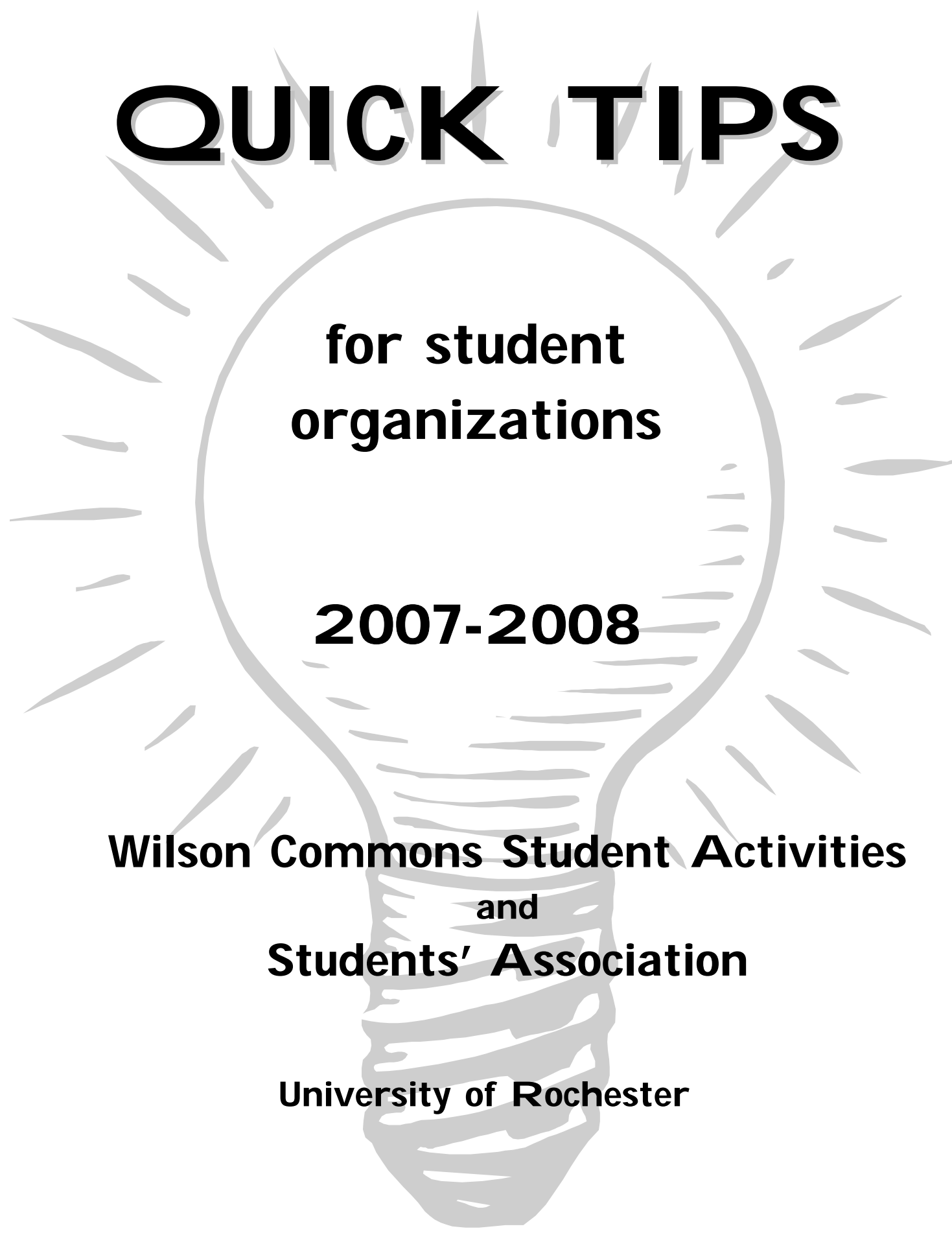


# **QUICK TIPS**



**for student  
organizations**

**2007-2008**

**Wilson Commons Student Activities  
and  
Students' Association**

**University of Rochester**

Fall 2007

The lynchpin to a successful undergraduate experience is involvement and engagement with the University community. This goal can manifest itself in many ways. Most notably, students at the University of Rochester get involved with student groups or in the local Rochester community. Many students—in order to create the best possible experience for themselves and for others—assume leadership positions and spend a year or more directing the efforts of a community building activity.

The University of Rochester has over 200 student groups, allowing students an avenue to develop their talents, to expand their interests, and to dive further into their passions. These student groups are a vital aspect to the College experience. Creating the best possible undergraduate experience for all students is the reason we invest \$850,000 dollars in our student activities.

Throughout your time in Rochester, we encourage you to find a passion and to pursue it, for this is what forms your character and makes the most of your undergraduate years. Take the time to become a part of the University's rich and diverse heritage. In addition to being entertaining and invigorating, participation in student groups complements your academic endeavors by teaching you effective communication, teamwork and how to inspire and motivate others.

We encourage you to take the individual initiative necessary to boost your college experience. It's easy to start a new club that does not exist on campus, and most likely you will find other students with similar interests. There are many resources available to both new and existing student groups. These resources include the members of the Students' Association Government, the staff of Wilson Common Student Activities, the Rochester Center for Community Leadership and this book—a collaborative effort of all three offices.

We hope you find this guide useful and encouraging. It covers everything from putting on an event to final budgeting, marketing strategies and running successful meetings.

Please stop by our offices in Wilson Commons. Alvin and the Students' Association Government are located in the Ruth Merrill Center (101G Wilson Commons); Anne-Marie's office is in the Student Activities Office (201 Wilson Commons). We look forward to helping you have a great year.

**Anne-Marie Algier**  
Director  
Wilson Commons Student Activities  
201 Wilson Commons  
(585) 275-9390

**Alvin Lomibao**  
Student's Association President  
Ruth Merrill Center  
101G Wilson Commons  
(585) 275-2908  
[sapres@mail.rochester.edu](mailto:sapres@mail.rochester.edu)

201 WILSON COMMONS  
UNIVERSITY OF ROCHESTER  
P.O. Box 270281  
ROCHESTER, NY 14627-0281  
EMAIL: [SAO@ROCHESTER.EDU](mailto:SAO@ROCHESTER.EDU)  
PHONE: (585) 275-9390 FAX: (585) 273-5306  
[HTTP://WWW.SA.ROCHESTER.EDU/SAO](http://WWW.SA.ROCHESTER.EDU/SAO)

# TABLE OF CONTENTS

- I. INTRODUCTION 5
  - A. Students' Association
  - B. Wilson Commons Student Activities Office
  - C. Who's Who in Wilson Commons
  - D. Current Listing of Student Organizations
  
- II. HOW TO FORM A NEW ORGANIZATION 11
  - A. New Student Organization Checklist
  - B. New Club Sport Checklist
  
- III. ORGANIZATION REGISTRATION 15
  - A. Purpose of Registration
  - B. Benefits of Registration
  - C. New Student Organization Registration Form
  - D. New Club Sport Registration Form
  - E. New Community Service Group Registration Form
  - F. Organization Renewal Information
  - G. Organization Renewal Form
  
- IV. THE BASICS 21
  - A. Activities Fair
  - B. Budgets
  - C. Digital Camera
  - D. Event Support Services
  - E. Faxing
  - F. Grievances
  - G. Long Distance Telephone Calls
  - H. Mail
  - I. Office and Cabinet Space
  - J. Photocopying
  - K. Reserving a Room
  - L. SA Vans
  - M. Tickets
  - N. Website Assistance
  
- V. PROGRAMMING POINTERS 25
  - A. Program Planning
  - B. Program Planning Checklist
  - C. Event Registration Process
  - D. Program and Event Evaluation
  - E. Quick Tips for Program Success
    - 1. Accommodations for Guest with Disabilities
    - 2. Campus Club Connection
    - 3. Campus Times
    - 4. Cell Phones and Radios
    - 5. Contracts
    - 6. Film Copyrights
    - 7. Food Event
    - 8. Helium and Balloons

9. Organizing a Group Trip
10. Group Trip Waiver
11. Poster Checklist
12. Publicity and Promotions
13. Reservations and Event Support
14. Resources and Important Contacts
15. Strong Auditorium
16. Transportation
17. The Common Connection

- VI. THE LEADERSHIP TORCH 51
- A. Responsibilities Associated with Leadership
  - B. Rochester Center for Community Leadership
  - C. Organizational Goal Setting
  - D. How to Run a Successful Meeting
  - E. The 10 Steps to Committee Success
  - F. A Successful Committee Chairperson
  - G. Leadership Transition Checklist
- VII. GUIDELINES & POLICIES 61
- A. Guidelines for all Student Organizations
  - B. University Regulations
  - C. SAAC Policy Guidelines
  - D. Constitution Template
  - E. Douglass Dining Rules and Regulations
  - F. UR Alcohol and other Drug Policy
- VIII. APPENDIX 81
- A. Wilson Commons Ticket Service Information and Forms
  - B. SA Van Reservation Information and Forms
  - C. Charter Bus Service Information and Forms
  - D. Room Capacities and Reservation Contacts

# INTRODUCTION

*Quick Tips for Student Organizations* is for all undergraduate campus groups. We hope that this guide will be used to assist student leaders, help groups expand, and provide the basic building blocks necessary to implement successful programs and activities.

*Quick Tips for Student Organizations* can be a valuable resource! Thus, we suggest you read it in its entirety at least once. It is surprising that even the most experienced members will find new information. After familiarizing yourself with its contents, you can use it as a quick reference when needed.

If you have other questions, be sure to contact Wilson Commons Student Activities, 201 Wilson Commons or the Students' Association Office, Ruth Merrill Center, 101G Wilson Commons. Please remember that the staff in Wilson Commons Student Activities is always willing to assist you or answer any questions.

## STUDENTS' ASSOCIATION

### **What is the Students' Association?**

The Students' Association is made up of over 4,000 undergraduate students of the College and encompasses some 200 student organizations. It is funded through an activities fee that all of its members pay. The SA Government is the elected body that officially represents the undergraduates and distributes funds to student groups. The SA Government generally serves as the voice of the student body.

The Students' Association Government is comprised of three branches, echoing the structure of the United States government. The SA's executive branch is comprised of the President and the Vice President. The President and the Vice President are the official representatives of the Students' Association, and act as advocates for the students. They are responsible for the implementation and execution of all legislation passed by the Senate.

The legislative branch is the Senate, which is comprised of eighteen elected senators and is led by the Speaker and Deputy Speaker. The Senate makes all administrative decisions which deal with the workings of the Students' Association. Senate meetings are a central place to facilitate communication between individual students, the administration, and the student government. The Senate also oversees the creation and budgeting of student groups. Within the Senate are four Standing Committees: SA Appropriations (led by the SA Treasurer), Policy & Review, Projects & Services, and Communications & Public Relations.

The SA judicial branch called the All-Campus Judicial Council (ACJC), and consists of eleven associate justices, led by the Chief Justice and Associate Chief Justice. The Council has a three-fold jurisdiction. It oversees all judicial matters for the Students' Association government, works with the Dean of Students to adjudicate matters of student discipline, and the University Faculty may refer matters of academic honesty to ACJC.

# WILSON COMMONS STUDENT ACTIVITIES OFFICE

[www.sa.rochester.edu/sao](http://www.sa.rochester.edu/sao)

## **Our Mission:**

Wilson Commons Student Activities enhances the college experience and creates a diverse campus community by supporting over 200 student organizations. The office focuses on helping student leaders achieve their goals by encouraging them to explore and develop their interests and passions through experiential learning outside the classroom. Through working in partnership with other University departments, Wilson Common Student Activities enhances the overall educational experience of students through exposure to and participation in programs that are aligned with the academic goals of the University. The office provides information about all student organizations assists students in forming new organizations and provides resources to student organizations and the University community. In addition, the office manages the University's student union, Wilson Commons, and coordinates major traditional events of the College such as Yellowjacket Weekend, Boar's Head Dinner, Winterfest, Spring Showtime and Senior Week.

## **Our History:**

The firm of I.M. Pei designed the Commons to have three of its walls and its ceiling made of 18,000 square feet of glass. Throughout its five levels, the Commons provides space for meetings, special events, relaxation, recreation, and programs organized by student groups and University departments. The Commons serves as the home for most student organizations by providing office, work, and storage space.

## **Community Building Programs:**

The student union is the center of campus life and our Community Building Programs are designed to enhance college community. **Wake Up in Wilson** offers beverages, books and breakfast. On the last Wednesday of the month stop by Wilson Common's Hirst lounge for specially priced breakfast beverages and treats. While there you can browse through themed book selections and best sellers available at a discounted price. **Wilson Commons Wednesdays** is a monthly lunch-time celebration in the Hirst lounge for students, faculty and staff that include a freshly prepared entrée, live music and fun giveaways from local Rochester businesses. **Club Rochester** is a once-a-month happy hour where students, faculty and staff can get together on select Friday afternoons in the Meliora. There are delicious free appetizers and low cost alcoholic and non-alcoholic beverages. It's a great way to meet, greet and relax with friends before heading off to support your favorite University team. **Fashionably Late** is a series of fun, interactive, low-cost late night activities and events on and off campus for University students on weekend nights between 9pm and 2am. Series highlights include nights at the Rochester Philharmonic Orchestra, karaoke in The Hive, extreme bowling and paint ball.

## **Building Services:**

For your convenience the Commons provides many services that enhance your campus experience. **Starbucks**, located on the third floor, is where you can grab a quick latte. Or hang out with friends in our spacious new lounge for a wide range of entertainment, including a "Friday Night Live" music series. **The Common Connection**, on the second floor, provides one stop shopping for on and off campus event information. Head downstairs to **The Common Market** for homemade fudge, candy and nuts, as well as tickets to on and off campus events. On line ticketing is available as well. **The Pit** offers a variety of dining options including pizza, grilled items, salads, sushi and a **Blimpies**. A full menu of snack foods is available in the evening. **The Hive Recreation Area and Arcade** features an Xbox 360, a Nintendo Wii and the new Pump It Up Dance Machine as well as billiards, darts and vintage video games like Pac Man. **Common Scents** offers a wide variety of ornamental potted plants, seasonal flowering plants, cut flowers and a wonderful selection of live herbs for students to purchase using flex. **The Graphic Arts Service** provides graphics arts support for student organizations and departments. **Reservation Services** coordinates room and event support requests for Wilson

Commons and other non-academic spaces on campus. **Event Support Service** provides lights, sound and other technical support for programs and events. **Student Activities Van and Ticket Service** is available to student groups as well.

#### Other Services

Wilson Commons also houses The Dean of Students Office, The Office of Fraternity and Sorority Affairs, The M.K. Gandhi Institute for Nonviolence, Rochester Center for Community Leadership, The Harnett Art Gallery, Event Support, Reservation and Graphic Art Services, Transportation and Ticket Services, an ATM and a computer kiosk..

# WHO'S WHO in Wilson Commons?

Associate Dean of Students: Anne-Marie Algier Students' Association and Media/Publications	x5-9390
Associate Director: Melissa Schmidt Entertainment Programming Organizations	x5-7316
Associate Director: Laura Ballou Academic Organizations and Class Councils	x5-2332
Assistant Director: Lydia Crews Multicultural, Awareness, and Performing Arts Organizations	x5-9394
Program Manager: Bryan Rotach Community Leadership Programs and The Common Connection	x5-2195
Director of Fraternity and Sorority Affairs: Monica Miranda Smalls	x5-3167
Graduate Assistant: John DiSarro Programming Coordinator for the Office of Fraternity and Sorority Affairs	x5-5763
Graduate Assistant: Katie Stoller Expectations for Excellence for the Office of Fraternity and Sorority Affairs	x5-5763
Office Manager for Wilson Commons Student Activities: Dorris White x5-9390	
Special Projects Coordinator: Jeremy Mravlja x3-1475 Webmaster and The Hive Rec. Area	
Staff Accountant for Wilson Commons Student Activities: Kathy Webster x5-9378	
Staff Accountant for Students' Association: Debbie Gaudet	x5-3236
Event Support Supervisor: Lynn Stork	x5-2333
Event Support Assistant Manager: Jon Poon x5-9514	
Reservations Coordinator: Sandra Peters	x5-2330
Transportation and Ticket Services Coordinator: Beverly Buscemi	x6-3717
Hartnett Art Gallery	x5-9390
Students' Association Graphic Arts Service: Ray MacConnell x5-5941	
Students' Association Government Executive Board Office	x5-2908



# University of Rochester Student Organizations

## Academic Honor Societies

Golden Key International Honor Society (GoldenKey)  
National Society of Collegiate Scholars (NSCS)  
Psi Chi  
Tau Beta Pi (TauBetaPi)

## Academic Undergraduate Councils

BCS Undergraduate Council (BCS UC)  
Computer Science Undergraduate Council (CSUG)  
Medieval Society (URMedieval)  
Modern Languages and Cultures Undergraduate Council (MLC)  
Neuroscience Undergraduate Council (NSC UC)  
Political Science Undergraduate Council (PSUGC)  
Psychology Undergraduate Council (PSY UC)  
Society of Physics Students (SPS)  
Society of Undergraduate Biology Students (SUBS)  
Society of Undergraduate Math Students (S.U.M.S.)  
Undergraduate Anthropology Council (UAC)  
Undergraduate Chemistry Council (UCC)  
Undergraduate Council for Gender and Women's Studies  
Undergraduate English Council (UEC)  
Undergraduate Finance and Economics Council (F&ECouncil)  
Undergraduate Musicians' Council (UMC)  
Undergraduate Philosophy Council (Philosophy)  
Undergraduate Religion and Classics Council (Religion)  
Undergraduate Student Geological Organization (USGO)

## Awareness

American Sign Language (ASL Club)  
Amnesty International (AMNESTY)  
Association for Development of Interest in the Indian Subcont.  
(ADITI)  
Black Students' Union (BSU)  
Chinese Students' Association (CSA)  
Colleges Against Cancer (URCAC)  
Democracy Matters (DemMatters)  
Filipino American Students' Association (F.A.S.A.)  
Grassroots (Grassroots)  
Israel Council (URIC)  
Korean American Students' Association (KASA)  
Nonviolent on Campus (NOC) (NOC)  
Polish Club (Polish Clb)  
Pride Network (Pride Ntwk)  
Shades  
Spanish and Latino Students' Association (S.A.L.S.A.)  
Student Assoc for the Dev of Arab Cultural Awareness  
(SADACA)  
Student Association of Vegan and Vegetarian Youth (SAVVY)  
Students for Social Justice (SSJ)  
The Collective Vision (SEEC)  
Women's Caucus (WOMENSCAU)

## Class Councils

2007 Class Council (07 Council)  
2008 Class Council (Classof08)  
2009 Class Council (2009)  
2010 Class Council (2010)

## Club Sports

Alpine Skiing (Ski Team)  
Archery Club (ARCHERY)  
Badminton Club (Badminton)  
Cheerleading Club (Cheer)

Club Softball (Softball)  
Crew-Men's (Men's Crew)  
Crew-Women's  
Cricket Club (URCC)  
Cycling (URCycling)  
Dodgeball Club (Dodgeball)  
Equestrian Team (Equestrian)  
Fencing (Fencing)  
Handball (Handball)  
Hatha Yoga (Yoga)  
Ice Hockey-Men's (MensHockey)  
Ice Hockey-Women's (W. Hockey)  
Lacrosse Club - Men's (Men's Lax)  
Outing Club (UROC)  
Recreational Ski and Snowboard Club (RecSnow)  
Rugby - Women's (W-Rugby)  
Rugby-Men's (Rugby)  
Sailing Club (Sailing)  
Shotokan Karate (URSKC)  
Soccer - Men's  
Soccer - Women's (wcsoccer)  
Table Tennis Club (Ping Pong)  
Tae Kwon Do (TKD)  
Tennis (Tennis)  
Ultimate Frisbee-Men's (Piggies)  
Ultimate Frisbee-Women's (WFrisee)  
UR Kendo (Kendo/ Iai)  
UR Roller Hockey (RLR Hockey)  
Volleyball -- Men's (Volleyball)  
Wado Ryu Karate (Wado)  
Water Polo (Water Polo)

## Clubs

Creative Arts Club (CAC)  
D'Lions  
Medical Emergency Response Team (R/C MERT)  
Simulation Gaming Association (URSGA)  
Students Together in Networking Graduates (STING)  
Transfer Connection Club (TCC)  
Urban Exploring (UrbEx)

## Community Service

Alpha Phi Omega, Mu Lambda Chapter (APO)  
Circle K (Circle K)  
Habitat for Humanity (Habitat)  
Partners In Reading (PiR)  
Tiernan Project (Tiernan)  
Unite for Sight (UFS)  
UR Rotaract

## Entertainment Programming

Campus Activities Board (CAB)  
Cinema Group (URCG)  
UR Concerts (Concerts)

## Fraternity / Sorority

Alpha Delta Phi (A.D. Phi)  
Alpha Epsilon Pi Fraternity (AEPi)  
Alpha Kappa Alpha Sorority, Inc. (AKA)  
Alpha Phi Sorority (Alpha Phi)  
Chi Phi Fraternity  
Delta Gamma (DG)

# University of Rochester Student Organizations

Delta Kappa Epsilon (DKE)  
Delta Sigma Theta Sorority Incorporated (DST)  
Delta Upsilon (DU)  
Gamma Phi Beta (Gamma Phi)  
Kappa Delta Sorority (KD)  
Lambda Pi Chi Sorority, Inc. (LPC)  
Lambda Upsilon Lambda Fraternity Inc. (LUL)  
Omega Phi Beta (OPB)  
Phi Iota Alpha (Phiota)  
Phi Kappa Tau (PKT)  
Phi Sigma Sigma (Phi Sig)  
Pi Delta Psi (PDPsi)  
Psi Upsilon (PSIU)  
Sigma Alpha Mu (SAM)  
Sigma Beta Rho Fraternity, Inc. (SigRho)  
Sigma Chi  
Sigma Delta Tau (SDT)  
Sigma Lambda Upsilon (SLU)  
Sigma Nu (Sigma Nu)  
Sigma Phi Epsilon (SigEp)  
Sigma Psi Zeta Sorority  
Theta Chi  
Theta Delta Chi (Delts)  
Zeta Phi Beta Sorority, Inc. (ZETAS)

## Hall Councils

Crosby / Hoening Hall Council (Cro/Ho)  
South Side COG (SS COG)  
Susan B. Anthony Hall Council (Sue B Hall)  
Tiernan Hall Council

## Inter-collegiate competition

Debate Union (Debate)  
Mini Baja (Baja)  
Mock Trial Organization (Mock Trial)  
Model United Nations (URMUN)  
Thelion Society (Thelion)

## Networks

Club Sports Council (ClubSports)  
Community Service Network (CSN)  
Fraternity Presidents' Council (FPC)  
Minority Student Advisory Board (MSAB)  
Multicultural Greek Council (MGC)  
Panhellenic Association (Panhell)

## Performing and Fine Arts

Afro-Expressions (Afro-Expre)  
After Hours (AH)  
Ballet Performance Group (BPG)  
Ballroom Dance Club (Ballroom)  
D'Motions Dance Group (D'Motions)  
Hartnett Gallery Committee (Hartnett)  
Hip Hop Organization (URHIPHOP)  
In Between the Lines Improv Comedy Troupe (Improv)  
Japan Matsuri (JM)  
Marching Pep Band (URMB)  
Midnight Ramblers (Ramblers)  
No Jackets Required (NJR)  
Off Broadway On Campus (OBOC)  
Radiance Dance Theatre (Radiance)

Sihir Bellydancing Ensemble (Sihir)  
Stingers Trombone Ensemble (Stingers)  
Strong Jugglers (Jugglers)  
UR Bhangra  
Vocal Point (VocalPoint)  
Yellow Jackets (YJ's)

## Political

College Democrats (Democrats)  
College Republicans (CR)

## Pre-Professional

American Institute of Chemical Engineering (AIChE)  
American Society of Mechanical Engineers (ASME)  
Biomedical Engineering Society (BMES)  
Charles Drew Pre-Health Society (CDrew)  
Engineers For A Sustainable World (ESW)  
Institute of Electrical and Electronics Engineers (IEEE)  
National Society of Black Engineers (NSBE)  
Optical Society of America (OSA)  
Society of Women Engineers (SWE)  
UR Entrepreneurs (UR Entrep.)

## Publications/Media

Campus Times (CT)  
Interpres Yearbook (Interpres)  
Journal of Undergraduate Research (jur)  
LOGOS (LOGOS)  
Messenger Magazine (UR MESS)  
URTV (URTV)  
WRUR (WRUR)

## Religious

Agape Christian Fellowship (ACF)  
Brothers and Sisters in Christ (BASIC)  
Campus Crusade for Christ (CCC)  
Catholic Newman Community (Newman)  
Chabod House (Chabad)  
Hillel  
Hindu Students' Association (HSA-OM)  
InterVarsity Christian Fellowship (IVCF)  
Messages to Young People (Messages)  
Muslim Students' Association (MSA)  
Orthodox Christian Fellowship (OCF)  
Pagan Students' Community (PSC)  
Protestant Chapel Community (PCC)  
Religious Roundtable (RR)  
UR Christian Fellowship (URCF)

## Special Interest Housing

Community Learning Center (CLC)  
Computer Interest Floor (CIF)  
Drama House (DramaHouse)  
Film Interest Floor (FIF)  
Health and Home (H&H)  
InterClass Living Center (ICLC)  
International Living Center (ILC)  
Music Interest Floor (MIF)

## Student Government

All Campus Judicial Council (ACJC)  
Students' Association Appropriations Committee (SAAC)  
Students' Association President (SA Pres)  
Students' Association Senate (Senate)



# HOW TO FORM A NEW ORGANIZATION

## **The Process**

Sharing goals and experiences with other members of the community is rewarding and integral to the full college experience. If you wish to form a new club or organization, you should contact a professional staff member in WCSA. There is a checklist of items in order for a new organization to be formed. Please see the following pages for the new Student Organization and new Club Sport checklists. Both Wilson Commons Student Activities and the SA Policy Committee will assist new organizations through the process.

## **SA Funding**

Once your group has been registered, you may apply for supplemental funds from the SA through SAAC. In order to obtain a yearly budget from the SA, a group must operate for eight academic weeks and be recognized by the Senate. Each year SAAC sets aside money to fund new and innovative programs and new groups that were not formed in time for budgeting. Your group can then receive a regular budget during the next budgeting process (usually February for the following academic year). To receive SA funds through regular budgeting, obtain a Budget Manual from the SAAC Office, 101E Wilson Commons.

In addition to the Students' Association, there are a number of other sources for funding such as: Student Activities, Residence Hall Councils, Academic Departments, and fundraising efforts.

# Checklist for New Student Organizations

1. **Registration form and Quick Tips Book:** Speak with an advisor in Wilson Commons Student Activities (201 Wilson Commons) to receive a New Organization Registration Form, Checklist for New Student Organizations, and Quick Tips book.
2. **Policy Committee:** Contact the Chairperson of the SA Policy and Review Committee. Contact information can be found on The Hive website ([www.sa.rochester.edu](http://www.sa.rochester.edu)).
3. **Constitution:** Create a preliminary constitution working with a member of the Policy and Review Committee. The approved constitution format is available in the Quick Tips book, Campus Club Connection Resources Page, and from the Policy and Review Committee.
  - **Mission:** Create a mission statement (1-2 sentences) identifying the organization's goals and purpose.
  - **Classification and Funding Status:** According to your mission statement determine the appropriate classification and funding status.
4. **SA Policy committee:** Have a conversation with the SA Policy committee to finalize the group's classification and uniqueness. This decision is jointly confirmed by WCSA. The Policy Committee can then decide to grant your organization preliminary status.
5. **Preliminary registration period:** Once you have received preliminary approval from the committee, obtained the appropriate advisor signatures, and turned in your New Organization Registration form to WCSA, you will be held in a no more than 2 month preliminary registration period. (This period can be shorter than 2 months.) During this preliminary period, the following items should be addressed.
6. **Hold a General Interest Meeting:** If necessary, hold an interest meeting to attract members to your new organization. Advertising for this meeting can help to make students aware that your group has been established. You may request up to \$30 of New Group Development Funds through your WCSA advisor.
7. **Members:** Recruit undergraduate students as prospective members. Be prepared to provide the SA policy committee with at least 5-10 names of people who are interested in joining your club.
8. **Select an Executive Board:** Minimally, select undergraduate students to serve as President and Business Manager of the organization.
9. **Campus Club Connection:** Familiarize yourself with Campus Club Connection as this is the official resource for student organizations. It can be found at [www.rochester.edu/living/organizations](http://www.rochester.edu/living/organizations). Log onto Campus Club Connection and complete the public information about your organization, officer contacts, and member lists.
10. **Finalize Constitution:** Work with a Committee member to finalize your constitution.

11. **Return to SA Policy committee:** When the above tasks have been accomplished, again contact the Policy Committee for final approval. Once the approval has been given, your club will be put on the Senate agenda. Note: You do not have to take the whole two months to accomplish the listed tasks-contact the Committee when you are ready.
12. **Appear Before Senate:** At a meeting, the Senate will vote on whether to recognize your club. If recognized, obtain signatures from the Speaker and a representative officer of your group on your constitution. Upload your approved constitution to your Campus Club Connection.

# Checklist for New Club Sport Organizations

1. **Registration Form and Club Sports Manual:** Receive a new organization registration form and copy of the Club Sports Manual from the Club Sport Advisor in Goergen Athletic Center Room 2117. The advisor will give preliminary approval to a potential new club sport by signing off on the new club sport registration form. A copy of this form must then be turned into Wilson Commons Student Activities (201 Wilson Commons) in order for the process to proceed.
2. **Hold Interest Meeting:** Arrange a meeting to gauge interest level for your group. New group development funds for publicity, food, etc. for an interest meeting are available through Wilson Commons Student Activities.
3. **Mission Statement, Preliminary Constitution and Membership Roster:** Turning in these completed forms to the Club Sport Advisor will allow you to continue the process of forming a new club sport.
4. **Arrange Meeting with Club Sport Caucus:** Set up a meeting with the Club Sport Advisor for an audience with the Club Sport Council Caucus. Be prepared to share the progress of your Club, along with the appropriate forms required.
5. **Find a Faculty Advisor:** Find a staff or faculty member at the University who will have an interest in helping to guide your Club's activities. While this person need not attend all Club functions, they should be kept informed on major Club events.
6. **Elect Club Officers:** Following your preliminary Constitution, hold a meeting to nominate and elect Club Officers. Typically, a President, Business Manager and Club Sport Representative are the 3 major positions initially filled. (See Club Sports Manual for descriptions)
7. **Campus Club Connection:** Familiarize yourself with Campus Club Connection, as this is the official resource for student organizations. It can be found at [www.rochester.edu/living/organizations](http://www.rochester.edu/living/organizations). Information on your club sport, membership lists, and officer contact information must be completed before Senate will approve the club sport.
8. **Appear Before Club Sport Council for Vote:** The Club Sport Council will vote on extending an opportunity to become a full-fledged Club Sport.
9. **Appear Before SA Policy committee:** When the above tasks have been accomplished, contact the SA Policy Committee for final approval. They will want to see a copy of your constitution and a copy of the registration form with a signature from the Club Sport Council. Once committee approval has been given, your club will be put on the Senate agenda.
10. **Appear Before Senate:** At a meeting, the Senate will vote on whether to recognize your club.



# Organization Registration

## **Purpose of Registration**

The purpose of the student organization registration is to keep accurate records of active UR student organizations. When a new group is formed, a registration form must be turned in to Wilson Commons Student Activities. Then each subsequent year, an organization must only complete a renewal registration form and update their officers on Campus Club Connection. See the following pages for new organization and new club sport registration forms and renewal forms.

This one page renewal form and updated information on Campus Club Connection completes the registration process for an organization for both Wilson Commons Student Activities and the Students' Association. The privileges listed on the University Rules and Regulations for student organizations will be suspended for any groups not registered. Participation in Activities Fairs and inclusion in the listing of organizations are some of the benefits that will be limited to registered groups.

## ***Benefits of Registration***

The University of Rochester requires that all undergraduate student organizations complete the registration process. The following privileges are provided to registered organizations:

- Campus Club Connection site
  - Includes ability to create member lists, ability to email members, ability to make on-line room reservations, and post events on the calendar  
[www.rochester.edu/living/organizations](http://www.rochester.edu/living/organizations)
- Reserve space in Wilson Commons and other facilities
- Receive assistance, support, and advice from the WCSA staff
- Eligible for supplemental funding and yearly budget from the Students' Association
- Discounted rate on Event Support costs
- Mailbox in the Ruth Merrill Center
- Free publicity for organization by being included in official SA/WCSA publications and websites
- Website assistance
- Participate in Fall and Spring Activities Fairs
- Eligible for office and cabinet space in Wilson Commons
- Non-profit status (tax exempt, non-profit bulk mailing rate)
- Consideration for awards and honors presented to student organizations and their members

Registered student organizations must comply with the Guidelines for all Student Organizations (see Policies and Guidelines section).

For office use only:  
Advisor: \_\_\_\_  
Mailbox: \_\_\_\_  
Reservations: \_\_\_\_  
Senate: \_\_\_\_

University of Rochester  
**WILSON COMMONS STUDENT ACTIVITIES**  
*<http://www.rochester.edu/living/organizations/>*

---

**New Organization Registration Form**

Please complete this form and submit it to Wilson Commons Student Activities Office located in 201 Wilson Commons. Once your organization's Registration Form has been received and successfully processed, you will receive an e-Mail giving you instructions on how to log in to Campus Club Connection to enter your organization information that is viewable by the public, update your officers, and enter your member list.

**Date:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Purpose or mission of this organization is:** \_\_\_\_\_

**Classification as determined by SA Policy Committee and Wilson Commons Student Activities:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Academic Council              | <input type="checkbox"/> Academic Honor Society      | <input type="checkbox"/> Awareness                |
| <input type="checkbox"/> Class Council                 | <input type="checkbox"/> Club                        | <input type="checkbox"/> Club Sports              |
| <input type="checkbox"/> Community Service             | <input type="checkbox"/> Entertainment Programming   | <input type="checkbox"/> Fraternity/Sorority      |
| <input type="checkbox"/> Graduate Student Organization | <input type="checkbox"/> Intercollegiate Competition | <input type="checkbox"/> Performing and Fine Arts |
| <input type="checkbox"/> Political                     | <input type="checkbox"/> Pre-Professional            | <input type="checkbox"/> Publications/Media       |
| <input type="checkbox"/> Religious                     | <input type="checkbox"/> Residence Hall Based        | <input type="checkbox"/> Student Government       |

Policy Committee Rep Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(This date begins a two month preliminary registration period.)  
 Eligible for Funding       Not Eligible for Funding

**Signatures:**

Many organizations must receive at least two signatures. Additional advisors are also encouraged.

- Academic/Pre-Professional: College Department Office and 201 Wilson Commons
- Club Sports: 2117 Goergen Athletic Center, Ryan Kadlubowski and Faculty Advisor
- Class Council, Clubs, Awareness, Entertainment Programming, Intercollegiate Competition, Media/Publications, Performing and Fine Arts, Political, and Student Government: 201 Wilson Commons
- Community Service: RCCL (5<sup>th</sup> floor WC) and 201 Wilson Commons
- Graduate Student Organization: Department Office and Brian Fleming, Residential Life, 020 Gates, SBA Halls
- Fraternity/Sorority: Director of Fraternity and Sorority Affairs, 201 Wilson Commons
- Hall Councils and Special Interest Housing: Residential Life Advisor and Ed Feldman, Susan B. Anthony Halls
- Religious: Interfaith Chapel

**Advisor:**

Advisor's Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_  
Advisor's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**Advisor:**

Advisor's Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_  
Advisor's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please list any additional advisors and their email:**

\_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Officer Title:** \_\_\_\_\_ **Class Year:** \_\_\_\_\_ **Net ID:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

For office use only:

Advisor: \_\_\_\_\_

Mailbox: \_\_\_\_\_

Reservations: \_\_\_\_\_

Senate: \_\_\_\_\_

University of Rochester

# WILSON COMMONS STUDENT ACTIVITIES

<http://www.rochester.edu/living/organizations/>

## New Club Sport Registration Form

Please complete this form and submit it to Wilson Commons Student Activities Office located in 201 Wilson Commons. Once your organization's Registration Form has been received and successfully processed, you will receive an e-Mail giving you instructions on how to log in to Campus Club Connection to enter your organization information that is viewable by the public, update your officers, and enter your member list.

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose or mission of this organization is: \_\_\_\_\_

Classification:

Club Sports

Club Sports Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Needed to enter preliminary status which allows a group to reserve rooms, access funds, and update CCC. After this signature is received, a copy of this form must be turned into 201 Wilson Commons.)

Club Sports Council Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Needed prior to contacting Policy Committee.)

Policy Committee Rep Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Responsible Office:

All organizations must obtain a signature from an advisor from the responsible office:

- Club Sport: Office of Athletics & Recreation, 2117 Goergen Athletic Center, Ryan Kadlubowski

### Faculty Advisor (required):

Advisor's Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Advisor's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Position or Title: \_\_\_\_\_ Address: \_\_\_\_\_

### Additional Advisors (if any):

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Advisor's Signature: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Position or Title: \_\_\_\_\_ Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Officer Title: \_\_\_\_\_ Class Year: \_\_\_\_\_ Net ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

For office use only:

Advisor: \_\_\_\_\_

Mailbox: \_\_\_\_\_

Reservations: \_\_\_\_\_

Senate: \_\_\_\_\_

University of Rochester

# WILSON COMMONS STUDENT ACTIVITIES

<http://www.rochester.edu/living/organizations/>

## New Community Service Organization Registration Form

Please complete this form and submit it to Wilson Commons Student Activities Office located in 201 Wilson Commons. Once your organization's Registration Form has been received and successfully processed, you will receive an e-Mail giving you instructions on how to log in to Campus Club Connection to enter your organization information that is viewable by the public, update your officers, and enter your member list.

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose or mission of this organization is: \_\_\_\_\_

Classification:

Community Service

Community Service Advisor Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Needed to enter preliminary status which allows a group to reserve rooms, access funds, and update CCC. After this signature is received, a copy of this form must be turned into 201 Wilson Commons.)

Community Service Network Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Needed prior to contacting Policy Committee.)

Policy Committee Rep Signature \_\_\_\_\_ Date: \_\_\_\_\_

### Responsible Office:

All organizations must obtain a signature from an advisor from the responsible office:

- Community Service: RCCL (5<sup>th</sup> floor WC)

### Faculty Advisor (required):

Advisor's Name (print): _____	E-mail: _____
Advisor's Signature: _____	Phone: _____
Position or Title: _____	Address: _____

### Additional Advisors (if any):

Name (print): _____	E-mail: _____
Advisor's Signature: _____	Phone: _____
Position or Title: _____	Address: _____

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Officer Title: \_\_\_\_\_ Class Year: \_\_\_\_\_ Net ID: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**UNIVERSITY OF ROCHESTER**

**CAMPUS CLUB CONNECTION**

**STUDENT ORGANIZATION RENEWAL INFORMATION**

*It's that time of year again to renew your organization!*

**WHAT IS THE RENEWAL PROCESS?**

**Only organizations who were registered last year can complete this process. If your organization has not already been approved by Senate, please submit a New Student Organization, New Club Sport, or New Community Service form.**

- 1. Completely fill out the Renewal form and turn it in to Wilson Commons Student Activities by Friday, September 28, 2007. Please note – You will need to find a time to have your advisor sign your form.**
- 2. Log in to Campus Club Connection and update your officer listing.**
- 3. Log in to Campus Club Connection and update your member listing to reflect those who have graduated.**

**All three steps must be completed in order for an organization to receive the benefits of a registered organization. If these steps are not completed by Friday, September 28th, your organization will not be able to complete the renewal process without first going before the Senate Policy Committee for review.**

**In addition, there is a new feature on Campus Club Connection where organizations can upload files. We are asking that all organizations upload their current constitution as a public file.**

**WHAT ARE THE BENEFITS TO RENEWING YOUR ORGANIZATION?**

- Campus Club Connection (online room reservations, membership lists, email lists, etc.)  
[www.rochester.edu/living/organizations](http://www.rochester.edu/living/organizations)
- Reserve space in Wilson Commons and other facilities
- Receive assistance, support, and advice from the WCSA staff
- Be eligible for funding from the Students' Association
- Be eligible to receive a discounted rate on Event Support cost
- Receive a mailbox in the Ruth Merrill Center
- Receive free publicity by being included in official WCSA/student organization publications and website
- Listed on Activities Interest Survey that is distributed to first year students
- Receive website assistance
- Participate in Fall and Winter Activities Fairs
- Be eligible for office and cabinet space in Wilson Commons
- Be considered for awards and honors presented to student organizations and their members

If you have any questions regarding your group's renewal, feel free to speak to any staff member in Wilson Commons Student Activities or email [sao@rochester.edu](mailto:sao@rochester.edu).

<p><u>Office Use Only</u></p> <p>Date: _____</p> <p>Mailbox: _____</p> <p>Reservations: _____</p> <p>Advisor: _____</p>
---

## CAMPUS CLUB CONNECTION RENEWAL FORM FOR GROUPS WHO HAVE PREVIOUSLY REGISTERED

Please complete this form and submit it to Wilson Common Student Activities in 201 Wilson Commons. Once your organization's Renewal Form has been received and successfully processed, you will receive an e-mail giving you instructions on how to log in to your current organization's club site so that you can update your organization's information with new officers, update your member lists, and grant appropriate members club site access. Officers must be full-time matriculated undergraduate students at the University of Rochester.

**If you do not submit this form and update your club site by Friday, September 29<sup>th</sup>, 2006, you will not receive the benefits of registered organizations.**

\*\*\*\*\*

**Date:** \_\_\_\_\_ **Name of Organization:** \_\_\_\_\_

**Classification as determined by SA Policy Committee and Wilson Commons Student Activities:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Academic Council              | <input type="checkbox"/> Academic Honor Society      | <input type="checkbox"/> Awareness                |
| <input type="checkbox"/> Class Council                 | <input type="checkbox"/> Club                        | <input type="checkbox"/> Club Sports              |
| <input type="checkbox"/> Community Service             | <input type="checkbox"/> Entertainment Programming   | <input type="checkbox"/> Fraternity/Sorority      |
| <input type="checkbox"/> Graduate Student Organization | <input type="checkbox"/> Intercollegiate Competition | <input type="checkbox"/> Performing and Fine Arts |
| <input type="checkbox"/> Political                     | <input type="checkbox"/> Pre-Professional            | <input type="checkbox"/> Publications/Media       |
| <input type="checkbox"/> Religious                     | <input type="checkbox"/> Residence Hall Based        | <input type="checkbox"/> Student Government       |

**Signatures:**

Many organizations must receive at least two signatures. Additional advisors are also encouraged.

- Academic/Pre-Professional: College Department Office and 201 Wilson Commons
- Club Sports: 2117 Goergen Athletic Center, Ryan Kadlubowski and Faculty Advisor
- Class Council, Clubs, Awareness, Entertainment Programming, Intercollegiate Competition, Media/Publications, Performing and Fine Arts, Political, and Student Government: 201 Wilson Commons
- Community Service: RCCL (5<sup>th</sup> floor WC) and 201 Wilson Commons
- Graduate Student Organization: Department Office and Brian Fleming, Residential Life, 020 Gates, SBA Halls
- Fraternity/Sorority: Director of Fraternity and Sorority Affairs, 201 Wilson Commons
- Residence Hall Based: Residential Life Advisor and Ed Feldman, Susan B. Anthony Halls
- Religious: Interfaith Chapel

**Advisor:**

Advisor's Name (print): \_\_\_\_\_ Email: \_\_\_\_\_  
 Advisor's Signature: \_\_\_\_\_

**Advisor:**

Advisor's Name (print): \_\_\_\_\_ Email: \_\_\_\_\_  
 Advisor's Signature: \_\_\_\_\_

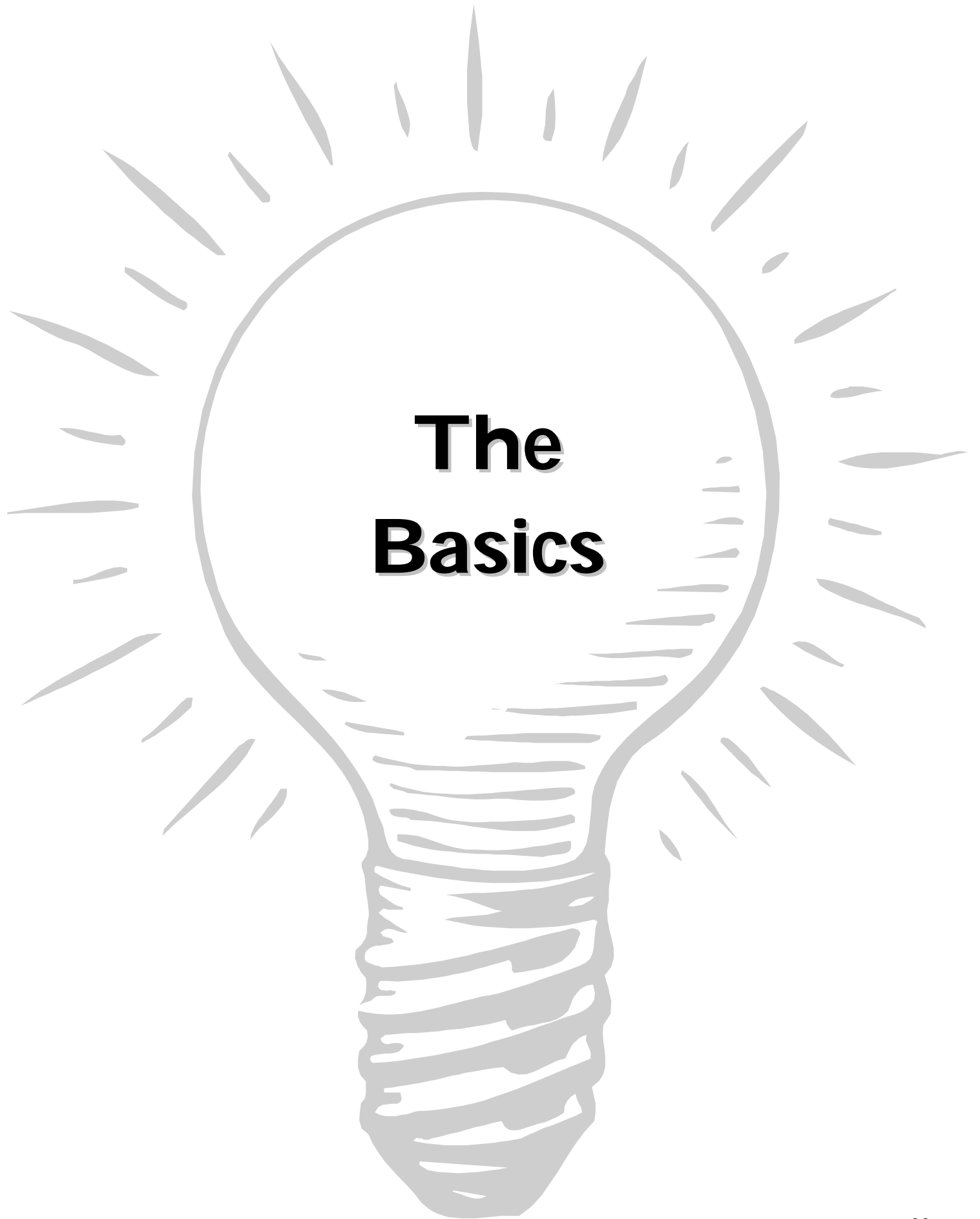
**Please list any additional advisors and their email:**

My signature below confirms that I am a representative of the above organization. I understand that turning in this renewal form is only the first step in completing the renewal process.

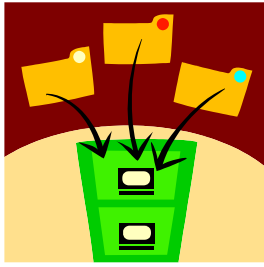
**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Officer Title:** \_\_\_\_\_ **Class Year:** \_\_\_\_\_ **Net ID:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



**The  
Basics**



# Organization Basics

Included in this section are the basics for most organizations. The following abbreviations have been used: SA-Students' Association, SAAC-Students' Association Appropriations Committee, WCSA-Wilson Commons Student Activities, CT-Campus Times, WC-Wilson Commons.

## ***Activities Fair***

There is an Activities Fair held at the beginning of each semester. Registered groups usually have displays or presentations at the Fair. The Fall Activities Fair is held on Dandelion Square or in the Field House in case of rain. The Spring Activities Fair is held in Wilson Commons. These events are good opportunities to attract new members, especially freshmen, and to familiarize students with your group's interests. For more information, contact WCSA at x5-9390.

## ***Budgets***

Each spring, SAAC begins its budgeting cycle for the upcoming fiscal year. All groups that seek funding from the SA must participate in the budget process in order to be considered for SA funding. The most important stages in the process are:

- a) Co-preparation of the budget
- b) Interaction/communication between your group, SAAC, and your advisor

For complete information on budgeting, contact SAAC for the Budgeting Packet

## ***Digital Camera***

Student organizations can sign out the digital camera through the SAAC office for their events and activities.

## ***Event Support***

To reserve audio-visual equipment and services, contact Event Support in Wilson Commons, x5-2333. Reservations should be completed at least 7 working days in advance. Groups, who do not make reservations 7 days in advance, may be subject to late fees. AV costs include labor and any rented equipment. Student organizations must have a requisition to order audio-visual services. The requisition must be obtained through the group's business manager.

## ***Faxing***

Student organizations needing to send a fax should take it to Wilson Commons Student Activities. Outgoing faxes are charged as follows: \$1 per page for USA destinations. When a fax is received for a student organization it is placed in the appropriate mailbox in the Ruth Merrill Center and charged to that organization. Incoming faxes are charged as follows: \$.50 per page. Student organizations are billed twice a year for faxes (December and May). For instructions on how to send a fax, please see the Office Manager in Wilson Commons 201.

### *Grievances*

Complaints about procedures, rules, or personnel should be directed to the Director of Wilson Commons Student Activities, who will help you to identify the appropriate route for the resolution of your problem. The University Intercessor (contacted through the Dean of Students' Office) can also help in the resolution of grievances if you are unable to contact WCSA. Legal matters can be discussed with the SA lawyer, in confidence, by appointment through the SAAC office at x5-3236 or the Senate Office at x5-2908.

### *Long Distance Telephone Calls*

All student groups that have telephones in their offices have toll restricted telephones that cannot be used to make long-distance telephone calls. SAAC can assign your group a billing number to allow long-distance calls. Contact the Director of Wilson Commons Student Activities for your organization's billing number.

### *Mail - sending and receiving*

To send mail through the US Post Office, see the SAAC Accountant for an account slip. The slip is attached to the item(s) to be mailed and then they may be placed in any intramural mailbox or the intramural bag in WCSA. For bulk mailing instructions, contact the WCSA Secretary.

All SA recognized groups are assigned a mailbox upon the receipt of their registration form. Please check this frequently as important information is distributed to groups through the mailboxes. Mail can be addressed to your organization if it has a mailbox in the Ruth Merrill Center. The address to be used is:

Organization Name  
Ruth Merrill Center  
Wilson Commons  
University of Rochester  
Rochester, NY 14627-0281

If your group does not have a Ruth Merrill Center mailbox, send it to an individual's mailbox number or a sponsoring department.

### *Office and Cabinet Space*

Assignments are approved by the Director of Wilson Commons and are effective September 1st for a year's term. For more information contact the Director of Wilson Commons.

Office keys are signed out from the WCSA Secretary and cabinet keys are signed out through the SAAC accountant. Keys are given out at the beginning of the academic year and **must be returned at the end of the year**. A \$5 deposit is required to obtain a key and will be refunded when the key is returned. Lost keys will be charged to the person/persons responsible, including the cost of changing the lock. Lost keys should be immediately reported to the WCSA Secretary, or the student manager at night. Only officers of an organization are allowed to sign out keys.

No paint or flammable items can be stored in the Ruth Merrill Center in offices or in cabinet space. The only exception is small bottles of craft paint.

### ***Photocopying***

SA funded organizations and organizations with an agency account are able to make 100 copies at one time through the SAAC office. Larger jobs need to go to The Copy Center or an outside vendor.

### ***Reserving a Room***

Reservations are required for most University buildings. Each area has its own rules and regulations for reserving rooms. Please refer to the contact listed in the appendix for each facility.

The most popular area is Wilson Commons. To reserve a room in Wilson Commons, meet with the Reservationist in 201 Wilson Commons to get an idea of the rooms available that would suit your group's needs. Fill out a green reservation form to request a room. Room confirmations will be received via email. Student organizations can also reserve a room online through Campus Club Connection.

For weekly or large events, SA recognized groups should make long-term reservations by Spring Break in March for the following academic year. This will allow for confirmation prior to the beginning of your event planning.

### ***SA Vans***

Wilson Commons Student Activities coordinates the reservations of two 7-passenger vans. These are available for off-campus student organization events. There is a charge of 48.5 cents per mile. Travel is limited to a 25-mile radius of the University and limited to 50 miles total for each reservation. In order to reserve it you will need to submit a reservation request with payment at least 1 week in advance of your event. You will also need to submit your Motor Vehicle Record (MVR) from the state in which your driver's license was issued.

### ***Supplemental Funding***

Supplemental funding is generally available for new groups or programming ideas that could not have been foreseen. 20 copies of the proposal for supplemental funding must be submitted to the SAAC office by Friday before noon.

### ***Tickets***

If you need of tickets for your event, please contact Kathy Webster in Wilson Commons 101i (Ruth Merrill Center) or x5-9378. Ticket forms are available outside of her door. There is a charge of \$.10 per ticket and an additional \$25 charge for non-SA groups.

### ***Website Assistance***

All student organizations should have a website. The easiest way to request access to your own website is to go to: [http://www.rochester.edu/its/forms/ipa\\_database.html](http://www.rochester.edu/its/forms/ipa_database.html) and fill out the necessary paperwork. By doing so, you will be able to obtain a website with the sa.rochester.edu domain. If you need assistance in creating your organization's website, you may go to the Multi-Media Center in Rush Rhees Library and consult with a staff member. If you need help in maintaining you website, contact the Student Activities webmaster, Jeremy Mravlja at [jeremy.mravlja@rochester.edu](mailto:jeremy.mravlja@rochester.edu).



**Programming  
Pointers**



# Program Planning

The successful programmer is ORGANIZED, in addition to being innovative, creative, and imaginative! The following list should help in planning events. After discussing these items as an organization, use the Program Planning Worksheet on the following pages to assign tasks to group members and set deadlines.

## PROGRAMMING CHECKLIST

### 1. ORGANIZATION

- a) Is there enough time to plan this event between now and the scheduled date? Can deadlines be met?
- b) Does the program chairperson (or committee member) have the necessary time to do the job?
- c) Is the selected date of the event the best time? Does it conflict with exams, holidays, on/off campus programs, athletic events, etc.?
- d) Have you consulted with your advisor about the event?
- e) Are there funds available for the program? Does the group need to apply for supplemental funds?
- f) Have you talked about co-sponsorships with other student organizations, departments, or area businesses? Have you consulted with your advisor about any limitations regarding off-campus co-sponsorships?
- g) Is the desired space available?
- h) Are there people committed to do the work?
- i) Are there any risk management or insurance issues?
- j) Does the group want to support an activity of this sort?
- k) What are the objectives and criteria for evaluation?
- l) Has the program format been determined?

### 2. ARRANGEMENTS

- a) Has the space been reserved?
- b) Has the funding been approved by the group and the group advisor?
- c) Have proper arrangements been made with special services (i.e. catering, Event Support, facilities, parking, etc.)?
- d) Is your event geared toward the general public? Have you consulted with security about the event?
- e) Has the special equipment been ordered or reserved?
- f) Have the entertainers/presenters/opening acts been selected and approached?
- g) Have contracts been signed?
- h) Have accommodations and transportation been arranged for performers?
- i) Have tickets been ordered through Wilson Commons Ticket Service for advance and door sales?

### 3. PUBLICITY AND ADVERTISEMENT

- a) Has the event been announced to the campus community?
- b) Has someone been specifically appointed to be in charge of publicity?
- c) Are there volunteers to make large promotional signs, put them up, and take them down after the event?
- d) Have promotional materials been ordered and made to permit distribution and coverage of key areas at least two weeks prior to the event?
- e) Has publicity been distributed to all campus agencies?
- f) Have programs been designed and printed in time?

### 4. DECORATIONS

- a) Have the materials been ordered at least two (2) weeks in advance?
- b) Can decorations be prepared in advance?
- c) Has the decorating committee assigned tasks to best utilize members' talents?
- d) Do decorations comply with paper/special effect safety regulations?

### 5. REFRESHMENTS

- a) Does the Sanitarian need to be notified of the event? Have you filed for a temporary food event permit?
- b) Are you using an approved caterer?
- c) Has hospitality been arranged for the performer?
- d) Have arrangements been made for the pick-up, serving, and clean-up?

### 6. GUESTS

- a) Has a guest list been prepared?
- b) Has special seating been reserved and labeled?
- c) Do you need a sign language interpreter?

### 7. EVENT MANAGEMENT

- a) Who is the contact person during the event?
- b) Have the group members been assigned tasks during the event?
- c) Do volunteers need to be recruited from other organizations?
- d) Are radios needed to communicate during the event?
- e) Has a volunteer been assigned as a runner?
- f) Is it necessary to reserve a SA van for the day of the event?

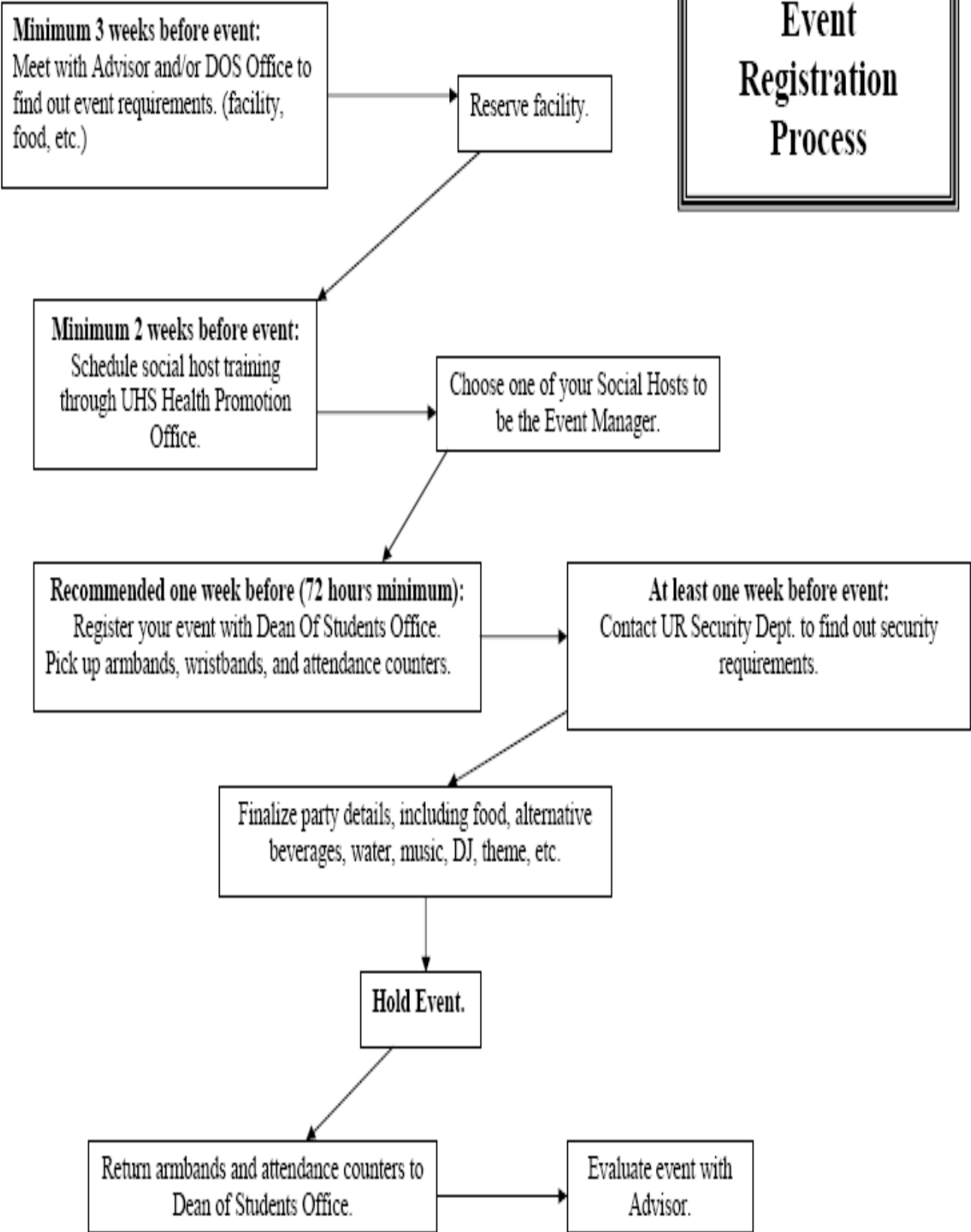
### 8. CLEAN-UP AND LOCK-UP

- a) Is there a clean-up committee and do they know what must be done?
- b) Have arrangements been made by the event chairperson to secure all money, facilities, and equipment?

### 9. POST-EVENT

- a) Have the bills been paid?
- b) Has all equipment - borrowed and rented - been returned?
- c) Have thank-you notes been sent to appropriate people?
- d) Have files, pictures, videotapes, or other items been archived for future years?
- e) Has a Program Evaluation been submitted?
- f) Has all money been deposited appropriately?

# Event Registration Process



## Program and Event Evaluation

Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

Type of event: \_\_\_\_\_ Social \_\_\_\_\_ Cultural \_\_\_\_\_ Educational \_\_\_\_\_ Recreational \_\_\_\_\_ Promotional

Attendance: \_\_\_\_\_ Expected total \_\_\_\_\_ Actual total \_\_\_\_\_ % of students \_\_\_\_\_ % of faculty/administration

Was food served: YES NO Was alcohol served: YES NO

Catered by: \_\_\_\_\_ Would you recommend them again: YES NO

Why/Why not: \_\_\_\_\_

How much time was spent planning this event: \_\_\_\_\_

Number of members involved in: \_\_\_\_\_ Planning \_\_\_\_\_ Promoting \_\_\_\_\_ Running \_\_\_\_\_ Evaluating

What publicity was used to promote event:

Amount budgeted for event: \$ \_\_\_\_\_ Expenses: \$ \_\_\_\_\_ Admission \$ \_\_\_\_\_

Funding sources/co-sponsorship of event: \$ \_\_\_\_\_ Name: \_\_\_\_\_

\$ \_\_\_\_\_ Name: \_\_\_\_\_

\$ \_\_\_\_\_ Name: \_\_\_\_\_

Did you consult your SA advisor for help? YES NO

If yes, how helpful was she/he?

What was successful about the event?

What problems did you encounter?

What last minute adjustments had to be made?

Would you host this event again? YES NO

Suggestions for improvement:

---

Signature of Member

Title

Date

---

Signature of Advisor

Date

# ACCOMMODATIONS FOR GUESTS WITH DISABILITIES QUICK TIPS

## GENERAL INFORMATION

An important consideration while planning your event is the accommodations your audience members with disabilities might need. This includes, but is not limited to, wheelchair access, making sure that handicapped entrances are unlocked and operable, and providing sign language interpretation.

Kathy Sweetland is the University Disability Coordinator and can assist you with any questions you may have regarding accommodations for guests with disabilities attending your events. She can be reached at 275-9125. If Kathy happens to receive a request for wheelchair accessible seating or interpretation, she will contact Dorris White 275-9390 to relay that information to you or your organization's advisor.

## PUBLICITY

All publicity directed to the general public must contain the following statement and logo:

**"Anyone in need of reasonable accommodations should call 275-9390 at least five business days (one full week) in advance of the event."**

You can obtain a pre-printed statement and logo from Ray MacConnell, the URSAGAS Graphic Artist, in 103 Wilson Commons or at 275-5941.

When publicizing your event, **include an event contact number such as The Common Connection at 275-5911**, so that people will know what number to call to request more general information about the event.

## SIGN LANGUAGE INTERPRETATION

There is usually at least a one-week lead time needed in order to secure sign language interpreters for an event. Depending on the size of the facility as well as the length and content of the event, it may be necessary to request two sign language interpreters for one event. When you contact the Interpreter Services Office or a private local agency to contract for an interpreter, you should inquire about the cancellation policy and their minimum fee. Many sign language interpreter provider organizations require a 24-48 hour cancellation notice. Most organizations charge the full fee if the sign language interpreter shows up for the event, but no one in the audience needs the services of the interpreter. If you do receive a request for sign language interpretation for your event, please: contact your organization's Student Activities advisor, contact Kathy Sweetland with questions on implementing the requested accommodations, contact Dorris White for assistance in securing interpreters for the event, and *plan on reserving the appropriate number of seats at your event for the requestor and their companion(s) as well as a clear space on the stage near the speaker in which the interpreter can provide the service.*

# CAMPUS CLUB CONNECTION QUICK TIPS

Campus Club Connection or CCC ([www.rochester.edu/living/organizations](http://www.rochester.edu/living/organizations)) is a tool for student organizations. This online system provides resources to student organizations and is a portal for information about UR student organizations. After a student organization is registered, the officer that completed the form will receive an email receiving instructions on entering and updating the organization's CCC site. Some of the resources available to organizations include:

- Update in real time any information about their club that is displayed on the Public Site
- Maintain a member list
- Submit Event and Room Reservation Requests online
- Create and send emails to members and other mailing lists
- Upload files for public or private use

## ACCESS TO SITE

The student leader who completes the registration form will receive access to the club site for that organization. Access can then be assigned and removed by this person to other officers in the organization. It is recommended that all officers have access to the CCC site.

## MEMBER INFORMATION

There are four required fields to enter a student as a member of an organization: Name, Net ID, Gender, and Class Year. The other fields are optional, but it is encouraged that this information be entered. The other fields assist in notifying students of scholarships, events, and internships that pertain to their particular interests.

## FILE STORAGE

Organizations can upload files for both public and private use through the Tools tab. Constitutions and other documents that are passed down from year to year should be stored here.

## RSVP SYSTEM

Officers of organizations will be asked to RSVP for events through CCC. In order for officers to utilize the RSVP system, they must have access to your organization's CCC site. If you have access to multiple organization sites, please select the organization before trying to complete the RSVP.

## GRADUATE STUDENT AND COMMUNITY MEMBERS

The CCC system was designed with the undergraduate community as the primary focus. Some organizations might have graduate students or community members who are members of their organization. All organizations have the ability to create additional mailing lists under the Tools tab. A mailing list should be created here to store information for the organization on non-undergraduate members (graduate students, faculty, community member, alumni, etc.) as a net ID is not required to add them to the mailing list.

## PROSPECTIVE MEMBERS

All students can view information on UR student organizations and sign up as prospective members. These names will be automatically added to the organization's prospective member list. It is important for an organization to contact these interested students soon after they sign up with information regarding the organization's next meeting and events. As prospective members become active in an organization, just click the button to have them moved onto your regular member list.

## **GRADUATED MEMBERS**

At the beginning of each year, please remember to delete all students who already graduated. This prevents them from getting unwanted emails and keeps the numbers in the database more accurate.

## **SEARCH FUNCTION**

The general public can search all of CCC utilizing a keyword. The search function utilizes what is listed in an organization's mission statement. Please make sure you have good keywords listed in your mission so that interested students can find out more information about your organization.

## **GENERAL INTEREST MEETINGS**

Many students who are just browsing through CCC might be interested in knowing when a group's next general interest meeting is going to occur. Please list this information under the Meetings, Activities, and Goals section.

## **ROOM RESERVATIONS AND EVENTS CALENDAR**

Organizations can use the online form through their Club Site to make a room reservation and have the event added to the events calendar. If a room reservation is not required (i.e. event is off campus or is in a department lounge), this form can also be used to just have the event added to the calendar. Please indicate this in the Room Information field. Please also use this Room Information field when reserving a room to indicate flexibility in room, time, etc. so that the Reservationist can best meet your group's needs.

# CAMPUS TIMES

## QUICK TIPS

### CONTACT

The Campus Times newspaper is located in 102 Wilson Commons and can be reached at x5-5942. The Editor in Chief can be reached at: [editor@campustimes.org](mailto:editor@campustimes.org)

If you have a news item such as a meeting, speech, or rally you can contact a news editor at: [news@campustimes.org](mailto:news@campustimes.org)

If you have a features item such as a cultural show, performance, or other entertainment event, contact a features editor at: [features@campustimes.org](mailto:features@campustimes.org)

### FREE PUBLICITY

If you do not have a budget for publicity, there are some ways you can advertise your event at no charge. You can request inclusion in the "Arts & Entertainment" section of the CT. You could also pitch your event or cause to a CT editor through one of the following ways:

- email either the news or features editor as described above;
- call the CT at x5-5942;
- stop in to the CT office in 102 Wilson Commons

Be prepared to give details about your event or cause including: who, what, where, when, and why. Keep in mind that due to space constraints, not all events are able to be publicized.

### PAID ADVERTISING

If you have a budget for advertising, you can place an ad in the CT! The most effective use of ad space is the quarter page ad. Notification of an ad request is due to the CT office by Friday at 4pm for that Thursday's edition. Payment (usually on an internal requisition) and ad copy are due to the CT office by Tuesday Noon for that Thursday's edition. Another option is to place online advertising on the CT website ([www.campustimes.org](http://www.campustimes.org)). For either option, you can contact the Campus Times at x5-5942 for prices.

# CELL PHONE & RADIO RENTAL

## QUICK TIPS

If you are planning a major event on campus, you may have the need to communicate with other event coordinators and your advisor on the day of your event. In order to best facilitate this communication, you may want to use either cell phones or radios.

### **CELL PHONES**

Cell Phones can be rented from UR Telecommunications for \$20 per phone for 1 day; there is an additional charge of \$5 per phone for each additional day of rental. However, there is no separate charge for service; you may use the phone as much as you want during the rental period. Your phones will be delivered to and picked-up from the location you specify on the UR Telecommunications Request form. Please submit your request to UR Telecommunications Division (in Town House Suite 102) at least 2 weeks in advance of your event using an "ITS-R" form, which is available from Wilson Commons Student Activities. When filling out the request, be sure to sign the form, specify delivery, pick-up time, and location, and have the account number to be billed. If your event occurs over a weekend, please call Telecommunications to discuss pick-up dates and times as to avoid incurring additional charges. For more information, please call 274-4357.

### **RADIOS**

Radios can be rented from UR Security for \$20 per radio per day by calling 275-1087. Please indicate the number of radios needed, dates and times radios will be used, and locations from which radios will be used. Radios can be picked up and then dropped off at Town House Suite 102, though it is possible to arrange a delivery. UR Security will bill your organization and payment can be made by blue requisition. Please submit your request at least 2 weeks in advance of your event. Remember to charge your radios prior to your event. For more information please call 275-1087.

# CONTRACT DOs & DON'Ts

## QUICK TIPS

Whenever you have an agreement between two parties to provide a service, function, or product, you should have a contract. Not only will this protect you and your organization, it will also aid in documenting a clear understanding of the agreement for both parties. Please stop by 201 Wilson Commons and speak with a Student Activities professional before entering your organization into any agreement.

The following are some specific DOs and DON'Ts to keep in mind when entering into an agreement:

### DOs:

- Do use the Standard Engagement Agreement available from Wilson Commons Student Activities
- Do use the official W-9 tax form available from Wilson Commons Student Activities
- Do consult with your advisor prior to making contact with a performer and/or agent
- Do use a contract for all paid and unpaid speakers, performers, musicians, DJs, artists, businesses, caterers, vendors, and organizations with whom you make an agreement. This assures accurate understanding and fulfillment of expectations for both parties.
- Do attach necessary riders to the contract
- Do obtain original signatures (both performer/agent and advisor) on the contract and W-9 as they are required in order to process payment

### DON'Ts:

- Don't request a contract from a performer/agent. This could be constructed as legally binding, and you could be personally responsible for this agreement
- Don't sign any contract. Only your advisor can enter your organization into an agreement and sign contracts
- Don't attempt to sponsor any even without a contract

# FILM & VIDEO COPYRIGHT QUICK TIPS

## **CONTACT**

The UR expert on these matters is Frank Scarcelli in the Multimedia Center. He can be reached in the UR Multimedia Center of Rush Rhees Library from 8am - Noon Monday through Friday, by phone at 275-4015, or at [fscarcelli@library.rochester.edu](mailto:fscarcelli@library.rochester.edu)

## **LAW**

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Any public showing of any format requires a public performance license. The motion picture titles acquired through the Multimedia Center are cleared for public performance. The "home use" rental versions of these same titles, obtained from video stores, retailers, etc., are not cleared for public performance use because proper licensing fees to the copyright owners have not been paid for such use. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. By acquiring the rights through the Multimedia Center you are assured that these royalties are paid for you.

## **YOUR OPTIONS**

In order to show a film on campus you must do one of the following:

1. Arrange with Cinema Group to show the film as part of their series so that the copyrights and public performance licenses are acquired legally.
2. Contact the Multimedia Center and pay the appropriate fee to acquire the rights to show the film of your choice (generally, this fee ranges from \$300-\$500 depending on the film).
3. Contact the Multimedia Center and request a list of "public domain" films which do not require a license.
4. Arrange with a professor to show a film as part of the curriculum of a specific course. However, only those members of that particular class will be allowed to view the film and you will not be able to advertise this to the general campus.
5. Contact the Dryden Theatre of George Eastman House or Little Theatre to request a private showing of the film. There is a nominal fee for this service.

# FOOD EVENT QUICK TIPS

## DEFINITION

A food event can be defined as an event which includes food that you provide to anyone, other than your own private group, and therefore subject to the University of Rochester Sanitarian Guidelines and NYS Health Laws.

A *Temporary Food Event* has an open ended number of attendees and offers walk-up type service like a food booth or is set up like an open house to recruit members. All events involving food are complicated; please consult your organization's Advisor before moving forward. Refer to the Environmental Health & Safety Sanitarian's website at [www.safety.rochester.edu/sanit/sanhome.html](http://www.safety.rochester.edu/sanit/sanhome.html) for detailed information, guidelines, regulations, & Food Event Request Forms.

## FOOD SANITARIAN GUIDELINES

There are many different levels of responsibility depending on your specific event. You can find useful information and forms, including a list of University Approved Caterers, on the University's Purchasing Website. University Dining Services is an Approved Caterer.

Most food events will require either a University Approved Caterer and/or a *Permit to Operate a Temporary Food Event Service Establishment* from the Monroe County Health Department. In all cases, you should consult with your Advisor, and Pete Castronovo, UR Senior Sanitarian, at 275-3241 to discuss your plans. Be prepared to know the following information: menu, food provider and if they are an approved caterer, serving agreements, time frame of the event, and the expected attendance.

## INSURANCE GUIDELINES

The Risk Management Office oversees all insurance requirements. A vendor must meet the University's insurance requirements before they can participate in an event on campus. The University of Rochester must be named as additional insured on all liability policies. It is recommend that your group utilize the services of one of the University Approved Caterers, including University Dining Services, as they already meet or exceed the University's insurance requirements. The standard insurance requirements to be met are:

- Certificate of Insurance, naming the University of Rochester as an additional insured, evidencing the following insurance:
  - General Liability Insurance with \$1M per occurrence/\$2M aggregate
  - Auto Insurance with \$1M in coverage
  - Worker Compensation Insurance as required by NYS
  - Disability Insurance as required by NYS
  - Liquor Legal Liability with \$1M in coverage (if alcohol is part of services provided) for 1 calendar year
- Copy of County Issued Catering Permit
- Copy of Current Food Safety Certification for at least 1 food handler
- Copy of your NYS Liquor License – or if subcontracted, your provider's License and Liquor Liability Insurance (if alcohol is part of services provided)

# HELIUM and BALLOONS

## QUICK TIPS

Helium balloons are an eye catching tool which can add a nice touch to almost any event. Depending on the quantity and style, balloons can give your event a festive, welcoming, or even elegant feel.

### **OPTIONS:**

There are three ways to acquire helium and balloons for your event.

1. Hire a company like Balloon Effects International (442-0361) to decorate your event.
2. Rent a helium tank and regulator from Dane's Welding (265-4427) who delivers. You can purchase balloons and blow them up yourself.
3. Purchase a disposable tank from Party City (424-5555), purchase balloons, blow them up yourself, and contact Dave Butterbaugh at x3-5501 to dispose of the tank when you are finished. Note: For smaller events, you will need less than 50 balloons.

The first option is more expensive, but involves little student volunteer effort. The second and third ways are much more affordable, but does require advance preparation with the balloons, volunteers to blow up balloons, arrange them, and return the helium tank to the vendor (or dispose the tank). You need to decide if you have more time or money to spend on this venture.

### **SAFETY REQUIREMENTS:**

UR Risk Management policies require helium tanks to be secured in the proper way while on University property. Wilson Commons Student Activities has made arrangements to provide you with the necessary equipment and storage of helium.

Please follow these steps in order to ensure safety of yourself and others:

1. After you have ordered a helium tank, please contact Wilson Commons Student Activities to inform the staff of the anticipated delivery date.
2. When helium tanks are delivered to Wilson Commons, they must immediately be secured with chains and a padlock to a special helium tank cart at all times. When not in use, these tanks must be stored in room 304. You can gain access to this room through the Wilson Commons Student Activities staff or the evening/weekend building manager. If you have ordered a tank through Dane's Welding or another vendor who delivers, please direct them to Wilson Commons Student Activities at 201 Wilson Commons and a staff member will give them access to room 304.
3. When you are ready to blow up balloons, please contact the manager on duty in Wilson Commons in order to gain access to room 304.
4. Do not move the cart and tank. The manager will assist you in transporting them to the 5<sup>th</sup> floor area.
5. Once the equipment has been moved, remove the safety cap and attach the regulator/nozzle. You must blow up the balloons on the 5<sup>th</sup> floor area.
6. When you are finished with the cart and tank, the manager will assist you in transporting them back to room 304.

Updated 9/24/2007 ~Wilson Commons Student Activities~

# ORGANIZING A GROUP TRIP

## QUICK TIPS

### **SIGN-UPS**

It is important that you have an accurate list of who will be traveling on the group trip. You may be able to utilize the Wilson Commons Ticket Service through the Common Market, depending on the nature of the event. There is a nominal fee for this service. If you are selling multiple types or different prices of tickets, you should coordinate this yourself to ensure the accuracy of collected information. You may need to collect the following information from each student participating: name, email, phone, address, type of ticket purchased, and amount of money paid.

### **TRANSPORTATION**

If you are traveling within a 25 mile radius of the University, you may be able to use a van. Wilson Commons Student Activities coordinates the reservations of two 7-passenger vans and one 7 passenger Community Service van. These are available for off-campus student organization events. There is a charge of \$.485 per mile. Be sure drivers have an approved and valid copy of their motor vehicle record on file prior to the event.

For larger events, you may need to book a bus. Please submit your request at least 7 business days in advance of your event. If it is a coach bus, you will need to submit the request one month in advance. Please refer to the Transportation Quick Tips guide.

### **WAIVERS**

All students participating in this group trip should sign a waiver releasing the University of Rochester from responsibility for personal injury or liability while participating in the trip. Please use the release form printed on the back side of this page.

### **TRAVEL AND PERSONAL SAFETY**

While you are traveling, please be aware of and adhere to all state and local traffic laws. This includes wearing seat belts and obeying the speed limit. Don't carry unnecessary cash with you and walk in groups when possible.





# PUBLICITY & PROMOTIONS

## QUICK TIPS

Information about your meetings and events can be publicized through many mediums including flyers, banners, newspaper, radio, and most importantly word of mouth!

### **MEDIA RESOURCES**

- A well written press release can help you advertise to the Rochester community. It's free and will save you time! Contact Sharon Dickman in the Office of Communications for more information.
- Although the Office of Communications will send a press release to these City News and Freetime, you can also submit an ad to ensure its publication. They are more expensive than the CT, but reach a wider audience in the Rochester community. Special UR rates are available.
- Bing a copy of your press release to the Common Connection for inclusion in Weekend Highlights emails.
- Submit your event to [www.myrochester.com](http://www.myrochester.com) and invite guests via Facebook.

### **POSTER AND FLYER RESOURCES**

- The Students' Association has a Graphic Artist, Ray MacConnell, on staff to assist you with your poster needs. You can create your own using Indesign or Photoshop by reserving a computer in the Graphic Arts suite or Ray can design large full color posters according to your needs and budget. Generally, the cost to print an 11"x 17" glossy, full color poster is \$1 per poster. Ray can be reached in 103 Wilson Commons or at x5-5941.
- The River Campus Xerox Copy Center is located at 210 Meliora Hall. They will meet or beat any written price quote from another agency.
- Kinko's: Request a price quote from the UR representative and you will receive a special UR discount.
- Photocopies: SA funded organizations can make up to 100 copies at a time through the SAAC accountant in the Ruth Merrill Center.

### **PROMOTIONAL METHODS**

- While it's important to publicize early for an event, it's vital to publicize many times in many ways. It may be best to promote your event in two phases. You should first publicize 2-3 weeks prior to the event so that campus is aware of the event. You should then do another publicity push 3-5 days prior to your event or deadline to remind the community of the date.
- An easy way to let the campus know about your event is to use sidewalk chalk. It's fast and is eye catching, however, limit the chalk to sidewalks only or you will be charged for building and wall cleanup.
- Events can be submitted to the UR Events Calendar editor by e-mailing [calendar@rochester.edu](mailto:calendar@rochester.edu).
- Network with other organizations – show a promo slide before Cinema Group's movies; take out an ad in the CT; do ticket giveaways on WRUR...be creative!

### **PROMOTIONAL ITEMS**

Your organization may want to order promotional items with your logo or group name printed on them. It may be easiest to use a reliable local vendor located in the community. SA rules prevent organizations from using SA funds to pay for shirts, however individual members can pay for them out of their own pocket. Talk to your advisor to get information on local vendors.

# RESERVATIONS AND EVENT SUPPORT

## QUICK TIPS

### **SUBMITTING ROOM REQUESTS**

Student organizations can submit room reservations two ways: Online through their CCC Club Site or using the green reservation form. The green reservation form is a multi-purpose form on which you indicate your specific type of request. These forms can be obtained from and returned to the Wilson Commons Reservation Coordinator in 201 Wilson Commons. Your reservation request is not confirmed until you are emailed a copy of the reservation confirmation. When using either method to reserve a room, please indicate your first and second preferences, as you may not always get your first choice. Rooms fill up quickly, so it's best to submit your request weeks (or even a semester) in advance. Please also note your flexibility in day, time, and/or location.

### **BANNER RESERVATIONS**

If you are interested in hanging a banner in Wilson Commons, you must provide your own banner (bed sheets work well). There is an 8-day limit on these displays. Reservations are made using the green reservation form. Banners are given to the Reservation Coordinator to be hung.

### **INFO/SALES TABLE RESERVATIONS**

Info/sales table reservations are also made using the green reservation form. If you are utilizing the Flex machine at your info/sales table, you need to reserve it through the Common Connection, 201 Wilson Commons. After you receive a confirmation for the Flex machine, take a copy to the Wilson Commons Reservation Coordinator to reserve a table near an outlet.

### **ALCOHOL PERMIT**

Alcohol permits are administered through the Dean of Students Office. Please visit their office on the 5<sup>th</sup> floor of Wilson Commons or call x5-4085 for more information.

### **EVENT SUPPORT**

Event Support is defined as audio/visual technical equipment to assist you with your event. Examples include, but are not limited to microphones, overhead projectors, TV/VCRs, computer (XGA) projectors, digital piano, lighting, tables, chairs, and podiums. You should contact Event Support for all of your AV needs. Lynn Stork, the Event Support Supervisor can be reached at x5-3333 or [lynn.stork@rochester.edu](mailto:lynn.stork@rochester.edu). His office is located at 201 Wilson Commons. Setting up a meeting to discuss your needs is recommended for large events.

# RESOURCES and IMPORTANT CONTACTS

## **BOOKSTORE**

The Trade Book Supervisor in the University of Rochester Barnes & Noble Bookstore can be reached at x5-6993 and is located in the Douglass building. They can complement your event or cause by displaying the works of a particular author or theme and can also assist you with a reading or book signing event.

## **COMMON CONNECTION**

Located at 201 Wilson Commons, the Common Connection is your one-stop-shop for information. Your campus concierge, you can contact them by e-mail at [connect@sao.rochester.edu](mailto:connect@sao.rochester.edu) or [www.sa.rochester.edu/connect](http://www.sa.rochester.edu/connect),

## **FACILITIES**

Dave Butterbaugh, Special Events Manager of Facilities, can be reached at x3-5501. He can work with you to best meet your event needs for large and/or outdoor events.

## **FOOD EVENTS**

Consult with your organization's advisor and Pete Castronovo, UR Senior Food Sanitarian, at x5-8405 to discuss your plans. You can find useful information and forms, including a list of approved caterers, on the UR Environmental Health & Safety (EH&S) website: <http://www.safety.rochester.edu/sanit/sanhome.html>.

## **GRAPHIC ARTS SERVICE**

Ray MacConnell, the Students' Association Graphic Artist, can be reached at x5-5941 and is located in 103 Wilson Commons. He can assist you according to your needs and budget.

## **PUBLIC RELATIONS**

PR can help you advertise to the Rochester community in the form of a press release. Contact Sharon Dickman at x5-7800 with all of your event information. She will disseminate the information to relevant area sources including newspapers, magazines, radio, and television stations.

## **SECURITY**

Mike Epping, Special Events Manager of UR Security, can be reached at x5-1087 to discuss the specifics of your event so that he can decide whether a Security presence is needed. If UR Security deems this necessary, your organization may need to pay for these services.

## **TICKETS**

Kathy Webster, Student Activities Accountant, can be reached at x5-9378 and is located in 101i Wilson Commons. She can assist you in requesting tickets to be printed and on sale at the Common Market. You may also consider consigning tickets to an off campus vendor such as Border's Books or Lakeshore Records.

## **WEBSITE ASSISTANCE**

To request a website for your organization, visit the ITS Information Provider Account webpage at: [http://www.rochester.edu/its/web/IPA/ipa\\_submit.php](http://www.rochester.edu/its/web/IPA/ipa_submit.php). If you need assistance in creating your organization's website, you may consult with a staff member at the Multi-media Center or contact the Student Activities webmaster, Jeremy Mravlja at x3-1475 or stop by 201 Wilson Commons.

# STRONG AUDITORIUM QUICK TIPS

## ROOM RESERVATION

You will need a green reservation request form in order to reserve both Upper and Lower Strong Auditorium and any event support/equipment needs. These forms can be obtained from the Wilson Commons Reservations Coordinator, Sandra Peters, at 201 Wilson Commons. Submit this green reservation request form to Wilson Commons Student Activities. Your reservation request is not confirmed until you receive an email copy of the reservation confirmation. Both Upper and Lower Strong Auditorium are very popular, so it's best to submit your request several months (or even a semester) in advance.

## RESTRICTIONS ON USE

Due to the acoustics of the entire building, Upper Strong and Lower Strong cannot be used simultaneously. When one is reserved, the other venue is rendered unusable for an event, rehearsal, or class.

## EVENT SUPPORT

Any program/event scheduled for Strong Auditorium requires Event Support services. Event Support is defined as audio/visual technical equipment to assist you with your event. Examples include, but are not limited to microphones, computer (XGA) projectors, overhead projectors, TV/VCRs, digital piano, lecterns, and stage lighting. Event support also helps coordinate furniture such as tables and chairs. Please contact Jon Poon, Strong Auditorium and Assistant Event Support Manager at 275-9514, to arrange for an appointment to discuss all your technical needs. Request for services must be received at least 15 days prior to your event.

## PIANO REQUEST

There is an upright piano on stage, which you may use at no charge. However, if you require that the piano be tuned specifically for your event, arrangements need to be made through Joe Hanson from the music department at 273-5156 at least 8 days in advance. It is important to note that there will be charges for this service.

## REQUEST FOR CLEANING and FACILITIES EVENT NOTIFICATION

As soon as your event is confirmed, contact Dave Butterbaugh in Facilities at 273-5501, to request that the Auditorium, lobby, restrooms, and dressing rooms be cleaned and ready for your event. Although your group is responsible for the cleanliness of the building during your reservation time frame and any light cleaning immediately following, you should also be prepared to pay for any additional facilities services (which is above and beyond the normal schedule) that takes place after your event. This is a carry in/carry out area and you are responsible for the cleanliness of the building during your reservation time frame, you should also be prepared to pay for any additional cleaning (that which is above and beyond the normal schedule) that takes place after your event. Be prepared to tell Dave event details such as date and time, anticipated total use of the space, if there will be food in the space, the contact information for the event sponsors, and the name of the person in charge during the event.

## RESTRICTIONS

Under most circumstances, food is restricted to the lobbies of upper and lower strong and is not allowed in the auditorium. In addition, paint, aerosol cans, and flammable substances are prohibited in the building. Many substances, including any type of food or drink, confetti, and glitter are strictly prohibited from the stage area.

## HANDICAP ACCESSIBILITY

Upper Strong and Lower Strong are both accessible by elevator by using the entrance to the left of the main doors (entrance closest to the chapel). There is also wheelchair access to the stage and one of the dressing rooms.

## EVENT STAFF

Be prepared to have 10-20 people on hand during your event to serve as money and ticket takers, ushers, door monitors, and runners. There are several doors in this building which should be monitored so as not to allow non-ticket holders entry. You should contact Mike Epping in UR Security at 275-1087 to discuss the specifics of your event so that he can decide whether a Security presence is needed. If UR Security deems this necessary, your organization will need to pay for these services. In addition, the Event Support staff also act as building managers, and you will need to tell them when doors open to the public and any additional concerns.

## CAPACITIES

The total actual number of seats in Lower Strong is 379. The total actual number of seats available to audience members in Upper Strong is 966, however you should subtract 4 more seats from the balcony if your event requires the use of the two spotlights. Of the 966 seats in Upper Strong, there are 220 seats in the balcony and 746 seats in the main seating area.

# TRANSPORTATION QUICK TIPS

## **SA VANS**

Wilson Commons Student Activities coordinates the reservations of three 7-passenger vans. Two of the vans are specific to the Student Activities Office and use by their groups and the third van is used primarily for the Community Service Network. These vans are available for student organization events off-campus. There is a charge of \$.485 per mile. Travel is limited to a 25-mile radius of the University and limited to 50 miles total for each reservation. All drivers must have an approved Motor Vehicle Record (MVR) from the state in which your driver's license was issued on file. Reservation requests and payment should be submitted at least 1 week in advance of your event. Any group that is not a recognized student activity group will pay a \$30 van use fee in addition to the mileage.

## **BUSES**

For larger events, you may need to book a shuttle, bus or coach. Charter vehicle sizes range from 28 to 55 passengers. To reserve charter service, you must submit a charter request form to the Wilson Commons Student Activities Transportation Coordinator. Forms must be completed by the group business manager and submitted at least seven (7) business days in advance of your event.

Once the shuttle service is reserved, it is the sponsoring organization's responsibility to ensure that payment, via blue requisition, is made 2 business days prior to the event. If your payment is not received two business days prior to the event, your shuttle service may be cancelled. You may also incur cancellation fees. Good communication with your business manager is important and will help you to avoid such problems.

Each group using the charter service is responsible for making the signs for the buses they use. As is required by the University of any group using the charter service, the signage is to identify the group using the bus, the event, and the times the bus is in operation. These signs must be located on the window next to the door of the bus.

After your event is completed, please submit a Transportation Feedback Form to the Common Connection in Wilson Commons. This will enable the Students' Association to track the quality of service groups receive.

## **LATE NIGHT RIDE HOME / DISCOUNT TAXI SERVICE**

A discount taxi service is available through Century Cab of Rochester. The program is a pre-purchase ticket plan with tickets sold at the Common Market, River Campus Parking office, vending machines located throughout the River Campus, and at the George Eastman House, Memorial Art Gallery, and Eastman Living Center, at a cost of \$2.00 each. Each ticket covers transportation within a two-mile radius of the University and is available 24-hours a day, seven days a week. For more information about this service contact the Common Connection at x5-5911.

# THE COMMON CONNECTION

## QUICK TIPS

### CAMPUS CONCIERGE AND ROC CITY TRAVEL SERVICES

Publications, brochures, and applications produced by or in conjunction with student events can be displayed in any of the information racks located in the Common Connection. Small promotional items (coupons, pocket-sized items, cards, etc.) may be placed on the counter or in one of the small display racks. When delivering such items please be sure that a contact name is listed on your materials, or the contact is given to staff member at the desk, in case guests have questions or additional copies are required.

Student organizations may use Common Connection as a drop-off location for programs requiring the collection of applications or registration materials. Staff at the desk stamp documents as they are received and file them for pick-up. To make collection arrangements please contact the Common Connection manager prior to publicizing this service.

### THE INFORMATION STATION

Student organizations and University departments are welcome to post information on upcoming events and deadlines on the campus information station. Broadcast on the plasma screen outside of the Common Connection and via ResNet cable, the station is a free way to keep your group's programs and activities in people's minds. Preparing a PowerPoint slide is the easiest way to advertise, but short video clips are also accepted. To increase your slide's visibility, add motion, exciting graphics, and sound. Small files can be emailed directly to URTV ([urtml@rochester.edu](mailto:urtml@rochester.edu)) or the Common Connection ([connect@sao.rochester.edu](mailto:connect@sao.rochester.edu)). There is no limit to the number of slides a group or department may submit for viewing, though your advertisement may be viewed less often during busier times of year.

### WEEKEND HIGHLIGHTS

Each Thursday afternoon during the academic year all undergraduate students in the College receive the Weekend Highlights, a brief email listing of events scheduled for the upcoming Friday, Saturday, and Sunday. Events listed on the Weekend Highlights email must be open to the entire student body and have detailed event information on file at the Common Connection. Inclusion in the email must not be the program's primary means of advertisement and should compliment other marketing efforts.

### HOURS OF OPERATION

During the academic year the Common Connection is open weekdays from 10am – 10pm and weekends from 11am – 10pm. When the Common Connection is not open a building manager is available (in person or via the pager system) to assist visitors. Groups or departments holding special events in the building may request the Common Connection extend its hours or provide additional staffing and should do so no less than 10 business days in advance.

### CONTACTS

Common Connection	<a href="mailto:connect@sao.rochester.edu">connect@sao.rochester.edu</a>	x5-5911
Laura Ballou, Associate Director	<a href="mailto:laura.ballou@rochester.edu">laura.ballou@rochester.edu</a>	x5-2332



**The  
Leadership  
Torch**

# Responsibilities Associated with Leadership

---

**COMMUNICATING.** It is important that you know your members and not everybody communicates in the same way. Do you speak and write so you are easily understood?

**DECISION-MAKING.** The difference is in making decisions. Of course seek advice, but the reason you were chosen to lead, is to decide for yourself, and others. Be decisive, and thorough. The organization will be better for it.

**DISCIPLINE.** A strange word! Scary? Well, remember, it can be used to help you. Are you a disciplined person or impulsive? Are you predictable? Are you consistent? Can a member come to you with a problem or concern? Are you willing to lend an ear, anytime?

**VALUE.** This means realizing what is important. As a leader in your organization, do you stand for certain things, and adhere to those principles as guidelines for your life? Does the group mean something special? It should and you must provide the impetus for it.

**ROLE MODELING.** You are the leader. Remember your members look up to you. Your behavior, conduct and appearance are hallmarks. It can be a burden, but it should be you--nothing phony or different. Be yourself.

**AWARENESS.** Organizations are people. Be ever aware and alert to problems, concerns and the needs of your members. There won't be crisis, if you are ready to handle them.

**OPENNESS.** Be accessible and open. Seek opinion, encourage criticism and be honest. There are no secrets in student leadership. Through openness you'll inspire loyalty, commitment and credibility. Even your greatest critic won't be able to criticize openness.

**CONCERN FOR THE PERSON.** Know your members personally. Get to know them. Show that you care, know their little problems before they become big ones. Watch for stress; share in joy. Support when you can, bow out when they're in the spotlight. Remember an outstretched hand and work of concern are the hallmark of friendship.

**RECOGNITION.** We all need it. Praise those who follow you. Nothing is more important than being wanted. Do special things--awards, dinners, plaques, certificates--small to you maybe, but might be big to the deserving members.

**FEEDBACK/EVALUATION.** We all want to know how we "stack up." Be frequent in your praise and honest in your critique. Allow for two-way conversations. A stronger bond will result.

*Taken from: Student Activities Handbook, Adelphi University, 1987-1988.*

# Rochester Center for Community Leadership

---

The Rochester Center for Community Leadership (RCCL) is responsible for developing, coordinating, and promoting a variety of programs to connect students to their community and to encourage you to become engaged citizens and leaders during college and in the future. Located in the 5<sup>th</sup> floor of Wilson Commons, the Center has many resources for student leaders. Stop by to speak with staff, check out [www.rochester.edu/college/rccl](http://www.rochester.edu/college/rccl), or call at x5-4085.

## **Rochester's Community Leadership Model**

At Rochester, we believe that a student's education belongs to them and that their passions, curiosity and goals should drive their learning. Students will do their best work if they learn what they love and love what they learn. We encourage our students to own their learning.

At Rochester, we also understand that a community should belong to its members and that communities are strongest when members are engaged in them. Rochester students are encouraged to act as community leaders who give shape and direction to the world around them by pursuing their passions, and committing their time, talents, energy, and resources. We encourage our students to be engaged members in their communities here and beyond.

At Rochester, we urge students to own their education and take ownership for the communities that surround them; to learn what they love and give shape to where they live.

## ***Engage. Connect. Impact!***

### *Community Service*

Student organizations interested in developing group service projects or partnerships with community agencies are encouraged to contact the Center for information on existing programs and relationships. Knowing what group members are interested in doing, what topics and issues are important to them, and their level of commitment to a service project is the first step in identifying potential opportunities. Center staff and the Community Service Network can then assist group leaders with program logistics, relationship building, and volunteer preparation activities.

Organizations participating in community-based service and philanthropy activities are encouraged to register their programs and projects with the Rochester Center for Community Leadership. The *Service and Philanthropy Activity Record* (SPAR) is an online tool for organizations to track activities, and later receive a verified report from the Dean of Students Office. Reports can be used during group renewal activities, in award applications, or simply as a way to keep accurate organizational records.

### *Research, Intern, or Work Off Campus*

Take the skills, social network, and interests you have developed through your involvement in campus clubs and activities and use them in a new way – in the Rochester community. Local businesses, non-profit agencies, neighborhood associations, and social organizations are searching for new talent, energy, and ideas...they're looking for you! Visit the Rochester Center for Community Leadership or Career Center for help in identifying these types of great opportunities, or talk with faculty members to see what community connections they have to share.

### *Develop Skills to Lead Effectively*

In addition to providing a home for programs such as the Community Service Network, Wilson Day, and the Urban Fellows Program, the Center coordinates many of the leadership development opportunities available to undergraduates. Programs are open to all students, regardless of their previous experience in a campus or community organization, leadership beliefs and values, or whether they have held an elected leadership position.

### Skills for UR Leaders – Leadership Workshop Series

Skills for UR Leaders is a series of leadership workshops available to individual students and campus organizations interested in developing and strengthening their leadership abilities. Each program will explore ideas of purpose, passion, practice, and context, build cultural competencies and one's ability to work within teams and communities, and provide basic organizational and management capabilities. All sessions, regardless of topic, include reflection exercises and experiential elements. Students may participate in one program or the entire series.

### Critical Issues in Leadership Days

Throughout the academic year a number of special Critical Issues programs will be held to commemorate historic days in our nation and city's past. These days will explore leadership, social justice, and community issues through service and academic events that immerse participants in discussion and action. The 2007-2008 series will include Be the Change Day (Gandhi Day of Service), R'World R'Vote, Martin Luther King, Jr. Day, Women's History month, and Earth Day, among others.

### UR/Paychex Leadership Institute

The generous support of B. Thomas Golisano, founder of Paychex, Inc., has allowed over 1,300 students to participate in an annual day skill building activities since 1991. Nominated by College faculty and staff in the fall, students are selected to participate based on their engagement in the on and off-campus community. Some participants do not hold elected leadership positions at the time and use this opportunity to grow and network with peers. Questions about the series should be directed to Ed Feldman at [efeldman@reslife.rochester.edu](mailto:efeldman@reslife.rochester.edu).

### Leadership Library

The Rochester Center for Community Leadership (RCCL) maintains an extensive library of leadership resources. The library, located in 510 Wilson Commons, is available to students, faculty, and staff free of charge.

# Organizational Goal Setting

---

Goals are statements describing what your organization wishes to accomplish. They are the ends toward which your efforts will be directed. Group goals are the beginning point of evaluating group effectiveness. Group goals change as your organization changes.

## **WHY ARE GOALS IMPORTANT?**

1. Goals are guidelines for actions. It is through group goals that the efforts of group members are planned and coordinated.
2. Conflicts among group members are resolved on the basis of what assists the group in achieving its goals.
3. Setting goals gives you an opportunity to review and evaluate what's been done and discuss problems.
4. Goals provide a measuring stick against which progress can be measured.
5. Goals provide targets toward which efforts can be directed.
6. Goals are the motivating force in the behavior of group members. Without motivation the group takes no action to achieve its goals.

## **CRITERIA FOR SETTING GOALS:**

**ACHIEVABLE:** Achievable goals are perceived as realistic, plausible and possible. An achievable goal reveals a probability of accomplishment.

**BELIEVABLE:** Believable goals provide you with a subjective feeling of optimism and hope.

**VALUED:** A valued goal is desired, prized, cherished and esteemed by your members and thus perceived worthy of time, energy and resources to pursue.

**SPECIFIC:** You might have a broad, general goal in mind. Specific goals cause members to think in terms of "next steps" toward implementation.

**OBSERVABLE:** If you reach the goal, can others see the result?

## **TIPS FOR GOAL SETTING:**

1. Write down your goals. Brainstorm! Review goals periodically at meetings and check them off when you have accomplished them.
2. Make your goals known to those you work with. Commit yourself publicly.
3. Set a timeline for attainment and feedback. It helps the evaluation process when your goals are time bound.
4. Be specific not only in the goal, but also in how you plan to achieve the goal. Strategies will translate the idea into action.
5. Evaluate your performance in attaining the goals. What was done well and what could be improved (both in content and form)?

*Taken from: College of Wooster Student Leadership Handbook, 1993-94.*

# How to Run a Successful Meeting

---

Calling and conducting meetings is the bread and butter function of most student clubs and organizations. Meetings are the means of communicating, making decisions, setting goals, discussing problems, planning action, strengthening the group, selecting officers, and establishing committees. However, few of us have had the opportunity to learn about the group dynamics of meetings. Most of us are more concerned about the mechanics of how to conduct a meeting so that we don't look foolish when we make a procedural mistake than about what meetings ought to accomplish and what factors within the membership either prevent or promote the desired end results. How often have we heard that a meeting was poorly attended, was unproductive or a "waste of time"? Considering the importance of meetings to the well-being of the student organization, such comments suggest that the leaders are unable to promote member commitment to the group and its goals.

The literature on how to conduct meetings provides some very basic pointers which will improve both the process and the product of meetings. None of these suggestions are difficult to implement; as a matter of fact, most of us may tend to follow these steps in our own preparation for the meeting. Our failure as leaders, therefore, may be our failure to formalize the steps for those who are supposed to attend the meeting. If you have called meetings and nobody showed up, try some of these suggestions as you plan your next function:

1. **Make certain a meeting is necessary to achieve the desired objectives.** Don't call a meeting if the same results can be obtained by contacting one or more individuals, making a telephone call, or leaving a note.
2. **Develop an agenda and send it out in advance.** The agenda generally tells participants why they are requested to attend the meeting. Knowing the topics to be discussed at the meeting will encourage participants to develop their arguments, understand their expected role, and to participate in the meeting.
3. **Start the meeting on time.** Meetings must start on time so that participants and members get the idea that they are expected to be there on time. While the meeting should start exactly on time, it is probably wise to schedule some initial activity which is not critical to the meeting, such as announcements, dates to remember, upcoming events, etc. This practice allows latecomers to catch up.
4. **Give the meeting your individual attention.** Meetings should be held where distractions and interruptions can be held to a minimum. This will assist in keeping your meeting on track toward the goals that have been established.
5. **Be prepared.** There are no substitutes for adequate preparation on the part of the person leading the meeting. Know what is to be accomplished and prepare so that all information is available, including the anticipation of questions and issues which may arise.
6. **Create a climate in which suggestions and opinions of other group members will be adequately heard.** An open and trusting atmosphere will encourage member participation and increase the effectiveness of the meeting. The chairperson must be prepared to ask the right questions to stimulate discussion, encourage everyone to get involved, and control the meeting. While each organization usually attracts one or more, vocal members are not permitted to monopolize the conversation. The chairperson should point out when someone is dominating the conversation.
7. **Keep to the agenda.** It is a function of the chairperson to hold discussion within the topical areas of the agenda. Permitting the membership to wander off the subject or waste time with long-winded and irrelevant discussion tends to discourage others from participating in the discussion and will encourage boredom.
8. **Conclude the meeting by summarizing the highlights.** It is beneficial to all members attending a meeting to hear a summary of the actions taken at the meeting. Such summaries are easily remembered and provide the individual with a vivid picture of the meeting and the actions and work completed. Each meeting should be followed by a set of accurate and detailed minutes distributed to the membership.

Let us assume for a moment that you have followed these suggestions, and find yourself in what you believe to be the enviable position of leading a group discussion in which you are the only person at the meeting who is talking. Worse yet, you find that there is total group unanimity on the issues you discuss. What you and your organization are suffering has been called "group-think." Larson (1980) and McDougal (1980) have defined "group-think" as a process in which the group way of thinking has decreased in objectivity and in openness to new and diverse viewpoints. Individual member statements begin to be policed by fellow members to insure that no one upsets the apple cart by going against the group's way of thinking. While "group-think" may meet the needs of some members, such

unanimity clearly does not continue to work for the goals of the group. Larson (1980) suggests several processes which will prevent "group-think" and promote vitality.

1. **The leader should promote an atmosphere in which members feel free to disagree.** Minority viewpoints should be given careful consideration, and members should be encouraged to play devil's advocate while silence should not be mistaken for agreement.
2. **Legitimizing disagreement encourages diversity of viewpoints** and helps to point out hidden risks and unrecognized assets.
3. **The leader must encourage free input of ideas and suggestions** and direct the group toward problem focus rather than solution focus.
4. **Problem solving necessitates open discussion of pros and cons.** This forces oscillation from one side of the issue to the other and encourages creativity.
5. **Solutions to problems must be reviewed and thought through more than once.**
6. **The leader should make it a habit to examine the group process** which resulted in certain decisions relative to the issue being decided.

Conscientiously following these few suggestions at your future meetings will promote open communication, the development of group decision-making processes, the respect for balanced leadership, and clear encouragement of the values inherent in conflict management. The crucial dimension of any meeting is to balance the participation among group members and to promote the adage that "people tend to support what they create." Group dynamics which effectively meet the needs of individual members are characterized by:

1. High level of interaction which is valued by the group.
2. Welcome attitude toward conflict for the airing of differences between individuals.
3. A problem-solving approach to conflict.
4. Reduction of compromised and competition.
5. Awareness of the feelings behind individual member's statements.
6. A people **and** task-orientation in that task conflicts are managed to a point where all parties are satisfied with the outcome.

It is the responsibility of the leader of the group to create the atmosphere in which dynamic group processes can flourish. Planning for and conducting meetings with that in mind provides individual members with the opportunity of full intellectual and emotional involvement, and thus meets the basic expectations of active participants. It will result in a vigorous organization whose membership is committed to organizational goals which they helped create. The leader's function then becomes one of managing and directing, rather than pushing and coercing. Leadership at that level becomes a fun activity, consumes less time, and is personally rewarding.

*Christian H. Sachs, Director of Student Activities/Warren Campus Center, James Madison University*

# Committee Success - 10 Easy Steps

---

1. **The committee must have a purpose. Members must know and understand the purpose.** If one is sold on the committee, he or she can sell it to others.
2. **Committee members must be selected with care.** A diverse group of individuals should be represented to meet the needs of the population. Consider age, sex, and ethnic backgrounds as well as skills and potential.
3. **Committee members should be informed about expectations, duties and responsibilities.** A strong team spirit should be created among the members and each member needs to realize his or her responsibility for the group's success.
4. **A regular meeting time should be established.** A designated time will enable members to include the meeting as an important part of their schedule.
5. **The meeting should always start on time.** Starting on time shows respect for the members who arrive early; late comers will begin to get the point.
6. **Notify every member when special meetings are called.** Leaving a member out of a discussion causes hard feelings and can erode the team spirit. Always include everyone.
7. **An agenda should be planned for each meeting.** For meetings to run efficiently and effectively, the chairperson needs to plan every meeting in advance. However, allow for flexibility and change.
8. **Delegate responsibilities by assigning specific job functions to each committee member.** Each individual committee wants to be needed and feel he or she is making a valuable contribution.
9. **Keep in touch with the committee members at all times.** Check with members between meetings to see if they need help or encouragement.
10. **Give praise and/or constructive criticism to committee members on a regular basis.** Members need to receive feedback as to how they are doing. Do so in a positive, reinforcing manner.

*Adapted from a paper entitled "The Steps to Committee Success", author unknown.*

## A Successful Committee Chairperson:

---

1. Knows the purpose of the committee and the mission of the organization.
2. Informs the committee members of the purpose and mission.
3. Assigns a committee head for each activity or task.
4. Knows each of the committee members.
5. Helps the committee heads with problem areas.
6. Has the committee heads submit weekly progress reports.
7. Accepts and supports the decisions of the committee.
8. Delegates responsibility according to the interests of the individual committee members.
9. Conducts an evaluation of the committee's work at the conclusion of the program.
10. Remembers that he or she is responsible for the committee's programs.
11. Does not force his or her ideas on the committee.
12. Sets a regular weekly meeting time and place.

# Leadership Transition Checklist

---

Every year unsuccessful leadership transitions hamper future successes of student groups at the University of Rochester. This year please remember that a successful transition is not only the glue that will hold your organizations together from year-to-year but also the fuel that continues to propel them in a forward direction. The good news is that a successful transition is neither difficult nor very time-consuming. Please remember that *all* the following tips may not pertain to your group, but most are relevant and important for the majority of student groups.

For a successful transition, below is a list of responsibilities for **Outgoing Officers**:

- **Be sure to review all of the following information with incoming officers:**
  - Your organization's history
  - Your organization's constitution, mission statement, and officer responsibilities (if the old items need updating, now is a great time to do that!)
  - Review and pass on old records - including meeting agendas and minutes, binders, files, notebooks, copies of documents used for advertising past events, and correspondence (Pass along everything you got!)
  - Officer job descriptions and written expectations for each new officer regarding their role and responsibilities (offer advice on past successes and mistakes)
  - Your organization's calendar (and any important annual events that non-exec board members might not know about, i.e. fall activities fair, fall leadership training events, business managers meeting, and budget deadlines)
  - Your organization's status reports on continuing projects. Please be sure to finish any unfinished business (especially monetary), and if the business cannot be finished, please be sure to inform new officers—with specific detail—what has been left unfinished
  - Your organization's annual budget, completed program evaluations for last year's projects and events, achievements, and mistakes
  - Review important contacts used for event planning
  
- **Be sure to DO the following:**
  - Update letterhead, Campus Club Connection site, and website
  - Pass on membership lists, mailing lists, computer passwords, phone passwords, accounts, contracts, addresses, phone numbers, emails etc...
  - Recruit new officers as early as possible. The earlier transition begins the less likely it will be forgotten at the end of the year. If time allows, offer time for your new officers to shadow you and work with you to lead the last projects and group meetings
  - Return to the Student Activities Office any keys that outgoing leaders may have. This is the way to ensure the receipt of your deposit (Dorris White collects office keys, while Debbie Gaudet collects cabinet keys.)
  - Meet with your incoming officers and help them plan their first courses of action over their first few months
  - Make sure new officers have been trained in Campus Club Connection. Give access to new officers and remove access from past officers. Make sure membership lists and officer information is up to date.
  - Introduce officer to key contact people, especially your group's advisor(s)

- Don't be afraid to make a group event out of the "changing of the guard" (this can be as simple as a recognition to outgoing and incoming group members at your last meeting, or as formal as a dinner celebration/party to energize the group on your upcoming year, events, and leadership)

**Transition responsibilities for Incoming Officers:**

• **Be sure to do ALL of the following:**


- Understand present and future programs
- Develop a master calendar with meetings, programs, and events
- Develop and/or update current webpage with new officer information (including Campus Club Connection)
- Establish meeting agendas, meeting times, and locations (you can reserve meeting locations up to a year ahead of time)
- Remember to keep well organized and detailed records in the upcoming year so it will be easy to transition when you recruit and train new leadership
- Begin recruiting and training promising group leaders as early as possible; offer time for your new officers to shadow you and work with you to lead the last projects and group meetings
- Evaluate with outgoing officers last year's concerns, achievements, and past goals
- Establish new goals and prioritize
- Plan group goal setting at next meeting
- Try to arrange for new officers to keep in contact over the summer break (if a meeting—in person, online, or over the phone—is possible, it is worth beginning planning as early as possible for the upcoming academic year)
- Utilize Wilson Commons Student Activities resources
- Encourage new officers to attend fall leadership training
- Check email over summer for important dates and deadlines

**Below is a list of questions and exercises that are important to think about while training new leadership. It may be helpful to actually write answers to these questions to give to your incoming officers.**

**Items for Your Group's Leadership Notebook**

- 1) What was your best experience in this position?
- 2) What tips could you give your successor to make things smoother for next year?
- 3) Name the administrators/staff you found to be helpful in your position.
- 4) What did you find most difficult in this position?
- 5) What was the best resource you used in this position?
- 6) Which offices/departments/student groups did you co-sponsor with that worked well?
- 7) Please list any projects or ideas you were developing that you would like to see continue.
- 8) Name one thing you wished you knew when you started the position.
- 9) Do you think the student body knows of your position and the services your group provides?

*Taken from: The Program Planner's Workbook, "A creative and Systematic Approach", written and designed by Linda Eldred. Available in the RCCL Leadership Library.*



**Guidelines  
&  
Policies**

# General Guidelines for All Student Organizations

1. Student organizations and their members must abide by federal, state, county, and municipal laws, University of Rochester Rules and Regulations, and the operating policies of the University.
2. Organizations shall also comply with such other conditions and regulations, which may be adopted by the University. Organizations will also adhere to their own constitution and bylaws. For matters not otherwise specified, Robert's Rules of Order shall apply.
3. Registration forms must be submitted to Wilson Commons Student Activities by September 15<sup>th</sup> of each academic year. Each organization shall ensure that the information on its registration is complete and current. Registration forms are in effect until the following September 15<sup>th</sup>. Groups registering at other times of the year may be ineligible for some of the privileges listed above.
4. Each new organization shall submit with their registration form a current copy of the constitution or charter, which must define the form, and function of the organization and its goals and principles. All changes in the written constitution, by-laws, or rules of order of an organization must be reported to Wilson Commons Student Activities. All constitutions, bylaws or rules of order must be consistent with the Rules and Regulations of University of Rochester's policies and procedures and with those of other offices as required.
5. Departmental approval is required as follows: Advocacy/Special Interest, Entertainment/Social, Ethnic/Cultural, Governance, Performance/Arts, Publications, and Service with Wilson Commons Student Activities; Academic Honorary with the appropriate College Department office; Academic/Preprofessional with the College Department Office; Greek Letter Fraternity/Sorority with the Office of Greek Affairs; Athletics and Recreation, with the Athletics and Recreation Office; Residential Hall Councils and Special Interest Housing with the Office of Residential Life; Religious with the Directory of Religious Affairs. All other organizations may be approved by Wilson Commons Student Activities. All student organizations will be assigned an advisor from the responsible office. All verbal and written contractual arrangements committing University or Students' Association. Funds must be approved by the advisor from the responsible office. All organizations are encouraged to seek additional advisors from the University Community to serve as resources.
6. A student organization must be organized by its undergraduate student members, but may include all members of the University Community (family, faculty, staff and graduate students).
7. Officers must be full-time matriculated undergraduate students of the University of Rochester. Officers are encouraged to maintain good academic standing (2.0 GPA).

8. No person shall be excluded from the activities of an organization on the basis of race, sex or sexual orientation, religion, national origin, handicap, marital or parental status, unless such exclusion is otherwise legally sanctioned.
9. No organization shall engage in hazing which includes any acts, which recklessly or intentionally endanger any person's mental or physical health; or involve the forced consumption of liquor or drugs; or intentionally subject an individual to degradation or humiliation; or cause its members to participate in any action or situation that can reasonably be expected to have such a result.
10. The University views all registered student organizations as private affiliates and does not endorse the missions, goals, or purposes of any organization, nor allows the organization to act on behalf of the University.
11. The use of the name, or the seal or any facsimile, or any trademarked or copyrighted name or symbol of the University of Rochester must be approved by the appropriate University Department.
12. Violations of the Rules and Regulations for student organizations may result in sanctions as outlined in the general University Regulations

## **University Regulations**

The University of Rochester supports and encourages the creation of student organizations established to meet the cultural, social, intellectual, vocational and physical needs of its campus population. The University believes that participation in such organizations provides valuable learning opportunities.

The University of Rochester requires all undergraduate student organizations to register with Wilson Commons Student Activities. The following privileges are provided to registered organizations:

1. Use of University facilities.
2. Eligibility to sponsor and promote activities on campus; eligibility to distribute literature, flyers, posters, banners, and organizational materials (print materials).
3. Eligibility to solicit funds on campus through programs and approved fundraising activities.
4. Use of University services and resources.
5. Eligibility to receive assistance and advice from the staff of Wilson Commons Student Activities.
6. Eligibility to be listed in University publications.
7. Consideration for receipt of awards and honors presented to student organizations and their members.
8. Use of mailbox in Ruth Merrill Center.
9. Eligibility for office space in Wilson Commons.
10. Eligibility to participate in the Student Activities Fair.

Registered student organizations must comply with the rules and regulations listed below. Failure to comply may result in the suspension or termination of the registration status of the student organization. A suspended or terminated student organization is ineligible for the privileges listed above.

# SAAC Policy Guidelines

## (Updated 8/07)

If you are planning an activity or expenditure that would go against any of these guidelines, do not necessarily eliminate it, but rather go to your Student Accountant and/or Treasurer before any commitment is made to see if your particular case constitutes an exception.

**ADVERTISING:** There must be sufficient campus-wide publicity for all activities. All organizations that receive funds from the S.A. must include the following statement in their advertising: “\_\_\_\_\_ is a S.A. funded organization”. This statement should be printed in an appropriate size font, at least 14 point, so that it is clearly visible.

**AGENCY ACCOUNT ORGANIZATIONS:** The S.A. recognizes the fact that agency accounts do not derive any funds from the S.A. activity fees. Due to this, there are exceptions to the SAAC policies for the agency accounts. Please discuss these with your Student Accountant. Even with the exceptions, agency accounts must maintain proper accounting of all funds.

**APPROVAL OF EVENTS:** Any event not budgeted for must be approved by SAAC for supplemental funding. Supplemental requests must be presented before the committee four (4) weeks in advance of the event.

**ASSESSMENT PERIOD:** If a S.A. group is not adhering to the SAAC policies, the Student Accountant and Treasurer may place the group in an assessment period for a semester. During this period, the group must provide monthly reports to their Student Accountant about their activities, how many people are attending their meetings, and any other information the Student Accountant deems necessary. During the assessment period, S.A. groups may only present a request for supplemental funding to SAAC with the approval of their Student Accountant, SAO Advisor, and the Treasurer. Furthermore, groups may only receive a budget equal to or less than their previous budget during the assessment period.

**BANKING:** All banking must go through the SAAC office, even if it is an event we do not fund.

**BUSINESS MANAGERS:** Business Managers are responsible for all financial transactions of their organization. Only the Business Manager is authorized to work with SAAC.

**BUSINESS MANAGER’S MEETING:** All Business Managers must attend this meeting in the fall. If you fail to do so, your group’s funds will be frozen until you speak with the Treasurer.

**CHARITABLE EVENTS:** Charitable events will not be subsidized as students may object to their money going to sponsor an event for a charity of which they disapprove. If a group would like to hold a charitable event, they must first meet their expenses with income, and any further proceeds may be donated. All publicity must include a statement of, “Proceeds to benefit \_\_\_\_\_”, and there must be a sign prominently displayed at the door of the event with such a notice. The Business Manager should consult with their Student Accountant before such an event is planned.

**COACHES & INSTRUCTORS:** The S.A. will cover ½ the coaching and instruction fees. Please note that Club Sport Council policies may differ from this.

**COMMUNITY SERVICE:** Other than the Community Service Network, whose mission is community service, groups must first raise the costs incurred from their program before they may donate profits to charity.

**CONFERENCES:** If members of your organization are interested in attending a conference, please speak to your SAO advisor.

**CONTRACTS:** Contracts will always be required for an organization to retain any paid speaker, instructor, or advisor. Any contract must be approved and signed by an SAO Advisor, the Student Accountant for the organization, and the Treasurer. No payment will be made without a completed contract with original signatures.

**DRUGS:** The S.A. does not, under any circumstances, fund the purchase of drugs, including but not limited to alcohol and tobacco.

**ENTRANCE FEES:** Events that cost more than \$1,000 are expected to charge an entrance fee to the general public, which must be more than the charge to students.

**EXCLUSIVE & DISCRIMINATORY ORGANIZATIONS:** Exclusive and discriminatory organizations will in no way receive funds. Furthermore, because every undergraduate pays the Activity Fee, all S.A. funded activities, meetings, and events must be open to all undergraduates.

**FOOD:** The Student's Association will not fund food for the exclusive consumption of group members. Income will be collected in advance and the moneys dispensed shall not exceed the income brought in. The following are guidelines which shall be strictly enforced:

- 1) Interest meetings: The sum of \$30 shall be allotted to organizations for each interest meeting, one per semester.
- 2) Speakers: The S.A. will only pay the costs of the speaker's meals. Any S.A. members accompanying the guest shall be responsible for their own expenses.
- 3) Reception: Receptions will only be funded for special events, such as speakers and exhibitions, with prior approval by the group's Student Accountant, the Treasurer, and in some instances, SAAC.

**FILMS:** All films shown by S.A. organizations must be approved beforehand by the SAO in order to avoid scheduling conflicts.

**GIFTS:** The Appropriations Committee does not fund gifts, including gift certificates. Money for this purpose must be raised by the group's members (in addition to income).

**INCOME:** Groups organized for personal outlets, such as Creative Arts Club and SMASH Club, will have an income requirement of \$10 per member per semester.

**INTERCOLLEGIATE TEAMS:** These teams are budgeted following the same formula that Club Sports uses. SAAC will pay up to ½ of their expenses, and the group must fundraise the rest.

**INVENTORY LISTS:** All equipment in the possession of a S.A. organization belongs to the Students' Association. However, the responsibility falls upon the individual organization to maintain accurate inventory lists of all property in this possession. Inventory lists must be submitted with each new budget request. No organizations will be considered for budgeting until an inventory list is submitted to the Student Accountant.

**LIBRARIES:** Libraries will only be funded if the organization can prove the library is integral to its functions. Literature that is available through the University library system will not be subsidized. All S.A. organization library materials shall be recorded as inventory.

**NEW GROUPS:** The S.A. will not reimburse any expenses of a new group prior to S.A. approval for funding. There is a small group fund available for interest meetings through the Student Activities Office, and new groups may apply for supplemental funds.

**OFF-CAMPUS EVENTS:** The S.A. generally does not fund events held off-campus because of their inaccessibility to students. However, the Appropriations Committee will consider individual requests by organizations.

**OUTSIDE RESOURCES:** S.A. organizations are encouraged to seek outside funds within University guidelines and accounted through SAAC. It shall be understood that the Students' Association will not assume any debts incurred through such agreements.

**PAYING STUDENTS:** Students are not paid for services relating to the normal functioning of their activity. Students are expected to donate their time and work to their S.A. organizations.

**PERFORMANCE GROUPS:** Each group may receive up to \$10 per member for costumes, and the S.A. only funds costuming for the two major shows.

**PREPROFESSIONAL and ACADEMIC GROUPS:** Each pre-professional and academic group receives \$140 each year. These groups must adhere to the SAAC guidelines

**PRIZES AND AWARDS:** The Students' Association will not subsidize trophies or any similar type of prize, with the exception of the S.A. Teaching Award.

**PRINTING & ARTWORK:** All S.A. organizations shall have their composition done through the Graphic Arts service unless the organization can prove to the satisfaction of SAAC that outside services are integral to the success of the given publication or event.

**PUBLICATIONS:** Only publications of organizations whose sole purpose is that publication shall receive funding unless SAAC approves a one-time project. Newsletters of organizations will not be funded. Each publication group is funded for two issues per year, to be distributed by November 15<sup>th</sup> and April 15<sup>th</sup>.

**REIMBURSEMENT:** Only under special circumstances will the S.A. reimburse any student or S.A. organization. Any organization which incurs expenses upon the S.A. without prior approval will have their funds frozen until the amount is repaid in full.

**REQUESTS FOR COMMITTEE ACTION:** All requests for Committee action, such as Supplemental and Equipment requests, must be submitted in writing and twenty (20) copies placed in the Treasurer's mailbox at least three (3) business days in advance to be considered. For example, to be considered on Tuesday, your request must be in the mailbox by 12p.m. on Friday. No exceptions will be made, so please plan accordingly.

**TESTING & CERTIFICATION:** The S.A. will not pay any costs relating to testing or certification of group members, including travel costs.

**TICKETS:** All tickets are to be sold through the Wilson Commons Ticket Service. The procedures and guidelines for tickets can be obtained from the SAO office. Tickets should be sold with the lowest price for UR undergraduates and a higher price for all others. If there is to be a different price at the door, this must be advertised. All events in which cash will be exchanged at the door must have prior approval of the Student Accountant. All tickets, including collected stubs and unused tickets, shall be retained for a period of two years following the date of the event. All organizational income (and expenditures) should have complete documentation to support each income or expense posting to your organization's monthly statement, thus providing a complete audit trail.

**T-SHIRTS & UNIFORMS:** The S.A. does not fund T-shirt sales as fundraisers or as promotion or publicity for the group, nor does it subsidize uniforms. Groups hoping to purchase t-shirts or uniforms must first raise the funds (that will be in addition to their income) to cover the expenses.

**TRAVEL:** When approved, the S.A. will pay up to ½ of the total cost of travel expenses for trips within a five hundred-mile radius. This covers gas and hotel fees, but does not include food.

# CONSTITUTION TEMPLATE

*All Students' Association recognized groups in preparing their constitution should use the following format. This format should be followed as closely as possible. [Brackets] indicate the need for appropriate information. E-mail to SA\_policy\_com@mail.rochester.edu.*

**[Name Of Group]**

We the students, faculty, and staff of the University of Rochester hereby establish the [organization] of the University of Rochester and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this group.

## **Article I. Purpose of Organization/Mission Statement**

[Define in paragraph form the goals, objectives, and purposes of this organization. State what the group will contribute to the quality of life in the University community. State any other relevant information.]

## **Article II. Membership**

### Section A. Membership

1. Eligibility – All Students' Association members shall be eligible for membership. An SA Member is a University of Rochester undergraduate who has paid their SA activities fee. All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. All members and associate members shall be listed on the group's Campus Club Connection site.
2. Definition of member – [State any special requirements this group sets to be a member. State what a person must do in order to maintain membership. List different types of membership.]
3. Definition of associate member – [State any special requirements this group sets to be a member. State what a person must do in order to maintain membership. List different types of membership. e.g. All rights and privileges of a member without voting rights, cannot serve on the executive board, etc.]

## **Article III. Meetings and Voting**

### Section A. Meetings

1. A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as [Each group will establish the size of its quorum, which will be a minimum number of group members.]

### Section B. Voting

1. Voting on any issue shall be official only if the meeting is valid.
2. All members shall have equal voting power.
3. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

## **Article IV. Officers and Qualifications**

### Section A. Officer Positions

[In this section, list the titles of all officer positions and qualifications to hold their offices, such as minimum years of participation or term limits. The SA requires a Business Manager position if the group handles any money.]

## Section B. Duties of Officers

1. All officers shall be members of the Students' Association.
2. All officers shall promote active recruitment of new members.
3. All officers shall enforce this constitution.
4. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this group.
5. The [specified officer] shall preside over the meetings and shall maintain organization within the group, communicate with other officers and delegate duties to maintain a functioning group that fulfills the purposes set forth above.
6. [Only if organization has a Business Manager] The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.
7. [Specified Officer(s)] shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this group, Senators, and all members of the Students' Association. Also, the [Specified Officer] shall take roll call at all meetings, tally votes, keep an accurate list of group members and take and maintain meeting minutes.
8. [State the duties of additional officers as necessary]

## Section C. Nominations and Elections

1. Nomination and Elections Procedure – [State nomination and election procedures]
2. Timing of Elections – [State time of year in which elections will occur. The SAO recommends a February/March election to allow for a smooth transition]
3. Term of Office – [Suggested length is one year]

## Section D. Vacancies, Resignations, and Removals

1. At the valid meeting following a vacancy of an office, the position is to be filled by the same manner described in the Nominations and Elections Procedure.
2. If a vote of no confidence on any officer is to take place, it must be given at least seven days notice. Any member of a group can call for a vote of no confidence.
3. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the membership to pass the motion.
4. An office shall be declared vacant as the result of a vote of no confidence.

## Section E. Provisions of Advisor(s) [if any]

## Article V. Finances

### Section A. Finances

1. Students' Association members shall receive priority at SA funded events conducted by this group.

### Section B. Funding

1. [organization] [shall/shall not] be an SA funded group. (If you will be seeking a yearly budget, select the word "shall." The SA Policy & Review Committee shall ultimately determine your group's funding status.)

## Article VI. Classification

### Section A. [Group] shall be classified as a/an: [choose the most appropriate classification from below]

1. Academic Council - An academic council shall be any SA-recognized group that works with, is advised by or is run in conjunction with an academic department related to a specific major, certificate or concentration program.
2. Academic Honor Society - An academic honor society shall be any group associated with a nation or international society.

3. Awareness - An awareness group shall be any SA-recognized group whose primary focus is the promotion of cultural or social issues.
4. Club - A club shall be any group that does not fit any of the above classifications.
5. Club Sports - A club sport shall be any SA-recognized group that is overseen by the Club Sport Council.
6. Community Service - A community service group shall be any group whose primary mission is service to the campus and Rochester community through formal or informal consultation with local nonprofit agencies, government, and community-based organizations. Such services may improve residents' quality of life, fulfill specific community needs, or deliver financial resources to partner organizations.
  1. Organizations seeking SA recognition that are determined to meet these qualifications shall be classified as Community Service and will form under the jurisdiction of the Community Service Network. The SA recognizes the Community Service Network as an umbrella organization, encompassing many projects not individually recognized by the SA.
7. Entertainment Programming - A SA-recognized group for entertainment programming shall be responsible for providing and promoting campus-wide programs and college traditional events.
8. Intercollegiate Competition - An intercollegiate competition group shall be any SA-recognized group that travels to other universities to compete or who host competition at the University of Rochester.
9. Performing and Fine Arts - A performing or fine arts group shall be any SA-recognized group whose mission is to promote the arts and artwork through performances, shows, and exhibitions.
10. Political - A political group shall be any group that advocated for or endorses a certain candidate, official or political party. A political group shall also be any group that advocated against or denounces a certain candidate, official or political party.
11. Pre-Professional - A pre-professional group shall be any SA-recognized group that fosters and disseminates profession-specific knowledge and supports the professional and personal growth of its members.
12. Publication/Media - A publication or media group shall be any SA-recognized group that regularly produces a newspaper, journal, magazine, television show or radio show.
13. Religious - A religious group shall be any SA-recognized group that subscribes to and promotes a religious doctrine. All religious groups shall be an overseen by the Chapel staff.

## **Article VII. Adoption of the Constitution**

### Section A. Approval

1. Two-thirds of the membership, or more if the group decides, must approve the constitution.

### Section B. Ratification

1. This constitution will be ratified upon approval of the Senate and the signature of the Speaker.

### Section C. Conflict

This constitution shall not conflict with the Students' Association constitution or by-laws.

## **Article VIII. Amendments**

Section A. Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution.

**Article IX. Bylaws**

Section A. Approval

1. At least a 2/3 of the members in attendance must approve the bylaws and any amendments.

Section B. Conflict

1. Bylaws should not conflict with this constitution or the SA constitution or bylaws.

**Article X. Hazing Policy**

Hazing, defined as the harassment of one individual by another individual or group, is not permitted by the [organization]. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

**Article XI. Discrimination Policy**

The [organization] of the University of Rochester does not discriminate against any individual or group of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.

---

Signature of Officer  
Submitting Constitution

---

Date

---

Signature of SA Speaker  
Granting Recognition

---

Date

# Douglass Dining Rules and Regulations

- COSTS

Supervisor Fee: There is a standard charge of \$30 per hour for one supervisor. This supervisor will be on site to assist you during your entire reservation. Large events may require additional supervisors.

No Show Fee: Events which have not been properly cancelled with Nell Herman are considered no-shows. No-shows are subject to the full charges, as if the event had taken actually taken place. To properly cancel an event, please notify Nell Herman at least 48 hours prior to the scheduled start time of the event.

Damage Deposit: The sponsoring organization is responsible for all damages to the dining facility which occurs during the event. A blue requisition for \$250 is due prior to the date of the event to cover the cost of the Supervisor Fee and any damages which may occur during the event.

- BUILDING AVAILABILITY

Douglass closing time is 2:00am. Only the dining room is open to events. Kitchen, counter rooms, dish rooms, and storerooms will be secured and are unauthorized areas during an event.

- ALCOHOL

All alcohol must be ordered through and served by the University of Rochester Catering department . There is a 4-week minimum advance notice required to order alcohol as caterers need to order licenses from New York State in order to serve in the Dining Center. There will be an additional licensing fee.

- FOOD

All food arrangements must be made through the University of Rochester Catering department

- TABLES, CHAIRS, SET-UPS AND MISCELLANEOUS ITEMS

Furniture moving must be arranged through facilities. Furniture is not to be moved by the group booking the space, unless this is approved by Dave Butterbaugh. When moving tables and chairs, use moving equipment, do not drag furniture on floor, leaving marks or scratches. If your group moves furniture before an event, YOU are responsible for returning it to the proper setup after your event. A diagram of the setup can be provided by dining services. If you damage the floor surface, you will be responsible to pay to have it to be resurfaced. To have Facilities break down and reset the room there is a fee of approximately \$300.00. Please request this service online or contact Dave Butterbaugh at x3-5501.

Adequate lighting must be provided at all times. The lower balcony lights must be left on unless Douglass Management approves of an alternate lighting set-up.

Your group is responsible for removing all decorations and tape, or whatever adhesive was used. Please check with dining services prior to attaching anything to the walls or stairs. If no food service is ordered, your group is also responsible for garbage removal.

There is a no-smoking policy inside buildings on the River Campus.

- SECURITY

If the event will be open to the general public or if more than 250 people are expected, UR Security must be notified. UR Security will decide whether it is necessary to have an officer present at the event, at the expense of the sponsoring organization.

## Douglass Dining Center

### **Reservation Procedure and User Agreement**

1. Submit your reservation request for Douglass Dining Center through the Wilson Commons Reservations Coordinator. If the date is available, the Reservations Coordinator will place a “hold” for your organization.
2. If the sponsor is a student organization, the Director of Wilson Commons Student Activities (201 Wilson Commons, 275-9390) will need to sign the User Agreement for sponsor approval. Be prepared to answer questions about all details of the event.
3. Contact Nell Herman (located on the 3<sup>rd</sup> floor of the Frederick Douglass Building, 275-0851) to review all the rules, regulations, and duties of your reservation. Nell Herman will need to sign the User Agreement for venue approval.
4. Give Nell Herman a blue requisition for \$250 to cover the damage deposit and the Supervisor Fee.
5. Submit the User Agreement with all necessary signatures to the Reservations Coordinator in order to confirm your reservation. **Douglass Dining Center is now reserved.**
6. If needed, contact the Event Support Supervisor at 275-2333 to arrange for audio or visual equipment/labor. Power hookups, including any electricity needed for a DJ or a band, must be arranged through Event Support.
7. In the case of an event being closed down, the sponsoring organization will be held responsible for all charges.

ALL ARRANGEMENTS AND PAPERWORK MUST BE COMPLETED AND RETURNED TO THE WILSON COMMONS RESERVATIONIST WITHIN A MINIMUM OF SEVEN (7) WORKING DAYS PRIOR TO THE EVENT IN ORDER TO BEST MEET YOUR NEEDS.

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Sponsor approval verification: \_\_\_\_\_  
(Director of Student Activities)

Venue approval verification: \_\_\_\_\_  
(Dining Center Manager)

# ALCOHOL AND OTHER DRUG POLICY

## INTRODUCTION

The University of Rochester Alcohol and Other Drug Policy has been adopted to help students comply with federal, state and local laws regulating the possession, consumption and service of alcoholic beverages and possession/use of illegal drugs. (See page 20 for the list of federal, state, and local laws regarding alcohol and other drugs.) All undergraduate students, student groups and organizations, and guests are required to abide by the local, state and federal laws and ordinances, as well as University regulations and conduct standards (including this policy) governing consumption of alcohol and control of illicit drugs. Those who choose to engage in the use of alcohol or other drugs in violation of the law or University policy will be held accountable for their actions and subject to the full range of institutional sanctions and other disciplinary measures, up to and including expulsion. Discipline for violations of this policy will be imposed pursuant to the University's *Disciplinary System See pages 1-12*). Campus chapters of international and national organizations may have regulations that go beyond the University's policy. The policies and procedures contained herein are the minimum requirements applicable to these organizations.

## ALCOHOL AND OTHER DRUG PROHIBITIONS

*The following activities are prohibited among all members (and guests) of the University undergraduate community:*

### **ALCOHOL:**

*Underage Purchase, Consumption, or Possession:*

- The purchase, consumption, or possession with the intent to consume by any individual under the age of 21.

*Procurement/Service of Alcohol:*

- The purchase of alcohol for a person who is under the age of 21 and/or apparently intoxicated.
- Serving or giving alcohol to a person who is under the age of 21 and/or apparently intoxicated.
- The serving of alcohol to individuals who are known to become intoxicated habitually.

*Possession/Use of False Identification:*

- The possession or use of false, fraudulent, or altered identification or the use of another's identification for the purpose of obtaining alcohol.

*Open Containers* (i.e., any receptacle containing alcohol, which is open in such a way as to permit direct consumption of the contents):

- Possession of an open container of alcohol anywhere on campus, except (1) in a residence hall private living space, which includes common areas within suites, (2) in a fraternity or special interest house, and (3) in an area designated, through the event/function registration process, as a place where alcohol consumption is permitted.

*Common Containers* (i.e., a receptacle for dispensing multiple servings of an alcoholic beverage.):

- Possession or use of kegs, beer balls, or other common containers, except for registered events in which specific criteria have been met or for registered events managed by a licensed caterer/third party vendor.
- Specifically, "common containers" are in violation of the code of conduct when any individual container exceeds the maximum amounts below:
  - 40 ounce container of beer
  - 5 liter container of wine

- One (1) liter container of distilled spirits

*Drinking Games or Contests:*

- Drinking games or contests (e.g., "Quarters," "Beirut," etc.). **Please note that the presence of alcohol where the game is played is sufficient to classify the incident as a drinking game violation. Where interpretation is necessary, student(s) will be charged with the violation, and a hearing board will interpret this policy.**

*Rapid Consumption:*

- Items/substances used to dispense alcohol in a rapid manner, such as beer bong, funnels, jello shots, etc.

*Public Intoxication:*

- Public intoxication, which is defined as alcohol-related conduct that is disorderly, inconvenient, or annoying to others or a potential risk to one's own or another's health and well-being.

*Driving While Intoxicated (DWI) or Ability Impaired (DWAI):*

- Driving while intoxicated or under the influence of alcohol as defined by New York State law.

*Sale/Advertising of Alcohol:*

- The sale of alcohol to any person at all times, except by a licensed caterer/third party vendor at a registered event.
- Invitations, posters, and other forms of advertising for specific events (including publicity via email distribution lists) may include references to alcohol, but may not be the focus of such publicity. Specifically, such publicity must include the phrase, "alcohol is only available to individuals 21 years of age and older." Shots may not be mentioned, nor may any reference to or implication of excessive consumption of alcohol or alcohol "specials" (e.g., "two-for-one night," "dollar drafts").

*Other Events/Functions:*

Possession or consumption of alcohol at all membership recruitment functions and new member/intake functions, such as those for Greek organizations, clubs, athletic teams, etc.

- Possession or consumption of alcohol in athletic facilities or at athletic events.

*Freshman Areas (Gilbert, Hoeing, and Susan B Anthony):*

- Possession and use of alcohol by all persons in all freshman rooms and Quad common areas, except for Residential Life staff, Residents Advisors, Freshman Fellows, and D'Lions of legal age.

**DRUGS:**

*Trafficking/Distributing:*

- Trafficking, manufacturing, distributing, or possessing with the intent to distribute any illegal drug, narcotic, or controlled substance.

*Use/Possession:*

- The unlawful use or possession of any drug, narcotic, or controlled substance.

*Paraphernalia:*

- The possession of drug paraphernalia, such as bong, pipes, or any other item or device used in conjunction with illegal drug activity.

## **EVENT/FUNCTION REGISTRATION**

*All events/functions that meet any one of the three criteria below must be registered and the procedures outlined in "Procedures for Managing an Event/Function" must be followed (note: the procedures are available from the Student Activities Office, the Dean of Students Office, and the UHS Health Education and Communications Office; they can also be accessed at <http://www.rochester.edu/student-srvcs/DOS/>):*

- Event/function is planned in advance, *or*
- More than 75\* people are expected to be present at any one time, *or*  
\**(for fraternities and special interest floors in residence halls, the total is 24)*
- Use of common container of alcohol or distilled spirits is being requested.

The University reserves the right to, and may, conduct random checks of any event or function to determine compliance with this policy.

**NOTA BENE: Currently, The College is reviewing event registration procedures, and changes are likely to occur during the 2007-2008 Academic Year. Please contact the Dean of Students Office at 275-4085 for updates and current information.**

## **FOR POLICY VIOLATIONS**

### **SANCTIONS**

Besides potential criminal penalties and civil liabilities, violators of this policy will be subject to the full range of institutional sanctions. The organizers of events/functions involving alcohol (including the sponsoring group, the social hosts, and other individual group members) will be held accountable if their event/function is not in compliance with this policy. Individuals or groups who violate the UR Alcohol and Other Drug policy will be subject to the following University-specific consequences and sanctions, based on the severity and/or frequency of violation.

*Individual Sanctions:* **Sanctions may include one or more of the following, but are not limited to:**

- Written warning
- Disciplinary probation (e.g., for a semester, six months, one calendar year)
- Completion of an alcohol and/or drug education program
- Educational assignment
- Community restitution hours
- Risk assessment conducted by a qualified substance abuse professional
- Suspension from University housing or the University
- Expulsion from the University

*Group Sanctions:* **Additional group sanctions may include, but are not limited to:**

- Immediate termination of the event/function
- Submission of guest lists for all future formally registered events/functions
- Continuous on-site monitoring (at the organization's expense) of all events
- Mandatory Social Host training or other alcohol education program
- Community restitution hours
- Mandated third-party catering of future events involving alcohol
- Loss of University funding and/or recognition
- Suspension of event/function hosting privileges

## **QUESTIONS ABOUT THE POLICY**

For questions about the policy, contact the Office of the Dean of Students (275-4085) in 510 Wilson Commons. This office oversees the administration of the policy and the resolution of violations and actively engages in a cooperative effort to educate students and organizations about their responsibilities as members of the academic community.

## **RESOURCES FOR EDUCATION, COUNSELING & TREATMENT**

Alcohol poisoning is a life-threatening situation and prompt medical care should be the first priority for anyone found to be severely intoxicated. All members of the University community are urged to provide the necessary assistance in such emergencies. The University of Rochester offers a variety of alcohol and other drug-related resources and support services for students, faculty and staff, including:

### **RESOURCES FOR EDUCATION, COUNSELING, & TREATMENT**

#### **Office of the Dean of Students**

River Campus x5-4085 Policy administration, adjudication & resolution of violations

Eastman School of Music x4-1200 Resources for alcohol and other drug related concerns, event registration

University Health Service Medical Center Office x5-2662 Primary care visits with physicians, nurse practitioners, and registered nurses for any health concern

River Campus Office x5-2161 Same as above

Eastman School Office x4-1230 Same as above

Health Promotion x3-5775 Educational workshops/information & Social Host Training

Counseling & Mental Health Services x5-3113 Individual, couples, & group counseling

Security Assistance with emergencies & non-emergencies

Emergency Response x13

Medical Emergency Response Team (MERT) x13

Non-emergencies x5-3333

Student Activities Office x5-2330 Room reservation, caterer information

Residential Life x5-3166 Support/assistance with students' living situations

**FEDERAL, STATE & LOCAL LAWS  
REGARDING ALCOHOL & OTHER DRUGS**

*The following federal, state, and local laws regarding alcohol and other drug use apply to all members of the University community:*

LAW	DESCRIPTION	PENALTIES
<b>Minimum Drinking Age Law</b>	It is illegal for individuals under the age of 21 to purchase or possess alcoholic beverages with the intent to consume such beverages.	Fine not exceeding fifty dollars, completion of an alcohol awareness program, and up to thirty hours of community service.
<i>Procurement of Alcohol &amp; Serving of Alcohol for Underage Persons</i>	Procuring alcohol for a person under 21 through misrepresenting his/her age is prohibited. The serving of alcohol to individuals actually or apparently under the age of 21, to intoxicated individuals, or to individuals who are known to habitually become intoxicated is prohibited.	A fine of not more than two hundred dollars and/or up to five days imprisonment. Penalties include suspension of liquor sales license and/or a \$1000 fine.
<i>False Identification Laws</i>	The purchase or attempt to purchase alcohol with the use of false or fraudulent documentation (such as a false identification card or a driver's license belonging to another) by persons under 21 years of age is prohibited.	Fines of not more than \$100, community service, and completion of an alcohol awareness program.
<i>Open Container/Public Consumption Law</i>	The possession/consumption of an open container of alcohol--i.e., any carton, cup, glass or receptacle which is uncapped, uncorked, unscrewed, unsealed or otherwise open in such a way as to permit direct consumption of the contents--in a public space is prohibited.	\$250 fine for first-time violations.

<p><i>Driving While Intoxicated (DWI)</i></p> <p><i>Driving While Ability Impaired (DWAI)</i></p> <p><b>Zero Tolerance Law</b></p>	<p>A BAC (blood alcohol concentration) of .08 or higher, or other evidence of intoxication.</p> <p>A BAC of more than .05 but less than .08 BAC, or other evidence of impairment.</p> <p>Drivers under age 21 who are found to be driving with any alcohol in their system (.02 to .07 BAC) may be charged.</p>	<p>Fines of up to \$1000, driving license revoked for at least six months, and up to one year jail time.</p> <p>Fine of \$500, revocation of license for 90 days, and up to 15 days of jail time.</p> <p>Fine of \$225 and a six-month license suspension.</p>
<p><i>Illegal Use, Possession, &amp; Distribution of Drugs Law</i></p>	<p>Federal and New York State laws provide legal sanctions and penalties for the unlawful possession or distribution of controlled substances. The severity of the penalty depends on the nature of the criminal act and the identity and amount of the illicit drug involved.</p>	<p>Possession of as little as 25g of marijuana can result in a maximum of three months in jail or a \$500 fine. Possession of as little as 1 mg of LSD can result in up to 15 years in prison.</p>
<p><i>General Obligations Law</i></p>	<p>A person who serves alcohol to or assists in procuring it for a person under 21, or who sells it to or assists in procuring it for an intoxicated person of any age, may face civil liability to someone injured by that person's intoxication. Likewise, anyone who sells a controlled substance to another or assists in procuring it for them may be liable for injuries to others caused by that person's resulting impairment.</p>	

### **Policy Changes and Updates**

The College reserves the right to modify the policies, procedures, and guidelines contained within this booklet without notice. For information about updates or changes, students can contact the Dean of Students Office at 275-4085, or log on to the Dean of Students website at <http://www.rochester.edu/student-srvcs/DOS/>.

## 12 Responsibilities of the Social Host

1. Must not consume any drugs or alcohol either before or during the event.
2. Be present throughout the event.
3. Wear the orange arm band provided by the Event Manager.
4. Serve as contact and support person for Event Manager and for Security.
5. Check in with Event Manager every thirty minutes during the event.
6. Help control the number of guests admitted. Help make sure the waiting line at entrance is orderly.
7. Make sure all NYS Laws and U of R Policies and Procedures are followed. Make sure IDs and signs of intoxication are checked before any alcohol is served. \* At catered events IDs are checked by the bartenders.
8. Make sure drinks are not passed along to underage guests.
9. Watch for disruptive behavior before it escalates. Call for Security if problems appear imminent.
10. Keep party contained in designated areas. Don't let guests wander around the facility. Make periodic bathroom checks!
11. As safety allows, intervene with difficult guests.
12. Call Security **immediately** if problems arise. (Dial x13)



**Appendix**

# Wilson Commons Ticket Service Policies

1. Wilson Commons Student Activities (WCSA) supervises the operation of the ticket service, and determines the ticket policies and their implementation.
2. The ticket service is used for University of Rochester related events and activities. Normally, it is not used for off campus activities and programs by organizations not affiliated with the University of Rochester.
3. Priority is given to Student's Association and WCSA events.
4. By the end of the month that the event takes place, all moneys generated from ticket sales will be made payable to the sponsoring organization.
5. Regular business hours are posted outside the Business Office, 101i Ruth Merrill Center, Wilson Commons (585) 276-3717.

## TO USE WILSON COMMONS TICKET SERVICE

1. All paperwork must be submitted three (3) days before tickets go on sale at the Common Market and/or online.
2. Each ticket service request must include:
  - Ticket order form (backside of this sheet)
  - Signed policy form (bottom of this side of page)
  - Ticket information sheet (attached)
  - **A blue requisition or other form of payment for services**
  - An account number for transfer of money (for non-SA funded groups only)
3. Tickets are available for sale at the Common Market in Wilson Commons during regular business hours and online if applicable until two business days before the event.
4. Tickets to be sold at locations other than the Common Market will be not printed for the groups unless "preprinted" tickets are specifically requested on the Ticket Request Order Form. Individual groups are solely responsible for tickets sold by their members. Once the group has signed for the preprinted tickets, they cannot be returned to the Market to be resold.
5. Preprinted tickets can be picked up from the Wilson Commons Ticket Service Manager, or Kathy Webster in the Business Office. Three days notice must be given for pre-printed tickets to be processed.
6. If the group requesting tickets is SA recognized, there is a \$ 10.00 event set up fee and a \$.15 charge per ticket printed. For non-SA recognized groups and departments it is as follows:
  - A \$30.00 set up fee plus \$.15 per ticket sold at the Common Market.
  - A \$20.00 set up fee plus \$.15 per pre-printed ticket for events not sold at the Common Market.
7. In general, tickets sold at the Common Market must be generated by the Wilson Commons Ticket Service.
8. **Special Approved Event Tickets** being sold at the market that are not created and generated from the Common Market will incur a \$15.00 set up fee. (Subject to approval of the Director of Wilson Commons).
9. **Online Tickets** can be set up along with tickets sold at the Common Market. However, please note that there is an additional \$10.00 event set up fee to the group putting tickets on sale online. There is also a \$4.00 additional cost to the customer per ticket to cover the cost of doing business online.



# Ticket Information Sheet

(For the Common Market, and the Info Desk)

Event Name \_\_\_\_\_

Date \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Time \_\_\_\_\_

Location \_\_\_\_\_

Max # tickets/person \_\_\_\_\_

Brief description of event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date on Sale \_\_\_\_\_

End of Sale \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone number \_\_\_\_\_

People authorized to pick up preprinted tickets (if applicable):

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

Name \_\_\_\_\_ Signature \_\_\_\_\_ # Tickets \_\_\_\_\_  
When tickets are picked up

Ticket Prices

PLUs

Undergraduate Student \_\_\_\_\_

\_\_\_\_\_

UR Community  
(grads, staff, faculty, alumni) \_\_\_\_\_

\_\_\_\_\_

General Public \_\_\_\_\_

\_\_\_\_\_

Comments, special instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### **Wilson Commons Student Activities Van Reservation Form**

Two 7-passenger vans and 1 Community Service van are available to student groups, faculty, and staff. Only two vans are allowed per student group per reservation. The policies and procedures outlined below will clarify the process of reserving and using the van. The administration and use of the van is the responsibility of Wilson Commons Student Activities, 201 Wilson Commons.

#### **TO RESERVE A VAN**

1. Complete the van reservation form.
2. Attach a completed blue UR requisition (Form 312 rev 10/96). SA Funded groups will attach an IR.
3. Attach a copy of the valid driver's license of the only person(s) driving the van. No one else is allowed to drive the van at any time. The Transportation Coordinator will submit a copy of your motor vehicle record (MVR) to your home state; it must be on file for our records. Fees for running an MVR vary by state and are payable by cash only to Wilson Commons Student Activities. **In order to drive the vans, All drivers must have 3 years driving history.** Approved MVR's are good for one year from date of issue, provided there is no change with the license status.
4. Allow a minimum of four (4) working days to confirm the van reservation once all paperwork is completed and returned.

#### **PLEASE READ AND UNDERSTAND THE FOLLOWING POLICIES FOR USE OF THE VANS**

1. Reservations are on a first-come first-served basis. Priority will be given to student organizations. All reservations are made through the Transportation Coordinator or an appropriate van reservationist in 201 Wilson Commons during regular business hours.
2. Fees: Trips are limited to a 25 mile radius of the University (50 miles total for each reservation.)
  - a. For recognized Student Association groups, R.A. hall trips, and faculty/staff trips with students for dinners and events: 48.5 cents (\$ .485) a mile, no van rental fee.
  - b. For all other uses, e.g. departmental trips, etc: \$30 rental fee and \$ .485 (48.5 cents) a mile.
3. Late Fees: A \$25 late fee may be charged if a van reservation is not cancelled 24 hours before reservation begins, or if the van is returned late.
4. Consumption or transportation of alcohol or controlled substances is strictly forbidden.
5. Capacity cannot exceed 7 people per van, including the driver.
6. The driver must obey all appropriate New York State vehicular and traffic laws, as well as any municipal and town laws.
7. The vans are passenger vans only. They are not for personal use or moving freight.
8. Keys and Checkout sheet are located at the Common Connections in Wilson Commons. The checkout sheet must be completed before the van leaves campus. Keys and completed checkout sheet are returned to the Common Connection.
9. Parking: The vans have reserved parking spaces next on Library Road. Return the vans to the same spaces. If the spaces are illegally used, park the vans in zone 1 north and inform the Common Connection attendant of the exact location.
10. Maintenance and gas fill-ups are the responsibility of Wilson Commons Student Activities.

I acknowledge that my student organization and I may be responsible for damages that result from my use of the van.

## **UR STUDENT ACTIVITIES DRIVER INFORMATION SHEET**

### **SAFETY**

Safety is our top priority. You are responsible for your passengers' safety, so don't take chances. If road conditions are bad, have the sense to postpone the event. Here are some general guidelines:

- Don't transport more than 7 people in the van.
- Passengers are to remain seated while you are driving.
- Consumption or transportation of alcohol or a controlled substance by driver or passengers is strictly forbidden

You are responsible for any traffic violations and any parking violations (off and on campus)

### **IN THE EVENT OF AN ACCIDENT**

- Check for injuries
- Call the police
- Leave the vehicle in the accident position until the police arrive
- Call security (275-3333) and the Wilson Commons Student Activities Transportation Coordinator (276-3717)
- Do Not admit responsibility to anyone
- Get the other driver's name, address, type of car, license number vehicle ID number, insurance company name and code numbers
- Get the names, addresses and phone numbers of any witnesses and/or other passengers

### **IN THE EVENT OF A BREAK-DOWN**

- Call Road Side Assistance with AAA at the number on the back of the card in the glove box. Make sure you leave the AAA card in the vehicle glove box at all times.
- Call Security at 275-3333
- Call Common Connection 275-5911

### **STUDENT ACTIVITIES PARKING AND FUEL PROCEDURE**

There are two reserved spaces for the vans, which are across from the computer store in Fauver Stadium, beside the Field House. Park the van in one of those two spaces only. Occasionally, someone will park their car illegally in the van spaces. You will need to notify security at 53333. Ask security where you can park temporarily. This is to ensure that you won't be ticketed for unauthorized parking, in which case you pay the fine.

Fueling is the responsibility of the Student Activities Office. Should you require refueling the vans take unleaded fuel. Save your receipt for reimbursement.

**University of Rochester Driver's Statement for Students and Staff**

I hereby give permission to the University of Rochester, its employees or agents, to obtain and examine my driving record as a routine and/or random check of my driving history. I understand that these checks may reveal both positive and negative information about my driving history and that this information may cause me to lose, or may otherwise negatively effect, the privilege of using the University vehicles for sponsored events.

The following statements are true to the best of my knowledge.

- Three or more moving violations and/or accidents within any 3-year period
- Two ore more moving violations and/or accidents in any one 12-month period.
- A recorded instance at any time of driving without insurance, of having my license suspended, or of failing to appear in court on a traffic violation.
- A major conviction for a vehicle-related offense at any time, including (but not limited to):
  - Driving while intoxicated or impaired.
  - Leaving the scene of an accident
  - Reckless driving
  - Homicide under the influence of drugs (including certain prescription or over the counter medicines that have driver warnings) or alcohol.
- A recorded instance at any time of driving in a way that is not consistent with any limitations or restrictions that have been determined by the issuer of the driver's license.

I have at least 3 years of driving experience and I am familiar with the types of vehicles I will be driving on behalf of the University.

I understand further that making a false statement on this form may result in disciplinary action.

<b>Check One:</b>	
<input type="checkbox"/> <b>I am unaware of any reason that I can not safely operate a motor vehicle</b>	<input type="checkbox"/> <b>I am aware of a reason that I can not safely operate a motor vehicle (describe below)</b>
Student Signature:	Date:
Signature of Responsible Person	Date:
(Transportation Coordinator)	



# UNIVERSITY OF ROCHESTER

## THE COLLEGE CHARTER BUS REQUEST FORM

### INFORMATION & POLICY PAGE

**How to fill out the Transportation Request Form:**

- List your name and the department or student organization using the bus service.
- List your contact information (phone, cell phone and email) to reach you for questions and confirmation.
- List the date, time, location address and name of the event for which transportation is needed.
- List how many people are expected to ride the bus. (To reserve appropriate size shuttles).
- List whether you will require continuous loop shuttle or one roundtrip transportation.
- List the times for the first pickup and the location of that pickup, the specific time for departure and the time for the last pickup at the venue.
- Check the group types that will be using the specific shuttle service and the type of event.
- Check what type if any, baggage or equipment, for which you will need to accommodate for this request.
- List any additional route stops or notes for transportation service that will need to be accommodated for your event. Please attach on a separate piece of paper the notes for service and route information.
- Submit completed form and requisitions for payment to Beverly Buscemi, Coordinator of Transportation at [beverly.buscemi@rochester.edu](mailto:beverly.buscemi@rochester.edu), or 101i Ruth Merrill Center, Wilson Commons, RC Box 270284, Fax: 276-2433

Submit your Request for Transportation Form to the Transportation Coordinator no later than 7 business days before the event. All transportation forms completed for shuttle or coach service must be followed by a form of payment (blue requisition or check) to the Transportation Coordinator, Wilson Commons, 101i Ruth Merrill Center, RC Box 270281. (No service will be confirmed without a requisition for payment at least 48 hours or 2 business days before service.) Once a request is quoted, you will receive an email with the information and the specifics of the transportation service provided. You will need to verify that the information is correct. If it is not correct you will need to contact the Transportation Coordinator immediately to make the necessary changes. The Transportation Coordinator will confirm the reservation once payment is received. This is the only information you will receive after a confirmation is made. Retain the records for your information.

All requests should be made more than seven business days before an event is scheduled. Final confirmation will not be made without payment in advance for the event. Coach requests should be at least one month in advance. There will be additional fees for last minute arrangements outside of the required time frame.

All signage for the buses will be the responsibility of the group that is hosting the event. It will not be provided by the bus company or by the Transportation Coordinator. The University requires signs on buses that indicate where the bus is going, the group or department sponsoring the trip, and the time or schedule that the bus will be operating.

**RATES:**

All rates will be discussed at the time of request and are based on either an hourly fee or the current market rate for services. Estimation of cost can be made based on a fee of \$60.00 per hour with a minimum of two consecutive hours of service. Coaches will be quoted based on market rate and availability. No rate can be guaranteed for the event until confirmation is given as some outside companies may be contracted to accommodate your request. **Please note if additional time or service were necessary to complete your event transportation, a request for additional funds will be invoiced. No services will be granted to a group if they have any outstanding balances.**

**Cancellations:** All cancellations or changes must be made by email to the transportation coordinator and the change or cancellation will need to be specifically stated. Should the event be cancelled within 48 hours or 2 business days, a cancellation fee will apply.

**TYPES OF TRANSPORTATION VEHICLES AVAILABLE:**

Shuttle Small	Shuttle Large	Bus	Coach
Seating Per Vehicle: 20	Seating per Vehicle: 28	Seating per Vehicle: 40	Seating per Vehicle: 40-55

## Additional Transportation Options and Services on Campus

- 1) Wilson Commons Student Activities has three seven passenger vans available for use by student groups for social, academic and cultural events. Look online at <http://www.rochester.edu/living/organizations/public/resources.php> and scroll down to the SA Vans Form and Policy to download a request form.
- 2) City Cycles is a great bicycle lending library and allows full-time undergrad students to borrow a bike for 24 hours to go sight seeing, shopping or even do some serious biking. To find out more about the program and its policies and procedures go to <http://www.sa.rochester.edu/citycycles>.
- 3) ZIPCAR is available here at the University of Rochester River Campus. This is another great program for those who qualify to use one of the four vehicles we have on site to get out and about in the Rochester area. To qualify your student status will be confirmed and you must have two years of driving experience with minimal or no points on your license. The hourly rate for vehicle rental is \$7.00 per hour and includes all gas and insurance coverage. To find out more and apply for the UR discount membership rate of \$30 go to <http://www.zipcar.com/rochester/apply/> **NOTE: You will not see the option to select the \$30 membership fee when completing your application until you actually enter the UR rate page. All information is verified here at the UR to confirm you are actually a current UR student. For this program you will need a valid credit card and a valid email address. Please note that the billing address for your credit card is where your ZIPCAR card will be sent.**
- 4) Enterprise Car Rental offers a special rate to University of Rochester staff and students. Visit <http://www.enterprise.com> to find out more or contact Enterprise directly: Jessica Ellis or Sylvia Mitchell at 585-264-0802 ext 107. **UR Discount Account # 29A3292.**
- 5) You can purchase UR Sponsored Taxi Service Tickets from the Common Market or at selected vending machines around campus. You may use up to five (5) tickets per person/per ride; each ticket is good for 2 miles. Passengers who wish to go further must pay the additional cab fare. Tickets must be purchased before traveling. You must notify the driver prior to using the service that you will be using the taxi tickets. Tickets cost \$2.00. (Note: If more than one person rides in the taxi, there is a NYS Service Charge of \$1.50 per person. The charge is \$2.50 per person if going to the airport.) For more information, log onto [www.rochester.edu/parking/latenightridehome.htm](http://www.rochester.edu/parking/latenightridehome.htm).

To request more information on the above listed services or to complete a request form for transportation services contact:

Beverly Buscemi  
Coordinator of Transportation and Ticket Services  
University of Rochester  
Wilson Commons Student Activities  
101i Ruth Merrill Center  
RC Box 270284  
Rochester, NY 14627  
Phone (585) 276-3717, Fax 276-2433  
Email: [beverly.buscemi@rochester.edu](mailto:beverly.buscemi@rochester.edu)



# UNIVERSITY OF ROCHESTER

## COLLEGE CHARTER BUS SERVICES REQUEST FORM

*There is a seven business day minimum for a request to be submitted. Request for coach buses should be made at least one month in advance. There will be additional fees for last minute arrangements outside of the required time frame.*

*Payment must be received in order to confirm requests.*

**CHECK ONE**

Request and Reserve:

Quote Only:

Today's Date: _____	Event Name: _____
Your Name: _____	Event Date: _____
Dept. / Student Org.: _____	Number of Buses: _____
Your Phone: _____	Number of People: _____
Your Cell Phone: _____	Destination: _____
Your Fax: _____	Destination Address: _____
Your E-mail: _____	_____

**Type of Transportation Needed:** Small Shuttle:  Large Shuttle:  Bus:  Coach:

**If student group is requesting transportation services, please list the advisors information below.**

Advisor's Name: \_\_\_\_\_ Advisor's Email: \_\_\_\_\_

**IF ONE ROUND-TRIP**

Pick-up Location/Address: \_\_\_\_\_

\_\_\_\_\_

Bus Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Drop-off Location/Address: \_\_\_\_\_

\_\_\_\_\_

Departure time from Venue Site: \_\_\_\_\_

**IF CONTINUOUS LOOP**

Pick-up Location/Address: \_\_\_\_\_

\_\_\_\_\_

Bus Arrival Time: \_\_\_\_\_

First Departure Time: \_\_\_\_\_

Drop-off Location/Address: \_\_\_\_\_

\_\_\_\_\_

Shuttle should run approximately every \_\_\_\_\_ minutes.

Time of Final Pick-up at Venue Site: \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY**

Shuttle Service is For: Staff/Faculty  Students  Other Department or Group

Social Event:  Academic Event:  Cultural Event:  Sporting Event:  Community Service Event:

Other Event:  Baggage/Equipment:

**ADDITIONAL ROUTE NOTES: PLEASE ATTACH ADDITIONAL NOTES OR INSTRUCTIONS ON A SEPARATE SHEET.**

**TRANSPORTATION COORDINATOR USE ONLY**

UR Invoice Tracking #	Service Provider:	Bus type:	Confirmed: YES / NO
Number of Vehicles Used:	Total Cost: \$	Payment Due By:	Cancellation Date:
Requisition / Check #:	Invoice #:	Invoice Payment Date:	Cancellation Fee: \$

## ROOM CAPACITIES AND RESERVATION CONTACTS

FACILITY	CAPACITY	RESERVATION CONTACT
1) Wilson Commons		Wilson Commons Reservationist, 201 Wilson Commons, x5-2330
a) Conference Room (121)	33	
b) Conference Room (122)	33	
c) Stackel Room (202)	34	
d) Conference Room (407)	12	
e) Gowen Room	99	
f) Hirst Lounge	248	
g) The Hive	57	
h) Starbucks	101	
i) Havens Lounge	77	
j) May Room	300	
k) Bridge Lounge	109	
l) Conference Room (503)	28	
m) Conference Room (507)	27	
2) Upper Strong Auditorium	976	Wilson Commons Reservationist, Wilson Commons, x5-2330
Lower Strong Auditorium	402	Wilson Commons Reservationist, 201 Wilson Commons, x5-2330
3) Douglass Dining (Includes mezzanine)	744	Wilson Commons Reservationist, 201 Wilson Commons, x5-2330
4) Hubbell Auditorium	452	Wilson Commons Reservationist, 201 Wilson Commons, x5-2330
5) Hoyt Hall	286	Wilson Commons Reservationist, 201 Wilson Commons, x5-2330
6) Residence Halls		
a) Susan B. Anthony Halls		SBA Area Office Halls, 104 Morgan, x5-8764
1) Friel Lounge	99	
2) Room 184	15	
b) The Residential Quad		Quad Area Office, 100 Gilbert, x5-5685
1) Gilbert Community Room	110	
2) Hoeing Conference Room	15	
3) Lovejoy Seminar Room	30	
4) Tiernan Community Room	100	
c) The Fraternity Quad		Quad Area Office, 100 Gilbert, x5-5685 (call contact name for each house)
2) Community Living Center		
3) Drama House	50	
4) Delta Upsilon	50	
d) Hillcourt/Towers/Southside Reservable spaces for residents only		Hillcourt Area Office, 112 Gale, x3-5853
7) Spurrier Gymnasium	473	Athletics & Recreation, Goergen Center, x5-9465
8) Goergen Athletic Center including The Palestra and Multi-Activity Center (MAC)		Athletics & Recreation, Goergen Center, x5-9465
9) Classrooms		Registrar's Office, 225 Lattimore, x5-8131

10) Interfaith Chapel		Chapel Office, x5-4321
a) Conference Room	20	
b) Commons Room	50	
c) River Level	600	
d) Main Chapel	640	
11) Rush Rhees Library		Rush Rhees Library, Dean's Office, x5-4461
a) Welles-Brown Room	50	
b) Gamble Room	50	