



Group Travel Waiver Form

Before you go... here's something you should know.
 All student organizations sponsoring an off-campus group trip should have an executive board member meet with their advisor 2 weeks before the scheduled trip to complete a Travel Waiver Form. The key to risk management is giving students good information about how to travel safely and what to do/whom to call when traveling off campus.
 Please meet with your WCSA, RCCL, FSA, Club Sports, or Res Life advisor to hold a mandatory pre-trip orientation to go over travel plans and complete a Travel Waiver before you go!

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Event Support Blackout Dates

Due to the large number of events already scheduled for this semester, Event Support will not be able to support any new events from November 21 - 24

Note: If your event location is already reserved for Strong Auditorium, Wilson Commons May Room, or Douglass Dining, during the listed dates, we are expecting to service your event.

Halloween Festivities Poster

Is your club planning an event for Halloween? Would you like to be co-advertised on zlevan@u.rochester.edu with your club name, event name, a one sentence description, the time, date, and location by Oct. 8th.

RocTkts needs your help! We are looking to work with other groups on campus who want to do more in and see more of the city of Rochester! If your group would like to co-sponsor admission to an event like a concert or a performance out in the city of Rochester please contact ProgrammingGA@rochester.edu! We are open to new ideas and suggestions so help us find some fun for you!

Fill Fauver Co-Sponsorship

If your group is interested in co-sponsoring a Fill Fauver event please contact Jeremy Hairfield, Spirit Coordinator at: spiritcoordinator@rochester.edu

Here are the dates and games we are looking for co-sponsors:

- Saturday 9/28 - Football vs. Springfield College, 12pm
- Saturday 10/26 - Soccer vs. Houghton College & Kean University, 4:30pm & 7pm
- Saturday 11/2- Field Hockey vs. SUNY Geneseo, 1pm
- Friday 11/22- Swimming and Diving vs. Nazareth College, 6pm

Information Station

The Information Station runs on Channel 2 in all residence halls and on the plasma screen televisions in Wilson Commons. To submit an information slide to be added please send using the following e-mail address:

International Education Week

International Education Week (IEW) is coming soon (November 12-16th)! If you would like to have your event highlighted during this week long celebration please email to molly.jolliff@rochester.edu by Oct. 20th. There may even be some opportunities for co-sponsorship from the IEW committee if your event is highlighted! All IEW qualifying events will be advertised University wide.

Our mission is to: *encounter, explore and celebrate our commonalities and differences across international borders and cultural boundaries to foster a campus community of global citizens.*

Room Reservations

Follow [this link](#) for a list of River Campus locations and the appropriate contact. The best method for all reservations through the Wilson Commons Reservation Coordinator is [Virtual EMS](#). To update the Virtual EMS contact for your organization, please email lynn.stork@rochester.edu.

_____ if you are not going to use it. Not only does this help your fellow student organizations and departments if reservations are not canceled in a timely manner, charges could be incurred. Please read your reservation confirmations for more information.

NEW: to release/cancel a space please reply to your reservation email confirmation or complete [this online form](#). If you have a specific group in which you are releasing the space to (usually only for rehearsals or practices), [the online form](#) must be used.

CCC Monthly Tip

Did you know that you can change the look and feel of your organization's CCC Page? In order to do this, log into the CCC and click on the "Manage" button on your organizations page. From here you can click on "Organization Styles" or "Organization Header Images" to customize your page. You can change fonts, some colors and the image displayed across the top of your page.

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, Rochester Center for Community Leadership, the Hajim School, and Wilson Commons Student Activities. The SOI will not focus on information available to students through the Weekly Buzz or 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!