



The Student Organization Insider

March 2023

Hello 'Jackets -

We've made it through majority of the winter season. I must say, it was a fantastic February in Rochester with more sun than snow! I hope you all were able to enjoy one of the many programs and events offered this past month. I certainly enjoyed seeing Provost Figlio riding the mechanical reindeer during Winterfest Weekend!

As I know, March and April are the months of transition for many of our organizations. Please carefully review the information shared in this edition of the Insider, and share any important information with those while they transition. Don't forget to take advantage of our Medallion Leadership Program's offerings; such as, [requesting a workshop topic](#) specifically for your organization.

Have a safe and relaxing spring break!

Anne-Marie Algier, Associate Dean of Students

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Upcoming Deadlines

Organization Budgets Due

Today, March 1st

Constitution/Resource Agreement Interest Form Closes

11:55 p.m., March 5th

SOAR 2022 evaluation letters will be uploaded to your organization's CCC site

March 12th

Last day to inquire about hosting a Dandelion Day activity

March 15th

Email the [Student Programming Board](#)

Last day to submit a SOAR evaluation appeal

March 17th

SOAR hearings

March 22nd & March 29th

SAAC will notify organizations of their approved budgets

March 24th

Last day to submit an event to be added to the Springfest calendar

March 31st

Email [Jill Wulfenstein](#)

Deadline for student organizations to appeal their budget

Noon, March 31st

Form for Final Constitution submissions closes

11:55 p.m., April 2nd

SAAC budget appeal hearings

April 4th & 11th

Springfest Weekend

April 20th - 22nd

Last day to transact with SAAC

April 26th

Awards and Accolades

- Congratulations to **Laith Awad Mohamad** for receiving the **Voyager Scholarship for Public Service**, created by President Obama and Brian Chesky to help shape leaders who can bridge divides and help solve our biggest challenges.
- Shout out to **Table Tennis** who was recently invited to the **Regional Championships for the Great Lakes Region**. A special shout out to **Prady Vijayakumar** for their placement in the regional tournament.
- Join us in congratulating **Men's Ice Hockey** for finishing second overall at the **Final Four Playoffs**.
- Congratulations to **Model United Nations** for bringing home the **Outstanding Large Delegation Award** after attending the Model UN conference in Toronto.

Does your organization have something exciting to share? The [Awards and Accolades Form](#) is open all year long to collect your exciting news!

Finance Reminders

Shops @ WilCo

Please make sure that ALL CASH from your Shops @ WilCo sales are deposited at SOFO as soon as your event is over. The total event settlement cannot be finalized until the cash is accounted for. Please see the complete [Shops @ WilCo policy here](#).

Failure to turn in the cash from your fundraiser will have a negative impact on your organization's ability to transact in the future.

Business Managers are the ONLY designated organization member who can transact with SOFO. If another member needs to transact, an [Exception Form](#) should be submitted.

Virtual Green Forms require 2-3 business days for processing. Occasionally, forms are processed sooner, but 2-3 business days is the norm. Please do not submit a Green Form and expect it to be processed the same day.

Missing Receipts

Please remember to return ALL receipts for all transactions (credit cards, Sunoco gas cards, enterprise rentals, etc.) Receipts are the only way we can verify the expense! Failure to return receipts will have a negative impact on your organization's SOAR.

Donations

Many student organizations have received donations from alumni, parents, or other benefactors this year. Thank you cards will be provided so you can acknowledge the donation. Your organization will receive a separate notification if your group has received donations, prompting you to pick up the thank you cards from SOFO.

SA Government Spring Elections

It's that time of year again! In just a few weeks, the Students' Association Government will be holding their annual spring elections for the positions of Class Council, Senate, and

President/Vice-President. As an organization, here are some of the ways that you can become involved!

First, let your members know about the upcoming information sessions - where they can learn more information about the positions, the process, and the election rules.

- March 15 at 7 p.m. in Genesee 309
- March 19 at 4 p.m. in Wilson Commons 121

All candidates must submit the candidacy form by Noon on March 24th, which will be available on the [elections website](#) soon.

Next, encourage your members to vote! Voting will open on April 3rd at 10:00 a.m. and close on April 4th at 11:59 p.m. The link to vote will be live on the [SA Government website](#), and there will be in-person voting stations available. You will be notified of the location as the voting period approaches.

Keep in mind that during this election cycle, student organizations can endorse candidates as long as they abide by the [election rules](#), [posting policies](#), and [chalking policies](#). To endorse a candidate, your executive board must agree unanimously to endorse the candidate.

If you have any questions, feel free to reach out to the [Elections Coordinator](#).

Medallion Program Workshops

The Medallion Program provides workshops, interactive activities, and personal reflection to develop leadership capabilities through a flexible three-tiered journey. Register on CCC for access to attend. You do not need to be enrolled in the Medallion Program to attend.

The new changes to SOAR give organizations positive points for co-sponsoring a Medallion Program workshop! Check out our list of workshops for March below, and email the [Medallion Program](#) if you there is one you would like to co-sponsor. Co-sponsoring includes sending at least five members to the workshop; as well as, assisting the Medallion Program with advertising the workshop.

Workshop	Date	Time	Domain
Intercultural Communication and Awareness	March 3rd	3-4 p.m.	Knowledge Acquisition
Mindfulness Facilitator Training	March 13th	5-6:30 p.m.	Practical Competence
The Practices of Leadership	March 14th	7-8 p.m.	Level 2 Opener
Revisit Your Organization's Mission & Vision	March 14th	7-8 p.m.	Cognitive Complexity
Conflict Is Life	March 20th	6-7 p.m.	Interpersonal Competence
Real Colors	March 24th	2-4 p.m.	Interpersonal Competence & Intrapersonal Development
Motivating the Middle	March 27th	2-3 p.m.	Interpersonal Competence
Understanding Leadership	March 28th	7-8 p.m.	Level 1 Opener
Leadership for the Modern Age: How Humility and Authenticity Foster Positive Company Culture	March 28th	7-8 p.m.	Interpersonal Competence
Collaboration: Individual Roles & Group Development	March 31st	3-4 p.m.	Interpersonal Competence

Requires Modifications Best Practices

When your Activity Registration submission is put into the "Requires Modifications" status, it is usually because there is something in the form submission that needs to be updated for your activity to proceed through the rest of the process. You should see a message in the chat notifying you that your event has been placed in "Requires Modifications."

The following are the steps you should go through to remove it from this status.

1. Check the chat to see what updates are required.
2. Navigate to the "My Activity Menu" on the left-hand Menu and select "My Surveys/Forms".
3. Make the required updates.
4. Once you have completed your updates, select "Resubmit".
5. Once the form has been submitted again it will change the status back to "Pending Approval" and restart the approval process.

Fall 2023 Advanced Reservations & VEMS Contact

The advanced reservations process for the Fall 2023 semester will begin shortly after spring break with the major events request period.

- March 20 Major Events Template Opens
- April 3 Major Events Template Closes

Organizations should start to generate a plan for your major events - including the following details:

1. Top 3 date preference
2. Top 3 location preferences

As a reminder, please verify that your organization's officers are up to date and that your VEMS contact is an officer that will be active in the Fall 2023 semester. [Submit this form](#) to update your organization's VEMS Contact. We will be sending periodic emails to the officers listed on CCC with advanced reservations information.

ARC Reminder & SOAR 2023 Updates

Constitution/Resource Agreement Update Requests

The Constitution & Resource Agreement Update Request Form will close at 11:55 p.m. on Sunday, March 5th. If your organization wishes to make updates to your constitution before the spring semester concludes, please [submit your request through this form](#).

Student Organization Annual Review (SOAR) 2023 Updates

In preparation for SOAR 2023, WCSA and ARC would like to inform College Student Organizations of a couple changes made to the evaluation process.

- **Medallion Program Workshop Co-sponsorships:** Organizations who co-sponsor a Medallion Program workshop will earn extra points towards their overall SOAR evaluation. To earn these points, your organization must first email the Medallion

Program to express your interest, send at minimum five members, and contribute to advertising the workshop.

- **Activity Reflections:** Evaluation of activity reflection forms will be determined by percent of submitted. For example, if your organization hosts six events which required registration, but only submits three reflection forms; the percent of completion would be 50% and a score based on that percentage would be applied to the organization's evaluation.

We are continuing to evaluate the annual review. If you have feedback you did not share in your 2022 self-report, please email [Wilson Commons Student Activities](#).

Student Life Space Update: Spurrier Gym & Den

WCSA has two exciting announcements related to performance space in Spurrier Hall. Our office has purchased 30 feet of rolling mirrors to add to the Spurrier Gym. The mirrors should arrive in late March or early April. Any reservations in the gym will be able to use the mirrors by calling or texting the Spurrier/Genesee Building Manager (585-622-5996). Additionally, the Spurrier Den will have the floor tape replaced over Spring Break.

Accident/Injury Form

Curious about how your organization reports accidents or injuries? The [Accident/Injury Form](#) must be submitted within 24-hours of the incident. Once a form is submitted, a member of Wilson Commons Student Activities will be in contact with your organization to outline the next steps.

Fall Welcome Week Opportunities

Participate in Fall Welcome Week with Your Student Organization

Help welcome new students to River Campus this August with an event or performance! The Office of Orientation and First-Year Programs (OFYP) is now accepting proposals from student organizations and performance groups to participate in Fall Welcome Week **through Monday**,

April 3. Is your group interested in performing? Want to host an event? Learn more about available opportunities and how to apply on [the OFYP website](#). Questions? Contact orientation@rochester.edu.

Apply to Be a Fall 2023 Welcome Week Volunteer

Want to help welcome new students to campus in August? The Office of Orientation and First-Year Programs is still accepting applications for Fall 2023 Welcome Week Volunteers to help staff and set up events throughout Welcome Week. This role is crucial to creating a fun, welcoming atmosphere for our newest Yellowjackets. **Volunteer perks include a free Welcome Week t-shirt, comprehensive training, limited complimentary meals, and early move-in.** Learn more on the [Orientation and First-Year Programs website](#) and [apply for the position](#) by **Friday, March 17 at 5 p.m. (EST)**.

Ticket Sales & Online Dues Collection on Pause

WCSA uses a third party vendor to facilitate ticket sales for campus events known as AudienceView/University Tickets. On February 27th, AudienceView notified the University that their company was suspending all access to their online ticket platform due to a cyber security threat. AudienceView made this decision to protect credit card and financial data belonging to customers. They anticipate reopening access by March 6th. Until then, all ticket sales for events and online dues collection are on pause. Should the company not resume operations by March 6th, we will begin implementing an alternative solution for ticket sales.

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, Center for Community Engagement, the Hajim School, and Wilson Commons Student Activities. The SOI will not focus on information available to students through the 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.