

UNIVERSITY OF CALIFORNIA MERCED

OFFICE OF STUDENT INVOLVEMENT



INVOLVEMENT



BOBCAT SPIRIT
& TRADITIONS



PERSONAL GROWTH &
TRANSFORMATIVE LEARNING

FALL 2021 UPDATES

REGISTERED CLUBS AND ORGANIZATIONS

Click on the links below:

Room/Space Reservation Request

Event Guidelines

Tabling Opportunities

CatLife

RCO Annual Registration



EVENT GUIDELINES

- **The Executive Directive - UC Merced COVID-19 Mitigation Measures** states face coverings **must** be worn indoors, regardless of vaccination status.
 - Please go to doyourpart.ucmerced.edu for the full policy.
 - Review UC Merced's most recent update on their Fall 2021 Event Guidance: <https://tinyurl.com/FallEventUpdates>
- Per University guidance **all on or off-campus** RCO events are **required to be registered on CatLife**.
- RCOs **must** have an **attendee registration/attendee list** after each event to ensure proper contact tracing in the event COVID-19 were to spread. You can utilize CatLife's system to check-in attendees.
- **On-campus gatherings/events/meetings:**
 - All **indoor** gatherings **MUST** be **50 people and under**
 - Any gatherings with **50-150 people** are **REQUIRED** to occur **outside**.
 - Any gatherings **larger than 150 people** **MUST** be pushed until **October 1st**.
- **No overnight retreats** can occur until after **October 1st**.
 - RCOs may host a multiple "day" retreat following the above guidelines, as long as there is no over night component.
- **Overnight conferences/workshops** will need to be submitted as early as possible to OSI to seek approval from Student Affairs Leadership.
- **Food at Events:**
 - **MUST** be **pre-packaged** or **grab-n-go** style.
 - It is recommended if food will be present, it must be eaten **outside**.
 - Must follow EHS guidelines for submitting your Temporary Food Application: <https://ehs.ucmerced.edu/content/home>



EVENT GUIDELINES CONTINUED

- In order to make sure your organization's events are approved in time, please follow the OSI event approval process. OSI recommends submitting your large-scale events (50 people or more) **6 weeks** in advance to ensure there is enough time to review. There are multiple campus partners and stakeholders who will also review your event. **Any event or activity less than 50 people may take less time to review.**
- Please review the **RCO Campus Activities and Event Guidelines** for additional guidance:
<https://clubsorganizations.ucmerced.edu/resources/event-planning>
- Any event requests for **COB 102** (Lakireddy Auditorium) or **ACS 120**, require **Special Event Support** from **IT**. If any other event you are planning that may need IT support, please make sure you request Special Event Support minimum of **2 weeks advance**.
- **Tabling Requests:**
 - OSI recommends submitting your tabling request on CatLife a **minimum of 3-7 days in advance**. We are **very limited on tables**. We may be able to approve your request but may not have a table available for you. If your organization has funds from this past year, we would **recommend purchasing a folding table** if your organization currently doesn't have one.
- Need help with Event Planning? Reach out to the RCO team at clubsandorgs@ucmerced.edu and hmontoya2@ucmerced.edu.

