

The Student Organization Insider

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Student Organization Annual Report (SOAR)

All organizations advised by Wilson Commons Student Activities, Rochester Center for Community Leadership, Athletics & Recreation, and the Interfaith Chapel must submit their self-report by Tuesday, December 5th. For your convenience, please use this [LINK](#) to go directly to the form. More information on SOAR is available [here](#).

Winter Activities Fair

SAVE THE DATE for the WINTER ACTIVITIES FAIR on January 19th, 2018 from 3:30pm to 5:00pm in Goergen Athletic Center on the Zornow Courts. Come out to promote your group and to get new members for the new semester. Registration is now open click [here](#). We look forward to seeing you there!

Food Truck Applications

If your organization is interested in having a food truck as part of your event during the Spring semester (between Spring Break and the end of the year), the application deadline is January 15, 2018. A process had been created in order to allow student organizations to host food trucks as part of their event. More information and the application is available [here](#).

Save the Date: Winterfest 2018

Winterfest Weekend will take place February 2-4, 2018! The weekend will include an ice-carving demonstration, special comedic performance, movie screening, themed dinner, and several other events hosted by various student organizations and campus departments. Winterfest Weekend is one of the College's four Community Weekends.

If your organization would like an event represented on the Winterfest Weekend calendar, please contact [Brian Magee](#) by Wednesday, December 13, 2017.

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/>.

Spring Semester Events

If your organization is planning on holding a large event during the Spring Semester and does not currently have a confirmed location, please make sure these reservation requests are submitted by the end of the Fall semester (end of December).

These requests should be submitted via the regular Virtual EMS process. We are especially looking at events that would be held in the May Room, Hirst Lounge, Havens Lounge, Douglass Ballroom, Spurrier Dance Studio, Strong Auditorium, Hoyt Auditorium, Munnerlyn Atrium, and Rettner Atrium.

Wilson Commons and Douglass Commons Building Hours

Wilson Commons and Douglass Commons will be open over Winter Break with some limited hours to accommodate the students who stay over the break. This will provide some opportunities for your organizations to do programming in the Student Center spaces over the break. See the hours that Wilson Commons and Douglass Commons will be open [HERE](#).

Student Organization Kudos

Do you have something exciting to share about your organization? We would like to feature exciting news in each month's Organization Insider! Fill out this [form](#) and let us know what you'd like to share!

Administration & Review Committee (ARC) Announcements

Organizations granted preliminary status:

- Gender, Sexuality, & Women's Studies Undergraduate Council
- Rochester Design

Organizations granted final recognition:

- UR United World

To connect to these new organizations visit their CCC page.

Community Engagement Grants

The Rochester Center for Community Leadership is accepting applications from student organizations for the Community Engagement Challenge Grant. A successful application is a project that focuses on building relationships between the University and the City of Rochester community. Awards are available up to \$500. Contact [Mary Beth Spinelli](#) for more information.

Study Break List

Is your organization or department planning an end of semester study break? Wilson Commons Student Activities is compiling a comprehensive list of study breaks from the evening of Thursday, December 14th-Sunday, December 22nd. The list will be featured in the last edition of Weekend Highlights for the semester (December 14th). Submit your study break—including title, description, date, time, location, and sponsorship information—via this [FORM](#) by noon on Wednesday December 13th.



UR Late Night

Are there any UR Late Night program ideas you would like us to host? The UR Late Night committee wants to hear about them! Give us your suggestions for future events, or feedback on how to make previous events better [HERE](#).

Assessment Forms

Please make sure all completed Assessment Forms (approved by your advisor) from January 2017 to December 2017 are uploaded to your organization's Documents section on CCC by December 13th (study breaks after this date must be submitted by December 22nd). It is suggested that a folder be made for this review time period and all relevant Assessment forms placed inside the folder.

The Administration & Review Committee will be reviewing each Assessment Form looking 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.

Instructions:

1. Complete Assessment Form and hit the Submit Button
2. Receive an Approval email from advisor for Assessment Form
3. Click on your profile picture. Click on "Submissions"
4. 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)
5. Go to your organization's CCC page through the manage tab and click on "Documents"
6. Step 1: Click on "Add a folder". Title this folder "Assessment Forms 2017".
7. Step 2: 'Permissions' select 'Anyone on campus'. All Assessment Forms for this review period should be added to this folder.
8. Step 3: Click on "Add File"
9. Step 4: Choose the PDF of the Assessment Form from your computer
10. Step 5: Document Type should be "Assessment Forms"
11. Step 6: 'Permissions' select 'Anyone on campus'
12. Step 7: Click "Add"
13. Repeat from step 3 for all Assessment Forms

5K Challenge

The 5K challenge is an annual contest where students submit proposals for creative and innovative ideas that would cost \$5000 or less to implement. In order to be selected, the proposal must benefit the overall campus community, improve the student experience, and fit a particular area of need on campus.

Last year's winning proposal was the Pads and Tampons Initiative. Your idea could be this year's headline!

To learn more about the 5k challenge and submit your own proposal, click here.: [**5K Challenge!**](#)

Leadership Challenge: Transitioning Executive Boards

Around 20% of student organizations go through executive board transitions between the end of Fall semester or beginning of Spring semester (reported in Student Organization Annual Report 2016-2017). Remember a successful executive board is not only the glue that will hold your organization together from year to year but also the fuel that continues to propel it in a forward direction. A successful eboard transition is neither difficult nor very time-consuming, however if you don't do it right you can be a struggle next semester.

Here are six leadership lessons for effective transition:

- 1) Identify your critical alliances.
- 2) Get the right team in place. Quickly.
- 3) Secure early wins.
- 4) Implement a system of effective communication.
- 5) Build and use a balanced advising network.
- 6) Shape your vision.

In addition to these lessons take time to reflect with the outgoing leadership. Here are some great questions to ask that can help the incoming officers feel better informed.

- 1) What was your best experience in this position?
- 2) Name the administrators/staff you found to be helpful in your position.
- 3) What did you find most difficult in this position?
- 4) Name one thing you wished you knew when you started the position.

Take the time NOW to transition don't wait until your knee deep in the position. The Mid-Year Leadership Training will have an educational session that dives into tools on how to implements these lessons.

Mid-Year Leadership Training

Save the Date: Tuesday, January 16th; 2:00 pm – 5:30pm. If you are a new leader (new to a position or first time on an executive board) it is HIGHLY ENCOURAGED that you attend. Organizations may send one returning executive board representative to the training. It's to your advantage to include as many members as possible. If you have questions about this, contact your primary advisor. This training is for organizations advised by Athletics and Recreation, Fraternity and Sorority Affairs, Interfaith Chapel, Rochester Center for Community Leadership, and Wilson Commons Student Activities. Registration for the training will open December 5th.

Winter Bike Storage

Winter Bike Storage is Coming! New this year, we will be accepting bikes for two weeks, so take advantage of the extra time to protect your bike from the winter weather. From 11/20-11/23 and 11/27-12/3, bring your bike to Spurrier during building hours, call the building manager to register your bike, and place it into storage for the winter. Pick up times in the spring will be communicated once the snow starts to melt.

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 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!