

VCU Student Organization Operations Guidelines

Last updated: 03.17.21

**Sponsored and affiliated student organizations, including but not limited to groups advised by the Office of Civic Engagement and Fraternity & Sorority Life, Recreational Sports, or Student Media Center should contact their respective advisors and offices for more specific guidance and support in interpreting the general guidance outlined in this document.*

	Function	Guidance as of Wednesday, March 17 (effective until further notice)
Recruitment, Training, and Onboarding	Student Organization Registration	<ul style="list-style-type: none"> • Registration is required for any student organization activity or operations on an annual basis. To ensure you are adhering to policies and procedures of being a registered student organization, please review the 2020-2021 Student Organization Manual • Registration will proceed as planned, via RamsConnect. Registration dates for spring will be January 4, 2021 - February 5, 2021 <ul style="list-style-type: none"> ◦ Student organizations that have completed registration during Fall 2020 will not need to complete registration for Spring 2021.
	Spring Student Organization Fairs	<ul style="list-style-type: none"> • The Spring Student Organization Fair this year will be virtual on RamsConnect and will occur on Friday, January 29th from 2:00PM - 5:00PM. • The Spring Fraternity and Sorority Life Fair will be virtual on RamsConnect and will occur on Wednesday, February 2nd from 11:30AM - 2:30PM.
	New Student Organization Orientation and Training	<ul style="list-style-type: none"> • Student Organization Orientation will continue to be available online via RamsConnect. • The proposed President is required to submit a New Student Organization request, which can be found here in RamsConnect. Upon completion of the Student Organization Orientation Quiz and GPA checks, a virtual meeting will be scheduled with the President and an officer of their choosing.
	USC&A Finance Training	<ul style="list-style-type: none"> • Finance Training is still required in order to utilize any approved funding granted by the University. Discussed in this training are upcoming deadlines, an overview of RamsConnect to

		<p>show an example of how to submit various requests, and answer some common finance-related questions.</p> <ul style="list-style-type: none"> ○ 2020-2021 USC&A Finance Training Manual
<p>Events, Meetings, and Gatherings</p>	<p>On-Campus Events, Meetings, and Gatherings</p>	<p>Gathering in large groups during a public health crisis is not acceptable and VCU does not encourage or condone these activities. As a reminder, any organization-related gathering of 10 or more people can lead to disciplinary action for the student organization and individual disciplinary action for students under the Student Code of Conduct.</p> <p>General Operations</p> <ul style="list-style-type: none"> ● No large events permitted during Spring 2021 semester ● Virtual events encouraged (e.g. Zoom, Google Hangout) ● All event spaces have been set to limited capacities based on either a max of 10 people, 36 square feet per person and furniture set up that allows for all attendees to be 6 feet physically distant from each other. The capacity will be based on the lowest number. ● All events, meetings, and gatherings must be registered in RamsConnect at least five business days in advance. ● Attendance at events should be monitored via the RamsConnect check-in system (QR code, manual entry, etc.) as this information could inform COVID-19 contact tracing if the need arises ● All on-campus events, meetings, and gatherings are limited to VCU faculty, staff, and students. ● No guests are permitted at this time without prior approval* from the Coordinator for Student Organizations. <ul style="list-style-type: none"> ○ <i>*For all organizations reporting to the Office of Fraternity and Sorority Life: Student leaders from all organizations reporting to the Office of Fraternity and Sorority Life will be required to meet with Dr. Thompson to plan in-person events no less than 14 days prior to their planned date of execution. Advisors and/or National Headquarter representatives will be the only exceptions to the non-VCU attendees. Additional guests will need the written approval of the Office of Fraternity and Sorority Life.</i> <p>University Student Commons</p> <ul style="list-style-type: none"> ● No events are permitted in the Metro Room of the Student Commons.

- The Commons Richmond Salons can only be requested for half (I-II and III-IV) or full
- The Commons Virginia Rooms can only be requested for half(A-B and C-D) or full

Academic Spaces

- Spaces in academic buildings will not be available for reservations on weekends due to scheduled deep cleaning.

MCV Campus

- Hunton Student Center will be open 8am-6pm. The first floor and third floor conference rooms are available for reservation.
- Larrick Student Center is currently under review for reopening.

Catering

- Based on guidance from State and University officials, the Commons will not be allowing any buffet style, self-serving catering.
- Boxed meals will be accepted. Boxed meals will be prepared and packaged food or snacks from a licensed catering kitchen. The packaging must be individually wrapped or sealed or packaged together in a licensed catering kitchen. Organizations cannot pack together their own box lunches or open packages to allow for buffet style.
- Examples of acceptable catered items are boxed lunches, individually packaged snack bars/bags, bottled beverages, and any other similarly prepared items
- Please contact your event coordinator for guidance
- If boxed/pre-packaged food is being delivered from an outside VCU entity, event organizers should pick up food outside and bring it into the building (food vendors will not be able to enter the building to complete the delivery process).

Access to Engagement

- If a student organization holds an in-person gathering (including meetings), and can meet the above mentioned guidelines, they must also provide a method to allow students to attend virtually (Zoom, Google Hangout, Call-In, etc.) unless otherwise approved. Please contact studentorgs@vcu.edu for approval or further questions.

		<ul style="list-style-type: none"> • Student organizations may have the ability to check out laptops from The Underground while supplies last (<i>more guidance will be available on this process once the semester begins</i>). <p>Important Dates</p> <ul style="list-style-type: none"> • Major Event Reservation: March 19, 2021 - March 21, 2021 • Student Organization Event Space Reservation: April 5, 2021 • Outdoor Space Reservation: June 7, 2021
	Outdoor, On-Campus Guidelines	<p>Gathering in large groups during a public health crisis is not acceptable and VCU does not encourage or condone these activities. As a reminder, any organization-related gathering of 10 or more people can lead to disciplinary action for the student organization and individual disciplinary action for students under the Student Code of Conduct.</p> <p>All VCU sponsored, on-campus events, meetings and gatherings are limited to VCU faculty, staff and students. Outdoor events must follow the same safety requirements as indoor events:</p> <ul style="list-style-type: none"> • Face coverings must be worn • 6 feet physical distance between participants • No more than 10 participants <p>General Operations</p> <ul style="list-style-type: none"> • No large events permitted during Spring 2021 semester • Outdoor events must follow the same safety requirements as indoor events: <ul style="list-style-type: none"> ○ Masks must be worn ○ 6 feet physical distance between participants ○ No more than 10 participants • All events, meetings, and gatherings must be registered in RamsConnect at least five business days in advance. • Attendance at events should be monitored via the RamsConnect check-in system (QR code, manual entry, etc.) as this information could inform COVID-19 contact tracing if the need arises <p>Equipment Support</p>

		<ul style="list-style-type: none"> The Commons will only provide equipment support for Commons Plaza only, such as tables, chairs, audio/video support as indicated in a confirmed reservation. All other outdoor spaces (beyond Commons Plaza) will be up to the organization to provide all their equipment. <p>Amplified Sound</p> <ul style="list-style-type: none"> Events with amplified sound will be permitted only from 12:00 – 1:00 p.m. Monday through Friday. Amplified sound shall be kept at a reasonable level not to exceed 75 decibels. Events on Friday evenings starting after 5:00 p.m and anytime on Saturdays and Sundays will be permitted on a case-by-case basis.
	On-Campus Tabling	<ul style="list-style-type: none"> There will be no tabling inside The Commons, Hunton, or Larrick Student Center. The Commons will have six (6) outdoor tabling locations along the edge of the Commons Plaza and linden walkway. Centrally scheduled outdoor spaces (Lawns, Compass, and Park Plaza) will be available to reserve for student organizations or departments. VCU Virtual EMS
	Off-Campus Events, Meetings, and Gatherings	<p>Gathering in large groups during a public health crisis is not acceptable and VCU does not encourage or condone these activities. As a reminder, any organization-related gathering of 10 or more people can lead to disciplinary action for the student organization and individual disciplinary action for students under the Student Code of Conduct.</p> <ul style="list-style-type: none"> No large events permitted during Spring 2021 semester Virtual events encouraged (e.g. Zoom, Google Hangout) No more than 10 people to any given space with social distancing, Commonwealth of Virginia, and CDC guidelines in place All events, meetings, and gatherings must be registered in RamsConnect at least five business days in advance. Attendance at events should be monitored via the RamsConnect check-in system (QR code, manual entry, etc.) as this information could inform COVID-19 contact tracing if the need arises Each student organization will be responsible for coordinating with the facility regarding sanitation procedures If a student organization holds an off-campus in-person gathering (including meetings), and can meet the above mentioned guidelines, they must also have a method to allow students to attend virtually (Zoom, Google Hangout, Call-In, etc..) unless otherwise approved by the Coordinator

		for Leadership & Student Organizations; Student organizations may check out laptops from The Underground as supplies last.
Student Travel, Organization Operations, and Leadership Development	Purchasing	<ul style="list-style-type: none"> • Allowable purchases: Essential items and supplies related to virtual events/virtual conferences • Restricted purchases: travel-related purchases (including in-person conference registrations) • Food purchases will be restricted to box lunches, individually-wrapped meals, etc. No buffet-style food or catering will be permitted.
	Travel and Risk Management	<ul style="list-style-type: none"> • All university-sponsored out-of-state travel, both domestic and international, is suspended until further notice. This includes all student organization travel, including faculty, staff, and students. • Members of the VCU community are encouraged to limit personal travel. Students should refer to the CDC and US Department of State to be fully informed of potential health risks and travel restrictions that may be in place. • University-sponsored domestic travel out of state for clinical and research purposes is permissible with the approval of the senior vice president for health sciences or the provost.
	Fraternity and Sorority Sponsored Events	<ul style="list-style-type: none"> • All fraternity and sorority sponsored events and business operations must occur virtually. <ul style="list-style-type: none"> ◦ "Events" is a broad term used to include chapter meetings, recruitment/intake activities, new member activities, philanthropy activities, community events, etc. • Recruitment/intake and new member education activities should also occur virtually. IFC, CPC, MGC, and NPHC will provide more guidance about informal and primary recruitment directly to member organizations. <ul style="list-style-type: none"> ◦ Student leaders from all organizations reporting to the Office of Fraternity and Sorority Life will be required to meet with Dr. Thompson to plan in-person events no less than 14 days prior to their planned date of execution. ◦ Any rituals or ceremonies must be registered and occur virtually unless approved by the Office of Fraternity and Sorority Life. • Social functions will not be approved in the Spring 2021 semester as current social distancing, occupancy and crowd gathering restrictions do not provide a feasible setting where student safety can be maintained.

		<ul style="list-style-type: none"> Group travel is also prohibited. This does NOT mean that individual members cannot attend events/programs sponsored by their inter/national organization. It does, however, mean that collective group travel (by bus) is not permitted.
	Peer Leadership and Self-Governance	<ul style="list-style-type: none"> Student organization leaders should encourage their organization members to follow VCU, Virginia Department of Health, and CDC guidelines including: <ul style="list-style-type: none"> Completion of VCU daily health monitoring email Maintenance of good hygiene, including hand washing, hand sanitizer, and proper social distancing Early alert reporting and student self-referral for individuals in need Accommodations for students in need (SAEO, DAS)
	Leadership Development	<ul style="list-style-type: none"> Individual and group consultations will be virtual Leadership workshops, including Fireside Chats, will be virtual No Fall 2020 semester in-person leadership retreat or conferences will take place The full student organization leadership development workshops are available on The Underground/The Hub RamsConnect page Virtual Student Leadership Conference: Saturday, October 31, 2020
	Student Organization Conduct	<ul style="list-style-type: none"> Adherence to the Student Organization Conduct Policies and Procedures remains in place Adherence to the Student Code of Conduct remains in place
Student Organization Resources	The Underground (Commons 015)	<ul style="list-style-type: none"> Spring 2021 In-Person Operating Hours will resume on Monday, January 25, 2021 <ul style="list-style-type: none"> Monday - Thursday: 11:00AM - 7:00PM Friday: 11:00AM - 4:00PM Meetings and consultations will be primarily via Virtual Office Hours In-person interactions will only be available via appointment and limited to: <ul style="list-style-type: none"> Retrieving of Mail Buttons Printing Computer Station use (must be sanitized before and after use)

Center Operations	Office of Civic Engagement & Fraternity and Sorority Life (Commons 106)	<ul style="list-style-type: none"> • Spring 2021 Operating Hours: Monday - Friday: 10:00AM - 4:00PM • Meetings and consultations will be primarily via Zoom or telephone • All documents and forms can be located and submitted via RamsConnect • In-person interactions will only be available via appointment and limited to: <ul style="list-style-type: none"> ◦ Retrieving of Mail
	The Hub (Hunton 305)	<ul style="list-style-type: none"> • Spring 2021 In-Person Operating Hours will resume on Monday, January 25th, 2021 <ul style="list-style-type: none"> ◦ Monday - Thursday: 11:00AM - 4:00PM; Closed Friday • Meetings and consultations will be primarily via Virtual Office Hours • In-person interactions will only be available via appointment and limited to: <ul style="list-style-type: none"> ◦ Buttons ◦ Printing ◦ Computer Station use (must be sanitized before and after use)
	Leadership Resource Lounge and Library (Commons 229)	<ul style="list-style-type: none"> • Operations for the Leadership Resource Lounge will occur in The Underground • Students must check-in at the 229 front desk to utilize Leadership Resource Lounge during the hours of 10am to 4pm • Leadership Resource Library lending materials are suspended until operations are finalized • Student Leadership & Engagement Multipurpose Room (Student Commons 228) is offline until further notice
	Leadership & Involvement Ambassadors	<ul style="list-style-type: none"> • The Leadership & Involvement Ambassadors will continue to be available as a resource for student organizations as needed. They are available via Virtual Office Hours. Student organization leaders can still contact the Leadership & Involvement Ambassadors via email at: studentorgs@vcu.edu • Recruitment for Leadership & Involvement Ambassadors for 2021-2022 will occur during the spring semester! The application will be open from March 22 - April 12.
	Student Organization Newsletter	<ul style="list-style-type: none"> • The Student Organization Office will continue to communicate with student organization leaders via the monthly Student Organization Newsletter • The Office of Civic Engagement & Fraternity and Sorority Life will continue to send monthly communications with chapter members and advisors via the monthly FSL Newsletter.