



The Student Organization Insider

March 2025

Hello 'Jackets,

We've made it through majority of the winter season. I must say, it was a fantastic February in Rochester with a lot of snow! I hope you all enjoyed one of the many programs and events offered this past month. I certainly enjoyed seeing many of you at our Greystone snowtubing event and during the Leadership Appreciation Reception!

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!

Brian Magee, Interim Director of Student Activities

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Save-the-Dates

Budgets Due (SAAC/SOFO)

Wednesday, March 5th @ 9 p.m.

Register to attend the Presidential Awards for Inclusive Excellence

Friday, March 14

Maximum of two representatives

2025-2026 Advance Reservation for Major Events

Monday, March 17th through Friday, May 2nd

SOAR 2024 Evaluation Letters Uploaded to CCC (ARC)

Monday, March 17th

SOAR 2024 Appeal Deadline (ARC)

Friday, March 21st @ 12 p.m.

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

Approved Budget Notifications Sent Out (SAAC/SOFO)

Wednesday, March 26th

SOAR 2024 Appeal Hearings (ARC)

Wednesday, March 26th & April 2nd

Yellowjacket Experience Days for Newly Admitted Students

Sunday, March 30th

Saturday, April 5th

Tuesday, April 15th

Friday, April 18th

Budget Appeal Deadline (SAAC/SOFO)

Wednesday, April 2nd @ 1 p.m.

Club Rochester: Cultural Fair

Friday, April 4th @ 3:30 p.m.

Budget Appeal Hearings (SAAC/SOFO)

Friday, April 4th & Tuesday, April 7th

Springfest Weekend

Thursday, April 24 - 27th

Last Day to Transact (SAAC/SOFO)

Friday, May 2nd

Invitation: Presidential Awards for Inclusive Excellence

The Office of Equity and Inclusion is pleased to extend an invitation to student organization leaders for the [2025 Presidential Awards for Inclusive Excellence](#) on March 20 from 5:00 - 7:30 p.m. in Feldman Ballroom. The Presidential Awards for Inclusive Excellence honor faculty, staff, students, alumni, trustees, and community members and organizations whose accomplishments cultivate a profound sense of belonging for all. We'd be honored to have you with us at this year's awards ceremony. Interested organizations are welcome to send a maximum of two representatives to attend the awards ceremony. Each representative must RSVP by Friday, March 14. Questions can be sent to equityandinclusion@rochester.edu.

Yellowjacket Experience Days: Join the Student Life Expo!

This spring, the Office of Undergraduate Admissions will once again be hosting four all-day programs for our newly admitted students. Our Yellowjacket Experience Days are designed to give newly admitted students an opportunity to connect with the University of Rochester and all that we have to offer!

During each day, we will be hosting an interactive Student Expo in Feldman Ballroom that will be open to students and families from 11 a.m. - 1 p.m. The idea is to showcase various organizations around campus to give students an idea of things they can be involved in next year!

The in-person Yellowjacket Experience Days will take place on:

- Sunday, March 30th
- Saturday, April 5th
- Tuesday, April 15th
- Friday, April 18th

Organizations do not have to sign up for all of the dates - you can choose whichever dates work best based on your organization's availability. So what do you need to know?

- We would need a few hours of your time each day you select.
- One or two representatives from your organization.

- You are encouraged to bring additional signage or materials that best represent your organization.

This event will be very similar to an Activities Fair in structure and overall vibe - but instead of recruiting current students, you'll be recruiting and connecting with newly admitted students!

Feel free as well to bring any swag or materials you want to showcase as well! If you are interested in participating, please [fill out this form](#) by 5 p.m., Friday, March 21st. If you have any questions about the Student Expo event, please contact Pat Trivison (patrick.trivison@rochester.edu) or Caroline Honsberger (caroline.honsberger@rochester.edu).

Advance Reservations for 2025-2026

Reservation templates for the next academic year open THIS MONTH! Be sure to [update your Virtual EMS contact](#) before the templates open to avoid any delays. As this is a best-fit process, it does not matter if you submit your request between March 17 and May 2. If you submit a request, it will be reviewed simultaneously and with equal priority. Set your organization up for success this upcoming semester and submit your advance reservation requests! Additional information about the process will be sent to all student organization officers listed on CCC just before the break.

ECM Blackout Dates

We have seen some confusion about ECM Blackout Dates this semester. An ECM Blackout date is when ECM has hit the maximum number of events they can support on a given day. You are still able to request a reservation for a blackout date, but you will be limited to the support that you will be able to request. Need a handheld mic in a classroom with a built-in sound system? No problem! Need a full stage and strobe lights in the ballroom? No can do. Please get in touch with your advisor for additional guidance on what can or cannot be supported on a blackout date.

ECM Blackout Dates

Friday, March 28 - Sunday, March 30

Friday, April 4 - Sunday, April 6

Friday, April 11 - Saturday, April 12

Friday, April 18 - Saturday, April 19

Friday, April 25 – Saturday, April 26

Fraternity and Sorority Life Corner

Stronger Together: Building Inclusive Communities

Sponsored by FSA and the BIC, this annual retreat for fraternity and sorority leaders is focused on inclusion and belonging. The retreat will be held on Friday, March 28, from 3:30 to 6:30 p.m. in the Paul J. Burgett Intercultural Center.

This program is highly recommended for your chapter's VP DEI or DEI Chair. Attendees will receive Medallion Credit in Civic Engagement.

Greek Keynote: Own Your Story - Elevate Your Organization- E4E Eligible!

Want to learn how to leverage your chapter's social media to grow your chapter and share all the wonderful work you are doing?

Fraternity & Sorority Affairs is bringing Guillermo Flores, founder of [Fraternity Social Media](#), to campus on Tuesday, April 1, at 7 p.m. in Hubbell Auditorium. A member of Phi Kappa Tau Fraternity and the Digital Media Director for Sigma Phi Epsilon, Guillermo marries his passions for fraternity and sorority life with digital media creations to help communities and chapters!

This program is open to all community members and can be counted under the Leadership Standard on your E4E submissions and Medallion Credit for Knowledge Acquisition.

Fraternity & Sorority Leadership Reception and Awards Ceremony

The annual Fraternity and Sorority Leadership Reception & Awards Ceremony will be held on Friday, April 11, from 3:30 to 5:00 p.m. in the Eisenberg Rotunda.

Finance Reminders

Business Manager Role

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

Financial Transaction Request (FTR) Form Processing Time

[FTRs](#) require 2-3 business days for processing. Occasionally, forms are processed sooner, but 2-3 business days is the norm. Please do not submit an FTR and expect it to be processed the same day.

Missing Receipts

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

Shops @ WilCo

Please ensure that ALL CASH from your Shops @ WilCo sales is deposited at SOFO as soon as your event ends. The total event settlement cannot be finalized until the cash is accounted for. Please take a look at 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.

The final week for Shops @ Wilco will be from March 31 to April 6.

Board Games @ Rocky's Sub Shop & Lounge

Puzzled by what to do on campus? Whether you're a Jenga genius or a Catan conqueror, Rocky's has the games that will keep you and your friends Risk-ing it all to win. With more than 100+ games, Rocky's Board Games collection is bound to have something that will pique your tabletop interests. Play in the lounge or take the game on the go; just be sure to return it before close if you want your URID back!

Leadership Opportunities

Apply to Be a Fall 2025 Welcome Week Volunteer

Want to help welcome new students to campus in August? The Office of Orientation and New Student Programs is still accepting applications for Fall 2025 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 New Student Programs website](#) and [apply for the position](#) by Monday, March 10 at 5 p.m.

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 New Student Programs (ONSP) is now accepting proposals from student organizations and performance groups to participate in Fall Welcome Week through Tuesday, April 15. Is your group interested in performing? Want to host an event? Learn more about available opportunities and how to apply on [the ONSP website](#). Questions? Contact orientation@rochester.edu.

Get Connected with Your Organization's Alumni

Did you know the Office of Alumni Relations and Constituent Engagement can help market and fund your organization's events? We're here to support you!

Here's how we can help:

- Email Marketing: We'll use our alumni records to invite alumni from your organization to your upcoming events via email.
- Financial Support: After your event, complete the Get Connected: Alumni Attendance Form. For each alumni attendee, your organization will receive up to \$15 per person!

Connecting with your alumni has never been easier! Talk to your advisor and submit the [Alumni Involvement, Crowdfunding, & Donation Receipts Request](#) form today!

Apply to Participate in Meliora Weekend

Student organizations—this is your time to shine! Meliora Weekend 2025 is packed with exciting ways for your organization to engage with alumni, showcase your talents, and show your school spirit!

- Volunteer with your Organization – Looking to get involved with Meliora Weekend but not sure where to start? Sign up to volunteer and make a meaningful impact as a team! Plus, when you volunteer, your organization will be entered to win funds for club bonding!
- Meliora Village Performance – Got talent? Take the stage and wow the crowd with your group’s performance!
- UR Late Night Co-Sponsorship – Partner with WCSA for a Saturday night program to make this weekend unforgettable.
- Golf Cart Spirit Contest – Show off your Yellowjacket pride by decorating a golf cart for a chance to win \$500 for your organization! Meliora Weekend attendees will vote for their favorite!
- Student Organization Reunion Fair – Connect with alumni over great food, drinks, and conversations. We provide the setup—you bring the energy!
- Milestone & Non-Milestone Reunion Events – Whether your organization is celebrating a big anniversary or just wants to reconnect, plan a reception and strengthen alumni bonds.

How to Apply: Check out our [involvement guide](#) for further details and submit the [Meliora Weekend 2025 Student Organization Involvement Application](#) by April 15. Ready to get involved? Let’s make this Meliora Weekend the best one yet!

Medallion Leadership 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	Domain
<u>An Evening with Dr. Henry S. Friedman, MD '73</u>	Mon. 3/3	7-8 PM	Knowledge Acquisition
<u>Understanding Leadership</u>	Wed. 3/12	5-6 PM	Level 1 Opener
<u>The Practices of Leadership</u>	Tues. 3/13	5-6 PM	Level 2 Opener
<u>Communication in Leadership</u>	Mon. 3/17	7-8 PM	Interpersonal Competence
<u>Alcohol Education Seminar</u>	Fri. 3/21	12:30-2 PM	Practical Competence
<u>BADASS Bystander</u>	Fri. 3/21	2-4:30 PM	Interpersonal Competence
<u>Conflicts is Life</u>	Mon. 3/24	6-7 PM	Interpersonal Competence
<u>Motivating the Middle</u>	Tues. 3/25	4-5 PM	Interpersonal Competence
Leadership vs. Management	Fri. 3/28	3-4 PM	Knowledge Acquisition
<u>Rochester 101</u>	Mon. 3/31	7-8 PM	Knowledge Acquisition

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
