

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 markers 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.

# OSI Event Approval Process- Flow Chart

(All Events must be submitted through Catlife- [catlife.ucmerced.edu](http://catlife.ucmerced.edu))

