

The Student Organization Insider

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All organizations advised by Wilson Commons Student Activities, Rochester Center for Community Leadership, Athletics & Recreation, and the Interfaith Chapel must submit their self-report by Tuesday, December 5th. For your convenience, please use this [LINK](#) to go directly to the form. More information on SOAR is available [here](#).

SAVE THE DATE for the WINTER ACTIVITIES FAIR on January 19th, 2018 from 3:30pm to 5:00pm in Goergen Athletic Center on the Zornow Courts. Come out to promote your group and to get new members for the new semester. Registration is now open click [here](#). We look forward to seeing you there! [for](#)

The information in this edition promotes your organization's success. You don't know what you don't know and we want you to know. WCSA hopes that this publication will keep you informed of student organization operations/opportunities. For more information on policies and procedures, visit the WCSA website at <http://rochester.edu/college/wcsa/>.

If your organization is planning on holding a large event during the Spring Semester and does not currently have a confirmed location, please make san





Please make sure all completed Assessment Forms (approved by your advisor) from January 2017 to December 2017 are uploaded to your organization's Documents section on CCC by December 13th (study breaks after this date must be submitted by December 22nd). It is suggested that a folder be made for this review time period and all relevant Assessment forms placed inside the folder.

The Administration & Review Committee will be reviewing each Assessment Form looking that you have held general interest meetings and that you have assessed one program, publication, competition, or community service event each semester. If your organization has committees their activities should also be documented through assessment forms.

1. Complete Assessment Form and hit the Submit Button
2. Receive an Approval email from advisor for Assessment Form
3. Click on your profile picture. Click on "Submissions"
4. Find the Assessment Form you want to upload to your organization's CCC site and click the Printer icon, then click the Print button to select "save as PDF" to your computer. When saving, give the document a name that reflects the assessment (ie. Assessment Form - Spirit Night 2018)
5. Go to your organization's CCC page through the manage tab and click on "Documents"
6. Step 1: Click on "Add a folder". Title this folder "Assessment Forms 2017".
7. Step 2: 'Permissions' select 'Anyone on campus'. All Assessment Forms for this review period should be added to this folder.
8. Step 3: Click on "Add File"
9. Step 4: Choose the PDF of the Assessment Form from your computer
10. Step 5: Document Type should be "Assessment Forms"
11. Step 6: 'Permissions' select 'Anyone on campus'
12. Step 7: Click "Add"
13. Repeat from step 3 for all Assessment Forms

The 5K challenge is an annual contest where students submit proposals for creative and innovative ideas that would cost \$5000 or less to implement. In order to be selected, the proposal must benefit the overall campus community, improve the student experience, and fit a particular area of need on campus.

Last year's winning proposal was the Pads and Tampons Initiative. Your idea could be this year's headline!

To learn more about the 5k challenge and submit your own proposal, click [here](#).



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 Weekend Highlights and it will not be