



## The Student Organization Insider

### December 2024

Dear Yellowjacket Leaders,

It's December... can you believe it?! The semester is quickly coming to an end, and I am so impressed by each of your efforts and how they have impacted campus life. Students have attended your amazing programs, written for your publications, performed in your events, gained awareness, learned how to better navigate relationships, and so much more. We can finish strong by taking advantage of the resources shared in this Insider! For organizations conducting elections this semester, don't forget about the officer transition best practices [listed on this web page](#). For all, don't forget to get enough sleep, attend study breaks, and be kind to one another. For those of you that are here over Winter Break, be sure to [browse this web page](#) as it has information on all of the services (building hours, shuttles, dining options, etc.) available. Have a safe and relaxing winter break - Wilson Commons Student Activities looks forward to starting anew in January!

Stay warm,

Brian Magee, Interim Director of Student Activities

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## **Save-the-Dates**

### **Last Day to Program and Transact**

Monday, December 9th

### **Late Night Breakfast**

Tuesday, December 10th @ 9 p.m.

### **Activity Reflections for January 2024 through December 2024 Due**

Sunday, December 15th @ 11:59 p.m.

### **SOAR Self-Report Due**

Sunday, January 12th @ 11:59 p.m.

### **Mid-Year Leadership Training**

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

### **SAAC Supplemental Hearings to Resume**

Tuesday, January 21st

**Winter Activities Fair**

Registration Deadline: Wednesday, January 22nd @ 11:59 p.m.

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

**Winterfest Weekend**

Friday, January 31st through Sunday, February 2nd

**Nominations for Student Life Awards Due**

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

**Leadership Appreciation Reception**

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

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## **2024 Student Organization Annual Review (SOAR)**

Each year, undergraduate college student organizations are required to [complete a self-report](#) for the Student Organization Annual Review (SOAR). The goal of the annual review is to ensure student organizations are meeting expectations, assessing the activities they offer to campus, and getting feedback on resources needed to be successful. Please note, organizations approved during the Fall 2024 semester do not need to submit a self-report.

The 2024 self-report is now live and is due by 11:59 p.m. ET Sunday, January 12th.

Areas under review for January 2024 through December 2024 are:

- Activities Fair Attendance (January 2024 and August 2024)
- [Activity Reflections](#)
- Administration & Review Committee (ARC) Violations
- Advisor Feedback
- CCC Site Review
- Fall Leadership Training Attendance
- Medallion Program Co-sponsorships
- Self-Report Submission
- Students' Association Appropriations Committee (SAAC) Violations

If your organization would like to learn more about the SOAR process and how the Student Organization Administration and Review Committee (ARC) evaluates self-reports, you are invited to attend the last SOAR Information Session on Wednesday, December 4th, in 325 Genesee Hall, at 8:00 p.m.

Please refer to the [Student Organization Annual Review](#) website to preview the self-report questions, the rubric, additional helpful tips and resources, and to review the list of upcoming deadlines (e.g., when activity reflection forms are due, etc.).

Questions should be referred to [Wilson Commons Student Activities](#).

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## **SAAC/SOFO End of Semester Updates**

The Students' Association Appropriation Committee (SAAC) will finish hearing supplemental requests for the semester on Tuesday, December 3rd, and will resume again on Tuesday, January 21st. You may continue to submit [Supplemental Funding Request](#) forms over break, and they will be reviewed at the beginning of next semester. The [Financial Transaction Request \(FTR\) form](#) will be open for continued use over the Winter Break to facilitate payments for outstanding transactions that occurred during the Fall semester. However, there may be additional processing time for FTR's submitted over break. If you have any questions or concerns, please [reach out to your student accountant](#).

Information regarding student organization budgeting for next year will be available in January.

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## **Reservation Requests for Study Breaks are Now Open!**

With limited exceptions, student organizations are not permitted to reserve space during times when classes are not in session. One of these exceptions are Study Breaks! Organizations that are categorized as Academic/Professional or Programming (e.g., Class Councils) can request space to host Study Breaks during the time between the last day of classes and the start of finals (also known as reading period). Study Breaks are not eligible to receive any services. Requests for Study Breaks can be submitted through the [Study Breaks CCC Form](#).

Organizations that are not categorized as Academic/Professional or Programming should talk to their advisor before submitting a request for a Study Break.

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## **Register for the Winter Activities Fair**

Join us at the Winter Activities Fair on Friday, January 24th from 2:00 - 3:30 p.m. in the Goergen Athletic Center, Zornow Courts! To confirm your attendance, please [complete this form](#) by 11:59 p.m. Wednesday, January 22nd. We ask that you coordinate with your executive board so that only one form is submitted per organization. Registering for the Activities Fair is an evaluated area of the Student Organization Annual Review (SOAR). Don't miss out on bonus points for 2025 by not participating in this amazing event!

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## **Advanced Reservations**

The Practices & Rehearsals advance reservation timeframe has closed. The next template to open will be General Advance Reservation – Member Meetings, GIMs, and an additional 4 hours of practices and rehearsals. As it is with all of our advance reservation requests, all requests will be processed as BEST FIT. This means that your reservation may be adjusted based on other requests to best fit everyone into a time, or room that works for all. When you submit a request, please be sure to include as much information as possible or relevant for your organization.

Reminder that Spring 2025 major events are still being accepted and no longer in an advance reservation process – they are first come first serve. As Spring Major events are no longer in the advance reservation process, please be sure to include any set-up time you may need as part of your request, and respond to any emails you may receive from our reservation team with questions about your event.

Any questions? Visit the [advance reservations website](#) or email [Wilson Commons Student Activities](#).

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## **Mid-Year Leadership Training**

Save-the-date for [Mid-Year Leadership Training](#), which will be held on Sunday, January 19th, 1:00 - 5:00 p.m. in the Feldman Ballroom. This program is open to all student organizations leaders, with a particular focus on students new to their leadership role or for those who missed the Fall Leadership Training. Students who did attend Fall Leadership Training may choose to still attend the educational workshops and Club Speed Dating networking portion. Details on how to register will be shared with student leaders in a separate email.

#### 2025 Schedule:

- 1:00 - 1:45 p.m. - Opening Session, Feldman Ballroom
- 1:55 - 2:55 p.m. - Advisor Session
- 3:05 - 4:05 p.m. - Educational Workshops
  - Event Planning 101
  - Creating an Inclusive Community
  - Finding Success Through Accountability and Delegation
  - Student Organizations 101
  - Business Manager Training
- 4:15 - 5:00 p.m. - Club Speed Dating

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## **Nominations for Student Life Awards**

The annual University Student Life Awards, otherwise known as The Rocky's, recognizes undergraduate students and student organizations who - through service to others, investment of talent and time, and pursuit of excellence - have significantly and positively impacted the University of Rochester and/or surrounding communities. Nominations are open now through Sunday, February 2nd at 11:59 p.m. ET. Review the [available awards](#) and [submit nominations here](#).

*Sponsored by the Office of the Dean of Students.*

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## **Reservation Assistants: Reduced Hours**

The Reservation Assistants are moving to reduced hours for the last week of the semester. Their schedule for the spring semester will be included in the January Insider and will be posted on the display near the Campus Information Center.

#### 12/2-12/9 – Reservation Assistants Reduced Schedule

- Mondays & Friday: 2:30 - 6:30 p.m.
- Tuesday & Thursday: 2:30 - 4:30 p.m.
- Wednesday & Weekends: Closed

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## Winterfest Weekend

Kick off the spring semester with Winterfest Weekend starting Friday, January 31st through Sunday, February 2, 2025. This chilly [Community Weekend](#) includes a cozy limited-edition giveaway, fire pits, smores, crafts, performances, headlining entertainment and many more events guaranteed to drive away the winter blahs! Stayed tuned on [Instagram](#) and [Facebook](#) for announcements regarding the activities and shows featured during this [Rochester Tradition](#) celebrating winter splendor. If your organization would like an event represented on the Winterfest calendar poster and website, please contact [Jill Wulfenstein](#). If you would like to perform at the student stage, please fill out [this interest form](#).

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## Don't Miss Late Night Breakfast

Studying for the end of the semester can be stressful. Take a break! Grab your organization's members and swing by the Feldman Ballroom Tuesday, December 10th starting at 9 p.m. to grab a plate of your favorite breakfast meal. There will be plenty of vegan, vegetarian, and gluten free options too. We hope to see you there!

*Hosted by Wilson Commons Student Activities, Dining Services, Information Technology, Alumni Relations and Constituent Engagement, and the Greene Center.*

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## Medallion Leadership Workshops

Don't fret! Medallion Leadership Workshops will continue over Winter Break. All workshops held after Friday, December 6th will be virtual. Break is an excellent time to catch up on workshops or reflections that you may be too busy to complete during the academic year.

There is still time for your organization to co-host a workshop. Simply have 5 members register, and email [medallion@rochester.edu](mailto:medallion@rochester.edu) which workshop you would like to co-host.

Workshop	Date	Time	Domain
<a href="#">Intercultural Communication and Awareness</a>	Tues. 12/3	7-8 pm	Knowledge Acquisition
<a href="#">Supporting Your Friends and Yourself Through Intimate Partner Violence</a>	Fri. 12/6	10-11 am	Knowledge Acquisition
<a href="#">Practices of Leadership</a>	Mon. 12/23	6-7 pm	Level 2 Opener
<a href="#">Building Time Management Habits &amp; Strategies</a>	Wed. 1/8	6-7 pm	Practical Competence
<a href="#">Understanding Leadership</a>	Thurs. 1/9	6-7 pm	Level 1 Opener
<a href="#">Imposter Syndrome</a>	Tues. 1/14	6-7 pm	Cognitive Complexity
<a href="#">Membership Retention</a>	Thurs. 1/16	6-7 pm	Interpersonal Competence

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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 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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