

Student Group Operations and Procedures for Fall 2020

Student groups include all recognized EOU student clubs, organizations, and club sports.

The Center for Student Involvement (CSI) is reaching out to keep you mindful and informed about how you can support your club/organization and officers as we reopen this fall. As fall term begins, we want to reiterate that our institution is committed to supporting the health and well-being of our entire EOU community.

We have developed a list of questions and answers that will help guide you as you plan this fall. Additionally, it is important to remember the [University Community Expectations](#) regarding face coverings, physical distancing, washing hands frequently, and conducting a daily wellness self-check.

We understand that this may create some challenges for our student leaders and advisors. We hope that we can provide some resources for you as you continue to plan and be successful this upcoming term.

If you have any questions, please feel free to contact us.

Center for Student Involvement

Frequently Asked Questions for Student Groups:

Hoke Student Union

Can we still use our group's designated office space?

- Based on office space size and structure, occupancy will be limited and in some cases will be 1 person at a time. Offices should respect the maximum occupancy posted outside their office.
- No visitors in offices where only one person can be in the space.
- Minimum required office hours per week in order to maintain space have been suspended for fall term.
- Occupants must clean/ wipe down surfaces before and after use.
- Groups need to communicate with their members when they plan to be in the office and post the office hour schedule outside.

How can I pick up my group's mail?

- Mail and package pick up will continue but will be different.
- Mail received in Hoke 204 will be held and delivered to the respective club/organization office when office is vacant based upon the office hour schedule.

Events & Meetings

Can student groups host meetings?

- Groups may conduct meetings with 6 feet of physical distancing in mind and the option of virtual participation for those who are not comfortable attending a face to face meeting. If the meeting is required for members to attend, then there should be a virtual option.
- Groups that host in person meetings must maintain a list of participants for that date of activity and needs to be kept on file. It is important that the list has participants acknowledge that they have completed the daily self-check for that date prior to attending the meeting. The participation list does not have to be submitted to anyone but should be available in the event contact tracing needs to occur.
- All in-person attendees must wear face coverings.
- Room capacity reductions will restrict the number of members who can be in a space for face to face meetings. Groups should consult and reserve a space through the Event and Conference Service office as spaces on campus have maximum occupancy limits.
- Groups should make sure members and guests know that if they are sick they should not attend face to face functions.
- Groups should provide the following information to all members regarding appropriate action steps if a member reports being ill/sick and/or may have been exposed to COVID-19: If you are ill with any symptoms, please stay home and call the Student Health Center at 541-962-3524 or your primary care provider to help determine the most appropriate care. If you or someone you know has severe symptoms such as difficulty breathing, persistent pain or pressure in the chest, confusion or bluish discoloration to the lips or face, seek emergency care and call 911.

Can student groups host events?

- Events that do not meet the parameters of Oregon mandates are not permitted.
- Events are currently not open to the public and attendees must be either an EOU student, faculty, or staff member.
- Any event must go through the Event Registration planning process and include a COVID-19 compliance plan for face coverings and social/physical distancing.
- A list of participants needs to be maintained for that particular event needs to be kept on file. It is important that the list has participants acknowledge that they have completed the daily self-check for that date prior to attending the event. The participation list does not have to be submitted to anyone but should be available in the event contact tracing needs to occur.
- Larger events should be held outside and in a space that encourages and permits physical distancing of 6 feet between individuals.
- When outside space is not compatible with the event, indoor space limitations regarding maximum capacity and the ability to physically distance must be followed.
- Student groups will need to reach out to Event and Conference Services to discuss space logistics at least 14 days (2 weeks) prior to their event to determine if the event can happen based upon the maximum number of anticipated attendees, room diagrams, and other requirements/needs.
- Due to physical distancing requirements and space/room capacity, all dances are suspended for fall 2020.
- Events such as board or video game activities may be held if there is no physical exchange of controllers, game pieces, cards, dice, or other objects. Participants must have the ability to physically distance from other participants and must follow room capacity requirements.
- Events that encourage attendees to gather closely together or touch shared objects such as inflatables are suspended for the fall 2020 term.

Can student groups host off campus events and meetings?

- Student groups hosting off campus events are expected to follow the current Oregon mandates regarding event location/attendance/activity.
- No hosting of an event or meeting at a private residence may occur.

Financial

How does our group arrange to make deposits?

- Please contact Kelly Marriott (kmarrriot@eou.edu) to make an appointment to bring your deposit to Hoke 204.

If our student group wishes to make a purchase, how do we do so?

- Groups will be able to either purchase pre-approved equipment and get reimbursed or send Kelly Marriott (kmarrriot@eou.edu) the information and if possible, have it paid with the procurement card for online purchases.
- At this time, we are unable to make arrangements to go to a business and make the purchase for groups.

How do members get reimbursed for purchases?

- Groups can submit a club reimbursement form with receipts scanned electronically to Kelly Marriott (kmarrriot@eou.edu) for processing with only direct deposit or mail options.

Can student groups request a cash box for fundraisers/events?

- Groups can submit a cash box request form electronically to Kelly Marriott (kmarrriot@eou.edu) for fundraisers/events. Once approved, groups will have an appointment made for them to come to Hoke 204 for pickup.

Food & Fundraisers

Can student groups have food at events and meetings?

- Will be limited based on catering and building requirements. Only prepared boxed food may be served.
- Catering may be restricted regarding the number of people per table and the type/style of service provided.
- Groups that wish to have food at their event and/or meeting must contact Sodexo to review available options.

Can student groups host food sales and other fundraisers?

- Sales hosted in the Hoke Student Union should operate similar to any tabling activity. One group member at the table and one guest at a time.
- Off campus food requests have been suspended for fall term and groups who wish to host food fundraisers should contact Sodexo for assistance.
- Non-food related fundraisers will be handled on a case by case basis.
- All are required to wear a face covering and if handing out items, the host must wear gloves and have hand sanitizer readily available.

Tabling

Are student groups allowed to table?

- Yes! The table will be restricted to one host/member and one guest at the table at a time.
- A designated table has been placed in Hoke Student Union in order to comply with physical distancing in a high traffic area. Groups wishing to reserve the space must make an appointment in advance [here](#) to use the table. Reservations are on a first-come, first-served basis.
- All are required to wear a face covering and if handing out items, the host must wear gloves and have hand sanitizer readily available.

Travel

Can our student group travel?

- Travel has been suspended for fall term. For conferences typically held in fall, please check with that organization to see if they offer a virtual conference.

Miscellaneous

Will there be an annual Activity Fair?

- Not at this time. However, student groups will be able to reserve the designated table in Hoke for club tabling on a first-come, first-served basis. Groups will be able to request a day and time slot based upon availability and will need to sanitize the table between use. Advance reservations may be made [here](#).
- Handouts and giveaways should be limited to virtual options such as QR codes or other available applications. Giveaways should be single touch and distributed one at a time.
- Will be restricted to one host/member and one guest at the table at a time.
- All are required to wear a face covering and if handing out items, the host must wear gloves and have hand sanitizer readily available.

Are posters still being distributed around campus?

- Yes! Every Monday afternoon, our office will begin the distribution process for posters. Groups can deliver posters outside Hoke 204 in our dropbox or in campus mail. Posters/flyers will be displayed on a first-come, first-served basis, based upon their submission date. We will try and put up every poster/flyer we receive.

What should a club do if they wish to take a leave of absence and not become active?

- Student clubs that wish to go on hiatus for the fall term may indicate at the beginning of the Intent to be Active that they plan to pause all activities for the year and evaluate what activities the club plans to do in 2021. Groups who choose this option will have their status put on hold and they will simply have the ability to become active in winter term.