



July 27th, 2021

Update: Fall Space Reservations, Fall Event Guidelines, & 2021-2022 Student Org Registration

Dear Registered Clubs and Organization (RCO) Leaders,

As we approach the Fall 2021 semester, the Office of Student Involvement is committed to providing the support you will need to adequately prepare for this upcoming academic year. In order to help support your planning here are some key updates for your organizations:

Space Request/Room Reservation Updates

Instructional/Academic Spaces: Starting **July 16th, 2021** student organizations can begin requesting to reserve classroom spaces for their organization on [ASTRA](#).

Non-Instructional Spaces: Starting **June 1st, 2021** – student organizations can begin requesting to reserve **non-instructional spaces** for Fall 2021 on [EMS](#).

All room/space usage guidelines are [here](#).

Please remember, all RCOs still need to submit event requests on [CatLife](#) in order for your event/meeting request to be officially approved. A room/space confirmation **does not equate** to an official event/meeting approval.

- Please **HOLD** on submitting any event requests on CatLife until **August 5th, 2021** – as we wait for our new platform.
- Our OSI, Fraternity and Sorority life team has prepared a [Guide for Requesting Rooms/Spaces](#) for all our clubs and organizations to use and reference. [Please review](#) to understand how to request to reserve any spaces for your upcoming events and meetings.

Fall 2021 Events Updates & Guidelines

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.

The [Executive Directive – UC Merced COVID-19 Mitigation Measures](#) states **indoor gatherings of 50 or more** where the vaccination status of all is not known, *face coverings will be required*.

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 will take less time to review.

Please review the [RCO Campus Activities and Event Guidelines](#) for additional guidance.

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**.

Upcoming events your organizations can utilize to promote your organization:

- Fraternity & Sorority Back to School Networking Session: September 2nd, 2021 (6-8pm)
- RCO Involvement Festival & Tabling Fair: September 10th, 2021 (10am-3pm)
- "Greetings to Meetings" RCO series:
 - Tables will be covered by OSI. RCOs will be able to request up to **\$50** to use as swag items, give away items, or pre-packaged snacks for this event. **Please submit your notice of participation for the below events [here](#).**
 - Social & Professional RCOs: August 26th, 2021 (11am-1pm)
 - Cultural RCOs: September 3rd, 2021 (11am-1pm)
 - Academic & Educational RCOs: September 17th, 2021 (11am-1pm)
 - Community Service, Wellness & Leadership RCOs: September 23rd, 2021 (11am-1pm)
 - Special Interest, Faith-Based, Sports Clubs: October 1st, 2021 (11am-1pm)

For other **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.

CatLife

CatLife is *changing* platforms for the Fall 2021-Spring 2022 academic year. Our current host platform is Campus Labs - Engage and will be switching to Presence.iO, but our site will still be called **CatLife**. More information will be coming soon. The new CatLife platform is much more user friendly!

- Please **HOLD** on submitting any event requests on CatLife until **August 5th, 2021**, as we wait for our new platform.
- Please be on the lookout for the Presence.iO training in the near future

RCO Re-Registration/New RCO Registration

Annually, student organizations must renew their registration with the Office of Student Involvement (OSI). ***It is important to register/re-register with OSI or RCOs will lose their privileges on campus.*** Any new organizations will also need to register with our office in order to be active. Registration will take place on [CatLife](#). Here is what you can prepare for in the registration cycle:

- *Updated* Registration Dates: **August 5th, 2021 – October 1st, 2021.**
- A minimum of **4 members + 1 on-campus advisor**. (On-campus advisors can only be a full-time staff member, faculty, or graduate student with their permission).
- **Constitution/Bylaws** which shall include a) the name of organization, b) a clearly defined statement of purpose, c) all requirements for membership including dues or fees, d) qualifications for holding office, if applicable, e) methods of selecting and replacing officers, if applicable, and f) documents explaining the nature of any formal affiliations the campus organization has with external organizations/agencies.
- *It is recommended for clubs and organizations to include a **diversity statement** and have a **Removal/Resignation of members process** in their bylaws/constitution.*
- **It is important to note, an organization cannot hold any meetings or events on or off campus UNTIL the organization is registered/re-registered with the Office of Student Involvement. The RCO registration dates are listed above.**

If you would like review any campus updates, please go to [Do Your Part](#) for more information. Please reach out to OSI with any questions and concerns.

Sincerely,
Office of Student Involvement Team

Have questions? Do you need support planning for Fall 2021? *Request to meet with our team:*
Registered Clubs and Organizations (RCOs): clubsandorgs@ucmerced.edu
Fraternities & Sororities: fsl@ucmerced.edu