



## Students' Association Student Organization Mid-Year Report

The Students' Association Senate aims to support an organizational system which allows students to pursue their interests while focusing their energy in ways that promote community on the River Campus. The Seven Principles: Clear and Focused Mission, Membership, Inclusion, Uniqueness, Programming Publications Activities and Collaboration (PPAC), Future Leadership Development, and Evaluation/Assessment were designed to encourage more collaboration, more community-directed programming, and decrease self-serving activities. In an effort to gain better data on the organizations under the Students' Association and help organizations achieve their goals, all registered student organizations advised by Wilson Commons Student Activities must submit a Mid-Year Report for review.

Name of Student Organization

### **A CLEAR AND FOCUSED MISSION**

All student organizations must have a clear and focused mission statement in their constitutions. Mission Statements should enhance the educational goals for the College, including: freedom, autonomy, community and responsibility as well as improving the college community and undergraduate experience. Without a clear and focused mission, a student organization has no direction and no purpose on campus. Each organization must fill a specific niche and this specific intent needs to be clearly defined in the mission statement. All organizations are expected to operate within their stated missions.

Write the mission statement found in your constitution on the Campus Club Connection

Does your organization still follow this mission statement?  Yes  No  
If no explain

### **MEMBERSHIP**

All student organizations are required to maintain and demonstrate a membership sufficient to accomplish their missions and meet the seven SA Principles of a Student Organization. To ensure accurate reporting, a organization's members must confirm their involvement in the organization. Without sufficient membership, too much strain is put on active members with less than desirable results. Also, inadequate membership is a sign that an organization is not unique enough, meaning potential members may be affiliated with a similar organization or there is simply not enough interest on campus. All membership data must be entered into the Campus Club Connection.

Number of Officers

Number of Active Members

Inactive Members

How often does your E-board meet? Explain what you do during these meetings.

How often does your organization meet? Explain what you do during these meetings.

How are you encouraging and increasing membership?

How often do you meet with your advisor(s)? Explain what you do during these meetings and evaluate their productivity

## **INCLUSION**

All student organizations must be actively inclusive and welcoming of the diversity of the undergraduate students of the University of Rochester. According to Article V, Section 2 of the Students' Association Constitution, "Student organizations must not discriminate against any person because of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation." All organizations must add to the quality of life on campus for every student and for this to be possible, inclusion is necessary. All organizations must also make the effort to be accessible to the student body through programming, publications, activities, and collaboration.

What efforts are you taking to make yourself accessible to the undergraduate body?

How are your activities and programs open and inclusive to the campus community?

## **UNIQUENESS**

All student organizations must be unique and distinct from all other student organizations. This is necessary to prevent too many similar organizations. Similar organizations pull similar members, so the membership of each organization suffers. Also, student organizations that spark the creation of infinitely more organizations must not be formed. If the number of student organizations is not kept under control, resources such as space, money, advisors, and advisor time begin to run out and every organization on campus suffers.

How does your organization benefit the campus community?

Do you feel that you are competing with similar organizations? Please explain.

Do you feel like any other organizations have missions or goals that are too similar to yours? Please explain.

## **PROGRAMMING, PUBLICATIONS, ACTIVITIES and COLLABORATION (PPAC)**

All student organizations are required to demonstrate through initiatives, programs, events, publications, and meetings that they are active within the campus community. Without PPAC an organization is both inactive and not inclusive. Collaboration and co-sponsorship among organizations has been found to be successful at community building. Collaboration also sparks dialogue, connections, and saves resources on campus. In order to improve the quality of life on campus, it is important for all student organizations to be collaborative within the campus community.

Please indicate how many *Programming and Publication Evaluations* you are submitting.

Have you co-sponsored with any organizations? If so, please list the organization and program.

Have you run into programming conflicts? Including reserving space, finding sufficient funding, overlapping events, etc. Please explain.

Has your organization participated in community service? Please list all the community partner organizations, how frequently, and in what capacity. Example: Yes, Wilson Commencement Park: 2 days a week, 12 volunteers each day, tutoring math and English.

Which programs/publications/activities were most successful, why, and will you continue them next year?

Has your organization patronized or visited a local business or non-profit? Please state the name of business or non-profit, in what capacity, and the over all experience. Examples would include taking a field trip to the zoo or hiring a caterer for an event.

Has your organization planned any programs at the Eastman School of Music or planned events with any Eastman student organizations?

Yes       No

If yes, please briefly explain.

## FUTURE LEADERSHIP DEVELOPMENT

All student organizations must invest in the future leadership of the organization in order to maintain their recognized status. This should include recruitment, leadership opportunities, and training for younger members. Such activities are essential to enhance an organizations chance of succeeding and persisting. When an organization gains SA recognition, they are expected to remain a successful organization on campus for years to come. However, if there is no future leadership development, success is not possible.

Did your organization attend Leadership Training in the fall? If yes, how many members?

Did your organization utilize the resources that the Rochester Center for Community Leadership offers? These include UR Skills Workshops, UR Paychex Institute, the leadership library, community business and non-profit connections, etc. If no, indicate why not, If yes, indicate the resources used, how frequent, and overall impressions.

Did your organization attend any conferences this year? If yes, indicate how many members, their class year, and how your conference experience is being shared with the rest of your members and the campus community.

What are your strengths and weaknesses as an organization and how do you plan to showcase and/or improve upon them?

Do you have an officer transition process? If yes, explain the process.

Check the following leadership skills that your executive board and/or student organization feels it does above average in:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Netiquette (email) | <input type="checkbox"/> Goal Setting    | <input type="checkbox"/> Conflict Management |
| <input type="checkbox"/> Delegation         | <input type="checkbox"/> Time Management | <input type="checkbox"/> Assessment          |

## EVALUATION/ASSESSMENT

All student organizations are required to evaluate their programs, publications, and activities. Organizations that evaluate and assess their mission, constitution, programs, publications, activities, and collaborations are able to evolve and remain sustainable. All organizations must evaluate themselves and what they have done in the past in order to continually improve. They also must assess themselves to make sure they have not strayed too far from their original mission. Remember to apply our motto to your student organizations: Meliora, ever better.

What is the date of your current constitution?

Is your student organization's constitution uploaded to the Campus Club Connection?

Yes  No

Did your student organization make changes to its mission statement?

Yes  No

Did your student organization review its constitution this year?

Yes  No

If yes, did you revise your constitution through the Policy and Review Committee?  Yes  No

Did your organization review last year's Program/Publication Evaluations?  Yes  No

Does your organization have a retreat or meeting to review yearly goals?  Yes  No

If yes, please explain.

Does your organization use sustainable means of operation in programming, meetings, and publications? Example: printing agendas double-sided, using mugs instead of disposable cups at events, etc.  Yes  No

If yes, please explain.

Has your organization sponsored or co-sponsored events that promote sustainability?  Yes  No

If yes, please elaborate.

## RESOURCES

The Students' Association and Wilson Commons Student Activities assess each organization's use of resources available in order to provide fair and reasonable support to all student organizations.

### Office and Cabinet Space

Student organizations apply and reapply for offices and cabinet space every year during the Mid-year Report. Given the limitations on space, we cannot guarantee facilities to all applicants, nor are current assignments guaranteed. Organizations that do not apply will not be assigned space for next year. Organizations that currently have offices or cabinets, but do not maintain a 5 or higher rating on reviews are at risk for losing their space.

Check all space boxes which applying for:  Office Space  Cabinet Space  Mail box in Ruth Merrill Center

Why do you need an office and or cabinet space? Be specific, space preference, what you would store and how much.

If you already occupy office space how many hours per week are you in the office and do you have office hours?

Do you ever store things of value and what?

How is your relationship with the other organizations in the office?

### SAAC funding

Programming, Equipment, and Conferences Supplemental Funding are three options to receive financial support to achieve the goals and growth of your student organization. Both funded and non-funded organizations are eligible to receive Supplemental Funding.

Have you requested financial support from SAAC? If yes, please explain why and how it helped achieve the goals or growth of your organization.

If no, why?

**Other**

Does your organization fundraise?  Yes  No

If yes, who do you fundraise for:  Your student organization  A non-profit organization

If yes, how do you fundraise:  t-shirts  food event  raffle  corporate sponsorship  
 department  family and friends  other; explain

**SPENDING RESPONSIBILITY – for organizations who receive SA money**

Organizations that receive money through SAAC are required to spend the money so that it accomplishes the items listed in their mission statement.

Mark organization status:  SA Budgeted  
 SA Flat-Funded (i.e., academic councils, pre-professional organizations, class councils)

How does your organizations budget for the academic year help to achieve Inclusion, Programming/Publications/Activities and Collaboration, and Future Leadership Development?

Have you financially co-sponsored with another student organization? If yes, list with who, dollar amount and reason for financial support.

Do you anticipate your organization spending to be within your budget for this current fiscal year?  Yes  No  
Please explain: