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The logo for 'The Student Organization Insider' features a central blue rectangle with the title in white serif font. This rectangle is surrounded by a border of colorful squares in shades of purple, blue, orange, green, and pink.

## The Student Organization Insider

### September 2022

Welcome back, Yellowjackets!

It was wonderful to see so many of you at the Fall Leadership Training and at the many festivities held during Yellowjacket Weekend. The Activities Fair was literally buzzing with excitement and many of our stinging flying friends. I can feel how anxious you all are to get involved and feel connected to our campus community. I trust you all to be welcoming and inclusive to all during your General Interest Meetings!

Please pay attention to all of the helpful information this edition of the Insider provides. Stay in communication with your Organization's advisor, and most of all - enjoy being here with one another for what is shaping up to be an amazing year!

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

### What's Inside:

1. [Activity Registration & Supply Closet Updates and Reminders](#)
2. [Medallion Program Workshops](#)

3. [Sexual Misconduct Training](#)
4. [Movies & Film Copyright Information](#)
5. [Event & Classroom Management \(ECM\) Black Out Dates](#)
6. [Administration & Review Committee \(ARC\) Updates](#)
7. [Updates Regarding Student Organization Printing](#)
8. [Reminders for the Academic Year](#)
9. [Club Rochester](#)
10. [Rocky's Board Games](#)
11. [Global Celebrations Committee](#)
12. [Manage Your Members and Contacts in CCC](#)

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## Activity Registration & Supply Closet Updates and Reminders

### Activity Registration

As a reminder, all Student Organizations who are planning activities must abide by all of the Activity Registration Policies. Please submit your activities through CCC early and on time! If you are unsure on how to submit an Activity Registration, [check out this how-to video](#).

Additionally, if you need to review your Activity Registration:

1. Open and log into CCC.
2. On the left-hand side of your web browser, locate the "My Activity" drop-down menu.
3. Select "My Surveys/Forms".
4. Locate the form submission you would like to review.
5. Click the three dots on the right-hand side of the submission. Select "View". Do not select the hyperlink for the form.
6. Once you have reviewed your submission, do not hit "Save". Instead, close/exit the form window.

### Supply & Resource Request Form

Don't forget! [Qualifying Student Organizations](#) are able to request free activity related supplies from the Student Organization Supply Closet. Supply requests must be made a minimum of 14-days prior to the activity date. [Check out the form](#) to see what we have available!

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## 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.

We are looking for Student Organizations to co-host each of our Medallion workshops this Fall. If your Organization is interested, email the [Medallion Program](#). To co-host, all your Organization will need to do is send at least five members to the workshop, and help the Medallion Program with marketing.

Workshop	Date	Time	Location	Domain
Interfaith Literacy for 21st Century Leadership	Fri, Sept. 16	2-3 p.m.	<a href="#">Register</a> for Location	Civic Engagement
Understanding Leadership	Tues, Sept. 20	5-6 p.m.	Registration Coming Soon	Level 1 Opener
The Practices of Leadership	Mon, Sept. 26	6-7 p.m.	<a href="#">Register</a> for Location	Level 2 Opener
Ethical Decision Making	Tues, Sept. 27	5-6 p.m.	<a href="#">Register</a> for Location	Civic Engagement
Motivating the Middle	Fri, Sept. 30	2-3 p.m.	<a href="#">Register</a> for Location	Interpersonal Competence

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## Sexual Misconduct Training

In compliance with New York State Education Law 129B, all Student Leaders at the University of Rochester are required to complete training regarding how to recognize and respond to instances of sexual misconduct. The training is administered online by a company called EVERFI. This training will not be on Blackboard, MyPath, or JobLink. Instead, keep an eye on your email - including the spam/junk folder. A unique link will be sent to each individual student within the next two weeks.

Students who do not complete the training by the deadline (30-days from the received date) will

not be allowed to participate in organization activities, will have organization privileges revoked, and will not be able to reserve spaces through VEMS - until the requirement is satisfied.

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## **Movies & Film Copyright Information**

All Student Organizations wishing to show films must secure the appropriate rights. The "home use" videos and livestreams obtained by Netflix, Hulu, Amazon Prime, HBO Max, other retailers, and the Library are not intended to be used for public consumption. The following options are available for those interested:

- Contact Wilson Commons Student Activities (WCSA) and pay the appropriate fee to acquire the rights to show the film of your choice. Generally, this fee ranges from \$500-\$900, depending on the film. The Library may also be willing to purchase the film outright, if the film has public performance rights. If the Library does purchase, the film would be added to their collection for others to use.
- Contact the Library and request a list of "public domain" films. Public domain films do not require a license.
- Make arrangements with the University of Rochester's Cinema Group to show the film as part of their series. This ensures the copyrights and public performance licenses are acquired legally.

For more information on this process, see the policy [here](#) or speak with your Organization's advisor.

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## **Event & Classroom Management (ECM) Black Out Dates**

Event & Classroom Management is heavily booked and will not be able to support any additional activities for the dates listed below. Note: if you currently have a confirmed reservation for an activity on any of the dates listed, know that ECM is expecting to support your activity.

- October 21st, 22nd, & 23rd
- November 11th, 12th, & 13th

- December 2nd, 3rd, & 4th

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## Administration & Review Committee (ARC) Updates

### Awards & Accolades

We want to hear about the amazing things your Organization is doing. Submit an [Awards & Accolades](#) form to have your good news shared in the next edition of the Insider!

### Become an ARC Analyst!

The Administration & Review Committee is a Students' Association Government sub-committee which supports over 250 Student Organizations. ARC Analysts assist the committee by meeting with student leaders to review Constitution changes, discuss solutions for student organization conflicts, as well as, plays a role in the review of Student Organization SOAR reports. If you are interested in this leadership opportunity, [apply here!](#)

### Save-the-Dates

[New Organization Proposal Form](#)

Opens: Friday, September 9th

Closes: Sunday, November 27th

[Constitution & Resource Agreement Interest Form](#)

Opens: Friday, September 9th

Closes: Date TBD in Spring 2023

[Visit this web page](#) to see if your Organization's Constitution is up-to-date. Organizations missing their Constitution, or those with an outdated Constitution, will be contacted by ARC this Fall. The 2022-2023 goal is to ensure all College Student Organizations are using the current [Constitution Template](#). Additional updates will come to those who are impacted.

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## Updates Regarding Student Organization Printing

Student Organization printing is now coordinated through the Common Connection Information Center (201 Wilson Commons). Organizations looking to print should email their file(s) to

[WCIC@rochester.edu](mailto:WCIC@rochester.edu). Once you are ready to complete the print job, stop by the Common Connection Information Center to pick up your Organization's copy card to complete the transaction. Questions? Give us a call (585) 275-5911.

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## Reminders for the Academic Year

### Student Organization Storage

Utilize the [Student Organization Storage](#) form to request access to your Organization's storage, new or additional storage, or to dispose a large number of items from your storage. Please remember that student organization storage assignments should only be used for storing Student Organization related supplies only.

### Individual Travel Waiver

If your Student Organization plans on traveling more than 25-miles from the University, please make sure all of your members have submitted their [Individual Travel Waiver](#). Waivers must be submitted every academic year.

### Students' Association Vans

If you didn't know, [qualifying Student Organizations](#) can request to reserve one of the two Students' Association Government vans. To do so, your Organization must have an approved driver on record. To learn more about this process and how to become an approved driver, check out [this website](#).

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## Club Rochester

Is your Organization interested in hosting the next Club Rochester? As a host, your Organization will be able to pick the theme (including menu ideas, drink specials, and decor), create a themed flyer and promote the event, assist with event set-up, schedule volunteers to work at Club Rochester for the duration of the event, and more! Events are held on select Fridays from 3:30 to 5 p.m. in the Feldman Ballroom. Check out previous Club Rochester themes [here](#).

Speak with your advisor to see if hosting a Club Rochester is a good fit for your Organization.

**Save-the-date - the next Club Rochester is this Friday, September 9th!**

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## Rocky's Board Games

If your Student Organization is looking for board games for an event, stop by Rocky's Sub Shop & Lounge to check them out! There is a wide selection of board games to play, from classics like "Candy Land" to newer hits like "One Night Ultimate Werewolf." Speak to the Rocky's cashier and have your student ID ready to check out a game. Games can be taken out of the space, around the building, or to another building. They must be returned before [Wilson Commons closes](#). If Rocky's is closed and you need to return a game, call the Campus Center Building Manager (585-329-9093).

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## Global Celebrations Committee

The Global Celebration Committee is inviting the University community to [submit creative ideas](#) that would represent Rochester's global diversity in meaningful, valuable, and inspirational ways. The committee will accept submissions through October 31 and make recommendations to President Mangelsdorf in December. A decision is expected during the Spring 2023 semester. Find out more information [here](#).

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## Manage Your Members and Contacts in CCC

Did you know that you can use Member Validation to help manage Members vs. Contacts in CCC?

Validating members is a great way to help keep your rosters up to date! To make sure your members are not Auto-Validated, go to your Organization's CCC dashboard and select "Settings". Navigate to the "Access & Privacy" tab. There you will see an option for "Auto-Validation".

This option can be changed based on your group's needs. If you choose 'Nobody is auto-validated,' when students join your Organization on CCC, you can then validate them either as a member or a contact.

If you have any further questions about Membership Validation or Members vs. Contacts feel free to submit a [CCC Service Request](#) and we will be happy to schedule a time to assist your group further.

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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 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.

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## **Wilson Commons Student Activities**

University of Rochester

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