



# COLLEGE STUDENT ORGANIZATION HANDBOOK

Spring 2025



## TABLE OF CONTENTS

### Introduction to College Student Organizations.....4

- Wilson Commons Student Activities (WCSA)
- The Interfaith Chapel
- Students' Association

### College Student Organizations..6

- Student Organization Criteria
- Basic Requirements for College Student Organizations
- Officers
  - Rosters
  - Study Abroad and Officer Positions
  - Elections
  - Transitions
- Membership
- Group Types
- Categories
- Affiliates
- Advisory Boards
- Re-registration
- Constitutions & Resource Agreements
- Ability to use "UR" or "University of Rochester"
- Student Organization Annual Review (SOAR)
- CCC (Campus Groups)
- Social Media

- Student Organization Insider
- Hazing
- Intellectual Property and Copyright
  - Resources for Free Images
- Exception Form
- Student Organization Concerns
- Violations
- WCSA Forms Page
- Club Sports Manual

### Programming.....16

- Programming during breaks (including Welcome Week)
- Study Breaks
- Contracts
- Activity Reflections
- Marketing & Promotional Opportunities

### Advising.....18

- Role of Advisors
- Role of Advocates

### Funding for Organizations.....19

- Types of Funding
- Principles of SA Funding
- Itemized Budgets
- Supplemental Funding
- General Interest Meeting (GIM) Funds
- Accessing Funds
- Additional Funding Sources Outside of SA
- Fundraising & Crowdfunding
- Shops @ Wilco



## TABLE OF CONTENTS

Recruitment and Retention.....	22	Resources.....	29
• Best Practices for Student Organization Recruitment & Retention Efforts		• WCSA Services	
• Fall and Winter Activities Fairs		• Storage	
• General Interest Meetings (GIM)		• Supplies & Resources	
• Alumni Relations		• Printing	
		• SA Vans	
Event Planning.....	24	• Event & Classroom Management (ECM)	
• Activity Planning Resources		• Students' Association Appropriations Committee	
• Activity Registration		• Students' Association Administration and Review Committee	
• Reservations - Virtual EMS			
• Food and Alcohol			
◦ Food Permits			
◦ Food Trucks			
◦ Alcohol Policy			
• Cancellation of Student Organization Event & Travel Policy			
Travel.....	26		
• Off-Campus Travel			
Leadership Development.....	27		
• The Medallion Program			
• Fall Leadership Training			
• Mid-Year Leadership Training			
• Leadership Appreciation Reception			
• College Student Organization Awards			
• Student Life Awards			



# INTRODUCTION TO COLLEGE STUDENT ORGANIZATIONS

Wilson Commons Student Activities, the Interfaith Chapel, and Alumni Relations and Constituent Engagement are the three offices that directly advise College Student Organizations on how to operate on campus. Other campus departments may serve as advocates for organizations.

## Wilson Commons Student Activities

[Wilson Commons Student Activities \(WCSA\)](#) fosters a vibrant, inclusive campus community, where ideas and activities develop and thrive. We help students take part in creative programming and traditions, meaningful employment, experiential learning opportunities, and innovative services and facilities. Through our partnerships and advocacy, we affirm students' educational goals and passions, the [University's Vision and Values](#), the [College Competencies](#), and the [University's mission](#).

[Get to know the WCSA staff!](#)

## The Interfaith Chapel

[The Interfaith Chapel](#) is a place for people to worship in their particular faith and a place where people of different faiths, or no religious tradition at all, can share in dialogue, worship, and interfaith education. Our multi-faith community and our interfaith engagements contribute significantly to the rich diversity that is the University of Rochester experience. We welcome those who strongly identify with their religious tradition, those who are "spiritual but not religious," and those who want no affiliation at all.

## Students' Association

The Students' Association cultivates a community of students who feel encouraged to speak, learn, and grow from each other in the goal of building a better campus. Within SA contains the Students' Association Appropriations Committee (SAAC) and Administration and Review Committee (ARC), who respectively delegate the funds of the Student Activity Fee and recognize and support our over 200 SA-recognized organizations on campus.



# COLLEGE STUDENT ORGANIZATIONS

Make sure to review [Student Organization Policies](#).

## Student Organization Criteria

The [Student Organization Criteria](#) are the Students' Association's standards for recognizing and evaluating undergraduate College Student Organizations.

- Mission
- Openness
- Membership
- Community Contributions
- Leadership/Mentor Development
- Resources
- Risk & Liability

## Basic Requirements for College Student Organizations

- Follow all University and [Student Organization Policies](#)
- Send a minimum of two officers to Fall Leadership Training
- Have a minimum of two officers (President & Business Manager)
- Review your [Resource Agreement and Constitution](#)
- Meet the minimum membership requirement of six (6) members
- Re-register annually
- Complete the Student Organization Annual Review (SOAR)
- Have officers complete the Title IX training in the fall
- Maintain an accurate and up-to-date CCC website and group page
- Update your Virtual EMS contact for reservations
- Meet with your advisor
- Consider co-hosting [Medallion Leadership Program](#) workshops



# COLLEGE STUDENT ORGANIZATIONS

## Officers

- Rosters
  - Every organization is required to have both a President and a Business Manager.
    - These positions can be renamed as needed but should be created using the President and Business Manager position types in CCC.
    - The same student cannot simultaneously hold both of these positions for one organization.
    - Vacancies in either position must be filled immediately.
  - All current officers must be listed on the organization's CCC roster
- Study Abroad and Officer Positions
  - A student currently studying abroad, cannot hold an officer position because they do not pay the student activities fee and cannot be considered an active member of the organization.
- Elections
  - Officers must be full-time, matriculated, undergraduate students of the College. Officers are encouraged to maintain good academic standing (minimum 2.0 GPA).
  - Elections must be held at least two weeks before the end of the semester (Spring or Fall depending on what is outlined in an organization's constitution).
- Transitions
  - Transition documents (contacts, to-do lists, and event planning information) are used to help new officers become familiar with their responsibilities for the upcoming term
  - Review the [Leadership Transitions](#) website for helpful information



# COLLEGE STUDENT ORGANIZATIONS

## Membership

- All University of Rochester faculty, staff, graduate students, and Eastman students shall be eligible for associate membership in student organizations, but remain ineligible to hold officer positions and/or to vote in elections. Graduate students, faculty, and staff are ineligible to perform, compete, or travel as a part of a college student organization.
- Alumni are ineligible for organization membership. Student organizations are encouraged to engage with alumni in coordination with Alumni Relations and Constituent Engagement.
- Student organizations are required to have a minimum of 6 members. Based on the activities of the organization, some organizations have a higher member minimum as indicated in the organizations' Resource Agreement.

## Group Types

Undergraduate student organizations are divided into four group types: College Student Organizations, Fraternity & Sorority Life, Residential Life Groups, and Advisory Boards. Each group type has a specific process for forming new organizations and evaluating existing ones. College Student Organizations are approved and evaluated in partnership with the Students' Association. All groups must re-register on CCC each fall in order to remain in good standing. All student organizations must be listed on CCC. All student organizations must follow the University's [Activity Registration policies](#) and attend annual leadership trainings that review policies and procedures. Each group type is assigned advisors and has a handbook with additional guidelines specific to the group type.

To see the difference in resources between the four group types please check the chart on the next page.





# COLLEGE STUDENT ORGANIZATIONS

## Group Types continued

Resources	College Student Organizations	Fraternity & Sorority Life	Residential Life Groups	Advisory Boards
Use of UR or University of Rochester Name and Logo	✓	✓	✓	✓
CCC	✓	✓	✓	✓
Use of the term Student Organization	✓	✓	✓	
Resources for Accessibility (i.e. Interpreters)	✓	✓	✓	✓
Room Reservations and Info Tables	✓ (receive priority)	✓ (receive priority)	✓	Through department request
Marketing/Advertising Opportunities (Banners, Chalkboard, and Digital Signage)	✓	✓	✓	Through department request ( Chalkboard not available)
Expression Wall	✓	✓	✓	Through department request
Ticket Program	✓	✓		
Awards for Student Organizations	✓	Only eligible for Rocky's Student Life Awards and Boar's Head Award	Only eligible for Rocky's Student Life Awards and Boar's Head Award	
Storage	✓	Only available to the 3 FSA Governing bodies		
Crowdfunding	✓	✓	Through department	Through department
Shops @WilCo	✓	✓		
Reduced rate for Event Support services	✓	✓		
Activities Fair	✓	Only available to the 3 FSA Governing bodies	Eligible for shared table	Eligible for shared table
Graphic Arts Service	✓	Available for Programs that have received supplemental funding and are open to campus		
Financial account with SOFO	✓	Only available to the 3 FSA Governing bodies		
Supplemental Funding	✓	Available for Programs that are open to campus		
Itemized Budget and flat funding	Organizations with open membership			
SA Vans	✓	✓		
Event Supplies & Equipment	✓	✓		
Student Organization Printing	✓	✓		

You can also find [Student Organizations Available Resources](#) on our website.





# COLLEGE STUDENT ORGANIZATIONS

## Categories

Mission categories are assigned when organizations are formed and are the primary reflection of an organization's mission statement. Mission categories are connected to some resources. Organizations can choose to have a secondary category which is used for public searching purposes in addition to the mission category.

- Academic/Professional – Organizations that are focused towards students in a particular discipline. Emphasis is on the knowledge, skills, and experience related to a particular field.
- Governing Body – Organizations that govern and advocate on behalf of students.
- Awareness – Organizations that work towards increasing knowledge of particular issues, including: social, mental/physical wellbeing, economic, etc.
- Media/Publication – Organizations that are affiliated with the university and provide media/publication services for or to the Campus.
- Community Engagement – Organizations that provide volunteer opportunities while working towards increasing knowledge of the community on and off campus.
- Club Sport – Organizations that promote and develop interest in various sports or recreational activities at a non-varsity level of play.
- Cultural/Identity Based – Organizations that promote learning and awareness of diverse cultures and/or Identities.
- Fraternity/Sorority – Student groups whose members are bound together by common values, friendship, culture, service, scholarship, and leadership.
- Hobbies & Interests – Organizations that provide an outlet for activities typically done for enjoyment and leisure.



# COLLEGE STUDENT ORGANIZATIONS

## Categories continued

- Honor Society – Local and national honor societies that provide recognition for students with academic honors. GPA or other requirements may exist.
- Intercollegiate Competition – Organizations that actively compete against other colleges.
- Performing Arts – Organizations that create an outlet for creativity by training, practicing and/or performing in front of an audience (drama, music, dance, etc.)
- Political – Organizations that represent student interests in various political ideologies.
- Programming – Organizations with a purpose to build campus community through large-scale programming and traditions.
- Religious & Spiritual Life – Organizations that relate to a particular religion or spiritual belief.
- Special Interest Housing – Student groups who choose to live together in designated suites, houses or on a floor where the community focuses on a shared common interest.
- Visual Arts – Organizations that create an outlet for creativity using various mediums (paint, clay, woodworking, etc.)

## Affiliates

College student organizations may choose to have an affiliate as part of their organization. Affiliates are not a student organization, but rather a small group of students with a related mission that is an extension of a student organization.

- Affiliates can come and go more easily as there are no minimum membership numbers.
- Affiliates do not have officer positions, only a chair/lead. This position should be part of the parent organization executive board and the position should be listed in the parent organization's constitution (must indicate how the chair/lead is determined).



# COLLEGE STUDENT ORGANIZATIONS

## Affiliates continued

- Affiliates:
  - are not eligible for student organization awards
  - are not eligible for a budget or banking account separate from their parent organization
  - do not have to complete their own SOAR. Activity reflection forms must be submitted through parent organization.
  - do not have to register each year since they do not have their own CCC site
- Affiliates are not eligible for a table at the Activities Fair, however, information on affiliates must be on the parent organization CCC website. Affiliates are only eligible to come up for supplemental funding through parent organization request
- Affiliates do not have their own Virtual EMS contact. Reservation and promotional opportunities requests are managed by the parent organization
- Parent organization must be listed on all affiliate publicity (an affiliate of parent organization or parent organization logo)
- If a parent organization receives an itemized budget, the affiliate must be open to all (i.e. affiliates cannot have closed memberships with auditions, etc.)

## Advisory Boards

Advisory Boards are an additional group type listed on CCC. While these are not student organizations, they are entities where undergraduate students play a leadership role on campus. Advisory Boards may choose to be listed on CCC to capture the engagement of their leaders/members and to promote their mission to students and the campus community. Advisory Boards must request to be listed on CCC through the Advisory Board Application form. Advisory Boards are required to keep their information up to date on CCC. Advisory Boards are sponsored by a department on campus and receive their resources through that department. Advisory Boards are not considered student organizations and therefore do not have to complete the same student organization requirements.



# COLLEGE STUDENT ORGANIZATIONS

## **Advisory Boards continued**

A department that sponsors an Advisory Board agrees to have their Advisory Board follow all University policies. Advisory Boards will be designated a WCSA liaison to navigate policies as needed.

## **Re-registration**

Completing re-registration is an annual requirement of all student organizations. During re-registration, an organization must update its list of officers and provide the names of six (6) active members. If re-registration is not completed by the deadline provided, the organization's CCC site will be locked and benefits such as room reservations and access to funding will be frozen.

## **Constitutions & Resource Agreements**

Student organizations must use the approved constitution template to create and update their constitution. Student organizations must maintain and follow their constitutions and resource agreements. A constitution outlines the organization's mission, as well as the responsibilities and rights of its members and officers. A resource agreement outlines the resources accessible to the organization. You can find your organization's files on the [Constitution and Resource Agreement](#) webpage. The process to update your constitution or resource agreement is outlined within the [Student's Association Administrative Review Committee webpage](#)

## **Ability to use "UR" or "University of Rochester"**

The use of the name, the seal, or any facsimile, or any trademarked or copyrighted name or symbol of the University of Rochester must be approved. The University views all registered student organizations as private affiliates and does not endorse the missions, goals, or purposes of any organization, nor allows the organization to act on behalf of the University.



# COLLEGE STUDENT ORGANIZATIONS

## Student Organization Annual Review

The Student Organization Annual Review (SOAR) is a yearly assessment that all college student organizations must complete by the provided deadline. You can find current deadlines at the [Student Organization Annual Review](#) website.

## CCC (Campus Groups)

CCC is how student organizations:

- Manage rosters
- Register events & activities
- Create organization websites
- Fill out forms

Check out our dedicated app called UR CCC available on both [iOS](#) and [Android](#)! You can find Frequently Asked Questions on our [CCC website](#).

## Social Media

Content on student organization social media platforms does not reflect the views of Wilson Commons Student Activities or the University of Rochester. Student organizations are expected to adhere to the [Meliora Vision & Values](#) and the [Standards of Student Conduct](#). If you believe a student organization has violated these expectations, you may fill out a [Bias-Related Incident Report](#) or [Student Organization Concern Form](#).

## Student Organization Insider

The Student Organization Insider is a monthly newsletter sent to all officers. This newsletter contains important dates and reminders as well as special opportunities for student organizations. You can find past editions on the [Student Organization Insider website](#).



# COLLEGE STUDENT ORGANIZATIONS

## Hazing

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Students' Association. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

## Intellectual Property and Copyright

It's important to understand copyright laws when creating publicity, logos, and other items for your organization. Do not simply do a Google Image search. Stealing images and artwork is a serious offense and can result in legal action. Copyright materials are forbidden to use without the owner's permission, and many images are not properly labeled as such. Only utilize graphics that are clearly tagged with their usage capabilities. There are many free resources with images that are open content. If you need help finding these resources or identifying potential issues, reach out to the Wilson Commons Student Activities Manager of Marketing and Communications.

Read more on the University's commitment to upholding the principles of intellectual property as embodied in the [University Copyright Policy](#).

Resources for free images:

[www.picjumbo.com](http://www.picjumbo.com)

[www.littlevisuals.co](http://www.littlevisuals.co)

[www.unsplash.com](http://www.unsplash.com)

<https://jaymantri.com/>

<https://magdeleine.co/>

<https://picography.co/>

[www.deathtothestockphoto.com](http://www.deathtothestockphoto.com)



# COLLEGE STUDENT ORGANIZATIONS

## Exception Form

In order to seek an exception from any activity registration, finance, or other policies, an organization must work with their advisor to submit an [Exception Request Form](#).

## Student Organization Concerns

Anyone with a concern about a student organization should fill out the [Student Organization Concern Form](#). Appropriate follow-up will be administered based on the concern.

## Violations

Student organizations that are found to be in violation of a policy may be subject to sanctions. Student organizations and their members are held to the [Student Code of Conduct](#). Violations of these may result in sanctions.

## WCSA Forms Page

You can find all student organization forms and their descriptions on the [WCSA's Forms Page](#) on CCC.

## Club Sports Manual

For a more in-depth look into Club Sports, please review the [Club Sports Manual](#).





# PROGRAMMING

## **Programming During Breaks (including Welcome Week)**

Programming is only permitted from the first day of class through the last day of class each semester. Student organizations are permitted to hold activities while classes are in session during the academic year. Student organizations seeking an exception should submit an exception form. Organizations looking to host activities during welcome week should work with the organization's advisor and submit an [Exception Request Form](#).

## **Study Breaks**

The only student organizations authorized to hold study breaks without submitting an exception form are Class Councils and the academic/professional category of undergraduate college student organizations.

## **Contracts**

Any individual or organization providing any service at an event must have a signed contract prior to the event. Students are not allowed to sign contracts or enter into any contractual agreements (e.g. through email correspondence). Contracts must be sent to the organization's advisor for their signature and approval. Advisors should be included in any correspondence that may lead to a contract.

## **Activity Reflections**

Activity reflections are used to evaluate an organization's events and/or activities. Activity Reflections must be submitted within a week of the activity for it to be considered for funding in the future. Check out the [Activity Reflection](#) website for more info.



# PROGRAMMING

## Marketing and Promotional Opportunities

The following are some of the marketing/promotional opportunities available for College Student Organizations

- Banners
- Chalking
- Digital Signage
- Flyering
- Rush Rhees Digital Signage
- Tunnel Painting
- Weekend Highlights

You can find more information at the [Marketing/Advertising Opportunities webpage](#).



# ADVISING

## Role of Advisors

Review [What is an Advisor and Why You Need One](#)

- Student organizations are required to have a designated advisor to help them navigate policies and procedures, and provide resources and support for their activities.
- Student organizations are assigned an advisor by Wilson Commons Student Activities. They may not select their advisor.
- Regularly meet/communicate with student organizations to discuss: past events, upcoming events, officers, transitions/elections, membership, leadership issues, and other factors contributing to student organization success.
- Provide guidance to organization to ensure University policies and procedures are being met.
- Regularly communicate with advocate(s)
- Post and fulfill required weekly office hours
- Providing Advisor feedback for SOAR or other evaluative processes

## Role of Advocates

Student organizations are welcome to utilize an advocate for their organization. Advocates can be a UR community member who has an expertise or specific skill set which will be beneficial to the organization. The Advocate does not perform the work of the advisor, but rather is an additional support person to help the organization succeed.

Advocates:

- Provide mentorship and departmental resources to assist student organizational success
- Provide access to department-controlled spaces.
- Help promote the student organization within the department, including faculty, and students.



# FUNDING FOR ORGANIZATIONS

## Types of Funding

Eligible College Student Organizations can access three (3) types of funds through the Students' Association Appropriations Committee (SAAC), a standing committee of the Students' Association:

1. Itemized Budget
2. General Interest Meeting (GIM) funds
3. Supplemental Funding

## Principles of SA Funding

The approval and allocation of Itemized Budgets and Supplemental funding requests are determined by the Funding Principles established by SAAC. The most accurate and up-to-date version of the Funding Principles can be found on [SAAC Budgeting & Supplemental website](#).

## Itemized Budget

Annually, during the Spring Semester, eligible College Student Organizations will be asked to submit an itemized budget for the following academic year. Funds are allocated based on the updated Funding Principles. The current year's approved budget can be found on the [Students' Association Appropriations Committee \(SAAC\) website](#).

## Supplemental Funding

Recognized College Student Organizations are eligible for supplemental funding for new items or events that are not on their approved, itemized budget. Supplemental funding principles and specific limitations can be found on the [SAAC Budgeting and Supplemental website](#).

SAAC meets every Tuesday, when classes are in session, to hear Supplemental Funding requests. Organizations will be contacted by SAAC Leadership to schedule their Supplemental hearing date and time.



# FUNDING FOR ORGANIZATIONS

## General Interest Meeting (GIM) Funds

College student organizations with itemized budgets will be allocated \$100 for GIM funding to be used for up to 2 meetings per academic year with a primary focus on increasing membership. The meeting must be widely advertised (CCC event board, etc.) and open to the entire campus community to be considered.

Open college student organizations in the academic/professional, religious/spiritual life, and political organizations are automatically allotted \$100 in GIM funding, in spite of not receiving an itemized budget.

## Accessing Funds

Undergraduate College Student Organizations are required to deposit funds in the Student Organization Finance Office (SOFO) and follow all SOFO policies to access funds. SOFO offers a variety of credit cards, online orders, as well as checks. Please refer to the [Business Manager Tools website](#). All Business Managers must attend the training and take the quiz in order to be able to transact.

## Additional Funding Sources Outside of the SA

The AS&E Funding Portal was established to assist with the transfer of funds from Departments to College Student Organizations. Funding Portal requests for College Student Organizations should be submitted after funding has been requested from SAAC through the Supplemental process. Requests submitted through the Funding Portal will be sent to the Advisor for review, prior to distribution to departments.

If an organization is requesting funds from departments that are not currently included in the Funding Portal, they must submit a list of the contributing departments with their Point of Contact and financial contribution amount to:

- The funding portal administrators
- Advisor
- WCSA Manager of Finance & Administration
- Accounting/Bookkeeper



# FUNDING FOR ORGANIZATIONS

## Fundraising and Crowdfunding

College Student Organizations interested in hosting a fundraiser (including Shops @ Wilco and restaurant fundraisers, etc.) must submit an Activity Registration. Organizations interested in pursuing a crowdfunding campaign must use the University's approved crowdfunding platform. Failure to follow these policies could result in a loss of all funding for the academic year.

Review the [Student Organization Fundraising website](#) for more information.

## Shops @ Wilco

The Shops @ Wilco is located on the 1st floor of Wilson Commons and is comprised of several stations where college student organizations can fundraise by selling various items to the University Community.

Learn how to reserve a Shop at the [Shops @ Wilco website](#).



# RECRUITMENT & RETENTION

## Best Practices for Student Organization Recruitment & Retention Efforts

- Utilize the Medallion Program workshops on Recruitment and Membership.
- To maximize the effectiveness of recruitment organizations should establish a recruiting strategy and goals each semester or academic year.
- Organizations should be able to clearly present their mission, their common activities and events, and the ways that members can contribute to the group.
- Focus on the quality instead of the quantity of new members. People who are truly devoted to the mission and purpose of an organization are more likely to become active members and contribute positively to the organization.
- Encourage members to bring a friend to an open meeting. Offer incentives to members who bring new people to meetings.
- Hold informational meetings for prospective members.
- Follow up with people who have expressed interest in the organization, or those who attend recruiting events or meetings, thanking them for their attendance and inviting them to the next event.
- Have members speak about their experience within the group and the different skills/experience that they gained from participation-
- Advertise through multiple mediums to reach different audiences.
- Publicize awards or successful programs that the organization won or was a part of.
- Collaborate with other organizations and offices on campus so that more people are aware of the organization and its work.
- Establish a consistent meeting schedule
- Recognize new members for their interest and make them feel welcomed.





# RECRUITMENT & RETENTION

## Fall and Winter Activities Fairs

The Fall and Winter [Activities Fairs](#) are a chance for College Student Organizations to showcase themselves to potential new members.

## General Interest Meetings (GIM)

GIMs are typically held in the first couple of weeks each semester and are a way for student organizations to introduce themselves to potential new members.

## Alumni Relations

Membership with an organization doesn't end at graduation. There are many opportunities to continue connecting with alumni beyond Meliora weekend.

Tips for connecting with Alumni:

- Use an organization's social media accounts to engage alumni
  - highlight successful alumni in a spotlight series
  - invite alumni to share memories, photos, and more
- Learn how to leverage the UR Community by joining [The Meliora Collective](#)
- Alumni Relations can send out emails or newsletters on behalf of student organizations. If interested, fill out the below form and the Alumni office will reach out.
  - [Crowdfunding, Donation Receipts, and Newsletter Request](#)
- Alumni Relations requires at least three weeks advance notice to schedule emails or newsletters. Organizations can always submit a proposal form before an email or newsletter has been created.
  - Communications cannot be sent to alumni during the following times:
    - Fall: 3 weeks prior to and during Meliora Weekend; last 3 weeks of December
    - Spring: 2 weeks prior to the Day of Giving in early May



# EVENT PLANNING

## Activity Planning Resources

WCSA is here to support your activity planning needs. Review the resources available to you on our [Event Planning Overview website](#).

## Activity Registration

Student organizations must register events and activities on CCC. Activity Registration helps determine what kind of support is needed such as Event and Classroom Management (ECM), Public Safety, Ticketing, and more.

All activities must follow the given timelines for registration. Please review the timelines on the [Activity Registration Process website](#).

## Room Reservations - Virtual EMS

With a busy campus, it is essential to think ahead on [reserving space](#). The University's online Room Reservation system is called Virtual EMS. Only one officer is granted access to this system. Rooms are reserved on a first-come, first-served basis. To update your Student Organization's Reservation Contact, [submit a Virtual EMS Contact Change Request](#).

## Food and Alcohol

It is essential for you to review the Food Event Requirements via the [Environmental Health and Safety Sanitarian's Office website](#). There is a list of [Approved Caterers](#) for University activities.

Food Permits:

- For any event with food using a caterer outside of the approved caterer list, a food permit must be issued. To get a food permit, please submit an activity registration and select the appropriate responses. A fee of \$30 is charged by The Sanitarian's office for the event permit.



# EVENT PLANNING

## Food and Alcohol continued

### Food Trucks:

- Student organizations may apply to host food trucks on campus. Please submit your activity registration via CCC no later than 30 days before anticipated date. Please review the [Food Truck Policy](#).

### Alcohol Policy

- All activities with alcohol must adhere to the [University's Drug and Alcohol Policy](#). All events with alcohol must be registered 30 days prior to the event.

## Cancellation of Student Organization Events

Wilson Commons Student Activities and Environmental Health & Safety work together in a larger University-wide process in regard to emergency preparedness and a weather system notification process. Should there be an emergency or weather system that may cause a cancellation of a student organization activity the following will occur:

- Events
  - Your advisor will reach out to you regarding the notification that your event needs to be rescheduled.
  - The Assistant Director of Student Life operations who oversees reservations will work to find a new space and date based on availability. If this occurs outside of business hours, a Building Manager will take care of this.
  - The organization should then send an email through CCC to registered attendees about the cancellation and change.
  - The organization cancels the event in CCC or updates the description if moved.
    - DO NOT change the location in CCC - this will put the event back into the registration process.
    - Update the description to note a change in location if applicable.
  - The organization should then publicize the change on any social channels.



# TRAVEL

## Travel

If your organization plans to travel off-campus, please review the [Off-Campus Travel website](#). All travel beyond a 50-mile radius and/or overnight must be reviewed and approved through Activity Registration. All individuals who are traveling need to complete the [Individual Travel Waiver and Release Form](#) before submitting any Transaction Request forms.



# LEADERSHIP DEVELOPMENT

## The Medallion Program

The [Medallion Leadership Program](#) aims to educate student leaders by providing opportunities for intentional learning, self-reflection, and skill development. Students enrolled in the Medallion Program gain a strong sense of self-awareness, work effectively with others, and become civically and socially engaged. Its mission is to prepare individuals to understand, develop, believe in, and demonstrate their leadership capacity.

Organizations receive positive points on their SOAR report for co-hosting a Medallion workshop. Co-hosting requires sending a minimum of five (5) students to to a workshop.

## Fall Leadership Training

[Fall Leadership Training](#) provides organization officers with a comprehensive, collaborative learning experience that they can use to strengthen their organizational and personal leadership skills. A minimum of two officers must attend Fall Leadership Training (one of whom must attend the Business Manager session) per SOAR requirements. The Business Manager must complete the quiz found on SAAC's [Business Manager Tools](#) website in order to transact with the Student Organization Finance Office.

## Mid-Year Leadership Training

[Mid-Year Leadership Training's](#) focus is for new leaders (new to a position or first time on an executive board) or those who missed the Fall Leadership Training.



# LEADERSHIP DEVELOPMENT

## Leadership Appreciation Reception

The [Leadership Appreciation Reception](#) honors and recognizes student leaders and student organizations that have enriched the University of Rochester's community through their activities, community service, programs, publications, and self-development. This event also hosts the Medallion Program Level Up Ceremony.

## College Student Organization Awards

There are several opportunities for College Student Organizations to receive recognition. Read more about the [Leadership Appreciation Awards](#) and [The Rocky's Student Life Awards](#).

## Student Life Awards

These annual awards, also known as "[The Rockys](#)," recognize College undergraduate students who—through service to others, investment of talent and time, and pursuit of excellence—have significantly and positively impacted the University of Rochester or the surrounding community. College Student Organizations can apply for the Outstanding Student Organization Award, Award for Excellence in Creative Co-sponsorship, Award for Excellence in Programming.



# RESOURCES

## WCSA Services

The [WCSA Services Overview](#) page is the one-stop shop for all of the services offered to your organization.

## Storage

College Student Organizations are able to request storage through WCSA. Student organization storage is intended only for organization materials, not personal items. Please review to the [storage policy website](#) for more information.

## Supplies & Resources

A Student Organization supply closet with craft paint, markers, balloons, food supplies, and more materials is available for use. You can also request signage, equipment, parking passes, or the Rocky Mascot. Review what is available on the [Supplies & Resources website](#) and make sure to submit the request no later than 14 days before your activity.

## Printing

Student Organizations that bank with the Students' Association Appropriation Committee (SAAC) have the opportunity to print and have all printing fees charged to their student organization. Review [how to submit a printing request](#).

Large format color printing on paper and/or vinyl for signs and banners is available in-house for reduced rates and can be requested through the [Graphic Arts form](#).

## SA Vans

WCSA manages two SA-funded 7-passenger vans. SA Vans are only available to recognized student organizations for educational opportunities, volunteering, group bonding, and to help facilitate activities (e.g. pick up supplies or transportation). Any other usage must have explicit approval. Review the [Vans website](#) for next steps.





# RESOURCES

## **Event and Classroom Management (ECM)**

The Registrar, Event and Classroom Management (ECM), and Wilson Commons Student Activities (WCSA) work together to coordinate the reservation process. Reservations are granted to departments and College Student Organizations, not individual students. ECM will also take care of your furniture and AV needs for events. All College Student Organizations qualify for reduced ECM costs for events. You can find cost breakdowns on the [Event Space Furniture and Tech website](#).

## **Students' Association Appropriations Committee (SAAC)**

[The Students' Association Appropriations Committee \(SAAC\) page](#) provides detailed information on the budgeting process for SA recognized organizations and further SA funding resources.

## **Students' Association Administration and Review Committee (ARC)**

[The Students' Association Administration and Review Committee \(ARC\) page](#) provides resources for organizational support and information on maintaining SA funded organizations' constitutions.