



September 2024

Welcome back, Yellowjackets!

It was wonderful to see so many of you at the Fall Leadership Training. If you missed the important information shared during the opening session, know that the recording of the session is available on the [Fall Leadership Training website](#). I can feel how anxious everyone is 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,
Brian Magee | Wilson Commons Student Activities

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Save-the-Dates

Constitution/Resource Agreement Request Form

[Open now!](#)

New Organization Proposal Form

Opened on Sunday, September 1st

AlertUR Test

Thursday, September 5th @ 6 p.m.

Submit Meliora Weekend Volunteer Interest Form

By Midnight Monday, September 9th

Submit Your Travel Waiver Drawing

Ends Wednesday, September 11th

One Community Grant Proposal Due

Wednesday, September 11th

Meliora Vision & Values Grant Due

Wednesday, September 11th

Level Up with Medallion @ Club Rochester

Friday, September 13th @ 3:30 p.m.

LGBTQ Distinguished Alumni Speaker Series: A Conversation about the Furry Community

Wednesday, September 18th @ 7 p.m.

[Register here.](#)

Meliora Weekend

Thursday, September 26th - 29th

Required Training: Get Inclusive

In compliance with the New York State Education Law Article 129-B, all University of Rochester Student Athletes, Student Leaders and officers of student organizations are required to complete training on domestic violence, dating violence, stalking, or sexual assault prevention each

academic calendar year. The training is administered online from a company called *Get Inclusive* and must be completed by all Student Athletes, Student Leaders and officers of student organizations.

In the next coming weeks, all student organization officers listed in CCC will receive an invitation to complete the training. Officers will have 30-days to complete the training from the initial email sent date. If not all officers from your organization have completed the training by the 30-day mark, your organization's VEMS access will be deactivated and you will not be able to submit room reservations until the training is completed by all officers. This includes same-day reservations made at the Campus Information Center.

SOFO Reminders for Business Managers

The Student Organization Finance Office (SOFO) opened on the first day of classes and is available for Business Manager transactions. All Business Managers will need to watch the Financial Transaction Request (FTR) video and complete the Business Manager Quiz which can be accessed on the [Business Manager Tools website](#).

As a reminder, the Business Manager for your group must complete the training and quiz before submitting transactions via the [Financial Transaction Request](#) Form (previously known as the Green Form). The Activity Registration for your event/activity must be started before any FTR forms will be processed. Please reach out to your SOFO Student Accountant with any questions. SOFO Accountants' office hours and emails can be found [here](#).

Complete the Travel Waiver!

All students must have a completed and approved Travel Waiver in order to participate in student organization activities more than 50-miles off-campus or overnight. A waiver must be submitted once per academic year.

All [Travel Waivers](#) submitted by Wednesday, September 11th will be entered into a drawing for one of five new Community Weekend sweatshirts. Encourage your members and your fellow officers to complete today!

Activity Registration Video, Policy Reminders, and ECM Blackout Dates

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](#).

If you need to review your Activity Registration submissions:

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.

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, November 8th and Saturday, November 9th
- Friday, November 15th through Sunday, November 17th
- Friday, November 22nd and Saturday, November 23rd
- Friday, December 6th and Saturday, December 7th

Did you know the event description your organization submits through Activity Registration is what is pulled and entered into the Weekend Highlights? Help us help you by ensuring the information entered is accurate and helpful for interested students. Don't forget to include details like where to purchase tickets, the cost of tickets, any sign-up information, or what students can expect when attending your event.

Grant Funding Opportunities

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. Don't forget, this year's Meliora Value is Accountability! For best consideration, please ensure that your proposal for funding is received by the selection committee by the dates listed below:

- Wednesday, September 11th
 - Wednesday, October 9th
 - Wednesday, November 6th
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Supply & Resource Request Form

Don't forget to check out the [Supply & Resource Request](#) form to see what is already available to your student organization! Plates? Napkins? Streamers? Markers? Balloons? Table Rentals for outdoor locations? A Photographer? Banner or chalkboard reservation? We got it all and more! Be sure to submit the form at least 14-days (or more) before your event!

Volunteer for Meliora Weekend!

Get ready for [Meliora Weekend](#)! This community weekend combines family weekend, reunions, and homecoming into one. A special student block of tickets for comedian Joel McHale is on sale now through the [Meliora Weekend website](#).

Looking to get involved? Volunteering for Meliora Weekend is a great way to connect with the University of Rochester community. Student volunteers receive sweet perks including a free t-shirt, tote bag, food, and special entry into daily raffles to win awesome prizes.

If you're interested in getting involved or learning more, [visit the student volunteer form](#) or reach out to Ahren Henby, assistant director of student engagement at ahren.henby@rochester.edu.

Tips for Soaring through SOAR

This month, we are encouraging organizations to explore co-hosting a Medallion workshop with the Medallion Leadership Program. To do this, your organization would need to email medallion@rochester.edu to express your interest, support the Medallion Leadership Program by marketing the workshop, and send a least five of your organization's members to the workshop. Completing these things will gain your organization 5 additional points which goes towards your SOAR evaluation.

There are many Medallion workshops happening this month! Scroll below to see the lineup, and connect with the Medallion team!

This is also a good time to get familiar with the [Student Organization Annual Review \(SOAR\)](#). The website has been updated to include the timeline for this year, and a preview of the self-report questions and rubric.

This information applies to Undergraduate College Student Organizations only.

Rocky's Board Games

Visit the Rocky's Sub Shop & Lounge in Wilson Commons to rent out a variety of board games for your own use or student organization event! To rent a game, you must complete the form

using the QR code by the Rocky's check-out line or on the poster near the games shelf. You must give your UR ID to the cashier prior to playing. Games can be taken out of Rocky's but must be returned the same day prior to close. Your ID will be returned to you once you return the game.

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, Mondays, Tuesdays, Thursday & Fridays from 2:30-6:30 p.m.

UR Late Night Co-Host Application

Does your org want to co-host an existing UR Late Night Program or propose a new UR Late Night program? [Fill out this form!](#)

Medallion Leadership Program Workshops

The [Medallion Leadership Program](#) is the University's premier self-paced leadership development series. Through workshops, leadership roles, reflections, and working on a community need, the goal is to create change agents in the world. [Enroll in](#) the program today to receive your program checklist on CCC and our newsletter!

Workshop	Date	Time	Domain
Toward A More Perfect Union: Social Responsibility	Tues. 9/3	7-8 pm	Civic Engagement
"The Vibes Are Off": Real World Tips for Conflict Management	Mon. 9/9	5-6 pm	Interpersonal Competence
Building Time Management Habits & Strategies	Tues. 9/10	6-7 pm	Practical Competence
Motivating the Middle	Mon. 9/16	4-5 pm	Interpersonal Competence
Intro to Public Speaking & Presentations	Tues. 9/17	7-8 pm	Practical Competence
Rochester Mayor Malik Evans	Fri. 9/20	2-3 pm	Knowledge Acquisition
Interfaith Literacy for 21st Century Leadership	Mon. 9/23	5-6 pm	Civic Engagement
Practices of Leadership	Tues. 9/24	6-7 pm	Level 2 Opener

Suicide Prevention Workshop	Fri. 9/27	1:30-3 pm	Interpersonal Competence
Identifying Your Values	Mon. 9/30	4-5 pm	Intrapersonal Development
In this Moment Book Launch and Panel Discussion	Mon. 9/30	6:30-8:30 pm	Civic Engagement

AlertUR Scheduled for 9/5

UPCOMING

AlertUR Test

You will receive a test message

Thursday, September 5, at 6 p.m.



AlertUR sends you a message when a campus emergency occurs.

Learn more or update your contact information at rochester.edu/alertur.

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.