

The Student organization insider

NOVEMBER 2013 EDITION

New Minor Policy

If your organization works with, performs for, or interacts with minors (under 18) from outside the University talk with your primary advisor to find out the steps that you need to take to abide the University's new policy.

Assessment Forms

The Assessment Form is a useful tool for transferring information from members of your organization. Best practice is to complete the assessment form a _____ after your publication, program, collaboration, or activity. It is also REQUIRED for those events that sell tickets.

The Assessment Forms are reviewed by the WCSA, IFC, and RCCL advisors in conjunction with the Mid-Year Report (collected every February) to better advocate for and serve SA organizations. You don't want to wait to last minute to submit them.

The Assessment Form is found on Campus Club Connection under 'Campus Links' or via this [LINK](#).

Flex for Spring

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WCSA Office Hours

The staff of Wilson Commons Student Activities has begun a trial period of offering weekly office hours. Most staff in the office have advertised office hours where students can stop by for quick questions, information on a process, to have a form signed, or to give a quick update to their adviser.

Office hours are listed on the [WCSA website](#). Appointments should still be made for longer conversations. This new offering by the office will be evaluated this semester for continuation in the future.

Spring Break Service Trip Proposals

RCCL and CSN are seeking submissions from students interested in leading service trips over spring break. The proposal form is [available online on CCC](#) and is due by midnight on December 2nd to be considered for CSN funding. If you have any questions about service trips or want to meet with an advisor about sending in a proposal please contact [Emma Rainwater](#) in the Rochester Center for Community Leadership.

CCC Monthly Tip

Did you know that your club can manage and track service hours for your members? Go to your organization's page and click on 'Service Hours' in the navigation menu. From here you can record a new entry for a specific date and time, with a brief description of the service provided. By clicking on 'Manage Service Hours', you can approve or deny service hour requests submitted to you by your members.

Come out to the CCC training session on November 8th from 2pm to 3pm in the Gowen Room of Wilson Commons, many topics will be covered as well as a short question and answer session at the end.