

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



ROOM/SPACE RESERVATION REQUESTS

Instructional/Academic Spaces:

- Starting **July 16th, 2021** all student organizations can begin requesting to reserve classroom spaces for their organization on **ASTRA** at <https://registrar.ucmerced.edu/services/room-reservations>

Non-Instructional Spaces:

- Starting **July 1st, 2021** all student organizations can begin requesting to reserve non-instructional spaces for events or meetings on **EMS** at <https://uc-merced.emscloudservice.com/web/>

Please go to <https://rooms.ucmerced.edu> to access both **ASTRA** and **EMS**.

In order to reserve a space, you must be knowledgeable of all room/space usage guidelines: <https://rooms.ucmerced.edu/resources/space-use-guidelines>



ROOM/SPACE RESERVATION REQUESTS CONTINUED

- 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 9th, 2021** – as we wait for our new CatLife platform to go live.
- 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:
https://fraternitysorority.ucmerced.edu/sites/fraternitysorority.ucmerced.edu/files/page/documents/fsl_guide_request_and_reserve_rooms-3.pdf



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.



TABLING OPPORTUNITIES

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:** October 1st, 2021 (10am-3pm)
- **“Greetings to Meetings” RCO series:**
 - **Social & Professional RCOs:** August 26th, 2021 (11am-1pm)
 - **Cultural RCOs:** September 3rd, 2021 (11am-1pm)
 - **Special Interest, Faith-Based, Sports Clubs:** September 10th, 2021 (11am-1pm)
 - **Academic & Educational RCOs:** September 17th, 2021 (11am-1pm)
 - **Community Service, Wellness & Leadership RCOs:** September 23rd, 2021 (11am-1pm)

Tables will be covered by OSI for the above events. 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 events:

<https://tinyurl.com/RCOtabling>



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**.
 - For now, you can still access the old CatLife platform at catlife.ucmerced.edu.
 - Please download any important or relevant documents on the current platform to ensure proper transition of materials to the new site.
- Please **HOLD** on submitting any event requests on CatLife until **August 9th, 2021**, as we wait for our new platform.
- Please be on the lookout for the CatLife - Presence.iO training in the near future!
- **Campus Departments** will also be able to utilize CatLife to promote their offices and use its unique features.



RCO ANNUAL 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 9th, 2021 – October 15th, 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**
- 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.