



The Student Organization Insider

October 2022

Dear Student Leaders,

Happy fall! Rochester is beautiful in the fall when the air is crisp and the leaves are changing color. Do your best to take some time for yourself to enjoy the awesome outdoor events planned by your fellow Yellowjackets and friends in WCSA.

Your members may be feeling more stressed now that class requirements are picking up and midterms are around the corner. This is a good time to make sure your organization's goals are clearly communicated and that your members are meeting the expectations. Celebrate the small wins or plan a social bonding activity! If you notice a member facing a difficult time, refer a member to the [CARE Network](#). You all got this!

Continue to stay well,
Anne-Marie Algier, Associate Dean of Students

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Shops @ Wilco

Fundraising at the [Shops @ Wilco](#) will start again this month! These fundraisers will be able to collect cash and credit card payments but at this time will **not** be able to collect UROs. The machines that collect UROs are currently out of order across multiple universities due to a software issue. Transact (the company that manufactures the machines) is investigating the issue and hoping to provide a solution soon. In the meantime, Student Organizations can still use the Shops @ Wilco and collect payments via cash and credit card only.

Individual Travel Waiver

If your student organization members may travel for competitions and activities, please have them complete the [Individual Travel Waiver](#) on CCC. The waiver is necessary for any travel beyond the campus area. If you have questions or experience trouble accessing the form, please connect with your advisor.

Category Roundtables

You are invited to attend a special roundtable feedback session regarding your student organization category!

All of the information that you have shared in your SOAR reports is very much appreciated and

will help guide these roundtables. To get a better understanding of your category's unique successes and challenges on campus, representatives from WCSA, SAAC, and ARC will join the conversation. Each student organization can send up to two students who should come prepared for a great discussion! Various topics could include activity registration, finances, storage, travel, student life spaces, etc. Categories not listed below will be scheduled in the spring semester for their feedback session.

Meeting Times by Category:

- [Performing Arts](#) - Friday, October 14. Havens Lounge, Noon-12:45 p.m.
- [Community Engagement](#) - Friday, October 14. Havens Lounge, 1-1:45 p.m.
- [Hobbies / Interests](#) - Friday, October 14. Havens Lounge, 3:15-4 p.m.
- [Awareness](#) - Saturday, October 15. Genesee 325, 2-2:45 p.m.
- [Cultural](#) - Saturday, October 15. Genesee 325, 3-3:45 p.m.

Please make sure you register! Food will be provided. Questions? Contact wcsa@rochester.edu.

Spring 2023 Reservations for Large Events

Reservation templates for large events will open on October 12 and close on October 24 at 11:50 p.m. EDT. Student organizations planning on hosting large events in the spring semester should talk with their advisor and submit their reservation requests through their Virtual EMS contact before October 24. Other reservation templates for practices and meetings will open after large event reservations are confirmed.

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.

Student Organizations can request any workshop for their Organization [here](#). Email the

[Medallion Program](#) if your Organization is interested in co-sponsoring one of these workshops!

Workshop	Date	Time	Location	Domain
Conflicts 101	Fri, October 7	3-4 p.m.	Genesee 325 - Register	Interpersonal Competency
Supervising Your Peers	Fri, October 14	2-3 p.m.	Genesee 325 - Register	Intrapersonal Development
Intercultural Communication & Awareness	Mon, October 17	2-3 p.m.	Douglass 305 - Register	Knowledge Acquisition
Real Colors Session One	Fri, October 21	3-4 p.m.	Genesee 325 - Register	Practical Competence
Toward a More Perfect Union: Social Responsibility & Justice	Tue, October 25	5-6 p.m.	Genesee 325 - Register	Civic Engagement
Real Colors Session Two	Fri, October 28	3-4 p.m.	TBD	Interpersonal Competence
Badass Bystander	Fri, October 28	3:30-5 p.m.	Rush Rhees Humanities Room D - Register	Interpersonal Competence

Club Sports Reminder

Individual Member Dues are due this Friday, October 7.

SAAC / SOFO Transactions

What a great start to the year! The SAAC meetings and SOFO office hours have been buzzing! Please remember that SOFO does **not** process reimbursements to students. This policy is for **all** transactions, whether it is an approved budgeted transaction or funds received through the Supplemental Funding process. All transactions need to be placed through the SOFO office for an GIM food, hotels, airfare, transportation, gas cards, etc. Please do not pay out of pocket and expect to be reimbursed. Thanks for your constant attention to this important policy!

Activity Reflections

Did you know [Activity Reflections](#) are read by your Organization's advisor, the Administration and Review Committee (ARC), and most importantly incoming Officers? When filling out an activity reflection form, it is important to include as many details as possible. In fact, one activity reflection form can be submitted to summarize all General Member Meetings (GMMs), rehearsals, or other ongoing semester long activities. This is one of your Organization's opportunities to share how and why your event, activity, or meeting went well or didn't. Be sure to reach out to your Organization's advisor if you have any questions!

CCC Activity Registration Reminders

As a reminder, once your event is submitted, you will not be able to make any edits until after the submission has been approved. If you need to make edits while your event is "Pending Approval," please let your advisor know in the chat.

If you are submitting for a weekly or bi-weekly General Member Meeting (GMM), you should only create the first meeting and then indicate in the form that the event will be recurring. Wilson Commons Student Activities will ensure the event is set up to correctly repeat for the semester.

Accident/Injury Form

Curious about how your Organization reports accidents or injuries? The [Accident/Injury Form](#) must be utilized within 24-hours of the incident. A member of Wilson Commons Student Activities will be in contact with the Organization for next steps.

Student Organization Awards & Accolades

Does your Organization have something exciting to share? Submit an [Awards & Accolades Form](#) to be featured in the next edition of the Insider!

- Cycling - Erika Newcomb qualified for Nationals and will be traveling to Colorado to compete on a national stage.