

The Student Organization Insider

What's Inside

- Organization Participation in Meliora Weekend 2018
 - Late Night Funding
- Community Kitchen Training
- Save the Date: Springfest 2018

Page 1

- Tips for a successful meeting with ECM
 - ECM Black Out Dates
- Citation in Community-Engaged Scholarship Information Session

Page 2

- Event Planning for 2018-2019
 - Call for Student Organizations Participation at Fall Orientation
 - Leadership Challenge: Integrating New Members
- Presidents' Discussion Group

Page 3

- Medallion Workshop Opportunities
- Student Organization Kudos
- The Washington Semester Information Session

Page 4

- Jackson Court Fireplace Training
 - Zagster Bike Program
- Reshaping Rochester Lecture: Recipe for Community Changes

Page 5

Organization Participation in Meliora Weekend 2018

Opportunities to participate in Meliora Weekend 2018 are limited. If your student organization is interested in being involved or hosting a stand-alone event applications will be available on March 26 on the [WCSA forms page](#). All applications will be due on April 26, 2018.

Late Night Funding

Are you interested in receiving funding for your organization to run a late night event? Would you like to be a part of the "First Six Weeks" UR Late Night Calendar to promote and fund your event? Check out the [UR Late Night](#) web page to learn more about how you can apply to receive funding!

Community Kitchen Trainings for March

Is your student organization interested in using the Community Kitchen in Douglass? Make sure your members have attended a training so you can use the space! You can register for the below dates [HERE](#).

- Friday, March 2nd at 2pm
- Thursday, March 8th at 9:30am
- Wednesday, March 21st at 2:30pm
- Tuesday, March 27th at 9am

Save the Date: Springfest 2018

Springfest Weekend will take place April 27-29, 2018! The weekend will feature a variety of student group performances, shows, and athletic events, as well as Dandelion Day. Springfest Weekend is one of the College's four Community Weekends. If your organization would like an event represented on the Springfest calendar, please contact [Brian Magee](#) by Monday, March 24, 2018 at 5 pm EST.

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/>.

Tips for a Successful Meeting with ECM

Below are some tips for having a successful meeting with ECM to discuss support for an upcoming event.

1. **REGISTER YOUR EVENT** – Before reaching out to ECM, be sure your event is registered in CCC, and that “ECM EventSupport” gets tagged in the event by your advisor. From there, please communicate via comments on CCC, so all parties are kept informed. If you have general questions about services that you would like answered before planning an event, please send inquiries to eventsupport@rochester.edu. Please keep in mind that it is very difficult to give a close estimate before we thoroughly plan an event, as our costs are based on labor time, which will fluctuate depending on the specific needs of an event.
2. **HAVE A RESERVATION** – Be sure you have a confirmed reservation for the space where you plan to have the event. Ensure that the reservation time allows for any setup and teardown by service providers, including ECM.
3. **PREPARE A SCHEDULE** – Have a schedule of events, with estimates of time, including things like decoration time, rehearsals, when guests will be allowed to arrive, and the run of the program itself, including performances, speakers, etc.
4. **UNDERSTAND THE NEEDS OF YOUR EVENT** – It is extremely helpful to know what is needed for all portions of an event. If you have any performances or guest groups, please reach out to them ahead of time to see what requests they have for technical support. If you are using a caterer, please be sure to ask them when they would like the room set by, as well as how many tables they will need for food and drink.
5. **KNOW YOUR BUDGET** – Please have an idea of how much money you are able to spend on ECM services. Knowing this upfront will help us make plans based on what you can afford.
6. **THINK ABOUT ATTENDANCE** – It is advantageous to start planning with what the MAXIMUM attendance for an event might be, especially if it’s an event with seated guests. It is much easier to reduce the setup numbers when the event gets closer, than it is to add. It also will help to give you a better idea of your maximum cost. Keep in mind if it is a ticketed event, that your total max number you provide to us should include not only the number of tickets you are putting on sale, but also any non-ticketed guests, such as performers or members of the host organization.

Event & Classroom Management (ECM) Black Out Dates

Event & Classroom Management is heavily booked and will not be able to support any additional events for the following dates (if you currently have a confirmed reservation for an event on these dates, ECM is expecting to support your event):

- March 22rd - March 25th
- April 5th - April 8th

Citation in Community-Engaged Scholarship Information Sessions

Date: Feb 26th **Time:** 5-6pm **Location:** Douglass Commons 401

Date: March 29th **Time:** 5-6pm **Location:** Douglass Commons 401

The Community-Engaged Scholarship Program supports students building scholarship and addressing pressing issues facing communities locally, regionally, nationally, and globally. If you are interested in hearing more about this program please attend one of our information sessions!

Event Planning for 2018-2019

It is not too early to start thinking about dates and locations for your organization's signature events. Please start to have these conversations with your executive board and your adviser about these potential dates. It is always advised to have a first choice with several alternate options. More information regarding the actual request process will be available right after Spring Break.

Call for Student Organizations Participation at Fall Orientation

The University of Rochester holds a fall Orientation Program (August 20-28, 2018) for first-year and transfer students, and a two-day Parent/Sibling Orientation Program. The Orientation Staff strives to provide a welcoming environment to new students and their families as well as expose them to the Rochester Community.

In order to prepare a highly memorable Orientation Program for the Class of 2022, we want to involve our student organizations to help plan and facilitate some of the activities as part of Orientation. We ask that your proposals be well thought out and take into consideration the diverse needs of the incoming students.

If you wish to apply, you should fill out our application form online [here](#).

Applications are due April 1st, 2018

Please email any questions to orientation@rochester.edu. Thank you!

Leadership Challenge: Integrating New Members

People join organizations for many reasons. They want to get involved, meet people and make new friends, explore interests, develop skills, and have fun. Each new group member brings innovative ideas and talents, in addition to replacing old members. It is vital that an organization have a well-conceived and executed recruitment and retention plan. Here are some steps to creating that plan:

1. It is important that all members know and understand the organization and its mission. So that members know what they are "selling" and prospective members know what they are "buying".
2. Set. Recruitment. Goals.
3. Get everyone involved. How many new members can your organization reasonably assimilate into the group?
4. Recruitment campaigns need to have a visual element as well – posters, flyers, banners and bulletin boards, etc. Be creative. Your publicity can be effective only if it's noticed.
5. welcoming meeting or ceremony for their new members. It is important to orient them to your group's goals, objectives, organizational structure, rules and norms.
6. Finally, allow your new members time to get involved and feel comfortable with the group. Be sure to have fun together. Make time to socialize and celebrate your achievements. If all you do, as a group is work, it will become a burden to participate and your members will quickly lose interest.

Presidents' Discussion Group

Date: March 5th **Time:** 8-8:50am **Location:** Wilson Commons 104

Each year the Presidents' Roundtable at Fall and Mid-Year Leadership Training are the most attended and highest ranked. 81% indicated that they feel more prepared for their role as president & left with information that they will use in their leadership role. It is time to keep the conversation going.

This discussion group provides time to network and learn from each other. Presidents will meet the first Monday of every month from 8:00am to 8:50am in Wilson Commons 104. Make this a time to develop yourself and your organization. Our presenter for this session will be Laura Ballou, Assistant Dean of Student Life Operations and Director of The Campus Center.

Coffee and Tea is provided.

"It is well to be up before daybreak, for such habits contribute to health, wealth, and wisdom." ~Aristotle

Medallion Workshop Opportunities

A three-tiered leadership development program with you and your schedule in mind. Start by [enrolling!](#) Encourage future e-board members to start now. If your organization would like to request a workshop or cosponsor one please fill out this form [here](#).

All workshops will be held in Douglass Commons, Room 401 unless otherwise noted*

DATE	TIME	PRESENTER	TITLE	DOMAIN
Friday 3/2/18	3pm-4pm	John DiSarro	Opening Session Level 2	Opening Session Level 2
Wednesday 3/7/18	7pm-8pm	Dr. Jessica Guzmán Rea	Subconscious Hate: Exploring Implicit Bias, Microaggressions, and Bystander Intervention	Cognitive Complexity
Wednesday 3/21/18	7pm-8pm	Nathan Harris	Strategic Planning	Level 2: Interpersonal Competence
Friday 3/23/18	3pm-4pm	Glenn Cerosaletti	Toward a More Perfect Union: Social Responsibility and Justice	Level 2: Interpersonal Competence
Wednesday 3/28/18	7pm-8pm	Dr. Jessica Guzmán Rea	Intercultural Communication and Awareness	Knowledge Acquisition

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:

- Students for Chronic Illness Visibility
- First Gen Society
- Forte Campus

To connect to these new organizations visit their CCC page.

The Washington Semester Information Session

Date: Feb 27th

Time: 5-6pm

Location: Havens Lounge, Wilson Commons

The University of Rochester, in cooperation with The Washington Center (TWC), offers semester-long programs in Washington, D.C., that combine a credit-bearing internship with a course taught by faculty from area universities. Undergraduate students gain an immersive experience in professional fields, unique academic opportunities, and the chance to explore life and work in the nation's capital. To learn more about interning in Washington D.C., attend the info session!

Jackson Court

Spring Semester Fire Pit Training Dates

Friday, March 2nd, 23rd, 30th at 3:00pm

Friday, April 6th, 20th at 3:00pm

****Location: O'Brien Hall, 1st Floor Conference Room****

Reserve a Spot at Training

Stop in the Jackson Court Area Office, 114 O'Brien Hall Monday-Friday, 9am-5pm or contact 585-276-4682 at least 1 day prior to the date of the training.

Availability/Reservation of the Fire Pit

Available for use begins Wednesday, March 2nd, 2018
Monday-Saturday (6pm-11:45pm)
Sundays (2pm-8pm)

To reserve, please visit online Virtual EMS

Only individuals with proper training will be allowed to make reservations for/use of the Fireplace

To reserve campus space, the event must be sponsored by a University entity, such as a department or Student Association-recognized student organization. For example, a Resident Adviser's hall event would be under Residential Life, a department. A sorority program would be sponsored by the sorority, a student organization. Each recognized student organization has one Virtual EMS Contact Person, who must be listed as an officer on that organization's Campus Community Connection (CCC) site.

In Virtual EMS, the Fireplace can be requested using the "WC-Supported Reservations" template (or "ECM-Supported Reservations" for department requests).
Fireplace requests must be submitted more than 8 days prior to the desired event date.

Zagster Bike Program

Zagster will be returning to the Rochester area (and back on campus) in early April with some new changes!

There will be easier access to bikes for Android users, cash payment options, keypads for those without smartphones, and a new referral system designed to reward riders for sharing Zagster with their friends. Also, Zagster will be

eliminating the \$1 off-station docking fee, which means riders can now go anywhere they want without paying an extra fee.



Not only is Zagster making financial changes but will be offering different bikes to support riders with mobility, sensory, and other limitations that may make riding a standard bike difficult or impossible.

Be on the lookout for the bikes returning this spring!

Reshaping Rochester Lecture: Recipe for Community Changes

Date: Feb 28th **Time:** 7-9pm

Location: Gleason Works Auditorium (1000 University Ave)

Katie Swenson will be presenting on different designs that can lead to community change. Swenson is a national leader in sustainable design for low-income communities. Katie oversees National Design Initiatives for Enterprise Community Partners, Inc., directing the Affordable Housing Design Leadership Institute and the Enterprise Rose Architectural Fellowship, which cultivates a new generation of community architects through hands-on, high-impact projects in local communities across the country. Visit the link here to register for the event (<http://rrcdc.org/reshapingrochester.html>)

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!