

To our Ohio State student organization community

The 2020-2021 academic year will bring a number of changes to our regular operations. In this “next normal” we will all need to evaluate and adapt what and how we do things. Your Student Org Team is here for you. The following information is intended to help you to be successful during these uncertain times. We will continue to update these resources as university, state and/or federal guidance changes.

Student organization involvement is one of the single biggest ways that students spend their time outside of class. We want you to stay connected with your members, continue to pursue your organization’s purpose and engage with our collective community. And we want you to be safe and stay healthy.

You have a fair amount of autonomy in how you operate your student organization. In many cases you will need to strictly follow university guidance and protocols in order to access campus resources and facilities. In some cases you will have more discretion in how you make choices on behalf of your organization. We encourage you to stay informed, consult as needed and make good decisions.

Please contact us as csls@osu.edu or 614-292-8763 with any questions you have. You can also visit our [weekly staff office hours](#) or meet with a [Student Org Success Coach](#). Information will also be regularly updated on our Student Activities webpage at activities.osu.edu/involvement/student_organizations/covid_information

Please let us know what questions you have and how we can assist,

Johnnie Jordan, Brooke Olson, Jen Pelletier
Your Student Org Team
Student Activities, Office of Student Life

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University and State Resources and Protocols

University's protocols and response to COVID-19:

- Safe and Healthy Buckeyes
safeandhealthy.osu.edu
- Together as Buckeyes Training and Pledge
safeandhealthy.osu.edu/training-pledge
- Information for Ohio State University students, faculty and staff
wexnermedical.osu.edu/features/coronavirus/staff-and-students
- COVID-19 Transition Task Force
president.osu.edu/leadership-and-committees/post-pandemic-operations-task-force

University support for students:

- Counseling and Consultation Service
ccs.osu.edu/ccs-covid-19-updates/for-students
- Buckeye Peer Access Line
swc.osu.edu/services/buckeye-peer-access-line
- Message of Wellness from the Graduate School and Chief Wellness Officer
gradsch.osu.edu/news/message-wellness-dean-bertone-and-dean-melnyk
- Ohio State: Wellness app
Android, play.google.com/store/apps/details?id=edu.osu.wellness
iOS, apps.apple.com/us/app/ohio-state-wellness/id1490410940
- Keep Learning
keeplearning.osu.edu
- Academic Calendar
registrar.osu.edu/staff/bigcal

Ohio State Insights on health and wellness:

- Knowing COVID-19 Symptoms
insights.osu.edu/health/know-covid-symptoms
- How Are We Flattening The Curve?
insights.osu.edu/health/coronavirus-how-we-flatten-covid-19
- Time, Space, People, Place
insights.osu.edu/health/coronavirus-healthy-mnemonic

State of Ohio resources related to COVID-19:

- Ohio Department of Health
coronavirus.ohio.gov
- Ohio Department of Health
coronavirus.ohio.gov/wps/portal/gov/covid-19/home
- Responsible Restart Ohio
coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio



Where Do We Start?

There are so many things that feel uncertain right now – changes we've already experienced and more that we can expect. Start by revisiting your organization's purpose and identify your top priorities for the upcoming year.

The Student Organization Success Framework (go.osu.edu/successframework) can be a useful tool to reflect on your current state and identify priorities for the future. Use the questions below to reflect individually, discuss with your leadership team or share with all members to help figure out what's most important for your organization right now.

Consider your Organization Operations:

- What is our purpose and how is it relevant today?
- What do we need to sustain and/or grow our membership size?
- What is the current state of our financial resources and our needs?
- What programs are meaningful and important to our members and/or our campus community?
- Do/Will our incoming leaders feel prepared for their roles?
- How will expectations need to change for member attendance and accountability?
- Which meetings are essential for our success (general member, exec board, with advisor, etc.)?
- How can we collaborate with and learn from other student organizations?
- What creative opportunities can we take advantage of during this time?
- How will we center inclusion, equity and racial justice in our organization?
- What practices will we need to adopt for the health and safety of our members, for example based on statewide requirements?
- How can our advisor be a resource and advocate for our organization?

Consider your Membership Development:

- Do our members feel confident that they can be successful this year?
- Do our members feel connected with others and understand how others are feeling?
- Do our members feel healthy and safe?

Consider your Community Engagement:

- What does it mean to be part of the student organization community at Ohio State?
- What university resources can our organization take advantage of?
- How can our organization engage in critical dialogues to pursue positive social change?

From Reflection to Action

Based on your reflection and discussions:

What are the top 3-5 priorities for your organization this year?

1. _____
2. _____
3. _____
4. _____
5. _____

What are essential resources (people, partner departments, services) you will need to use?

1. _____
2. _____
3. _____
4. _____
5. _____

What are your next action steps?

A person I will contact is...

A website I will review is...

A meeting I will schedule is...



Annual Registration Process

Registration Timeline

The annual registration process for existing and brand new student organizations will follow the regular timelines.

- The Autumn Registration Window will open August 15 and close October 30. Brand new organizations may submit a New Org Interest Form between August 1 and October 15.
- The Spring Registration Window will open February 1 and close April 15. Brand new organizations may submit a New Org Interest Form between January 15 and April 1.

Can I Get a Registration Extension?

Yes, student organizations may request an extension of one Registration Window (for example from October 30 to April 15) or one year (for example from October 30, 2020 to October 30, 2021). Organizations will retain their current Active status during the extension.

Your student organization should request an extension if you are planning to significantly adapt your operations for any portion of the upcoming year. For example, choosing not to recruit new members, postponing officer elections, or suspending regular meetings. The extension is intended to provide a more flexible timeline for operations and support the needs of leaders and members.

Requests for an extension should be submitted via email at least two weeks before the end of the organization's Registration Window – October 15 (autumn) or April 1 (spring). Email csls@osu.edu to request your extension.



Are the Registration Requirements Changing?

No, all registration requirements will remain the same:

- Online updates (completed by Primary Leader)
 - General Info
 - Roster
 - Constitution
 - Goals
- Online approvals (completed by Advisor)
 - Organization registration
 - Goals
- Trainings (completed by Primary Leader, Treasurer and Advisor)
 - Online module and in-person session (for Primary Leader and Treasurer)
 - In-person session OR online recertification (for Advisor)

The only adjustment is that in-person trainings will be offered via CarmenZoom.

Log in to the Student Organization Management System at activities.osu.edu/secure/studentorgs to access organization record, online training modules and online approvals.

What's The Plan for In-Person Training Requirements?

In-person training sessions for Primary Leaders, Treasurers and Advisors will be offered via CarmenZoom for the Autumn Registration Window. Training session details are not yet confirmed for the Spring Registration Window.

Training session dates and sign-up links are posted online at activities.osu.edu/involvement/student_organizations/training. Attendees will need to sign up twice – once in the Student Org Management System (to track attendance on the org record) and once in CarmenZoom (to receive a personalized link to the training).

Operating and Programming Funds

Managed by the Council on Student Affairs (CSA), Operating and Programming Funds will be available for student organizations via the regular application process. Full details about funding applications, eligibility and audits are online at activities.osu.edu/involvement/student_organizations/funding

When Do We Apply For Funding?

Application deadlines for Operating and Programming Funds will not change.

Operating Funds of up to \$200 annually may be applied for on a rolling basis between July 1, 2020 and April 1, 2021.

Programming Funds of up to \$2,000 or \$3,000 annually (depending on the organization's Active status) may be applied for over five specific deadlines based on the date of the program.

- July 1 for programs held August 16-October 15
- September 1 for programs held October 16-December 31
- November 1 for programs held January 1-March 15
- February 1 for programs held March 16-May 31
- April 15 for programs held June 1-August 15

What Kinds Of Programs Will Be Approved For Funding?

Applications will be accepted for both in-person and virtual programs, but no funds will be approved for events that do not uphold the safe and healthy guidelines. Because general familiarity with virtual and hybrid programs is still growing, applications should include very clear descriptions of how programs will operate and how funds will be used to meet program goals.

The Council on Student Affairs (CSA) values the contributions of student organization programs to our campus community. CSA will make all reasonable efforts to support student organizations to host programs with creative or modified formats that abide by university safety protocols.

Please refer to the Safe and Healthy Buckeyes website for information about Events and Gatherings: <https://safeandhealthy.osu.edu/information/current-students/events-and-gatherings>



Additional Considerations For Operating Funds

In alignment with university restrictions on travel, Operating Funds may not be used for travel of any kind through at least December 31, 2020.

Providing food for recruitment or marketing events is discouraged. However, if you choose to provide food, it must be individually packaged. Please consult with University Catering for additional guidance (https://ohiounion.osu.edu/meetings_events/catering/). Family-style or shared food items (for example, pizza, platters, or 2-liter pop) will not be approved.

Audits and receipts that do not comply with safety recommendations provided by the university and CSA may not be reimbursed.

Additional Considerations For Programming Funds

In-person programs/ events are limited to no more than 10 attendees. The program description should include a description of how safety protocol will be used – managing number of attendees, face masks, physical distancing, and hand hygiene.

In-person programs/ events will not be approved until a specific location and space reservation is confirmed.

Providing food at programs is discouraged. However, if you choose to provide food, it must be individually packaged. Please consult with University Catering for additional guidance (https://ohiounion.osu.edu/meetings_events/catering/). Family-style or shared food items (for example, pizza, platters, or 2-liter pop) will not be approved or reimbursed.

Food is not allowed in university classroom spaces. For programs hosted in classrooms, no food/beverage expenses will be approved or reimbursed.

Until further notice, the Resource Room will not loan out popcorn machines, snocone machines, and board games. This equipment must not be included in program plans.

For programs with speakers, only the honorarium will be approved and reimbursed. In alignment with university restrictions on travel, speaker travel (including transit, lodging, parking, meals) will not be approved and reimbursed through at least December 31, 2020.

For virtual programs that involved the distribution of supplies to participants in advance, please include information about when, where, and how you will safely coordinate this distribution.

For virtual programs, pay close attention to the distinctions between consumable supplies, take-aways, and food and beverage budget categories. For guidance on which expenses fall within which category, contact CSAfunding@osu.edu.

Audits and receipts that do not comply with safety recommendations provided by the university and CSA may not be reimbursed.

Who Can I Contact With A Specific Question?

For program- or organization-specific questions about funding, please contact CSAfunding@osu.edu.

Meetings and Programs

Meetings and programs are regular and essential activities for any student organization. While in-person events are our standard practice, they present challenges for maintaining health and safety guidelines. Virtual and hybrid events make it easier to control for health and safety. We strongly encourage virtual events and only hosting in-person events for essential experiences that can't be replicated online. When physical distancing isn't possible, student organizations should host virtual events.

A Note About Accountability

We remind students and student organizations that health orders, directives and advisories apply to all of their activities and gatherings, whether on- or off-campus. Failure to abide by those directives, orders and advisories can – just like failing to follow all applicable local, state and federal laws – subject students and student organizations to disciplinary action under the [Code of Student Conduct](#).

How Do We Host A Virtual Meeting or Program?

Although in-person events and gatherings are permitted, student organizations are encouraged to continue to host them virtually when possible. There are many, many ways to successfully host a virtual gathering. All students have access to Microsoft Teams (office365.osu.edu) and CarmenZoom (osu.zoom.us). Here is a list of the tools available with CarmenZoom:

- Chat to get input from all participants
- Participants List to control access or send a direct message
- Polls to submit votes, hold elections or get quick feedback
- Breakout Rooms for small group discussion can be assigned randomly or manually
- Share Screen to deliver presentations
- Whiteboard to take notes or draw
- Record to make content available for those who can't attend in real time
- Reactions to share positive feedback with thumbs-up or applause-hands

What Accessibility Tools Do We Need To Offer?

Virtual settings have different accessibility considerations than in-person settings. In general, student organizations do not need to provide live-captioning for virtual events and may use automated captioning. However, events without live-captioning must:

1. Publish an accommodation statement with appropriate contact information (see [FAQs at accessibility.osu.edu](#) for suggested language)
2. Publish and/or communicate this accommodation statement at least 2 weeks in advance of the event

Student organization events that meet the above criteria may be held without live-captioning and do not require an exception. If accommodation requests are received



from event participants, the ADA Coordinator's Office will organize and fund those requested services. Requests should be forwarded as soon as possible to ada-osu@osu.edu

The above guidelines only apply to online student events conducted without substantial assistance from the university. Events conducted in close partnership with a university college, department, center, or office must follow the standard guidelines for captioning and accessibility at live events. The campus units that are partnering with the student organization are responsible for compliance with applicable policies and standards.

For more general information, visit accessibility.osu.edu.

Do We Have To Use CarmenZoom?

No, student organizations may choose to use non-university tools as well. If you're already using something that works, keep doing that. Although not an endorsement, other tools to consider include Skype, Google Hangouts, FaceTime, YouTube Live, Periscope and more.

Can We Have an In-Person Meeting or Program?

Yes, beginning October 19, student organizations may hold in-person gatherings and events with up to 10 people. Here are considerations for creating a health and safety plan for in-person gatherings and events:

- Remind attendees if they have any COVID-19 symptoms, including any respiratory symptoms or are feeling unwell in any way, they should not attend. Attendees will be required to use the university's Daily Health Reporting app.
- Masks are required – indoors and outdoors.
- Attendees should practice appropriate hand hygiene and respiratory etiquette (e.g., easy access to restroom facilities with sinks and/or alcohol-based sanitizer, etc.).
- Remind attendees during the meeting of the environment-specific preventative safety measures related to the event and facility (e.g., where the hand washing stations are located, proper social distancing guidelines, etc.).
- All attendees should adhere to face covering guidance. Event planners should prepare to provide face coverings for those who do not bring their own.
- Event planners should maintain a roster of the meeting or event that includes names and contact information for at least one month after the event occurs.
- Event planners should design all event activities to include proper social distancing and maintaining 6 feet of separation between attendees.
- Facility equipment (tables and chairs) should NOT be moved by the client as it will be spaced in adherence with distancing guidelines.
- Position venue room doors open and limit high-contact points among attendees. Manage traffic flow in and out of the facility.

- If meeting in an indoor space with a door, close the door when meeting is complete and notify facility staff so that sanitizing can take place.
- Consider modifying or postponing high-touch, hands-on activities.
- When food must be provided, use individually wrapped items like bag lunches, individual water bottles, etc. Do not serve food where multiple hands will touch the food or serving utensils (e.g., buffet style, fruit platters, etc.).

When Can I Reserve Space On Campus?

Reservation requests for on-campus space will be available starting October 19. Venues are reopening in phases, and are restarting their event operations in phases. Even if a venue is open, not all event spaces may be available immediately.

Visit the venue websites for specific information about making reservations:

- Ohio Union
ohiounion.osu.edu/meetings_events/space_requests/
- Buckeye Events Network (BEN) for outdoor spaces
ben.osu.edu
- Rec Sports facilities (RPAC, North Rec, outdoor fields)
recsports.osu.edu/space-reservations
- Younkin Success Center
younkinsuccess.osu.edu/schedule/room-request/
- University Libraries
library.osu.edu/roomrental/studentorg
- Classroom spaces are not available for student organization use at this time

Ohio Union Space Use Agreement and Space Request Tool

Student organizations interested in reserving space at the Ohio Union must have a completed Space Use Agreement (SUA) on-file for 2020-2021. Go to go.osu.edu/OhioUnionSpaceUseAgreement to complete the agreement. Please allow up to 3 business days for processing.

Student organizations and university users may request space at the Ohio Union through the [Space Request Tool](#). Please note that if you are a first time user of the Space Request Tool you must [create an account](#). Please allow up to 3 business days for your account to be processed. Please visit the [Ohio Union website](#) or call 614-292-5200 with questions.

Can we host a tabling activity?

Yes, beginning October 19, student organizations may request to reserve space in campus facilities and outdoor spaces to host tabling activities. When distributing information and items, please continue to follow safety and health guidelines of physical distancing, mask wearing, hand hygiene, and limiting in-person participation to 10 or fewer at any one time.

On-Campus vs. Off-Campus Events

Whether on- or off-campus, gatherings and events should be held virtually or with 10 or fewer in-person participants. It is recommended that you follow the same health and safety protocols off-campus as you would on-campus. This includes meetings in an off-campus apartment or programs in a venue downtown. We encourage you to use the university's guidance (safeandhealthy.osu.edu) as a point of reference in non-university settings, and remember that the [Code of Student Conduct](#) continues to apply to your organization's on-campus and off-campus activities.

Can My Organization Travel For Conferences or Competitions?

The university has extended domestic and international travel restrictions through December 31, 2020, and all education abroad programs have been cancelled for autumn semester. University funds, including Operating and Programming Funds, may not be used to pay for travel. For Sport Clubs, travel will not be permitted or reimbursed. In alignment with university protocols, student organizations are encouraged not to travel.

Can We Still Request Free Coke Beverages?

The status of the Coca-Cola Beverage Donation Program is not yet determined. Please visit studentlife.osu.edu/coke for the latest updates.

Can We Host Collaborative Programs?

Seeking collaboration with other student organizations, campus departments and community-based organizations can lead to a number of successful outcomes – diversity of ideas, increased human and fiscal resources, broader outreach and more. In addition to the organizations listed below, consider other potential collaborators for your upcoming meeting or program.

- Ohio Union Activities Board (OUAB) Collaborative Events
ouab.osu.edu/plan-an-event-with-ouab
- RHAC
involvedliving.osu.edu/rhac/collaboration/
- Undergraduate Student Government (USG) Student Org Funding
usg.osu.edu/finances
- Council of Graduate Students (CGS)
cgs.osu.edu/leadership/
- Inter-Professional Council (IPC)
ipc.osu.edu/resources/funding/for-student-organizations



Keith B. Key Center for Student Leadership and Service

Housed in the Ohio Union, the KBK Center will follow those protocols related to hours of operation, cleaning, capacities and other related considerations.

Resource Room

Safe physical distancing, limiting total visitors and personal hygiene practices will be followed within the Resource Room. Not all resources will be available including board games and rental equipment (popcorn and sno-cone machines).

Student organizations may continue to purchase resources using their line-of-credit in-person. An Online Order Form is available for printing, posters and buttons at https://activities.osu.edu/involvement/student_organizations/kbkcenter/resource_room/. Orders for other items may be placed in advance by calling 614-292-8763.

The Resource Room hours of operation for Autumn Semester will be posted to our website. For questions about operations, please call 614-292-8763 or visit activities.osu.edu/involvement/student_organizations/kbkcenter

Office and Locker Tenants

Student organizations with office and locker space within the KBK Center will need to follow physical distancing recommendations and practice good personal hygiene as well as surface cleaning. Cleaning supplies are available in the Resource Room. Additional details will be communicated to tenants via email on a regular basis.

Lounge Spaces and Meeting Rooms

In an effort to practice physical distancing and de-densify spaces, the maximum number of visitors who may be in the lounges and meeting rooms will be reduced. Furniture will be placed to promote physical distancing. Visitors are asked to not move furniture within the Center.

Reservation requests for meeting rooms will be accepted beginning October 19. Maximum room capacities range from 1-3 people.

Connecting with Leadership Resources

Whether in-person or virtually, student organizations have access to a wide variety of leadership and other development resources.

How Can I Get Help For My Student Organization?

Student Organization Success Coaches are here to help. Coaches are peer leaders who are trained to consult and support student organizations across a range of topics including the Success Framework, registration, funding, recruitment, leadership transitions, accessing campus resources and more.

Coaches can help with a quick question via email, initial meeting to help set goals or extended meeting with your leadership team to develop a yearlong plan. Connect with coaches via regular office hours or request a meeting online at go.osu.edu/sosco

How Do I Request Assistance with a Workshop or Retreat?

All student organizations may request trained student and staff facilitators on topics related to leadership development, civic engagement, social identities and social justice, wellness, career development and more. In many cases, facilitators are available for in-person and virtual experiences. Use the links below to request support:

- Student Leadership Advocates
activities.osu.edu/involvement/leadership_development/sla/
- OSU Votes
activities.osu.edu/involvement/osuvotes/workshops/
- Multicultural Center, Social Justice Education
mcc.osu.edu/education-and-training/social-justice-engagement/
- Student Wellness Center
swc.osu.edu/services/wellness-ambassadors/presentations/
- Career Counseling and Support Services
ccss.osu.edu/workshop-request/



Student Organization Programming

Student organization leaders, members and advisors can take advantage of a variety of optional programs throughout the year. Additional details can be found online at go.osu.edu/studentorgprogramming

Student Involvement Fair

The autumn Student Involvement Fair took place on Sunday, August 23, 2020 from 4-7 p.m. in a virtual format. The spring Fair will take place on Thursday, January 21, 2021 from 4-7 p.m. in a virtual format. For additional details, visit go.osu.edu/sifair

Student Org Essentials

New in summer 2020, this workshop series will continue with topics that are essential for student org operations, presented by campus experts. Recordings are posted online. Topics include socially distant service, social media, virtual meetings, virtual recruitment, operating during COVID-19, social media for social change, and more.

KBK Center Open House

The Open House took place on October 6 and provided an opportunity for attendees to network across organizations. Watch for other networking opportunities later in the year.

Advisor Events

New monthly Advisor Roundtables will be offered beginning in August. These optional programs will be offered virtually and recorded to allow ongoing access to content. All advisors and co-advisors are invited to participate.

New Organization Networking Night

For brand new organizations, we will offer a networking program to continue to share resources and ensure the sustainability of our newest community members. The inaugural event is tentatively scheduled for autumn 2020.

