



March 2024

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Wednesday, March 6th

Welcome Week Volunteer Application Deadline

Monday, March 11th

Major Events Reservation Templates for Fall 2024 and Spring 2025 Opens

Monday, March 18th

Eclipse Day Programming Notification Due

Monday, March 18th @ 12 p.m.

Springfest Weekend Calendar & Dandelion Day Carnival Host Inquiries Due

Friday, March 22nd @ 5 p.m.

Approved Budget Notifications Sent Out (SAAC)

Friday, March 29th

Final Constitution Submissions Due

Monday, April 1st @ 12 p.m.

Budget Appeal Deadline (SAAC)

Friday, April 5th @ 11 a.m.

Budget Appeal Hearings (SAAC)

Tuesday, April 9th & 16th

Springfest Weekend

April 26 - 28th

Last Day to Transact (SAAC)

Tuesday, April 30th

Major Events Reservation Templates for Fall 2024 and Spring 2025 Closes

Tuesday, April 30th

Tips for Soaring through SOAR

With leadership transitions approaching for many, it's time to review your organization's transition documents and create a transition plan. Even if your organization is not going through a leadership transition this semester, this is a good time to review and update the transition documents you do have – or, begin the process of creating transition documents. Not sure where to start? Check out this [leadership transition checklist](#) which outlines responsibilities for both outgoing and incoming officers. Prefer speaking with someone face-to-face? Register for the Tips & Tricks for Transitioning Your Leadership hosted by the Medallion Leadership Program on Tuesday, March 26th. Transition documents are also reviewed during your organization's SOAR review.

Finance Reminders

Shops @ WilCo

For organizations which utilize the Shops @ WilCo, please remember that all cash from your Shops @ WilCo sales must be deposited at SOFOs soon as your fundraising event is over. The total event settlement cannot be finalized until the cash is accounted for. Please see the complete [Shops @ WilCo policy here](#). Failure to turn in cash from your fundraiser will have a negative impact on your organization's ability to transact in the future.

Business Manager Role

Business Managers are the only designated organization member who can transact with SOFO. If another member needs to transact, an [Exception Form](#) must be submitted.

Green Form Processing Time

Green Forms require 2-3 business days for processing. Occasionally, forms are processed sooner, but 2-3 business days is the norm. Please do not submit a Green Form and expect it to be processed the same day.

Missing Receipts

Please remember to return all receipts for any and all transactions (i.e., credit cards, Sunoco

gas cards, enterprise rentals, etc.). Receipts are the only way SOFO can verify the expense. Failure to return receipts will have a negative impact on your organization's SOAR evaluation.

Donations

Many student organizations have received donations from alumni, parents, or other benefactors this year. Thank you cards are provided so your organization can acknowledge the donation. Your organization will receive a separate notification if your group has received donations, prompting you to pick up the thank you cards from SOFO.

All donations are required to be recorded through the Alumni/Advancement Office for tax purposes. If your organization receives a check donation, please provide it to SOFO, and we will make sure it gets to Alumni/Advancement for proper recording. Any cash donations received will need to be dropped off at the Alumni/Advancement Office by the student organization.

Advertising/Marketing Opportunities

Looking to promote your student organizations upcoming activities? [Check out this page](#) to get information on all the available opportunities, as well as review general advertising guidelines that all student organizations should follow.

Save-the-Date: Springfest Weekend

2024 Springfest Weekend will take place April 26-28! The weekend will feature a variety of student organization performances, shows, athletic events; as well as, Dandelion Day on April 26th. If your organization would like an event represented on the Springfest Weekend calendar, please contact [Jill Wulfenstein](#) by Friday, March 22nd at 5 p.m. ET. If your student organization would like to host an activity at the Dandelion Day Carnival, please contact [Rajneet Saini](#) by Friday, March 22nd at 5 p.m. ET.

If you want to perform at the Dandelion Day Student Stage, please [fill out this form](#)!

BIC Opportunities: Grants & Workshop Request Form

Updated timelines and additional information can be found on [the advance reservation website](#).

VEMS Contact Reminder

As a reminder, please verify that your organization's officers are up to date and that your VEMS contact is an officer that will be active in the Fall 2024 semester. [Submit this form](#) to update your organization's VEMS contact, if needed.

How to be an Antiracist Leader

Participate in Fall Welcome Week

Help welcome new students to River Campus this August with an event or performance! The Office of Orientation and New Student Programs (ONSP) is now accepting proposals from student organizations and performance groups to participate in Fall Welcome Week through Monday, April 1st . Is your group interested in performing? Want to host an event? Learn more about available opportunities and how to apply on [the ONSP website](#) Questions? Contact orientation@rochester.edu.

New Additions to the Supply Closet

We are excited to share that we have expanded our Supply Closet offerings. Now, in addition to our existing supplies, students can request round plastic tablecloths, paper hot cups, tea kettle, chopsticks, and three different backdrops (silver, world map, and rocky) for their activities. Don't forget to submit your requests at least 14 -days before your event to ensure availability. Explore the updated Supply and Resource Request Form to access these new resources and make your next event even better!

Medallion Leadership Workshops

The Medallion Program provides workshops, interactive activities, and personal reflection to develop leadership capabilities through a flexible three-tiered journey. Register on CCC for access to attend. You do not need to be enrolled in the Medallion Program to attend.

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Commitment: What Keeps You Motivated	Mon. 3/18	5-6 p.m.	Intrapersonal Development
Creating an Inclusive Community	Tues. 3/19	8-9 p.m.	Interpersonal Competence
Pitching Your Idea	Thurs. 3/21	6-7:30 p.m.	Cognitive Complexity
How to be an Antiracist Leader: Part 1	Fri. 3/22	12:30-2 p.m.	Knowledge Acquisition, Cognitive Complexity, Civic Engagement, Interpersonal Competence
Conflict is Life	Mon. 3/25	5-6 p.m.	Interpersonal Competence
Tips & Tricks for Transitioning Your Leadership	Tues. 3/26	6-7 p.m.	Knowledge Acquisition
BADASS Bystander	Fri. 3/29	2-4:30 p.m.	Interpersonal Competence
Understanding Leadership	Sat. 3/30	3:30-4:30 p.m.	Level 1 Opener

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