

Before we begin...

**Use the chat feature to list
your:**

- 1) name**
- 2) organization name**
- 3) officer position**

**Fill out the RSVP LINK:
[https://tinyurl.com/RCOAca
demyReg](https://tinyurl.com/RCOAcademyReg)**

UNIVERSITY OF CALIFORNIA MERCED

OFFICE OF STUDENT INVOLVEMENT

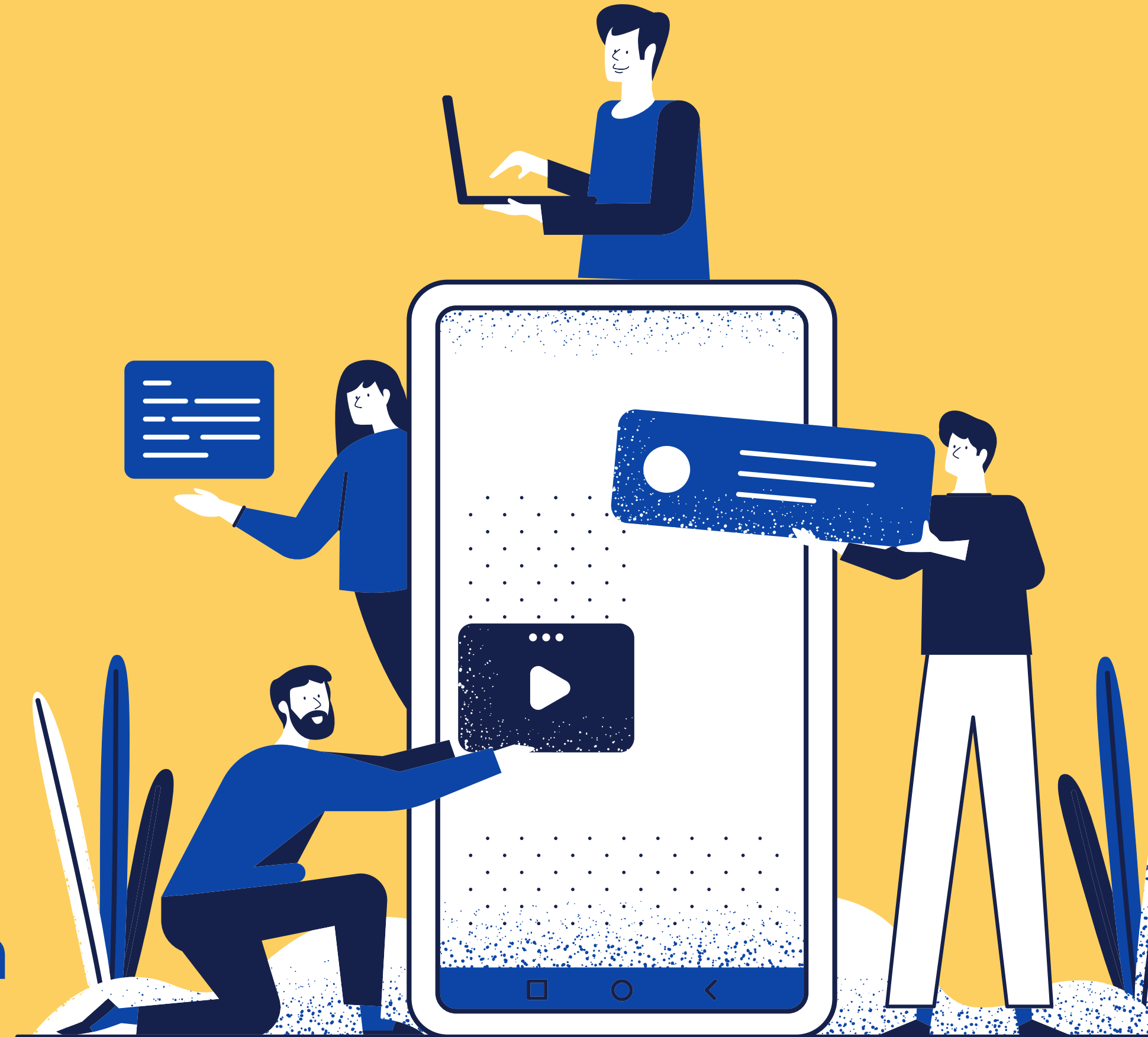


RCO Bobcat Academy: Event Planning, Programming, & Policies

Prepared by
RCO Team

Overview:

- **Community Engagement Center**
- **4 Tips for Event Planning**
- **OSI Event Policies & Approval Process**
- **How to Submit an Event**
- **Questions & Discussion**



COMMUNITY ENGAGEMENT CENTER

Please welcome Vernette, Andrea & their team to talk about their resources and events for the Community Engagement Center!

The CEC Staff are currently working from home in efforts to meet the physical distancing requirements brought by COVID-19. Phone: (209) 355-6824 or (209)228-4201
Email: communityservice@ucmerced.edu
Hours: 9:00AM - 5:00PM, Monday - Friday





Upcoming
Events

4 Tips for Event Planning & Programming



TIP #1: GOALS & OBJECTIVE S

Some questions to think about:

1. What are my organizations goals and objectives?
2. How can my event meet those overall goals and objectives?
3. What do I want to achieve with this event?

Goals and Objectives will guide you through planning and preparing for the rest of your event.



TIP#2: PLAN EARLY

If you know you are going to organize an event, then start planning for it. Doesn't matter if you don't have the confirm dates, venue, speaker, or any information to start with.

Planning early will give you enough time to research and do your homework. It gives you the time to reach out to any key players into getting your event ready and approved!

Due to COVID-19, OSI recommends a minimum of 6 weeks in advance.



TIP #3: TEAMWORK



Planning alone is difficult and time consuming! Having a team you can rely on & to bounce ideas around with is crucial!

Identify a committee of members to help you plan and execute the event.

Create goals and deadlines
Delegate tasks and empower your team to complete them!



TIP #4: COMMUNICATION & MARKETING PLAN

Coming up with a marketing and communication plan is key to your events success. Here are some things you should consider:

- Event Flyer:
 - What platforms are you going to use to market your event?
 - email, website, social media, etc.
 - Hashtags
 - Can you have any other org or department cross promote for you?
 - Registration/RSVP Link?

Once you have your finalized flyer...

- First Invitation
- Social Media Post
- Second Invitation
- "Reminder Email" - with logistics
- "Day Prior" reminder
- Thank you and follow up materials

-

OSI EVENT POLICIES & APPROVAL PROCESS



Office of Student Involvement (OSI)
Fall 2020 Events Approval Process

2020-2021 Events

The Office of Student Involvement is committed to building a sense of belonging and school spirit. Over the course of scholars' four years at UC Merced, we will help scholars explore ways to get involved, develop leadership skills and engage in meaningful experiences that will prepare them for opportunities for tomorrow. According to the research of Vincent Tinto (2000), "Those who are actively engaged both inside and outside of the classroom are more likely to stay in college through graduation. Engagement on campus is the most significant predictor of persistence." (Tinto, 2000). Below are categories of events we will review and consider for approval.

- **Civic Engagement and Community Service**
- **Meetings** (general body meetings, executive board meetings)
- **Outdoor events** (fairs, activities, games, physical activities)
- **Professional Development** (workshops, lecture series, study groups)
- **Recruitment and New Member** (Recruitment for new members, new member education, initiations)

All Campus Events must be pre-approved. Events may require additional or separate safety check off depending on the event. ***During COVID-19 each event will be reviewed separately and may take 3 to 4 weeks to approve. All student club and organization events (on or off campus) will be reviewed and approved by OSI and on Catlife prior to promoting the event.*** Cancellation or event may occur for a number of reasons and may occur the day of the event or if the event is not following guidelines and procedures.

Event Planning

You will be asked to answer the following questions as you plan for events during the 2020-2021 academic year. Before planning an event, please read the full interim policy on [Universal Requirements for Physical Mitigation and Reduction of the Transmission of COVID-19](#).

Pre-Meeting/Event Questions

1. Can the event be done virtually?
2. What is the expected attendance for your meeting/event?
3. Will a RSVP for your meeting/event be required?
4. Will communication be sent to expected attendees prior to your meeting/event?

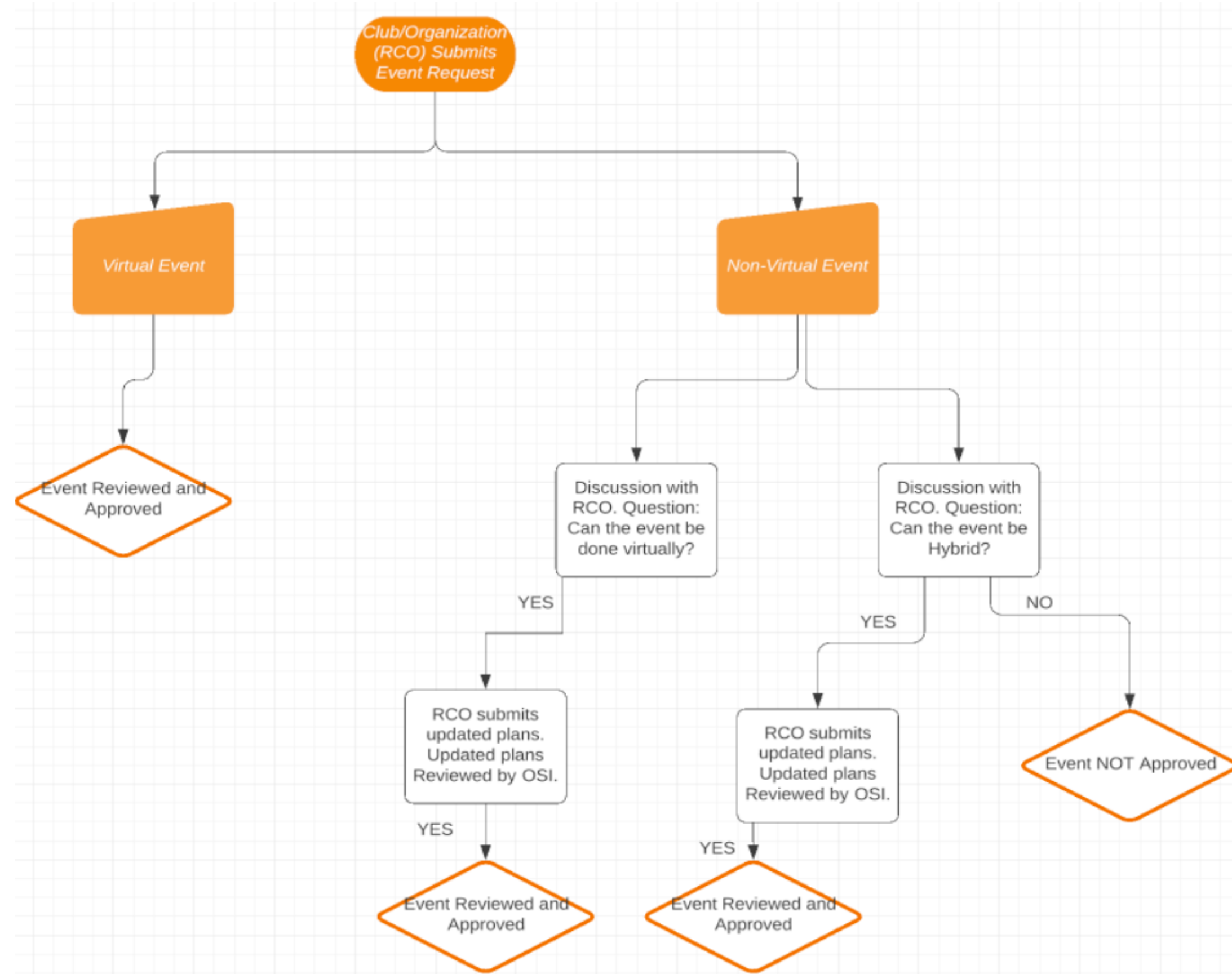
Meeting/Event Check-in Considerations

5. Will the speaker/performer for your meeting/event provide their own transportation?
6. Will there be markers to ensure physical distancing is being followed by attendees for your meeting/event?
7. Will your meeting/event be announced at least 2 weeks prior to it taking place to ensure ADA accommodations can be requested by the attendees?
8. Will there be a check-in verification process for your meeting/event?
9. Will there be digital signage at check-in during your meeting/event?
10. Will you have members be assigned to explain check-in and event procedures during your meeting/event?
11. Will your meeting/event members, speakers/performers, and attendees be required to wear **additional layers** of Personal Protective Equipment (PPE)?
12. Is a temperature scan required prior to your meeting/event?

During Meeting/Event Considerations

13. Will hand sanitizer be available during your meeting/event?
14. Will you be handing out or giving away items during your meetings? (see policy)
15. Will there be makers to ensure physical distancing being followed by attendees during your meeting/event?
Who will manage this (e.g. assigned E-board, designated members, [etc.](#))
16. Will there be a virtual alternative for your meeting/event?
17. Will you have catering at your event?

Based on your responses, the Office of Student Involvement will work with you to get your event approved.





Important things to note from previous slide:

- 3-4 week approval process (*hybrid or if anything needs to be purchased*)
- Plan for all virtual Fall 2020



- All RCO events, meetings, programs need to be **100% Virtual** for Fall 2020
- All events, programs, meetings need to be inputted on **CatLife**



Important Policy Reminders for RCOs:

- RCO Accountability Agreement (next slide)
- Interim Policy - Universal Requirements for Physical Mitigation & Reduction of the Transmission of COVID-19
- UC Merced Principals of Community
- Code of Student Conduct



Office of Student Involvement Clubs and Organizations Accountability Agreement

The Office of Student Involvement (OSI) has developed policies and protocols for Registered Campus Organizations (RCOs) for hosting and sponsoring events during the COVID-19 pandemic. It is our goal to provide the RCO leadership guidelines that will help advance the RCO mission in a safe and healthy manner.

RCOs will be expected to follow the policies listed below in addition to the already established Event Approval Guidelines:

[Interim Policy – Universal Requirements for Physical Mitigation and Reduction of the Transmission of COVID-19](#)
[UC Merced Principals of Community](#)
Office of Student Involvement Policies and Procedures
[Code of Student Conduct](#)

Adherence to the guidelines will be strictly enforced and failure to abide by them may result in campus sanctions up to and including Loss of Campus Recognition. OSI is available to assist RCOs in the event development and planning process to help ensure events meet a high level of health and safety standards for our students and community.

In the event that an RCO fails to meet the guidelines, OSI will work collaboratively with the Office of Student Rights & Responsibilities (OSRR) to address alleged violations. Incidents may progress through the below outlined process in an incremental manner, however more severe violations may be expedited to a second or third level response.

Level 1 Response

First time violations of a low level may be addressed by the Office of Student Involvement. The RCO will receive an Administrative Notice and may be given a specific remedy and timeline. This may include a photo or video demonstrating the issue has been resolved and/or a meeting with an OSI staff member to further discuss the issue at hand and possible resolutions. The RCO is responsible to provide proof to OSI that the issue was addressed by the stated deadline.

An Administrative Notice notifies the RCO that their actions are inconsistent with the policies listed above. An Administrative Notice has no immediate effect upon the RCO's status at the University, however the RCO should expect increased sanctions for subsequent violations.

Level 2 Response

Additional violations; multiple violations; violations that were not addressed by the deadline, and/or

more severe violations will be adjudicated by OSRR. If found responsible, RCOs may be placed on Disciplinary Probation.

While on Disciplinary Probation the RCO must avoid any further violations and failure to do so may include suspension and/or Loss of Campus Recognition. An RCO on Disciplinary Probation is not in "good standing" with the University which may result in the restriction of certain co-curricular activities. An RCO will remain on Disciplinary Probation status through the date indicated or until all assigned sanctions have been completed, whichever occurs last.

RCOs loss of privileges may include:

- Space reservations for on-campus events
- Hosting events or activities on and off campus
- Eligibility to apply for campus funding through OSI, ASUCM, etc.

Level 3 Response

A level 3 violation may include:

- An RCO on Disciplinary Probation that is found in violation;
- An RCO found responsible of severe and/or multiple violations that threaten the health and safety of their members and/or community;
- An RCO that has demonstrated the refusal to adhere to established policies and guidelines and/or refusal to complete resolutions and/or sanctions as outlined by OSI or OSRR.

A possible outcome includes but is not limited to, the Loss of Campus Recognition for a minimum of one (1) academic year. An RCO who has lost Campus Recognition is prohibited from participating in any University activities, academic or otherwise, and will be restricted as an organization, from all University property and University sponsored activities.

By signing below, I acknowledge that I have received and reviewed the policies and response protocols listed above. I agree to comply with the policies and understand that violations of these guidelines by my RCO members or myself, may result in Disciplinary Probation, Loss of Recognition and/or additional outcomes impacting the RCO.

Club/ Organization President: _____ Date: _____

Club/ Organization Event/Social Chair: _____ Date: _____

Internal Use Only

Office of Student Involvement Staff: _____ Date: _____

HOW TO SUBMIT AN EVENT



SUBMITTING AN EVENT ON CATLIFE

The Office of Student Involvement is happy to assist you in submitting your events and activities to CatLife, to ensure a successful partnership we ask that you please provide all information and allow **3 – 5 business days to process your request and you will get a notification when it is approved or denied**
(*virtual events only - anything hybrid, in-person, or that needs to be purchased will take longer)

Please make sure you have the following information about your activity and event. All this information is required information in order to post your activities and events on Catlife.

Name of Event

Short description of event and details

Event Start and End Date

Event Start and End Time

Location or link to virtual event

Contact Person

Guidelines for image files: This is the most difficult part of submitting activities and events as typical poster sizes or flyers often have to be cropped. We recommend cropping close to 2/3 of a traditional size flyer as the dimensions in the system is similar to the size of a postcard. Use the following guidelines to get the highest quality Event Cover Photo. Dimensions: Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio. File Type: JPG, JPEG, GIF, PNG and PDF. File Size: Use a photo that's no larger than 10MB. General: Avoid images that have text or logos. PDF files will not have a preview and cannot be cropped



Office of Student Involvement

Member Since July 2018

MANAGE ORGANIZATION

CONTACT

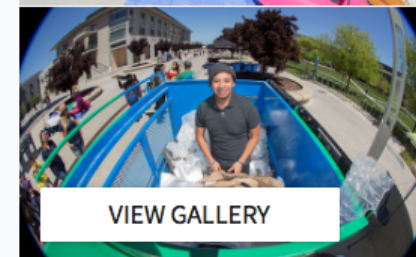
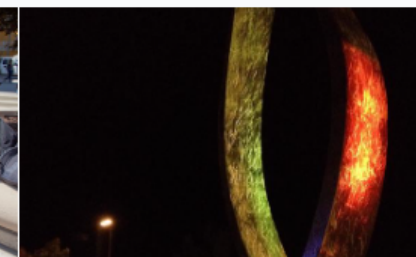
The Office of Student Involvement is here to encourage involvement in campus life, support student initiatives, and serve as a primary liaison for students. Education happens both inside and outside the classroom, and a successful college career includes social as well as intellectual development. Invest in your own success...get involved!

Our VISION... The Office of Student Involvement will be a leader in providing innovative, student-centered programs and services that enhance the academic vision and connect students with opportunities for social, intellectual and skill development.

Our MISSION... The Office of Student Involvement exists to support the development of our students and community to promote responsible and engaged citizenship.

Contact Information

5200 N. Lake Rd.
Granite Pass 163 and 166
Merced, CA 95343
United States
E: studentlife@ucmerced.edu
P: (209) 228-5433



Additional Information

Choose one of the primary categories below for your organization

Leadership

All Events

VIEW MORE EVENTS



Event Planning, Programming, & Policies

Monday, August 31 at 4:00PM PDT
Online

Office of Student Involvement



Budget & Finance Management

Tuesday, September 8 at 3:00P...
Online

Office of Student Involvement



Event Planning, Programming, & Policies

Wednesday, September 9 at 5:0...
Online

Office of Student Involvement



Event Planning, Programming, & Policies

Wednesday, September 16 at 2:...
Online

Office of Student Involvement



Office of Student Involvement
Primary Contact: Tawana Parks

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Members

Upcoming Virtual Fair Events

Event	Host(s)	Status	
RCO Involvement Fair 09/03/2020 4:00 PM PDT - 09/03/2020 7:00 PM PDT	The Office of Student Involvement	Invited	SIGN UP

☰ Office of Student Involvement

☑ Home

Organization Tools ^

👤

Roster

ℹ

About

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Events

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News

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Gallery

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Documents

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Forms

🗳

Elections

💰

Finance

⚙

Service Hours



Office of Student Involvement
Primary Contact: Tawana Parks

193
Members

Upcoming Virtual Fair Events

Event	Host(s)	Status	
RCO Involvement Fair 09/03/2020 4:00 PM PDT - 09/03/2020 7:00 PM PDT	The Office of Student Involvement	Invited	SIGN UP



Manage Events

Filter

Approved

Status

All

+ CREATE EVENT

Name	Status	Start Date	Add Attendance	Action
Leadership/Officer Transition	Approved	12/1/2020 4:00 PM	Add Attendance	↗ 🗑
Membership Recruitment & Retention	Approved	11/30/2020 4:00 PM	Add Attendance	↗ 🗑
Leadership/Officer Transition	Approved	11/19/2020 5:00 PM	Add Attendance	↗ 🗑
Self Governance	Approved	11/17/2020 5:00 PM	Add Attendance	↗ 🗑
Diversity & Inclusion	Approved	11/9/2020 4:00 PM	Add Attendance	↗ 🗑
Community Engagement & Philanthropy	Approved	10/29/2020 5:00 PM	Add Attendance	↗ 🗑

**NEED TO PURCHASE
SOMETHING FOR AN
UPCOMING EVENT?**



Timeline and procedures for Purchasing through Office of Student Involvement (OSI) Business Center

1. Purchase for **events must have** a completed approved Event Notification.
2. Timeline starts at time of submission of purchase request into CatLife.
3. * Meet with OSI Purchasing Specialist after submitting . The links and instructions for these forms can be found on the PO request form in CatLife and also at studentlife.ucmerced.edu/business-center.
4. ** When purchase is for food, a participant list and agenda or flyer must be turned in with 2 days of event.
5. All travel expenses are suspended for Fall 2020. All lodging and travel (ground and air) will not be approved.

Type of Purchase:	Time need to process	Next steps
Declining Balance Card requests	5 - 7 business days	Submit PO request in CatLife, arrange a time to meet with Connie McBride to check out a declining balance card.
Purchase request involving purchasing merchandise in town using UCM credit card (procurement card)	5 - 7 business days	Submit PO request in CatLife, and coordinate with Connie McBride a date and time between 4-5pm. (shopping cart will need to be ready to be paid for).
Purchase request involving an established vendor	3 - 5 business days	Submit PO request. (See frequently used vender list on OSI Website under resources.)
Purchase request involving a "new" vendor	1-2 weeks	Submit PO request in CatLife with vendor information. OSI Business Center will send the business UCM's W9 procedures, which need to be completed by vendor before PO request can be processed.
Purchase request involving campus recharge units, catering, bookstore, Recreation and TAPS	5 -10 business days	Submit PO request in CatLife, when approved contact the OSI Business Center for further instructions.
Purchase request involving campus recharge units Police or Facilities	2 - 4 weeks	Submit PO request and then meet with Jim Greenwood who will put in your request.
Purchase request for non-travel reimbursements	Submit no later than 2 weeks after purchase.	Submit PO request and then bring in original receipts to OSI Business Center. When possible please check in with OSI before using your own money, we may have a better way to purchase. Any reimbursement over \$200.00 must be pre-approved.
Purchase request for travel reimbursements	Submit no later than 3 weeks of travel	Submit PO request in CatLife and bring in original receipts to OSI Business Center. Receipts must be itemized and mileage claims must have mileage printout.
Purchase request for vehicle rental or Bus *	2-3 weeks	Drivers must first be pre approved through taps. Submit DMV Pull, Student Authorization from and copy of DL to Taps. Submit PO request in CatLife and also fill out vehicle rental info sheet*
Purchase request for performers, speakers or facilities that require a contract agreement. *	4 weeks	Submit PO request in CatLife and meet with Cathy Oliver, for further instructions. Preliminary Information Form must be completed (PIF)
Purchase request for hotels rooms *	4 weeks	Submit PO request in CatLife and fill out Group Lodging form
Purchase request for flights *	5 weeks	Submit PO request in CatLife and fill out Flight request info sheet





FOR THE
FUTURE...

There are different protocols and procedures for having events in-person! We will change this presentation and send updates to our RCO community once those changes go back into place.

You can request room or outdoor spaces at rooms.ucmerced.edu

System is offline until further notice. Expected Update January 2021

rooms.ucmerced.edu

[Home](#) [Room Reservations](#) [Training & Support](#) [Resources](#)

Have a question?

Check out our



Have a Question or Issue? Check out the FAQ!

Check out our answers to the most common questions and issues we receive.

EMS Room Reservation System -
Web Application
(Non-Instructional Spaces)



Registrar Astra Scheduling-
Instructional Spaces
(Classrooms)





Questions and Discussion

"The strength of the team is each individual member. The strength of each member is the team."
- Phil Jackson

BOBCAT RCO ACADEMY

RCO 101 TRAINING

AUGUST 19TH (3PM TO 4PM)

Zoom : <https://ucmerced.zoom.us/j/93730909003>

AUGUST 26TH (4PM TO 5PM)

Zoom : <https://ucmerced.zoom.us/j/93209391360>

SEPTEMBER 18TH (5PM TO 6PM)

Zoom : <https://ucmerced.zoom.us/s/96628590417>

BUDGET & FINANCE MANAGEMENT

AUGUST 28TH (11AM - 11:45AM)

Zoom : <https://ucmerced.zoom.us/j/95630058286>

SEPTEMBER 8TH (3PM - 3:45PM)

Zoom : <https://ucmerced.zoom.us/j/98067285858>

SEPTEMBER 28TH (5:30PM - 6:15PM)

Zoom : <https://ucmerced.zoom.us/j/98209128270>

RISK REDUCTION & POLICY AWARENESS

AUGUST 20TH (4PM TO 5PM)

Zoom : <https://ucmerced.zoom.us/j/96708447854>

SEPTEMBER 24 (3PM TO 4PM)

Zoom : <https://ucmerced.zoom.us/s/95440927445>

AUGUST 27TH (2PM TO 3PM)

Zoom : <https://ucmerced.zoom.us/j/96926832899>

EVENT PLANNING, PROGRAMMING, & POLICIES

AUGUST 31ST (4PM TO 5PM)

Zoom : <https://ucmerced.zoom.us/j/94925021305>

SEPTEMBER 9TH (5PM TO 6PM)

Zoom : <https://ucmerced.zoom.us/j/96830446066>

SEPTEMBER 16TH (2PM TO 3PM)

Zoom : <https://ucmerced.zoom.us/j/97844701475>



OFFICE OF STUDENT INVOLVEMENT SEPTEMBER CALENDAR



- 01-27 FSL RECRUITMENT**
Please visit @ucmercedfsl on FB & Instagram for more updates!
- 02 FSL MEET AND GREET**
Please visit @ucmercedfsl on FB & Instagram for more updates!
ASUCM SENATE MEETING
7:30PM
<https://ucmerced.zoom.us/j/93824383518?pwd=SHZoS0M0Q1gra29KMUMxVnVaMnlWUT09>
- 03 RCO INVOLVEMENT FAIR**
4PM - 7PM
<https://ucmerced.zoom.us/j/96274232784?pwd=ujhyrlbyrhpnvflowtdzcujnewrsdz09>
- 04 FALL ADVISORS SUMMIT**
2PM- 3:30PM
Please visit @ucmercedfsl on FB & Instagram for more updates!
- 08 BUDGET AND FINANCE MANAGEMENT**
3PM - 3:45PM
<https://ucmerced.zoom.us/j/98067285858>
- 09 Event Planning, Programming, & Policies**
5PM - 6PM
<https://ucmerced.zoom.us/j/96830446066>
ASUCM Senate Meeting
7:30PM
<https://ucmerced.zoom.us/j/93824383518?pwd=SHZoS0M0Q1gra29KMUMxVnVaMnlWUT09>
- 16 MONEYWISE**
12PM - 1 PM
<https://ucmerced.zoom.us/j/95912204690>
EVENT PLANNING, PROGRAMMING, & POLICIES
2PM - 3PM
<https://ucmerced.zoom.us/j/97844701475>
ASUCM SENATE MEETING
7:30PM
<https://ucmerced.zoom.us/j/93824383518?pwd=SHZoS0M0Q1gra29KMUMxVnVaMnlWUT09>

- 18 SPIRIT DAY**
3PM-4PM
Please visit @ucmercedosi on FB & Instagram for more updates!
RCO 101 TRAINING
5PM - 6PM
<https://ucmerced.zoom.us/j/96628590417>
- 23 ASUCM Senate Meeting**
7:30PM
<https://ucmerced.zoom.us/j/93824383518?pwd=SHZoS0M0Q1gra29KMUMxVnVaMnlWUT09>
- 24 RISK REDUCTION & POLICY AWARENESS**
3PM - 4PM
<https://ucmerced.zoom.us/j/95440927445>
- 25 VIRTUAL ESCAPE ROOM; VIRTUAL CATCRAWL**
Please visit @ucmercedosi on FB & Instagram for more updates!
- 25-27 LEADERSHIP CONFERENCE (MARGO F. SOUZA LEADERSHIP CENTER)**
Please visit @ucmleadership on FB & Instagram for more updates!
- 26 DRAG QUEEN BINGO**
Please visit @ucmercedosi on FB & Instagram for more updates!
- 28 BUDGET AND FINANCE MANAGEMENT**
5:30 PM - 6:15PM
<https://ucmerced.zoom.us/j/98209128270>
- 28-30 HAZING PREVENTION WEEK**
Please visit @ucmercedfsl on FB & Instagram for more updates!
- 30 ASUCM SENATE MEETING**
7:30PM
<https://ucmerced.zoom.us/j/93824383518?pwd=SHZoS0M0Q1gra29KMUMxVnVaMnlWUT09>
RECURRING EVENT: VIRTUAL OFFICE HOURS*
MONDAYS & WEDNESDAYS (1PM -2PM)
<https://ucmerced.zoom.us/j/95991721275>
TUESDAYS & THURSDAYS (6PM- 7PM)
<https://ucmerced.zoom.us/j/91641890449>



OFFICE OF STUDENT INVOLVEMENT

GET CONNECTED WITH OSI



@ucmercedosi
@ucmercedfsl

@ucmercedcab



@ucmercedosi
@ucmercedfsl

@ucmcab



@ucmcab
@ucmercedfsl



UC Merced Clubs and Orgs



<https://fraternitysorority.ucmerced.edu>
<https://clubsorganizations.ucmerced.edu>
<https://catlife.ucmerced.edu>
<https://studentinvolvement.ucmerced.edu>
<https://asucmcab.com>

THANKYOU

Please reach out to us with any questions or concerns!

Hayley Montoya, Coordinator of
Student Involvement and
Developmental Programs
hmontoya2@ucmerced.edu

or RCO Team
clubsandorgs@ucmerced.edu