wanting Alcohol Responsibly Monitored)

The SWARM program is a NEW alcohol bystander awareness program available from the UHS Health Promotion Office for all undergraduate students. SWARM, formerly known as Social Host Training, now offers alcohol education for all students, whether they are part of organizations hosting events with alcohol or not. This program encourages students to step up and make a call for help if a situation arises and ensures that all students have the alcohol education necessary to make responsible decisions about drinking. If you are interested in attending a SWARM program or would like to serve as a Monitor for your organization, please contact the UHS Health Promotion Office Secretary, Arlita Gleichman, agleichman@uhs.rochester.edu.

Motor Vehicle Record Renewal and New Approvals for SA Vans

Those who have their Motor Vehicle Record (MVR) on file with Wilson Commons Student Activities will need to renew it yearly. The process for the Driver MVR renewal and new approval must be completed before a vehicle can be reserved. This process takes approximately one week to complete, so be sure to plan ahead! Here are the steps you will need to take:

1. Sign a University safety packet and waiver.
2. Meet the licensing requirements, including the following:
 1. Be 18 years of age
 2. Have one year unrestricted driving history
 3. Have NO points on your license
 4. Have NO cell phone, DUI, DWI, scoff law, or uninsured motorist citations
3. Bring a copy of your license and payment to cover state fees.

Please see Beverly Buscemi, Coordinator of Transportation and Ticket Sales, in Wilson Commons Room 101-I to complete this process.

CCC Monthly Tip

To better manage your organization's roster, consider the following:

1. **Invite people:** This allows you to invite people to your group with individual or batches of emails addresses. If you do a batch, separate each email address with a comma or new line. You may invite up to 500 users at a time.
2. **Current User Tab:** This lists all current users; these user can be deleted, messaged directly, or edit the positions of individual members. (Note: members may hold more than one position)
3. **Pending User Tab:** This lists all users who have applied for membership and are awaiting action. You may delete their request, re-send an invitation or approve their pending membership.
4. **Prospective User Tab:** This lists al prospective members and works much like the Pending User Tab. You may delete their request, re-send an invitation or approve their pending membership.

FREE Publicity – Get the Word Out!

Weekly Buzz: Submissions for the following week are due by Fridays at noon. Fill out an online form at www.rochester.edu/weeklybuzz/submit or send an e-mail with your submission to weeklybuzz@rochester.edu.

Weekend Highlights: Events included in this e-mail must be open to the entire student body. Send submissions by Tuesdays on the week of the event to connect@sao.rochester.edu, and include the event name, date, time, location, price, a brief description, transportation information, and sponsorship.

The Information Station: Advertisement on the Information Station is free! Submit a PowerPoint slide (*without* video or music clips) to urinfostation@gmail.com.

Banner Painting: Banners can be painted in Hirst Lounge. Groups must submit a reservation request form to reserve Hirst Lounge after 8:00 pm. Plastic sheets must be used in Hirst Lounge when painting banners; these are provided by the Common Connection. **Banner space**, adjacent to Havens Lounge, must be reserved by filling out a green Reservation Request form and submitting this to Patty Hutchins in 201 Wilson Commons. Students are not allowed to hang their own banners. Please bring your pre-made or finished, dry banners to 201 Wilson Commons, and building managers will hang the banner within 24 hours of your reservation's start time. **Only one banner is permitted per group.**

Tabling: There are currently **eight table locations** on the first and second floors of the building, and reservations can also be made via the green Reservation Request form. Please fill out and submit to Patty Hutchins in 201 Wilson Commons within eight days of the group's event. **Only one table is permitted per group.**

Posting Policies: Don't forget about posting policies on campus-you don't want your group to incur fees! Please refer to <http://www.rochester.edu/college/wcsa/events/resources/posting.html>.

PPAC Evaluation Forms

The PPAC (**Programming, Publications, Activities, or Collaboration**) evaluation form is a tool for after your organization completes any of the above mentioned events. PPACs provide the opportunity for you and your group to evaluate what went well during your event, what needs improvement, and what you would like to keep or change for future events. PPAC forms can be found at <http://sa.rochester.edu/sa/files/PPAC.pdf>.

Fill Fauver Co-Sponsorship

The Fill Fauver program is looking for Co-Sponsors! Co-sponsoring a Fill Fauver game is a great way to support the UR community and our athletic programs. Groups that agree to co-sponsor are responsible for advertising (hanging fliers, making a Facebook page, etc.) and distributing giveaway items at the game. We are looking for one group to co-sponsor the last Fall Fill Fauver event of the fall semester, which is Field Hockey vs. Brockport on October 27, as well as groups to sponsor the spring events (dates/sports TBD). Interested leaders should contact Alex Eadie, UR Spirit Coordinator, by email at urspiritcoordinator@gmail.com.

International Education Week

The International Services Office is celebrating International Education Week (IEW) November 10-17. There are several ways in which your group can participate! Share your culture with a table display in Hirst Lounge 2:00pm-4:00pm Friday, November 16 at the INTERNATIONAL EXPO! There is an option to perform as well. If you are hosting your own event during this week, you may be eligible for inclusion in our advertising at no cost to you! Email Molly Jolliff, molly.jolliff@rochester.edu, for more information.

The Bridge Newsletter

“The Bridge”, a monthly electronic newsletter from the Rochester Center for Community Leadership, informs students about community service programs and leadership opportunities available to them in the Rochester community. Sign up to receive “The Bridge” directly to your University of Rochester e-mail account at <http://rochester.edu/college/rccl/about/news.html>.

The Buzz

Has your student organization done something buzzworthy? Please submit your accomplishments, awards, and competition results to the buzz@rochester.edu to share this information on The Buzz (www.rochester.edu/thebuzz).

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, Rochester Center for Community Leadership, the Hajim School, and Wilson Commons Student Activities. The SOI will not focus on information available to students through the Weekly Buzz or 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!*