



January 2025

Dear Yellowjacket Leaders,

Happy 2025! I hope each of you were able to get some much-needed rest and relaxation over the break. I am excited for another amazing semester with you all. We will be kicking it off with [Mid-Year Leadership Training](#), the [Winter Activities Fair](#), [roller skating](#), [Late Night](#) events, and of course, [Winterfest Weekend](#)!

This edition of the Insider is long. Please take the time to read through the reminders, updates, deadlines, and opportunities listed.

As always, your contributions to campus life are truly appreciated, and my colleagues and I are committed to guiding you to reach your fullest potential. If you need assistance, please reach out to your advisor or email wcsa@rochester.edu.

Stay warm!

Brian Magee, Interim Director of Student Activities

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Save-the-Dates

Mid-Year Leadership Training

Sunday, January 19th @ 1 - 5 p.m.

First Day to Transact (SAAC/SOFO)

Tuesday, January 21st

SAAC Office Hours for Business Managers will be held in the Stackel Conference Room (WilCo 202) starting at 7:30 p.m.

Student Alumni Ambassador Info Session

Wednesday, January 22nd @ 6 p.m.

Orientation Leader Application Due

Sunday, January 26th @ 5 p.m.

First Supplemental (SAAC/SOFO)

Tuesday, January 28th

Winter Activities Fair

[Registration Deadline](#): Wednesday, January 22nd @ 11:59 p.m.

Event Date: Friday, January 24th @ 2 - 3:30 p.m.

Tea and Talk with Dean Algier

Friday, January 31st @ 4 p.m.

Winterfest Weekend

Friday, January 31st through Sunday, February 2nd

[Nominations for Student Life Awards](#) Due

Sunday, February 2nd @ 11:59 p.m.

Budget Training (SAAC/SOFO)

Tuesday, February 4th

BIC Grant Deadline

Wednesday, February 5th

Student Alumni Ambassador Application Due

Sunday, February 9th @ 11:59 p.m.

Leadership Appreciation Reception

Friday, February 14th @ 3:30 - 5 p.m.

Last Day to Submit for Supplemental (SAAC/SOFO)

Friday, February 28th

Last Supplemental (SAAC/SOFO)

Tuesday, March 4th

ECM Blackout Dates

Friday, March 28th - Sunday, March 30th

Friday, April 4th - Sunday, April 6th

Friday, April 11th - Saturday, April 12th

Friday, April 18th - Saturday, April 19th

Last Day to Transact (SAAC/SOFO)

Friday, May 2nd

Activity Registration Reminders + Updates

There has been one change to the event registration policy for this academic year. Beginning in the Spring 2025 semester, all activities with non-UR guest speakers must be registered on the **14-Day Activity Registration Timeline**. This includes speakers at all general member meetings too. Those meetings must be registered as separate activities.

At this time, Event and Classroom Management (ECM) has provided the following dates as "blackout dates" and will not be able to support any additional activities for the dates listed below. If your organization already has a confirmed reservation on any of the dates listed, ECM is expecting to support your activity.

- Friday, March 28 - Sunday, March 30
- Friday, April 4 - Sunday, April 6
- Friday, April 11 - Saturday, April 12
- Friday, April 18 - Saturday, April 19

As a reminder, student organizations must stick to strict timelines in order to ensure the success of their activities. Failure to follow activity registration timelines will result in event denial by the organization's advisor.

Any activity that meets the following registration criteria must follow the **30-Day Activity Registration Timeline**:

- Any on-campus activity where attendance will exceed 100 people.
- Any on-campus activity that requires significant University resources (e.g., services supplied by Facilities, Public Safety). This includes activities that will be held in the following spaces: Upper Strong, Lower Strong, Spurrier Dance Studio, Douglass Commons, Wilson Commons Hirst Lounge, Wilson Commons May Room, the Palestra, and the Field House.
- Any on-campus or off-campus event where alcohol is being served.

- Any event using the university ticket system.

Any activity that meets the following registration criteria must follow the **14-Day Activity Registration Timeline**:

- Event with non-UR guest speaker.
- Food (approved caterers, temporary food permits, perishable food items). This excludes pizza and pre-packaged foods.
- Additional AV/Furniture needs beyond self-service options.
- Funding, but excludes funding for pizza and pre-packaged foods or General Interest Meeting funds.
- Any additional services.

The only activities that can follow the **4-Day Activity Registration Timeline** are:

- Hirst Info Tables
- Member/Chapter Meeting (No Services)
- General Interest Meetings

Should you have activity specific registration questions, please work with your advisor.

Mid-Year Leadership Training

Mid-Year Leadership Training (MYLT) for student organization officers is this Sunday, January 19th 1:00 - 5:00 p.m., starting in the Feldman Ballroom. During MYLT, you will hear from the Directors of Wilson Commons Student Activities and your Students' Association leadership, get a chance to meet with your advisor, attend a breakout session specific to the student organization experience, then finish with snacks and mingling with other student organization leaders at club speed dating! Registration links to the sessions can be found on the [Mid-Year Leadership Training website](#).

You're Invited! 2025 Leadership Appreciation Reception



The annual [Leadership Appreciation Reception](#), to celebrate the work of our incredible student leaders, will be held on Friday, February 14th, from 3:30 - 5:00 p.m. in the Feldman Ballroom! All student club or organization leaders and students enrolled in the [Medallion Leadership Program](#) are invited and encouraged to come and celebrate the winners of several student organization awards, such as the *Outstanding New Student Organization* award, *Outstanding President* award, *Outstanding Business Manager* award, and more! [Please register for the event here if you are planning on attending](#). We look forward to celebrating all your hard work and accomplishments this past year and hope to see you there!

Please note: This event is only open to student club or organization leaders and does not include Fraternity and Sorority or Residential Life Groups.

BIC Opportunities: Grants + Workshop Request Form

One Community and Meliora Vision & Values Grant

Is your organization in need of funding? See if the Burgett Intercultural Center's (BIC) [One Community Grant](#) or [Meliora Vision & Values Grant](#) applies to your program or activity. For best consideration, please ensure that your proposal for funding is received prior the selection committee deadlines listed below:

- February 5th
- March 5th
- April 2nd

Request a Workshop

Did you know you can request a workshop from BIC? [Click here](#) to review the list of workshops, then [submit a workshop request form](#). Workshops count towards the Medallion Leadership Program.

Community Kitchen Training

Is your organization interested in using the Community Kitchen? The Community Kitchen is stocked with basic kitchen equipment you would need for the majority of recipes - you only need to provide the ingredients. All reservations are required to have an approved kitchen user present. To become an approved kitchen user, you must [register](#) and attend an in-person training hosted in the Community Kitchen.

Don't Forget: Vans Available for Reservation

Did you know, Wilson Commons Student Activities manages two 7-passenger vans which are available to be reserved by student organizations? The vans are great for activities within a 25-

mile radius of the University (50-miles round trip). To learn more about the vans, when they can be used, how they can be reserved, and how to become an approved driver; [visit this website](#).

Apply to Co-Host a Late Night Event

Student organizations are invited to apply to co-host a UR Late Night Event! This is a fantastic opportunity to bring your group's energy, creativity, and unique spirit to a fun, campus-wide event that fosters community engagement and late-night excitement. Have an idea for a new event or want to help with an event the URLN team has already planned? Both are options! [Fill out this form to apply!](#)

Submit Your Travel Waiver Today!

Undergraduate students in the School of Arts & Sciences and the Hajim School of Engineering & Applied Sciences must have a completed and approved [2024–2025 Individual Travel Waiver](#) to participate in student organization activities more than 50-miles off-campus. Eastman School of Music students who participate in these events with students from River Campus must also complete a waiver. Waivers must be submitted each academic year. If you submitted and received an approved waiver in the fall semester, you do not need to submit again for the spring. It is best practice to submit a waiver even if you are not sure if you will be traveling.

Hartnett Gallery Accepting Proposals for 2025-2026

The [Hartnett Gallery in Wilson Commons](#) is now accepting proposals for the 2025-2026 academic year. Proposals for exhibits should be submitted about a year in advance while activities, like receptions and small events, can be reviewed in a shorter time frame. Proposals are submitted [online](#). All events, performances, and exhibitions must be sponsored by a University of Rochester department or student organization.

Reservation Assistants are Here to Help!

Have questions about your reservation? Need support in navigating the Virtual EMS system?
Stop by the Campus Information Center to talk to a Reservation Assistant when they are in!

Sundays: 2:30 - 6:30 p.m.

Mondays: 3:30 - 7:30 p.m.

Tuesdays: 2:30 - 6:30 p.m.

Wednesdays: 3:30 - 7:30 p.m.

Thursdays: Closed

Fridays: 2:30 - 6:30 p.m.

Saturdays: Closed

Tea and Talk with Dean Algier



Tea and Talk with Dean Algier

JANUARY 31, 4PM TO 5PM

THE FACULTY CLUB, DOUGLASS COMMONS

THE OFFICE OF THE DEAN OF STUDENTS



Stop by the Faculty Club in Douglass Commons (across from Douglass Dining Center) on Friday, January 31st 4:00 - 5:00 p.m., to relax and enjoy a laid-back afternoon of great conversation, tasty treats, and delicious tea with Dean Algier. This is your chance to connect with the Dean, ask questions, share ideas, or just enjoy a casual cup of tea. We hope to see you and your organization's members!

Leadership Opportunities

Orientation Leader applications due January 26

Hone your leadership skills and mentor new students next year as an [Orientation Leader](#)! The Office of Orientation and New Student Programs is accepting applications for this important leadership role through Sunday, January 26 at 5 p.m. Already have summer plans? You can still help welcome new students and families to campus next fall as a [Welcome Week Leader](#) or [Welcome Week Volunteer](#). Time commitments and specific responsibilities vary by position, so be sure to [review the website](#) for full details on each role. You can also register for an [upcoming virtual information session](#) to learn more.

Applications are open for the Student Alumni Ambassador (SAA) Program!

The SAAs are a select group of undergraduate students who serve as a bridge to our university alumni community by representing the student body, giving them a glimpse of current student culture, and sharing their personal Rochester experience! This program provides opportunities for networking across the University and alumni community, shaping future student and alumni programs, and developing both personal and professional skills as a student and beyond.

Qualities that make up an SAA:

- Positive, responsible, and enthusiastic.
- Enjoy meeting new people and expanding their professional and personal networks.
- Strong interpersonal communication skills.
- Familiar with current campus initiatives, as well as the University's history and mission

Applications will close at 11:59 p.m. on Sunday, February 9th. To find out more information and apply, check out the [SAA website](#), and by following along on Instagram @uofr.saa. Also join us for an information session on Wednesday, January 22nd at 6 p.m. in Gowen Room to learn more about the program and chat with current ambassadors.

Questions? Contact Karen.Carhart@rochester.edu. Please note that you must be enrolled during the 2025-2026 academic year to apply. Those studying abroad this spring are welcome to apply.

Medallion Leadership Workshops

The [Medallion Leadership Program](#) is built to create social change agents by developing leadership skills. If your organization has an event which may count towards the Medallion

Program, or would like to co-host one of our workshops; email medallion@rochester.edu for more information. Organizations can earn extra points towards Student Organization Annual Review (SOAR) for 2025.

If you are not yet enrolled in the Medallion Program, complete the [Enrollment Form](#) and follow us on Instagram @medallionprogram.

Workshop	Date	Time	Domain
Ethical Decision Making & Leadership	Tues. 1/21	5 - 6 p.m.	Civic Engagement
Alcohol Education Seminar	Fri. 1/24	12:30 - 2 p.m.	Practical Competence
Career Exploration Summit	Sat. 1/25	10:30 a.m. - 3 p.m.	Knowledge Acquisition & Practical Competence
Suicide Prevention Workshop	Tues. 1/28	4 - 5:30 p.m.	Knowledge Acquisition & Interpersonal Competence

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.

Wilson Commons Student Activities

University of Rochester
