

The Student Organization Insider

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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/>.

Save the Date

Fall Leadership Training: Tuesday, August 27th. Registration for the Training will open in May.

Fall Activities Fair: Friday, August 30th. Registration for the Fair will open in mid-August.

Yellowjacket Weekend: August 30th-September 2nd. please contact [Brian Magee](#) to hold a stand-alone event represented on the Yellowjacket Weekend calendar. To host an activity during the Yellowjacket Weekend Carnival on August 31st email the [Student Programming Board](#). All submissions are due by 11:59 pm (Eastern) Friday, June 7, 2019.

Meloria Weekend: October 4th-October 6th

SOFO Transaction Deadline

Unless previously arranged, the last day to submit NEW transactions to the SOFO office is May 1, 2019.

PLEASE NOTE: Payment submissions for outstanding invoices (for expenses incurred prior to the May 1 deadline) and deposits will be accepted throughout the summer. Students are encouraged to email aksaac@rochester.edu if they need to meet with SOFO staff after May 1, 2019.

Food Truck Applications for Fall 2019 Events

Do you want to incorporate a Food Truck into your event next fall? Start planning now as applications are due EARLY - August 10th. More information about the food truck policy and application is available [here](#). Please email wcsa@rochester.edu with any questions.

Transitioning Officers

Remember a successful executive board is not only the glue that holds your organization together but also the fuel that propels it in a forward direction. A successful officer transition is neither difficult nor very time-consuming, however if you don't do it or do it wrong your organization will struggle next semester.

[Here](#) is a check list you can use as an out-going or an in-coming officer.

Organization Roster Cleanup

This summer, Wilson Commons Student Activities will again be removing graduated students from organization rosters.

Student Organizations will have all of their non-Undergraduate student memberships automatically ended over the summer. While these members will no longer show up in active rosters, their memberships will still be part of their CCC profiles and your organization's history.

Event Registration Form Closes

The Event Registration Form on CCC will be closing on May 20 and will be closed until mid-August. Please make sure all activity reflections for the spring semester are submitted by this time. If you have any concerns, please contact your student organization advisor.

Co-Sponsorship Opportunities

Wilson Commons Wednesday and Club Rochester are two programs sponsored by Wilson Commons Student Activities that student organizations can co-sponsor.

Club Rochester occurs on Friday afternoons from 3:30-5:00pm and is our campus happy hour program.

Wilson Commons Wednesday is our Wednesday lunch program from 11:15am-12:45pm.

Student organizations may utilize these programs as a platform to raise awareness of their organization in the UR Community.

If your organization is interested in co-sponsoring either program during the 2019-2020 academic year, please complete [this form](#). There is no financial commitment to participate in either opportunity. The role of the student organization is to engage in the planning, executing, and marketing of the program. Both programs are open to students, faculty, and staff. An organization can indicate interest in both opportunities and multiple dates. Upon submission we will work with you to figure out what might be best for the program and your organization.

Please email wcsa@rochester.edu with any questions.

SA Key Return

The end of the school year is fast approaching and with it comes the return of SA Storage Keys. Please make sure to return your key by May 21st or before you leave campus (WHICHEVER COMES FIRST) in order to avoid paying the \$50 fee for not returning the key, and to receive your \$5 key deposit!

Please make an appointment by signing up for Office Hours [Here](#).

After you make your appointment you will receive a confirmation with the location to drop off your keys.

Keys must be dropped off with a member of the storage team. If your key is dropped off to anyone other than a member of the storage team, you will forfeit your \$5 deposit and you may still be responsible for paying the \$50 fine, as we cannot guarantee it will count as returned.

Flex Reservations for 2019-2020

In order to make flex table reservations, please complete the [Student Organization Fundraising Form](#). Once you have completed this form, it will direct you to the reservation form for the Flex Tables. Should you have any questions, please contact your student organization advisor.

On-Campus for the Summer?

- Join the conversation on the [UR Summer 2019 Slack](#) or the [UR Summer 2019 Facebook Group](#)
- Learn about fun things to do on and off campus by signing up [HERE](#) to receive Summer Highlights!
- Follow the [Summer Sessions](#) and [Wilson Commons](#) Facebook pages for up to date information on summer sessions information and activities.

Activity Reflections

Please make sure to submit all activity reflections **by May 20th**. Activity reflections should be completed after each event that your student organization does. It is recommended to do this within a week of the activity to ensure details are accurate. Please work with your Primary Advisor on this process if you have any questions.

How to submit an Activity Reflection

- From your Organization's Action Center select "Events" from the popup menu, then click the "create event" button. You will see the familiar Event Submission screen.
- Activity Reflections have some specific requirements to ensure your Primary Advisor and ARC can view them without showing them to other Campus Community Connection users:
 - Title needs to have "—Reflection"
 - Select Activity Reflection for the type of event
 - Theme needs to be "Group Business"
 - Show To selection needs to be "Invited"
 - Who can RSVP needs to be "No one"

Not sure if all of your activity reflections are complete? You can check using the following short steps:

- Go in to your organization's Action Center
- Navigate to the Events screen in the menu
- Change the Status dropdown to "All" or "Past"
- Go through the list and verify all your events also have a "—Reflection" entry
 - Pro-tip: You can sort the list by Start Date to find your most recent Events and Reflections.

Call for Student Organizations Participation at Fall Orientation

Before the start of classes in August, the University runs a nine day Orientation program for incoming first-year and transfer students. One of the important components of this program are the social activities that allow the incoming students can get to know each other as well as current students and student groups on campus. This is where you come in.

We are excited to invite student organizations to participate in Orientation, through proposing a program. You can propose to put on a program that you've done in past years, or come up with a completely new idea. Performance groups, this is also your chance to indicate interest in performing at Park Lot, Convocation, UnCommon Night, and/or Celebrate Diversity. If you are interested, please fill out [this application](#), by May 1st. Be sure to meet with your advisor because you will need their approval in order for the application to be considered complete.

If you have any questions, please contact the Orientation Office at orientation@rochester.edu, stop by Genesee Hall 311 or call (585) 275-4414.

Wilson Day Reflection Leaders Needed

Help students think more critically, connect more deeply, and engage more consistently with the Rochester community. Leaders will oversee one group of Wilson Day students after their service ends on Monday, August 26. Though reflection should only last 30-45 minutes, we ask that leaders are available for ~3 hours as busses return. If you're interested, please contact the [Wilson Day Coordinator](#), Sarah Murphy.

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Student Org. Accolades & Awards

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!

Society of Physics Students – On 12/5/18 won [The Blake Lilly Prize](#), named after the late Blake Lilly and given in his honor, recognizes SPS chapters and individuals who make a genuine effort to positively influence the attitudes of school children and the general public about physics.

Society of Physics Students – On 12/7/18 Awarded [Outstanding Chapter](#) designation for work during 17-18 academic year

Women's Club Volleyball – On 3/23/19 won first place in the Fredonia competition and was awarded two volleyballs.

Women's Rugby – 3/30/19 at Colgate University - The women's rugby team went 5-0 at the NSCRO Nationals Qualifier tournament. We beat two Colgate teams, St. Bonaventure, SUNY Potsdam, and SUNY Geneseo to win the tournament and secure a place at nationals in Pittsburgh at the end of April. Our most recent post on [Facebook](#) is about our wins.

Anne Cheng, president of **UR Rock Climbing Club**, finished 12th in Speed Climbing and 16th in Sport Climbing at the Climbing Regionals on 4/6/19 in Poughkeepsie, NY. The top 20 overall qualify for Nationals and Anne was one of them!

The 2021 Class Council - [The Gwennies](#) honors departments, organizations, and individuals who exemplify the Gwen M. Greene Career Center's values of respect, collaboration, diversity and inclusion, betterment, and purpose. 2021 Class Council was given the Outstanding Student Organization award for their work on Sophomore Internship Night. Through a co-sponsorship with the Career Center, the Council reimaged the event, drawing the largest attendance in the event's history.

Women's Club Volleyball finished 3rd at Regionals in Fairfield, CT on 4/13/19.

Melissa Bucklin was one of five students selected to receive a full conference paid experience to the College Diabetes Network national conference, Friends for Life, this summer, July 16-21, 2019 in Orlando, FL.

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 Report 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!