

# THE STUDENT ORGANIZATION INSIDER

*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/>*

## FEBRUARY 2013 EDITION

### Leadership Luncheons

During the month of February in the Stackel Room in Wilson Commons, the Rochester Center for Community Leadership (RCCL) will be hosting its first Leadership Luncheon of the spring 2013 semester: "Tips for Writing Essays and Resumes: Considering your Audience."

Laura Godwin of the Career Center and Belinda Redden of the Center for Academic Support will provide tips on targeting your essays and resumes to award applications, jobs, internships, fellowships, scholarships, etc. Students will have the opportunity ask questions and participate throughout the presentation.

In order to attend, RSVP to [leadership@rochester.edu](mailto:leadership@rochester.edu) and specify any food allergies, space is limited to the first 30 undergraduate students. Any further questions about the event can be directed to this email address as well. Specific dates/times to come!

### Changes in Assessing your Activities

Starting on February 5th what was known as the PPAC form will be changing. The Students' Association and Wilson Commons Student Activities have been working on creating an online form that student organization leaders can fill out through CCC that allows you to document your events, general interest meetings, competitions, publications, or philanthropic activities. This new user friendly format will help with transitioning executive boards, reduce paper, and be used for the Mid-Year Report.

*Visit [sa.rochester.edu](http://sa.rochester.edu) for the complete update on February 5th.*

### In This Edition:

<ul style="list-style-type: none"> <li>• Leadership Luncheons</li> </ul>	1
<ul style="list-style-type: none"> <li>• PPAC Changes</li> </ul>	
<ul style="list-style-type: none"> <li>• Nominations Opportunities</li> </ul>	
<ul style="list-style-type: none"> <li>• Event Support Blackout Dates</li> </ul>	2
<ul style="list-style-type: none"> <li>• Reservations Reminders</li> </ul>	
<ul style="list-style-type: none"> <li>• Food Events</li> </ul>	
<ul style="list-style-type: none"> <li>• Student Group Videos</li> </ul>	3

## Nomination Opportunities

Nominations for this year's **University Student Life Awards** are open! The College and Eastman School of Music undergraduate students are all eligible.

The annual University Student Life Awards recognize those undergraduate students who, through service to others, investment of talent and time, and pursuit of excellence, have significantly and positively impacted the University of Rochester and/or surrounding community. The awards are divided into two categories: Individual Leadership Awards and Student Organization and Programming Awards.

Award descriptions and nomination forms can be found online at:

<http://www.rochester.edu/college/rccl/leadership/awards/>

SPECIAL NOTE: Student Leaders may nominate until Wednesday, January 30th at 12pm.

.....

### 2013 Edward Peck Curtis Awards for **Excellence in Teaching by a Graduate Student**

Help earn money for your favorite department and graduate student! Any full-time graduate student in the University who assists in teaching undergraduates is eligible. The graduate student receives \$500. The department in which the teaching was done will also receive \$250 for improvements in undergraduate course materials or laboratory equipment.

Nominations should be sent to Pat McLane, 2-314 Simon/Dewey Hall, by Friday, March 15th.

Work with the department chair or the faculty member that supervised the graduate student to provide them with a supporting letter of recommendation.

## Event Support Blackout Dates

Due to the large number of events already scheduled for this semester, Event Support will not be able to support any new events for the following dates:

**April 11 - 14**

**April 18 - 21**

Also, for the rest of Spring semester, Event Support will not provide services for new events scheduled after March 8th.

Note: If your event location is already reserved for Strong Auditorium, Wilson Commons May Room, or Douglass Dining, during the listed dates, we are expecting to service your event.

Please visit the Event Support Website for updates :

<http://ureventsupport.wordpress.com/news/>.

## Reservation Reminders

Please make sure you are checking your room confirmations (especially for weekly meetings and rehearsals) to see if there are any variances in location for any weeks.

Spurrier now has some additional rooms available for use. One is a Music Rehearsal Room and the other is the Spurrier Den (which can be used as a conference room or for small choreography sessions). Photos of these spaces are available on Virtual EMS. These two locations and the Spurrier Gym and Dance Studio are now reserved through the Wilson Commons Reservation Coordinator and are available to request via Virtual EMS. Keys for all Spurrier spaces are signed out through the Common Connection.

Don't forget about the public spaces in O'Brien Hall – Dance Studio, Music Rehearsal Room, and Conference Room. Reservation requests and photos can be accessed through Virtual EMS.

Please remember that the preferred method for submitting reservation requests is through Virtual EMS. If you need to remember or change your Virtual EMS contact for your organization, please email [lynn.stork@rochester.edu](mailto:lynn.stork@rochester.edu).

While only your designated contact can reserve space through [Virtual EMS](#), anyone can browse for space availability. Start by choosing 'Browse for Space' and then clicking the Filter button on the right hand side of the webpage.

## Food Events

There are new options for student organizations who are having a food event that may require a food handler. Stop in and talk to your advisor about how it could be applicable for your event. This option came from the collaboration of the Sanitarian, Students' Association, and WCSA.

## Student Group Videos

The Wilson Commons Student Activities office is looking for groups to provide videos demonstrating their group as it pertains to student life. This can be a video of performances or meetings, and it will be placed on the home page for our office! We look forward to your submissions.

**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!*