

# Student Organization Self-Report 2019

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

### Student organizations must submit their self-report by Noon on December 6, 2019.

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. Use the preview of all the self-report questions to collaborate with your eboard on the answers before filling out this form.
- You do not need to complete the self-report all at one time. Press the save button at the bottom of the page and it will save your progress.
- To continue a 'draft' self-report, click 'My Surveys/Forms', find the Student Organization Self-Report form and click on the 'Edit' button to continue where you left off.
- 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 2019 - December 2019.

**Please advance to the next page to begin!**

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## (Page 2) Part A

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.

1. Name of Organization (drop down of all organizations)
2. Select your mission category (drop down of all categories)

### MISSION:

3. How has your organization met your mission this year? (as defined by your constitution)? \_\_\_\_\_
4. When did you last review your constitution? \_\_\_\_\_

### EXECUTIVE ACTIVITY:

5. How often does your executive board meet? (drop down)
  - 2 or more times a week
  - Once a week
  - Bi-weekly
  - Monthly
6. 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
7. How has your organization benefited from the participation in these leadership development activities?  
\_\_\_\_\_

8. When does your organization transition executive boards?
  - Beginning of Fall Semester
  - End of Fall Semester
  - Beginning of Spring Semester
  - End of Spring Semester
  - Other \_\_\_\_\_
9. How does your organization train and transition new executive board members? \_\_\_\_\_
10. Does your organization provide written transition documents or a shadow period for newly elected executive board members?
  - No
  - Yes, written transition documents
  - Yes, shadow period
  - Yes, BOTH written transition documents and shadow period
  - Other (please explain) \_\_\_\_\_

(If written transition documents are provided, show question 11)

11. You answered 'Yes' to providing written transition documents for newly elected executive board members. Please upload those documents for review. **UPLOAD BUTTON**

### 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.

12. How do you define an 'active member' in your constitution? \_\_\_\_\_
13. How many active (voting) members (as defined by your constitution) do you have? \_\_\_\_\_ (whole number)
14. If this number above is different than your CCC roster number, please explain. \_\_\_\_\_
15. 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 \_\_\_\_\_
16. On average how many undergraduate students attend your meetings (rehearsals, practices, etc.)? \_\_\_\_\_ (whole number)
17. Please describe your member retention strategies. \_\_\_\_\_
18. Please describe your member recruitment strategies. \_\_\_\_\_

### AFFILIATES

19. Does your organization have any affiliates?
  - Yes
  - No

(If Yes, show next 3 questions)

20. What are the names of your affiliates? \_\_\_\_\_
21. Does the affiliate(s) have representation on the parent organization's executive board?
  - Yes
  - No
22. How does your affiliate(s) support the mission of the parent organization? \_\_\_\_\_

### CAMPUS AND COMMUNITY CONTRIBUTIONS:

23. What do your members gain by being a part of your organization? \_\_\_\_\_ (min 150 max 300 words)
24. How has your organization benefited the campus community? (min 150 max 300 words) (please cite examples) \_\_\_\_\_

25. Does your organization have relationships or interactions with UR departments and/or the greater Rochester community?
- No
  - Yes (please describe and cite examples) \_\_\_\_\_
26. What has been your greatest accomplishment between January 2019 and December 2019? \_\_\_\_\_
27. What has been your greatest challenge between January 2019 and December 2019? How have you overcome this challenge or plan to overcome the challenge? \_\_\_\_\_

**ADDITIONAL INFORMATION (not required)**

This question is not required.

28. 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: \_\_\_\_\_

This question is not required and is **NOT** evaluated.

29. Please list any awards or honors your organization has received in the past year. \_\_\_\_\_

**(Page 3) Activity Reflections**

Organizations fill out the Activity Reflection form to reflect honestly on their programs, physical contributions, community service, publications, initiatives, services, and providing entertainment.

All completed (and approved by your advisor) Activity Reflection forms are uploaded to your organization's Documents section on CCC and placed inside a designated folder for this review period and visible to anyone on campus.

**All Activity Reflections for the review period must be submitted for approval by the last day of classes (December 11th). If organizations have a planned study break after December 11th, Activity Reflections for these study breaks are due by the last day of exams (December 20th).**

The Administration & Review Committee will be reviewing each Activity Reflection form 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 affiliates their activities should also be documented through Activity Reflections.

1. Give one specific example of how your organization has utilized a completed Activity Reflection Form(s):

\_\_\_\_\_

**(Page 4) Part B – Primary Advisor & Advocate(s)**

This section of the self-report focuses on collecting information that the Students' Association, Interfaith Chapel, Rochester Center for Community Leadership and Wilson Commons Student Activities will use to better serve you in the future. This section is **NOT** evaluated.

In this section we are referring to your 'Primary Advisor' which means: the Advisor assigned to your organization from the Interfaith Chapel, Rochester Center for Community Leadership or Wilson Commons Student Activities.

**ADVISOR INTERACTIONS:**

1. Which Advisor are you giving feedback on? (drop down of all advisors)
2. How often do you meet with your primary advisor?
  - 2 or more times a week
  - Once a week
  - Bi-Weekly
  - Monthly
  - Once a Semester
  - Never

3. (this question does not show if answer is '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
4. Other than in-person meetings, how else do you communicate with your advisor? (select all that apply)
- Third Party Messaging (ie. GroupMe, FB Messenger, WhatsApp)
  - E-Mail
  - Skype/Zoom
  - Text
  - Other \_\_\_\_\_
5. How can your Primary Advisor better support your mission and organization? \_\_\_\_\_

Advocates are defined as individuals from departments other than the Interfaith Chapel, Rochester Center for Community Leadership or Wilson Commons Student Activities.

6. How often do you meet with your other Advocate(s)?
- 2 or more times a week
  - Once a week
  - Bi-Weekly
  - Monthly
  - Once a Semester
  - We do not have an Advocate(s)
7. (this question does not show if answer is 'We do not have an advocate') Please explain what resources your advocate(s) are providing for your organization? \_\_\_\_\_

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**(Page 5) Part C – Community Engagement Mission Category ONLY**  
**COMMUNITY ENGAGEMENT ORGANIZATIONS**

1. How have communities beyond campus benefited from your service activities? How many individuals have benefited? \_\_\_\_\_
2. How have your efforts expanded the capacity of off-campus organizations to provide the services they provide (indirect service)? \_\_\_\_\_
3. How have these service activities benefitted your members and the broader campus community?  
\_\_\_\_\_

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**(Page 6) Part C – Club Sports Mission Category ONLY**  
**CLUB SPORTS ORGANIZATIONS**

1. What value did you receive from the monthly club sport meetings? How could we restructure our meetings to make them more worthwhile? \_\_\_\_\_
2. 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
3. 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. \_\_\_\_\_