



EASTMAN  
SCHOOL OF MUSIC  
UNIVERSITY of ROCHESTER

# STUDENT RESOURCE GUIDE 2024-2025



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This Resource Guide is designed to assist you throughout your experience within the Eastman School of Music community. Please take a few moments to review it. The Office for Student Activities and Engagement is dedicated to enhancing your classroom and performanAce experiences in a safe manner that maximizes productivity and enjoyment. It is my hope that the information presented here is a step toward this goal and that it might act as an aid to your community building efforts. We encourage you to stop by our office, located in Eastman Commons, to introduce yourself and explore all that is available to you. Good luck as you begin your academic year – we look forward to working with and supporting you all!

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As a community, the University of Rochester is defined by a deep commitment to Meliora—ever better. Embedded in that ideal are the values we share: equity, leadership, integrity, openness, respect, and accountability. Together, we will set the highest standards for how we treat each other to ensure our community is welcoming to all and is a place where all can thrive.

## MELIORA

We strive to be ever better for everyone

### EQUITY

We commit to diversity, inclusion, and access

### LEADERSHIP

We take initiative and share responsibility for exemplifying excellence

### INTEGRITY

We conduct ourselves with honesty, dedication, and fairness

### OPENNESS

We embrace freedom of ideas, inquiry, and expression

### RESPECT

We value our differences, our environment, and our individual and collective contributions

### ACCOUNTABILITY

We are responsible for making our community ever better, through our actions, our words, and our dealings with others

## OUR VISION

The University of Rochester will continue to frame and solve the greatest challenges of the future.

We are a community in which all who work, teach, create, and provide care are welcome and respected, and where all can pursue and achieve their highest objectives for themselves, their community, and the world.

Steeped in Rochester's rich history of social justice and entrepreneurial spirit, we will always be an inclusive, equitable, sustainable, and responsive organization at every level.

## OUR VALUES

We will hold ourselves accountable to these values in the design of our programs, the development and delivery of our services, the evaluation of performance, and the ways in which we interact as a community.

# MISSION STATEMENTS

## The Eastman School of Music strives:

- To create a musical community that is rich with cultural, social, and intellectual diversity.
- To give the student an intensive professional education in his or her musical discipline.
- To prepare each student with a solid foundation in music and an expansive education in the liberal arts.
- To develop an informed and inquiring mind that enables each graduate to engage the fundamental issues of his or her art and to become an effective cultural leader in society.
- And, through its community and continuing education programs, to offer the highest quality music instruction and performance opportunities for students of all ages.



## Office for Student Activities Mission Statement:

The Office for Student Activities provides meaningful co-curricular opportunities, programs, activities, and support services for students that enhance student learning, encourage and foster student involvement and spirit, provide leadership opportunities, create a strong sense of community, and engage students, while supporting and complementing the educational goals of the institution. By collaborating with community partners, departments, students, faculty, and staff our students are engaged in creative programming, campus traditions, and co-curricular learning opportunities that create a vibrant campus community.

# Eastman School History

Although he established a school of music that rose to international prominence, George Eastman (1854 -1932) claimed no musical expertise. Yet he declared “. . . I love to listen to music and in listening I’ve come to think of it as a necessary part of life.”

There was little time for such pleasant pursuits when Eastman was growing up. He left school at age 14 to help support his widowed mother and two older sisters. He first worked as a messenger for an insurance company, studying accounting in his spare time. At age 20, he became a junior clerk.

In 1877, the 23-year-old began experimenting with photography and three years later founded the Eastman Dry Plate Company. A series of landmark innovations revolutionized photography, putting picture taking into the hands of anyone who could push a button.

The Eastman Kodak Company’s success brought great wealth to its founder, who became as well known for his philanthropy as for his business accomplishments. Mr. Eastman helped fund hospitals and dental clinics, universities and technical institutes. In 1918 he purchased the corporate and property rights to a local music school. After presenting the school to the University of Rochester in 1919, Mr. Eastman laid plans for a new music school building and an adjoining theater. The new Eastman School of Music opened in 1921, and the Eastman Theatre in 1922. After extensive renovation, Eastman Theatre reopened as Kodak Hall at Eastman Theatre in October 2009.

Kodak Hall at Eastman Theatre is Rochester’s preeminent performance hall and the primary venue for the School’s larger orchestras and ensembles. It also is the principal hall for the Rochester Philharmonic Orchestra and other community-sponsored events. Designed by Lawrence White, architect of Penn Station in New York City, the Theatre opened September 4, 1922. Its opulence and decor reflect the taste and elegance of the 1920s, with murals and paintings by Barry Faulkner and Ezra Winters. The walls in the lobby have eight block prints depicting the myth of Cupid and Psyche, created by the French artist LaFitte for Napoleon’s use in decorating a ballroom in the palace at Versailles. Over the staircase near the Ladies’ Lounge on the balcony level is a 17th-century Giordani mural. The chandelier is made of 20,000 individual pieces of crystal from Italy and Czechoslovakia.

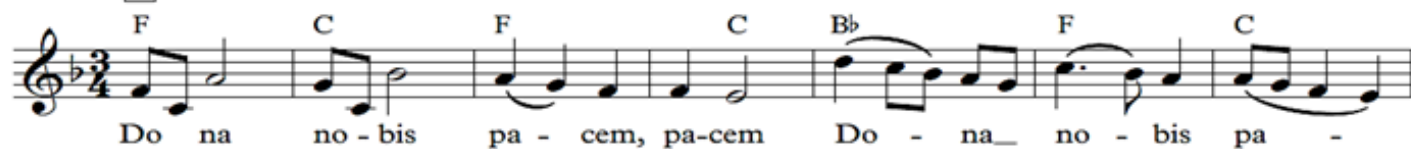
George Eastman wanted to make Rochester a world-renowned center of art and music, and hoped to cultivate public participation in music. He instituted collegiate and community divisions at the School so that people of all ages and musical abilities could experience first-rate musical instruction. The Eastman Theatre also figured in his plans to infuse the community with music. Six days a week, silent movies with live accompaniment were presented; the remaining day was reserved for concerts. The Rochester Philharmonic Orchestra was created by augmenting the Eastman Theatre Orchestra with additional players.

Eastman was 68 years old when the Eastman School was formally dedicated in 1922. Until his death 10 years later, he remained a guiding force in the School and theater that bear his name.

# SCHOOL SONGS

## DONA NOBIS PACEM

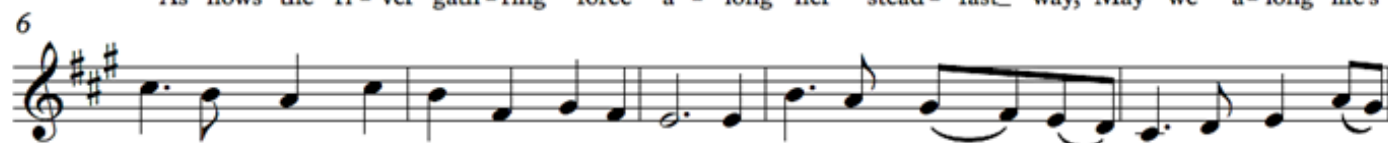
Canon **1**



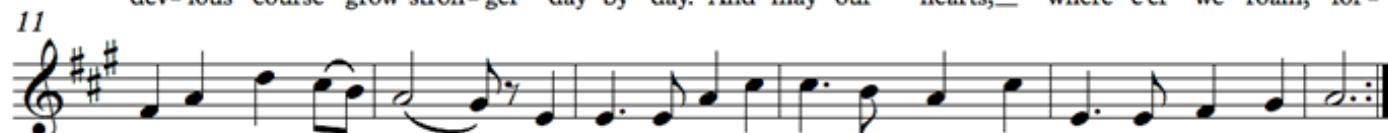
## THE GENESEE



As flows the ri - ver gath'-ring force a - long her stead - fast\_ way, May we a - long life's



dev - ious course grow stron - ger day by day. And may our hearts,\_ where e'er we roam, for -



ev - er loy - al\_ be\_ To our be - lov - ed coll - ege home be - side the Ge - ne - see.

# Role of the College Union

The college union advances a sense of community, unifying the institution by embracing the diversity of students, faculty, staff, alumni, and guests. We bolster the educational mission of the institution and the development of students as lifelong learners by delivering an array of cultural, educational, social, and recreational programs, services, and facilities.



By any form or name, we serve as the heart of the campus community and create a welcoming environment by:

- Operating as a student-centered organization that engages in shared decision making and holistic development through employment and involvement.
- Advocating for inclusivity and equity, fostering respect, and affirming the identities of all individuals.
- Educating students in leadership and social responsibility and offering firsthand experiences in global citizenship.
- Providing gathering spaces to encourage formal and informal community interactions that build meaningful relationships.

Traditionally considered the living room, the college union enhances the student experience and cultivates an enduring connection to the institution.

# OFFICE OF STUDENT AFFAIRS COMMITMENT TO CORE COMPETENCIES

The Office of Student Affairs at the Eastman School of Music has a strategy to inspire and support student leaders by contributing to the common good, seeing service and citizenship as central values to the health and well-being of our community, and by adhering to core competencies of student development. As such, Student Affairs will use the following competencies described below as core skills and milestones to measure student development:

## First Year

- 1) Familiarize yourself with the Eastman Campus, understand its background, a general understanding of campus resources, office locations, hours of operations, and a history of its foundation. This includes an exposure to the mission statement of the school, the school songs, the Meliora Values, and many of its traditions.
- 2) Students should have a basic understanding of and familiarity with many offices and administrators, including, but not limited to: Public Safety Officers, Facilities, Housekeeping, Fire Safety, and Pest Control. Separately, students should be familiar with not only their personal instructor, but their academic advisors, support staff, department secretaries, and administration that assists with course selection. Students should be able to call, return emails, and visit during office hours – students understand that offices close on weekends and holidays. Students should understand that communication is necessary to solve a problem and that they must take an active role in advocating for their own support.
- 3) As “citizens of this Campus” who work within a contractual understanding of creative collaboration, students will apply their knowledge when seeking solutions to issues and problems. They will bring an understanding of what contributed to their concerns with them and take on responsibility for their actions when communicating with others and finding ways to navigate mutually desired outcomes.
- 4) Students are expected to communicate, collaborate, and learn with multiple diverse communities and know that successful change efforts must understand the roles of privilege in our community, diversity in society, diversity in thought, lessons, and individuals. Multiple perceptions are welcomed, but not always judged equally because some perceptions have evidence to back up claims.
- 5) Students should recognize a hierarchy or chain of command within the structure of each department. Begin by working through these department structures and with each other to find solutions before stepping over a boundary.
- 6) Suggestions: Students should join a club or organization, develop an interest and have a hobby, and pursue their passion. Have deep conversations about faith, exercise, read books, and meet new friends at programming events. We encourage students to apply to be a part of orientation, apply for a front desk position, welcome desk, usher, a fellow, or first-year experience team member.



## Second Year

- 1) Familiarize yourself with the Meliora Values, understand the concept of altruism (selflessness) and collaboration at a deeper level – giving back to your school, your community, and your circle. This includes participating in your Students' Association, Club or Organization as an Executive Board member, or starting a club or organization if you have a shared interest with a group of friends that is not represented. Collaboration means working with others to achieve something that you could not have done alone.
- 2) Students should have a deeper understanding of and familiarity with several offices and administrators, including, but not limited to: Registrar's office, University Health Services, University Counseling Services, Center for Student Conduct Management, CARE Network, and Office of Student Affairs. Separately, students should be familiar with the deans of their school, understanding what they are and are not responsible for supervising. Understanding the difference between faculty and staff is a major part of this familiarity.
- 3) As "Citizens of this Campus" who work within a contractual understanding of creative collaboration, students will apply their knowledge acquisition, integration, into construction and application of meaning. By connecting knowledge to other knowledge, ideas, and experiences; constructing knowledge; and relating knowledge to daily life, students should develop a complexity of critical thinking – the ability to be reflective in thought, have reasoning, and creativity in their problem-solving. Students should bring examples and solutions to problems with them, not just an expectation for others to solve problems for them.
- 4) As "Citizens of this Campus" who work within a contractual understanding of creative collaboration, students will develop intrapersonal skills – realistic self-appraisal, self-understanding, and self-respectful skills exercised by a review of their goals and aspirations. Identity development and a commitment to ethics and integrity are a part of their development, as well as, civic engagement.
- 5) As "Citizens of this Campus" who work within a contractual understanding of creative collaboration, students will participate in humanitarianism and civic engagement – understanding and having appreciation of cultural and human differences, social responsibility, be exposed to a global perspective, and sense of civic responsibility through seeking diversity experiences at our school.
- 6) As "Citizens of this Campus" who work within a contractual understanding of creative collaboration, students will have a practical competence – pursuing smart goals, communicating effectively, having technical competence, managing personal affairs, beginning to develop career aspirations, demonstrating professionalism, maintaining health and wellness, and living a purposeful and satisfying life.

Suggestions: Students should maintain membership in a club or organization, maintain an interest and have a hobby, and pursue their passion. Have deep conversations about faith, exercise, read books, and meet new friends at programming events. We encourage students to apply to be a part of orientation – possibly as an orientation leader, apply for a front desk position, building manager, or Resident Assistant, welcome desk, usher, a fellow, first-year experience team member, or if very mature, a tour guide for admissions.

## Third Year

- 1) Familiarize yourself with being a mentor and inspiration to others at our School. This includes participating in your Students' Association and Club or Organization as an Executive Board member. Being a mentor means that other students seek you out. Your dedication and leadership is not self-promoted, but recognized by peers, faculty, and staff. Being an inspiration to other students leads to balance and an aligning in their success, not jealousy or unachievable goals.
- 2) Students should have a deeper understanding of and familiarity with several offices and administrators, including, but not limited to: Alumni and Advancement, Financial Aid, Eastman Community Music School, and Concert Office. Separately, students should be familiar with clarifying misinformation with underclassmen – the ability to squash rumors and clarify untrue statements about our school is paramount to understanding how colleges really work.
- 3) As “Citizens of this Campus” who work within a contractual understanding of creative collaboration, students will identify and navigate challenges with campus partners. Students will avoid social media to share their grievances and instead discuss their problems with department administrators when they are encountered.
- 4) As “Citizens of this Campus” who work within a contractual understanding of creative collaboration, students will ensure that they are aware of all sides of a story, that they are informed fully of the details before making a public statement and that they are engaged in discussions to be more informed in order to understand before insisting on a change needing to be made. Every rule has a reason.
- 5) As “Citizens of this Campus” who work within a contractual understanding of creative collaboration, students will model a vision of civility and engage with peers, faculty, and staff with mutual respect.
- 6) As “Citizens of this Campus” who work within a contractual understanding of creative collaboration, students will facilitate processes and practices to ensure physical and emotional safety and security of all members of the Eastman Community.
- 7) As “Citizens of this Campus” who work within a contractual understanding of creative collaboration, students will exhibit the appropriate behaviors of flexibility and adaptability when faced with drastic change.

Suggestions: Students should allow younger members of organizations the ability to step into leadership roles like treasurers, vice-president, and president roles. Resident Advisors, Fellows, and First-Year Experience Team members who are juniors should consider allowing younger students the ability to step into these leadership roles while they themselves should branch out into the greater Rochester community. Seek out experiences that will lead to greater development, like, but not limited to: an off campus apartment with roommate(s), a study abroad experience, or alternative spring break plans. This is also a good time to explore job opportunities that are outside of your original scope – widen your horizons.

## Fourth Year

- 1) Familiarize yourself with a deeper understanding of your own long term goals. You should be aware of all the requirements you have left for this academic year and have a plan to achieve them. This plan includes an understanding of yourself and how you succeed. You are aware of when you need breaks and how you best work within this institution. Additionally, you are aware of how you should maintain your health. You are no longer able to place blame on any other entity for decisions you make. You are aware that every choice has consequence. As a leader at this school, you have prepared yourself for a timely progression or whatever class schedule you now face. This is of your own doing.
- 2) Students should have a deeper understanding of and familiarity with all responsibilities, requirements, and relevant conditions. You set expectations and other students will look to you for your leadership.
- 3) As “Citizens of this Campus” who work within a contractual understanding of creative collaboration, students will participate in events and programs they say they will. And say no when needed.
- 4) As “Citizens of this Campus” who work within a contractual understanding of creative collaboration, students will specifically articulate what they would like to see happen and understand the difference between their wants and reality.
- 5) As “Citizens of this Campus” who work within a contractual understanding of creative collaboration, students will ensure that when they are representing their peers that they are not just speaking for themselves but speaking for multiple constituents. The needs of the many often outweigh the needs of the selfish. Students will understand this and be prepared to answer these questions of their younger peers.
- 6) As “Citizens of this Campus” who work within a contractual understanding of creative collaboration, students will return emails, phone calls, and written correspondence in a timely manner. If they book an appointment, they confirm, and show up when requested.
- 7) As “Citizens of this Campus” who work within a contractual understanding of creative collaboration, students will leave a space better than they found it when utilizing a reservable area (ex. classroom, conference room, etc.). They will clean up after themselves and others. They will eat last when food is served because their guests should have a chance to eat before anyone else.

Suggestions: Students should seek out positions like Students' Association president, Senior Class Events Planning Committee, and similar opportunities to engage with their peers before graduation. Students should spend the year getting close to friends that they may not see again in years. Students should savor meals, experiences of actively enjoying another friend's company, and boosting each other up. Eastman is a special place where you have learned to encourage each other, seen each other grow, and arrived at your senior year arm-in-arm with a network of fellow Eastman alumni. Treasure these moments and give back to your School.

# CLUBS & ORGANIZATIONS

## Nine Guiding Principles

### A Clear and Focused Mission Statement

All student organizations must have a clear and focused mission statement in their constitutions. Mission Statements should enhance the educational goals of the UofR and the Eastman School of Music, including: freedom, autonomy, community and responsibility as well as improving the campus 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 unique and specific niche, and their specific intent must be clearly defined in the mission statement. All organizations are expected to operate within their stated missions.

### Community-Focused Spending

Each Students' Association funded group must serve the diverse members of the Eastman Students' Association. Groups that simply consume Students' Association funding solely on their members are of no value to the general student body or the betterment of the campus community. This community-focused spending can take many forms, including educational opportunities, skills training, community building activities, and entertainment programming. Students' Association funded groups must also educate the general student body about the group's mission, activities, and goals to ensure a diverse learning experience for all students on campus.

### Membership

All student organizations are required to maintain and demonstrate a general and active membership sufficient to accomplish their missions and meet the Principles of Eastman Students' Association Student Organizations. To ensure accurate reporting, members of an organization 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, fulfilling a campus need, or sustainable, meaning there is simply not enough interest on campus. In order to remain an active student organization, groups must demonstrate that they have at least 5 active general members including the organization's elected leadership board.

### Inclusion

All student organizations must be actively inclusive and welcoming of the diversity of the undergraduate students of the Eastman School of Music at the UofR, in accordance with Article I, Section 1.3. Organizations in violation of Article I, Section 1.3 will not be funded & risk de-recognition as a student organization. All organizations must also make the effort to be accessible to the student body through programming, activities, & collaboration. An organization whose membership is not open to the entire undergraduate body & is exclusive in nature, is not eligible for an annual budget, but is eligible for supplemental funding for programs that are open to the entire undergraduate student body.

### 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. If the number of student organizations is not managed, resources such as space, money, advisors, and advisor time begin to run out and every organization on campus suffers. Student organizations that overlap, duplicate, or compete with the academic mission of Eastman School of Music will not be granted Students' Association recognition.

## **Programming, Activities, and Collaboration (PAC)**

All student organizations are required to demonstrate through initiatives, programs, events, collaborations, and meetings that they are active within the Eastman campus community and enhancing undergraduate student life. Without PAC, an organization is inactive, ineffective, 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. In order to improve the quality of life on campus, it is important for all student organizations to be collaborative within the campus community. Students' Association funded groups are strongly encouraged to collaborate with other groups on their initiatives, programs, events, or major expenses. The goals of this requirement are:

- To promote, establish, and maintain new and existing relationships between organizations;
- To maximize the benefit to students realized by the pooling of funds and other resources;
- To encourage the creative exchange of ideas between many groups;
- To increase awareness by student organizations of each other's programming calendar, thereby indirectly creating a well-planned and balanced calendar of events throughout the academic year.

## **Future Leadership Development**

All student organizations must invest in the future leadership of the organization in order to maintain recognized status. This should include recruitment, leadership opportunities, training, transitioning, and developing members. Such activities are essential to enhance an organization's chance of succeeding and persisting. When an organization gains Students' Association 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, and Students' Association de-recognition may occur.

## **Evaluation/Assessment**

All student organizations are required to evaluate their programs, activities, and collaborations. 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. After each program groups must complete a Program Evaluation Form (P.E.F.). These can be found at <http://www.esm.rochester.edu/studentlife/files/Program-Evaluation-Form-PEF.pdf> or in the Office of Student Affairs. A P.E.F. must be turned in within 7 business days of the program, activity, or meeting.

## **Fiscal Responsibility**

After a group is awarded Students' Association funds, it may spend that funding however it sees fit, so long as those expenditures do not violate Students' Association Spending Guidelines and University Finance Policies. These groups are not to be judged for straying from their budgets as such a rule can stifle creativity. Rather, they will be judged on their ability to adhere to these Students' Association Principles; accomplish the items listed in their mission statements; and use their resources in a fiscally responsible, reasonable, and forward-looking manner. The terms responsible and reasonable do not necessitate frugality; however, total spending should not exceed the group's allocated annual budget, and expenses should not be extravagant. Groups should always consider both short and long term expenses and needs when making a purchasing decision

# General Requirements

- Follow ALL university and Student Organization Policies
- Send executive board members to Student Leadership Training
- Establish and maintain weekly meetings throughout each semester
- Starting September 1st and ending in April after elections
- Renew student organization annually
- Maintain the minimum membership requirement (5 active members)
- Meet with advisor monthly
- Meet all programming requirements

## AS STATED BY THE STUDENTS' ASSOCIATION

The purpose of any student club or organization may NOT:

- Threaten the health, safety, or property of the members of the University community.
- Interfere with, or impair the function of the University as an educational institution
- Adversely affect the functioning of, or compete with, other recognized student organizations
- Compete with or infringe upon the academic curriculum
- Violate any section of the Students' Association Constitution, standards of student conduct, University policies, and/or local or federal laws
- Violate the University's Policy on Discrimination and Harassment
  - <https://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf>

# Executive Boards

## ROSTERS

- All organizations are required to have a President, and if funded, a Treasurer. Organizations are encouraged to create additional elected positions that meet the needs of their organization
- A student may not hold more than one presidential position in a given academic year
- The president of an organization may not hold more than one position within that organization. In the event of a mid-year vacancy, the president is permitted to fill that role for the interim, until elections can be held to fill the vacancy

## ELECTIONS

- Elections must be held on-campus, in accordance with the organization's constitution, and no later than Spring Break annually
- Organizations are responsible for informing the Students' Association Executive Board and the Office of Student Affairs of the results of their elections as soon as information is available
- Student organizations' elected officials must adhere to the eligibility rules in Article II Section 1 of the Student Association's Constitution

# Organization Categories

All clubs and organizations will be classified by the Office of Student Activities and the Students' Association's Executive Board. Categories are assigned when organizations are formed and are the primary reflection of an organization's mission statement. Clubs and Organizations will be assigned one following classifications:

- **Club** – Organizations that provide an outlet for activities typically done for enjoyment or leisure
- **Club Sport** – Organizations that promote and develop interest in various sports recreational activities at a non-varsity level of play
- **Entertainment Programming** – Organizations with a purpose to build campus community through large-scale programming and traditions
- **Fraternity/Sorority** – Student groups whose members are bound together by common values, friendship, culture, service, scholarship and leadership
- **Pre-Professional** – Organizations that are focused towards students in a particular discipline. Emphasis is on the knowledge, skills and experience related to a particular field
- **Religious/Spiritual** – Organizations that relate to a particular religion or spiritual belief
- **Cultural** – Organizations that promote learning/awareness of diverse cultures and/or identities
- **Awareness** – Organizations that work towards increasing knowledge of particular issues, including; social, mental/physical wellbeing, economic, etc.
- **Political** – Organizations that represent students interests in various political ideologies
- **Community Service** – Organizations that provide volunteer opportunities while working towards increasing knowledge of the community on and off campus
- **Publications/Media** – Organizations that are affiliated with the university and provide
  - media/publication services for or to the campus

# Becoming an Org

## REQUIREMENTS:

- Fulfill a unique, co-curricular niche at Eastman
- Elect an Executive Board
  - President (and, if eligible for funding, a Treasurer)
- Have 5 active members including the groups' executive board
- State the organization's purpose and structure in the form of a constitution

## PROCESS:

- The student leader of a proposed new group shall schedule a meeting with the Office of Student Activities to receive information about the process of forming and filing paperwork.
- Do a tabling at the Student Activities Fair or at another time in the SLC Lobby to invite potential members to a general interest meeting.
- Hold a general interest meeting as a means to disburse information about the group and recruit potential members
  - Up to \$50 can be provided by SA/OSA to host general interest meeting.
- During this process the prospective group shall enter preliminary group status for no more than 8 weeks. At this time, the group must:
  - Write a draft constitution using an approved organization constitution template, which outlines the purpose, goals, and structure of the group and has a mission statement.
  - Elect an executive board.
  - Hold a general interest meeting on campus and take attendance
  - Create a membership roster of at least 5 interested, active members (elected officers included).
  - Work in conjunction with the Office of Student Activities and the Executive Board to make sure the group is vibrant and sustainable.
- Finalize the group constitution and submit it for approval to the Office of Student Activities.
- Upon the expiration of the preliminary status period, the group must meet with the Office of Student Activities to submit its final constitution and proposed budget.
- The Students' Association Executive Board will vote on the status of the Preliminary Organization.
- The process of forming a new Students' Association recognized group may not start later than eight weeks prior to the end of the spring semester.



## Renewal Procedure

- All currently recognized student organizations must send its executive board members to student organization training at the start of the academic year
- The group must prove that they have newly elected leadership.
- The group must schedule its first meeting with the AD for Student Activities or an Office of Student Affairs designee within the first three weeks of the the semester.
- Organizations that are SA funded, will not be able to access their budgets until all previously mentioned steps are completed.
- Any organization, regardless of its SA funded status, will not be given access to any spaces until all renewal steps are completed.

## Funding

- Student groups, clubs, and organizations will be provided a budget to use toward fulfilling their organization missions and goals.

These funds should be used for purchases:

- That are approved in advance by the budget provider (either uniquely with each purchase or within an approved itemized budget proposal).
- Of policy compliant items only.
- Via preferred purchasing methods which include requisition, invoice, PCard, etc. Occasionally competitive quotes can be required. Please note that Eastman does not support expense reimbursement to students for club related purchases.
- With required supporting documentation of the purchase itself.
- And with timely transaction processing observing all due dates and timeframes.

Stewardship of funds is both a critical responsibility and a valuable experience for our student groups. The University and Eastman School of Music receive funds, from a variety of sources, that carry with them fiduciary responsibilities and opportunities to demonstrate our excellence in deploying and managing funds effectively. Inherent in this responsibility is the requirement to follow directions.

- “Students should only work with designated administrators, asst. director for student activities, area coordinator for residential life, student affairs office coordinator, or delegates they specifically identify”. These are the only approved staff for financial assistance. These employees are charged with investigating preferred vendors, suppliers, and agreements that provide a greater benefit to the University and Eastman School of Music. These should all include compliance, cost-savings and process efficiencies.”.
- “Please Use your budget actively throughout the Fall semester. Fall 2024 Groups with budgets should use at least 50% by Oct 26th, and 75% by Nov 22nd. Funds remaining unused on December 2nd at 12:00pm will be appropriated for general student activities event planning and will no longer be available for student groups after this date.
- Please use your budget actively throughout the Spring semester. Spring 2025 Groups with budgets should use at least 50% by Feb 28th, and 75% by Mar 21st. Funds remaining unused on April 28th at 12:00pm will be appropriated for general student activities event planning and will no longer be available for student groups after this date.
- Students are not allowed to receive reimbursements for expenditures related to groups, clubs, or organizations. All payments must be made through University-approved payment methods overseen by the office for student activities, residential life, or student affairs. Therefore, all program and event planning needs must be communicated to the staff of these offices with significant advanced notice (ex. seven business days).
- Students are not allowed to receive reimbursements for expenditures related to groups, clubs, or organizations. All payments must be made through University-approved payment methods overseen by the office of student activities, residential life, or student affairs. Therefore, all program and event planning needs must be communicated to the staff of these offices with significant advanced notice.
- “Groups, clubs, and organizations that violate these financial policies may be held accountable/responsible for payments made outside of approval. Any group, club, organization, or individual that violates these policies may face conduct/behavioral action. Furthermore, groups, clubs, organizations, or individuals that violate financial policies may jeopardize the club, group, or organizations’ standing. Consequences include, loss of club, organization, or group status, probation, and/or loss of club, group, or organizational funds.”

## Advising

- Clubs and Organizations are required to have an advisor designated to help them navigate policies and procedures, while also providing resources and support for their activities
- Advisors will not be assigned to student organizations and may be selected by the executive board members in consultation with the Office for Student Activities
  - Organizations without an appointed advisor will defer to the Assistant Director of Student Activities and Engagement or a designated advisor (henceforth referred to as "designee").
  - An Advisor's role is to help guide and inform student leaders' decisions regarding their organizations and programming. **They do not carry out any actions which are the responsibility of student leaders.**
- The Assistant Director for Student Activities & Engagement or designee will serve as the sole advisor for all student clubs and organizations to ensure University policies and procedures are being met

## Recruitment/Retention

- **All clubs and organizations must hold a monthly meeting with their advisor to discuss; past events, upcoming events, officers, transitions/elections membership, leadership issues and other factors contributing to student organization success**
- To maximize the effectiveness of recruitment organizations should establish a recruiting strategy and goals each semester or academic year. Organizations should be able to clearly present their mission, their common activities and events, and the ways that members can contribute to the group
- Focus on the quality of new members, instead of the quantity. People who are truly devoted to the mission and purpose of an organization are more likely to become active members and contribute positively to the organization
- Encourage members to bring a friend to an open meeting. Offer incentives to members who bring new people to meeting
- Hold informational meetings for prospective members
- Follow up with people who have expressed interest in the organization, or those who attend recruiting events or meetings, thanking them for their attendance and inviting them to the next event
- Have members speak about their experience within the group and the different skills/experience that they gained from participation
- Advertise through multiple mediums to reach different audiences
- Publicize awards/successful programs that the organization won or was a part of
- Collaborate with other organizations and offices on campus so that more people are aware of the organization and its work
- Establish and maintain a consistent meeting schedule
- Recognize new members for their interest and make them feel welcomed

# PROGRAMMING

## Requirements

- All clubs and organizations are **required** to host at least **one** active program each month. The first program of each semester must be completed before the end of its 4th week. Thus, each organization is responsible for holding a minimum of 8 programs (four per semester).
- All clubs and organizations in collaboration with another group **are required to host one program that addresses the topic of Diversity, Equity and Inclusion (in collaboration with the George Walker Center) and another program that involves Community Service.** These programs must occur in separate semesters and count toward the 8 program minimum.
- All club and organizations must have their general member meetings in the SLC and up to **one** may be held in the George Walker Center.
- No clubs and organizations may hold meetings or programming in spaces in where members are on the clock.
- Program proposals must be submitted through the CCC and reviewed by the Assistant Director for Student Activities & Engagement (AD) or designee. The AD or designee will approve them and review the necessary tasks and guidelines to carry out each event.
- Program proposals must be submitted by monthly deadline prior to the event date. Earlier submission is recommended for larger events.
- Program evaluations must be submitted through the CCC and reviewed by the AD in individual club meetings. The AD will then make recommendations for future programming and encourage proper documentation
- All spending will cease on **December 2nd** and **April 28th** during **Fall** and **Spring** semesters respectively. Finances do not rollover from one academic year to the next
- Clubs should specifically use their funds to support ALL Eastman students, with an emphasis on active, in-person programming.
- **All Club spending is not to exceed \$300 for any single event.** Any event for which the spending would exceed \$300 must be facilitated by the Office of Student Activities

# PROGRAMMING

## Proposal Deadlines

### Programming Calendar Fall 2024

September (1 program):  
Program proposal due by: Monday, September 9th  
Program by: Monday, September 30th

October (1 program):  
Program proposal due by: Friday, October 11th  
Program by: Thursday, October 31st (Fall Break Oct 12-15)

November (1 program):  
Program proposal due by: Monday, November 8th  
Program by: Friday, November 22nd (Thanksgiving break begins 11/26, noon)

December (1 program)  
Program proposal due by: Monday, November 25th  
Program by: Monday, December 9th (reading days, 12/10-12/12)

### Programming Calendar Spring 2025

January (1 program):  
Program proposal due by: Monday, January 21st  
Program by: Friday, January 31st

February (1 program):  
Program proposal due by: Friday, February 7th  
Program by: Friday, February 28th

March (1 program):  
Program proposal due by: March 7th (Note Spring Break 3/8 - 3/16)  
Program by: Monday, March 31st

April (1 program):  
Program proposal due by: Friday, April 11th  
Program by: Wednesday, April 30th

**Please plan in advance for any orders, materials or bookings needed for your program. Last minute requests will not be accommodated.**

**Failure to meet requirements/deadlines can result in a temporary suspension of funds until requirements are met. Failure to engage in activity can result in probation, reduction/loss of funds, or termination of club/org.**

# Goals for Programming

## BOYER'S PRINCIPLES OF COMMUNITY

- Programs are purposeful – hosting meaningful conversations and experiences
- Programs are open, in that we welcome people to participate
- Programs are just and diversity is aggressively pursued
- Programs guide behavior toward the common good
- Programs are caring, where residents get to know other residents
- Programs are celebrative – traditional programs + new programs are widely accepted
- Programs should involve more than just eating. Host an active program with a theme and purpose
- Group and organization meetings are not programs

## Purposeful Programming

### 1 PASSIVE or ACTIVE

### 2 Prevention or Intervention

### 3 What type of Wellness are you addressing?

- Spiritual
- Emotional
- Intellectual
- Physical
- Social
- Environmental
- Financial

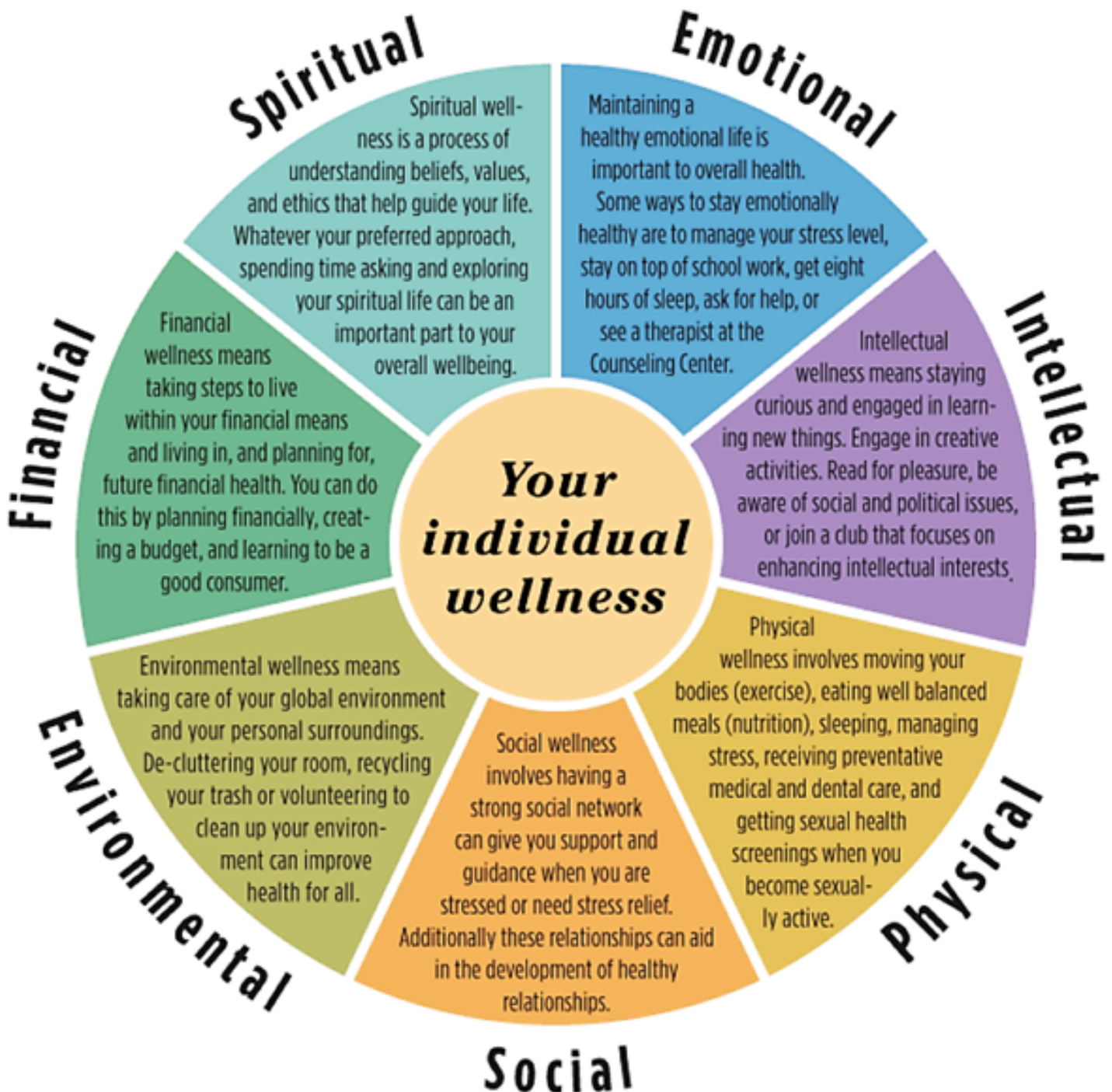
### 4 Level of Action:

- Primary (Universal): for all students to benefit from
- Secondary (Selected): For students who need additional support
- Tertiary (Indicated): for students or intervention groups with specific needs

# Wellness Wheel

## How to use this information:

Programming can take many different shapes forms. A student's wellness should always be a focus of programming. Wellness can look like many things as well. The Wellness Wheel is a simple tool to help you discover all the ways you can program to help a student's wellness. Ask your team: "How can we program an event that meets one of the wellness needs of our students?" You'll be surprised at how many options you really come up with.



# Available Spaces

One of the great benefits of being a SA recognized student club or organization is the specific privilege to have priority in booking the spaces we have for event programming. Listed below are all the spaces available to you for event programming with the corresponding RESERVATION KEY. All spaces will be booked after you have submitted your event proposal in CCC. Please indicate which space you would like to utilize on the event creating form. Your proposal will be accepted once space availability has been confirmed.

Clubs and Organizations should prioritize utilizing spaces inside the SLC before making reservations elsewhere. ALL reservations made with the Registrar's and Concert Offices must be approved by the AD or designee prior to placing the reservation.

*Failure to do so will result in suspension of reservation privileges.*

## Student Living Center

- b Ciminelli Lounge
- h Conference Room
- h Dean's Dining
- h Game Room
- h Orchestra Pit
- h SLC Courtyard
- h SLC Kitchen
- h TV Lounge

## Eastman Main Building

- # Annex (Classrooms)
- b Betty's Café
- # Classrooms
- b Cominsky Hall
- b Hatch Recital Hall
- b Howard Hanson recital Hall
- b Kilbourn Recital Hall
- b Lowry Hall
- # Ouzer Room
- b Ranlet Lounge
- b Ray Wright Room (ESM 120)

## Miller Center

- # Classrooms
- # Conference Rooms

## Messinger Hall

- # Fishbowl Room (Messinger 1)

## Old Sibley Library

- # OSL 101

## RESERVATION KEY

*Symbols to the left coincide with the following offices that manage reservations for each space respectively*

b	<b>Registrar's Office</b>	PHONE: 585-274-1220 EMAIL: registrar@esm.rochester.edu
h	<b>Student Affairs</b>	PHONE: 585-274-1106 EMAIL: studentactivities@esm.rochester.edu
#	<b>Concert Office</b>	PHONE: 585-274-1109 EMAIL: concerts@esm.rochester.edu



# CAMPUS OFFICES AND RESOURCES

<p><b>EASTMAN WELCOME CENTER</b> Office Number: 585-274-1000 Hours: 8:30am-4:30pm (M-F)</p>	<p>Questions about <u>instrument lockers</u>, <u>parking</u>, staff and faculty mailboxes. Paychecks for students, faculty and staff may be picked up and general information at Eastman can be found here. Lost and found.</p>
<p><b>OFFICE OF ACADEMIC AFFAIRS</b> Office Number: 585-274-1020 Hours: 9:00am-5:00pm (M-F)</p>	<p>Questions about undergraduate <u>academic policies</u>, curriculum requirements, <u>change of status</u>, withdrawal, academic review (warning, probation, dismissal) and concerns.</p>
<p><b>OFFICE OF GRADUATE STUDIES</b> Office Number: 585-274-1560 Hours: 9:00am-4:00pm (M-F)</p>	<p>Questions about <u>graduate academic policies</u> and curriculum concerns</p>
<p><b>OFFICE OF STUDENT AFFAIRS</b> Office Number: 585-274-1106 Hours: 9:00am-5:00pm (M-F)</p>	<p>Questions regarding the <u>residential life</u> program, housing concerns, or <u>student activities</u> University ID Service Request: Access issues and replacement IDs <u>by request only</u></p>
<p><b>CARE NETWORK</b> rochester.edu/care</p>	<p>Report concerns for students, staff, or faculty regarding <u>physical or mental health</u></p>
<p><b>TITLE IX COORDINATOR</b> 585-275-7814</p>	<p>Questions about regarding <u>sexual misconduct</u> and sexual assault</p>
<p><b>PUBLIC SAFETY</b> Emergency Dispatch (24 hours): 585-275-3333</p>	<p>Report security issues and all concerns that require immediate attention</p>
<p><b>FACILITIES</b> Customer Service (24 hours): 585-273-4567</p>	<p>Request regarding building <u>maintenance</u>, elevators, and <u>housekeeping</u></p>
<p><b>RA ON-CALL</b> On Call Phone (8pm-8am): 585-764-5707</p>	<p>Lockouts, noise complaints, or other student issues in the SLC that need to be addressed</p>
<p><b>RESTORE</b> Confidential hotline (24 Hours): 585-546-2777</p>	<p>Provides help and confidential discussion regarding sexual misconduct</p>
<p><b>UNIVERSITY COUNSELING CENTER</b> Office Number: 585-275-3113</p>	<p>Contact the UCC office to make an appointment or to talk to the emergency counselor on-call</p>
<p><b>UNIVERSITY HEALTH SERVICE</b> Eastman Office (9:30am-4:30pm M-F): 585-274-1230 River Campus Office: 585-275-2662</p>	<p>Schedule an appointment to see a medical professional for non-emergency issues via <b>Tele-Health</b></p>
<p><b>PEST CONTROL</b> Customer Service (24 hours): 585-275-3241</p>	<p>Report bugs, pests, and vermin sightings</p>



## Other Resources

**Alcohol and Other Drugs** - Underage drinking is a violation of State law and University policy. The possession, use, and distribution of illegal drugs, and the misuse or distribution of other controlled substances is prohibited. Paraphernalia related to illegal drugs and binge drinking is prohibited. This includes funnels, drinking game paraphernalia, kegs, pipes, bongos, smoking devices, grinders, and other materials that promote illegal behaviors. Residents of legal drinking age may consume alcohol in the privacy of their room with peers who are also of age when the door is closed. Drinking or having open containers outside of your room is never allowed under any circumstances.

**CARE Referrals**- When a student, parent, faculty, or staff member has a concern about an individual student, or if you are in distress yourself, please fill out a CARE referral at [www.rochester.edu/care](http://www.rochester.edu/care). CARE referrals are sent to the appropriate staff member for review. If you are concerned that there is an immediate possibility of harm, call Public Safety.

**Dining Center** - The Dining Center (DC) is a marketplace located on the first floor of the SLC. They exclusively accept student meal plans. SLC Residents are required to have a meal plan. The Dining Center website is <https://dining.rochester.edu/locations/eastman-dining-center/>

**Student Living Center Front Desk** - The SLC Front Desk is located at the main entrance of the Student Living Center. When entering the building, all students, faculty, and staff must show their IDs to Office Assistants working at the SLC Front Desk every time. University ID Service Request forms can be found and submitted here. The Front Desk can be reached by phone at 585-274-1251.

**Lost and Found** - Lost University keys and IDs may be turned in to the SLC Front Desk. Valuable items such as wallets, phones, electronics, etc. may be given to Public Safety.

# Off-Campus Resources

## GROCERIES

**Public Market** – 280 Union St N, Rochester, NY 14609

Wegmans – 1730 East Ave, Rochester, NY 14610

## RESTAURANTS

**Branca \$\$** – Contemporary Italian – 280 Broad St.

**Cam's Pizzeria \$** – American, pizza – 336 East Ave.

**Dinosaur Bar-B-Que \$\$** – Barbecue, American – 99 Court St.

**Dunkin Donuts \$** – Bakery, coffee – 111 East Ave. #121

**East End Pizza and Deli \$** – Pizza, sandwiches, wings – 113 East Ave.

**Java's \$** – Bakery, coffee, sandwiches, subs – 16 Gibbs St.

**Local's Only \$\$** – Breakfast, lunch, coffee – 311 Alexander St.

**Ludwig's Center Stage Café \$** – Breakfast/brunch, sandwiches, salads/soups – 25 Gibbs St.

**Max of Eastman Place \$\$\$\$** – American, International, seafood – 25 Gibbs St.

**Mercantile on Main \$-\$** – Various restaurants – 160 East Ave.

**Murphy's Law \$\$** – American – 370 East Ave.

**Native \$\$** – Upscale American, family style – 180 S. Clinton Ave.

**The Old Toad \$\$** – British pub fare – 227 Alexander St.

**Orange Glory \$** – Sandwiches, subs, soups, vegetarian – 480 E. Main St.

**Ox and Stone \$\$** – Latin American, Mexican, Bars – 282 Alexander St.

**The Red Fern \$\$** – Casual vegan restaurant, bar, and bakery – 238 Oxford St.

**Shema Sushi \$\$** – Japanese, sushi – 277 Alexander St.

**Spot Coffee \$** – Coffee, panini, salads, bakery – 200 East Ave.

**Stromboli's \$\$** – Pizza – 130 East Ave.

**Swan Dive \$\$** – Pizza, pub fare – 289 Alexander St.

**Tai Chi Bubble Tea \$** – Sushi rolls, bowls, and burritos – 160 East Ave.

**Twisted Tap \$\$** – American – 200 East Ave.

**Veneto \$\$** – Italian, pasta – 318 East Ave.

**Wall Street Bar & Grill \$\$** – Salads, appetizers, tapas – 330 East Ave.

## ENTERTAINMENT

**Little Theatre** – 240 East Ave, Rochester, NY 14604

**Memorial Art Gallery** – 500 University Ave, Rochester, NY 14607

**Rochester Philharmonic Orchestra** – 108 East Ave, Rochester, NY 14604

**Geva Theater Center** – 75 Woodbury Blvd, Rochester, NY 14607

**Rochester Contemporary Art Center** – 137 East Ave, Rochester, NY 14604

**Martin Luther King Jr. Memorial Park** – 353 Court St, Rochester, NY 14607

**George Eastman House** – 900 East Ave, Rochester, NY 14607

**The Strong National Museum of Play** – 1 Manhattan Square Dr, Rochester, NY 14607

**Genesee Valley Park** – 1000 East River Rd, Rochester, NY 14607

# THE 585 CHECKLIST

## GRUB-A-HUB

- Eat a Garbage Plate (Rochester staple!)
- Indulge in a melt & milkshake from Jay's Diner (open 24/7)
- Have a picnic at the Genesee Valley Park
- Celebrate George Eastman's birthday (July 12) & have a slice of his favorite lemon meringue pie
- Argue over which type of BBQ is best: Dinosaur BBQ or Sticky Lips
- Grab a bite to eat at John's Tex-Mex Eatery
- Eat some noodles at Han Noodle Bar
- Find Rochester's best hot dogs at Dogtown
- Go apple picking at Wickham Farms
- Enjoy homemade ice cream at Pittsford Dairy
- Have Brunch at Frog Pond
- Grab a meal at Ludwig's on Gibbs
- Enjoy your favorite bubble tea with friends at TaiChi Bubble Tea
- Treat yourself to frozen custard at Abbott's in Charlotte
- Take a wine tour in the Finger Lakes

## LIVIN' THE ESM LIFE

- Attend Welcome Weekend
- Talk about your hometown with Mr. Joe at the SLC Front Desk
- Check out an opera with fellow ESM students
- Get a delicious meal at the SLC Dining Center & beat the high score on the pinball machine
- Build a Snowman in the SLC Courtyard
- Play a game of pool in the SLC Game Room
- Advertise your event in the Upbeat! Newsletter
- Attend a GSA or SA event!
- Add your voice to the chorus at the annual Holiday Sing!
- Have a movie night in the SLC TV Lounge
- Complete your Jury examination
- Attend the keynote lectures at Meliora Weekend
- Invite a Rochester local to an Eastman concert
- Get lost in the Sibley Music Library's Special Collections
- Find all the tiny doors in the Eastman main building
- Attend a concert in the Eastman Kodak Theatre
- Use your Student ID for free entry at the Memorial Art Gallery

# THE 585 CHECKLIST

## LIVE LIKE A LOCAL!

- See a movie at the Little Theatre
- Find the final resting place of Susan B. Anthony & Frederick Douglass in Mt. Hope Cemetery
- Take a trip to Niagara Falls & argue which side has a better view (U.S. or Canada)
- Walk or bike along the Erie Canal Trail or Genesee Riverway Trail
- Join Wegmans' Shoppers Club Program
- Catch a late-night laser show at the Rochester Museum & Science Center's Strasenburgh Planetarium
- Leave an "I Voted!" sticker on the sign near Susan B. Anthony's gravestone
- Play classic arcade games at the Playhouse Swillburger
- Visit the George Eastman House & the Dryden Theatre
- Visit the JELL-O Museum in historic Leroy, NY
- Take a walk down Park Ave to see local shops & eateries
- Check out the local vendors at The Lucky Flea market
- Visit High Falls Waterfalls
- Check out Jazz Monday's at the UUU Art Gallery
- Volunteer in the City of Rochester
- Enjoy the view from the top of Cobb's Hill park
- Check out Rochester's summer festivals: Lilac Fest, Jazz Fest, Clothesline, Cornhill Arts, ImageOut, Fringe Fest, Greek Fest, Roc Pride Fest and more!
- Visit the Strong Museum of Play
- Sit at Java's coffeehouse until they kick you out
- Ride the Historic Carousel, built in 1905 at the Ontario Beach Park
- Find out why Rochester is known as "The Flower City/Flour City"
- Go bowling at Radio Social
- Participate in the Polar Plunge at Lake Ontario
- Head to the Rochester Public Market on Saturday mornings
- Attend an Amerks Ice Hockey or Red Wings Baseball game
- Go to the water park at Seabreeze
- Visit Seneca Falls, the birthplace of the Women's Rights movement