

In This Edition:

RocTkts Co-
sponsorship

Leadership 1

Luncheon

Discount Tkts

Looking for

Forms

Accident/Injury

Form

Reservation

Release Form 2

Assessment

Forms

Date Ranges on

Forms

The Buzz

Tickets &

Charters

CCC Monthly

Looking for a Form?

Did you know that frequently used forms can all be found in one place? Stop by the [Wilson Commons Student Activities](#) page for all your forms!

Most of the forms you will use for your organization are imbedded in the CCC. You need to log in to CCC first. The Wilson Commons Student activities page will give you the links to all the forms you need: Assessment Forms, Banner Request Form, Mid Year Report, Weekend Highlights submission, Fashionably Late Event Proposal, Flex Table Request Form, etc. just to name a few!

Accident/Injury Form

This form should be used if anyone is hurt through being involved with a student organization activity (i.e. game, practice, performance, etc.) It should be submitted within 24 hours after the incident. Find the form [HERE](#).

Do it right: Date Ranges on Forms

When filling out forms for banners, information tables, flex tables, expression wall, donation box, 3rd floor display case, prize wheel and battery operated candles please make sure to provide TWO different date ranges that do not overlap. Overlapping date ranges will increase processing time of your request. Additionally, when adding the name of your advisor ensure that you are choosing your primary advisor and not a secondary advisor or a chapter advocate. Any questions please email Michael Dedes at michael.v.dedes@rochester.edu

CCC Monthly Tip

Did you know you could customize the look and feel of your CCC organization page by adding a unique banner? On the left navigation menu, you'll find the "Manage" tab. If you select "Organization Header Images", you will be able to add a new banner using the "Add Header Image" button and remove old banners using a header's associated red "x" button.

Contact SA Technology & Web Coordinator Sarah Hedrych (sarah.hedrych@rochester.edu) for all your CCC needs!