Student Organization Guidelines:
Meetings and Events

as of January 20, note that this may change

As TCU welcomes students back to campus this Spring, the Office of TCU Student Organizations will continue to take advisement from CDC, state, and local authorities to guide the activity and connections of our student organizations. As you review this document, please keep in mind that policies, guidelines and best practices may change. As updates occur, we will post them to the Presidents Page of TCU Engage as well as email out to all student organization presidents. For questions or more information about the impact of COVID-19 on the operation of your student organization, please email dede.williams@tcu.edu.

COVID-19 may have changed how we engage as a campus and as student organizations, but it does not prevent you from engaging with your organization's members to ensure your mission and goals are accomplished. It takes community cooperation and flexibility to be committed to health and safety. Student organizations are integral to the student experience and building community, but as student leaders, we want you to remember that:

Please note that if your organization is a Sport Club, part of Fraternity & Sorority Life, or a religious organization, you may have additional policies in place. If your group identifies as one of these types of organizations, please check with those respective departments to ensure you are following policies and/or procedures that may be specific to your organization.

❑ **Meetings and Events**

All University events must follow TCU, CDC, local, and state guidance. When possible, events should be administered and attended virtually. Zoom videoconferencing is available to all TCU community members and can be used to move a meeting or event, or portions of it, online.

As physical distancing measures continue, we encourage you to think of creative ways to hold meetings and events to keep your leadership team and members engaged. Maintaining a connection with your organization members, leadership teams, and committees will help with communication, connections, and future growth of your organization.

If you are having a meeting or event (virtual or in-person), you are **required to create an 'Event' through your TCU Engage page**. TCU will not confirm any facility reservations if an Event in TCU Engage has not been created. See pages 6-7 for detailed instructions on how to create an Event in TCU Engage.

Virtual Meetings and Events

It is critical to think creatively about how to engage members, build team dynamics and work towards your mission when planning virtual programming. It is very important to focus on personal connections, maintain group morale and to continue engaging members in ways that are beneficial to them and the organization.

- If your organization cannot meet in person due to size or other limitations, find ways to connect with your leadership team and members through web-based video conferencing and online chat platforms / applications. TCU provides ready-to-use access to resources that can help you and your organization stay organized and meet online.
- Reference the Student Organizations, Leading Virtually document on the TCU Engage page for Presidents for ideas about how to engage your members virtually, which includes ideas for:
    o Platforms to use
    o Virtual icebreakers and team building
    o Ways to utilize your social media
    o How to hold elections and/or transition your officers online
- **Attendance**
    o You will need to keep attendance for virtual meetings and events.
    o See pages 6-7 for details on creating Events and visit the TCU Engage page for Presidents on information on tracking attendance in Engage.
    o This will allow you to easily know who attended, how to provide follow-up, and maintain connection points with your members.
    o **Tips:** Use the attendance URL from your TCU Engage event to have your members mark themselves as attendees. Also, have students RSVP to your event on TCU Engage to receive the link for your event. This will help you collect names of potential participants in case they do not use the attendance URL. Record your Zoom (or whatever platform you use) as you can access a list of attendees afterwards, as well as make the meeting / event available to members who might have missed the meeting / event.
- **Process:** When hosting a meeting or event online, here are some important considerations:
    o *Information Security*
        ▪ This can include ensuring that you use secure platforms to host your events, protect against identity theft and viruses, and illegally downloading copyrighted items
        ▪ For example, if hosting a Zoom one security measure would be to add a password for access to ensure it is only open to your members
        ▪ Additionally, you could also enable the waiting room feature in Zoom to check to ensure you are only letting your members in
    o *Accommodating Students with Disabilities*
        ▪ Explore what potential accommodations for those who are hearing impaired or may require other accommodations to maximize their use of a virtual platform.

In-Person Meetings and Events
- **Health and safety**
    o If meeting in-person is essential, TCU recommends small groups or segmenting larger groups into small groups. The CDC reports that the virus can spread between people who are within 6 feet of one another. Remind your members to take personal precautions, maintain a distance of 6 feet between attendees, wear face coverings that completely cover the nose and mouth, practice good hand washing hygiene, and clean and disinfect commonly touched surfaces in the space.

- o Remind members that they should do a health self-assessment check prior to the meeting/event and they should **not** attend if they are experiencing any of the following new or worsening symptoms of possible COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Muscle pain
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or temperature greater than or equal to 100 degrees
  - Known close contact with a person confirmed to have COVID-19

- **Reserving space on campus**
  - o Space is available for in-person meetings on campus. However, remain flexible and note that academic space needs are higher than normal to facilitate physical distancing in classes. Therefore, the room you typically use may not be available or the best option for you.
    - To reserve space in the Brown-Lupton University Union, King Family Commons Building or the Commons: https://union.tcu.edu/facilities/reservations/
    - We recommend that you look to utilize this space first before attempting to book academic space.
  - o Rooms on campus have a smaller capacity now and organizations will be required to maintain the capacity limits of each space. In general, these new capacity limits will be clearly listed on your reservation and/or by signage near or outside of the room.
    - ***The maximum number of students allowed is the capacity of students allowed in the space.***
  - o You are still required to physically distance within the room and wear face coverings that completely cover your nose and mouth.
  - o Upon reserving a room, you will need to provide a list of all attendees at least 48 hours prior to the meeting/event.
  - o Following the meeting/event, if your attendee list is different than the one previously submitted, provide an updated attendance list.
  - o Not all A/V equipment will be available, so you will need to plan accordingly.
  - o Please note that you cannot move furniture in TCU facilities.
  - o For additional information about reserving space, visit https://union.tcu.edu.

- **Attendance**
  - o Tracking attendance is **required** for in-person meetings and events
  - o For information about creating an event see pages 6-7 or how to utilize Event Pass, visit the TCU Engage page for Presidents.
  - o Clearly publicize the maximum number of people who can attend your meeting on your TCU Engage event and utilize the RSVP feature on Engage in order to limit and monitor potential attendance.
  - o If an attendee begins to show signs or symptoms of COVID-19 and then has a confirmed positive diagnosis after attending your meeting / event, you may be contacted to provide attendance lists in order to aid with potential contact tracing.

- **Process**
  - o As you develop your meeting or event, think about all the processes that will occur.
  - o Ask yourself the question, 'Could any of our processes potentially lead to the spread of COVID-19?'
  - o Consider potential points of contact in your meetings or events, such as sharing of

documents, singing, handshakes, or other person to person contact and work to eliminate these from your event to further mitigate the possibility to viral spread.

- o There is signage at TCU that reinforces safety measures and protocol but we encourage you to reiterate these practices at the beginning of your meeting or event, as well.
- o Consider sending a message to remind members to bring their face coverings to your meeting or event.
- o If you have a check-in station, create a barrier between those at the station.
- o Replace handshakes, high fives, and fist bumps with a "Frogs Up" sign to limit contact.
- **Outdoor Events**
  - o Outdoor groups may not exceed 10 people.
  - o As with all of this information, this is subject to change based on local, state and CDC guidelines for participation.

Please refrain from hosting events off-campus in order to prevent potential spread from spaces that are not properly equipped or cleaned.

Please encourage your individual members to also avoid hosting or attending large gatherings at their off-campus residences.

❏ Other Programming

Given the diversity of our 250+ student organizations at TCU and their activities, it is impossible to create an all-inclusive list of expectations, policies, or procedures to address every unique program, meeting, or event. If you have specific needs or questions in applying these standards to your events or meetings, please reach out to TCU Student Organizations and/or the department through which your organization is managed for additional assistance. Below are a couple of general reminders:

- University funds may not be used to host campus events at off-campus locations.
- Tabling can occur but distancing of 6 feet between individuals / participants must be maintained.

❏ Travel

All University-sponsored domestic and international travel **is suspended** until May 15, 2021 or until further notice. Exceptions to this travel suspension must be approved by the appropriate Vice Chancellor. We know travel occurs in a variety of ways within student organizations (conferences, competitions, site visits, service opportunities, etc.) Keep in mind that this may not be an option for your organization this Spring.

❏ Reporting Exposure

It is important to take precautionary measures to reduce the risk of exposing yourself and others in your student organization to COVID-19.
- If you or one of your members feel sick or are experiencing symptoms (see page 3), consult the TCU Health Center (817-257-7940) or your doctor and stay home – **DO NOT ATTEND events**.
- If you or one of your members is 1) struggling to breathe or fighting for breath even when inactive or resting OR 2) feeling as though they might collapse every time they stand or sit up, on-campus call TCU Police at 817-257-7777 and off-campus, call 911.

If you, someone in your organization, and/or an event attendee tests positive for COVID-19, follow the requested protocol of reporting to TCU of the situation. In addition, the TCU Contact Tracing team may begin outreach efforts to help mitigate the impact and provide guidance for self-quarantine. Please advise participants to respond truthfully to all efforts for contact tracing as this is one of our best defenses against further spread of COVID-19. They will identify the appropriate health and safety support needed. You will need to provide a list of members who might have been exposed so that they can respond appropriately and in a timely manner to reduce the spread.

For additional information, please see: https://www.tcu.edu/coronavirus/files/_dt/DT-Student-Exposure-COVID-19.pdf

❑ **Commitment to a Safe, Welcoming Campus**

COVID-19 has brought a great deal of uncertainty to our lives, along with potential for misinformation that can be harmful or insensitive. TCU is committed to a safe, welcoming campus that promotes respecting differences among the Horned Frog community. During this time, it is especially critical to uphold our values of inclusivity. This sense of belonging starts with supporting each other—especially those facing bias, discrimination and attacks on their identity. Visit the "Viruses Don't Discriminate" page on tcu.edu/coronavirus for more information: https://www.tcu.edu/coronavirus/viruses-do-not-discriminate.php.

As leaders of your organization, you have an ethical obligation to protect the health and safety of your members. With your help, we can work towards reducing the spread of this virus on campus and REMEMBER it is up to all of us to….

❑ **Acknowledgement of TCU Student Organization Meeting and Event Guidelines**

After receiving and reviewing this information, all student organization presidents must fill out a TCU Engage form, confirming that they will abide by these guidelines. **No events or meetings can take place until this acknowledgement occurs.**

   TCU policy is subject to change based on revised and evolving CDC, state, and local orders.

Detailed Instructions on How to Create an Event in TCU Engage

Only primary contacts, presidents, and students with positions with full access over Events can create events within an organization. If you do not have the proper permissions, you should first refer to your primary contact or your site administrators in order to request the required access.

- Create an Event for your organization by selecting *Manage* view by clicking on the 9 square grid in the upper righthand corner of the home page by your initials or photo and choosing your organization. Then go to *Events* in the organization tool menu.
- Completing Core Event Details
  - Click on +*Create Event*. Enter an event title, theme, description, start and end time, and location (meeting URL details or physical location) into their respective boxes. You can also identify if the event will be co-hosted with other organizations. Required fields are marked by the red asterisk.
- Here is a screenshot of what you will see when creating your event.

- You can add up to 18 different times/locations within one event submission. Each instance of the event you created will become its own event that can be individually edited or changed.
- Click "Add Another Date" to create a recurring event.
- You can also choose whether to include a helpful map, courtesy of Google Maps, to your event details page. Note that selecting the space will not reserve it. (You will still need to contact https://union.tcu.edu/facilities/reservations/ to request a space.

- Your next couple of options are about event visibility and are outlined below.

Field	Description
Show To	Determine whether the event should show to the Public, anyone with a TCU Engage account, only members of your organization (or co-hosted organization), or only to invited students
Event Categories	Associate the event with one or more event categories
Perks	Associate the event with one or more event perks (special benefits for your attendees)
RSVP Questions	This is a great opportunity to ask questions if you need to gather any information prior to your meeting or event from attendees (name, organization, major, class year, what they are hoping to learn, etc.)

Additional Pages and Event Questions
- The next page allows you to customize your RSVP settings. Use this tool to collect information from your attendees before the event or to set a specific attendee limit.
- The third page allows you to customize your event's cover photo by clicking *Choose File* and adding an image that you feel will draw attention to your event.
  - We recommend a photo that is 1024px by 600px or larger, under 10MB, and in JPG, JPEG, GIF, or PNG format.
  - The image will run through an image re-sizer, so the larger - the better!
  - If you choose not to upload a photo, a default photo will be chosen for you based on the theme of your event.
  - As this photo will be displayed alongside event details across Engage, it is sometimes best to choose a cover photo that is simply an image without text or has little text.

When you're ready, advance using *Continue to Custom Fields*. TCU requires each event submission to provide additional details that will be kept on the private record of the event submission. You will be prompted at this time to complete this information. Fill out the rest of the form and submit for review.