BEFORE WE BEGIN...

PLEASE FILL THIS OUT:
HTTPS://TINYURL.COM/RCOACADEMYREG
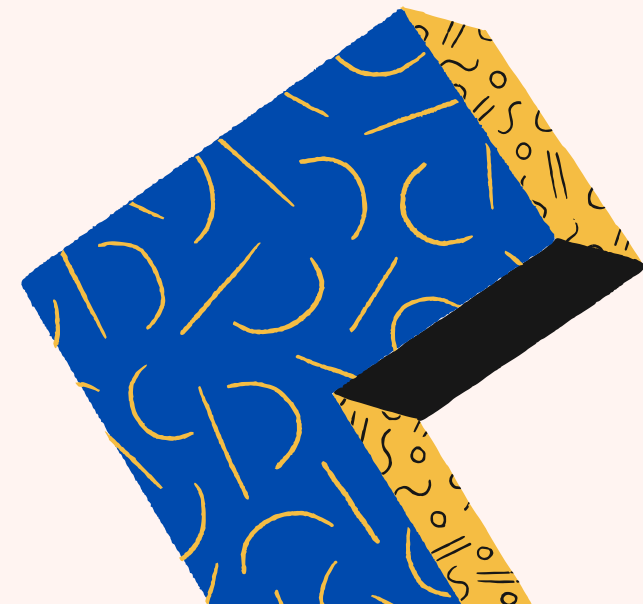
WELCOME!

Today's Agenda

- OSI Updates

- Policy Changes

- COVID-19 Guidelines

- Registration

- Funding Opportunities

- FAQ

- Questions & Discussion

- Quick Guide on how to use CatLife

OSI UPDATES

Mission Statement

The Office of Student Involvement is committed to building a sense of belonging and school spirit by helping students explore ways to get involved on campus, develop new leadership skills, and engage in meaningful experiences that will prepare them for the opportunities of tomorrow.

Granite Pass 163, Granite Pass 166
clubsandorgs@ucmerced.edu
New Office/Availbility Hours: **9am-5pm**

OSI UPDATES & IMPORTANT INFORMATION

OFFICE OF STUDENT INVOLVEMENT PROFESSIONAL & STUDENT STAFF
2020-2021
PROFESSIONAL STAFF

TAWANA PARKS
DIRECTOR OF OFFICE OF STUDENT INVOLVEMENT

ENRIQUE GUZMAN
ASSOCIATE DIRECTOR OF STUDENT INVOLVEMENT | ADVISOR TO ASUCM CAMPUS ACTIVITIES BOARD

HAYLEY MONTOYA
COORDINATOR OF STUDENT INVOLVEMENT AND DEVELOPMENTAL PROGRAMS

CATRINA PARR
OFFICE OF STUDENT INVOLVEMENT ADMINISTRATIVE ASSISTANCE

JIM GREENWOOD
COORDINATOR OF BOBCAT TRADITIONS AND SCHOOL SPIRIT

STUDENT STAFF

SHIVALI AGGARWAL
CSE | 2022
ASSOCIATED STUDENTS OF UC MERCED MEDIA SPECIALIST

MARK OGBUNAMIRI
CSE | 2021
ASSOCIATED STUDENTS OF UC MERCED INTERN

CLARE RECINOS
POLITICAL SCIENCE | 2021
ASSOCIATED STUDENTS OF UC MERCED INTERN

FERNANDO OLMOS
MBE | 2021
ASSOCIATED STUDENTS OF UC MERCED INTERN

ARLY RODRIGUEZ NIÑO
GLOBAL ARTS STUDIES | 2021
ASSOCIATED STUDENTS OF UC MERCED INTERN

JULIAN TRUONG
HUMAN BIOLOGY | 2021
SCHOOL TRADITIONS AND SPIRIT PROGRAMS INTERN

BRANDON YU
POLI SCI & PSYCHOLOGY | 2022
SCHOOL TRADITIONS AND SPIRIT PROGRAMS INTERN

KAILA GREENBERG
POLI SCI & PSYCHOLOGY | 2022
CAMPUS INVOLVEMENT PROGRAMS INTERN

BLESSIE FONTANILLA
APPLIED MATH | 2022
CAMPUS INVOLVEMENT PROGRAMS INTERN

MARCOS GARCIA
MBE & SPANISH | 2022
CAMPUS INVOLVEMENT PROGRAMS INTERN

VIRGINIA MANANDEG
CSE | 2022
CAMPUS INVOLVEMENT PROGRAMS INTERN

JASON ROCHA
CSE | 2020
FRATERNITY & SORORITY LIFE STUDENT ASSISTANT

MALIA BOWMAN
CSE | 2022
FRATERNITY & SORORITY LIFE STUDENT ASSISTANT

VINCENT MILLER
PUBLIC HEALTH | 2022
REGISTERED CLUBS & ORGS STUDENT ASSISTANT

LYNETTE VOID
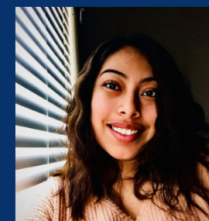POLITICAL SCIENCE | 2021
REGISTERED CLUBS & ORGS STUDENT ASSISTANT

HARRY YU
PSYCHOLOGY | 2022
REGISTERED CLUBS & ORGS STUDENT ASSISTANT

ARNOLD VASQUEZ
PUBLIC HEALTH | 2021
REGISTERED CLUBS & ORGS STUDENT ASSISTANT

FARIS AVDIC
MECHANICAL ENGINEERING | 2020
REGISTERED CLUBS & ORGS STUDENT ASSISTANT

JULIANA VENTURA
PUBLIC HEALTH | 2021
FRONT DESK INTERN

WENDY MANCILLA
SOCIOLOGY | 2021
FRONT DESK INTERN

CONNOR KUGLER
MBE | 2021
FRONT DESK INTERN

OSI UPDATES & IMPORTANT INFORMATION

REQUIRED TRAININGS

All new and returning clubs and organizations are required to have **TWO** officers attend the **FOUR** required trainings in order to remain an active organization with OSI.

1) RCO 101 Training

2) Risk Reduction & Policy Awareness

3) Budget & Finance Management

4) Event Planning, Programming & Policies

CATLIFE

catlife.ucmerced.edu is the website we use to manage all of our RCOs.

Registration, Inputting Events and Meetings, etc.

WHERE TO FIND POLICIES AND RESOURCES

studentinvolvement.ucmerced.edu

clubsorganizations.ucmerced.edu

COVID-19 GUIDELINES

COVID-19 is a constant evolving situation. RCO's will need to conduct their operations and events **virtually** for Fall 2020 until further notice...

- https://doyourpart.ucmerced.edu
- Interim Policy -- Universal Requirements for Physical Mitigation and Reduction of the Transmission of COVID-19

ROOM RESERVATIONS

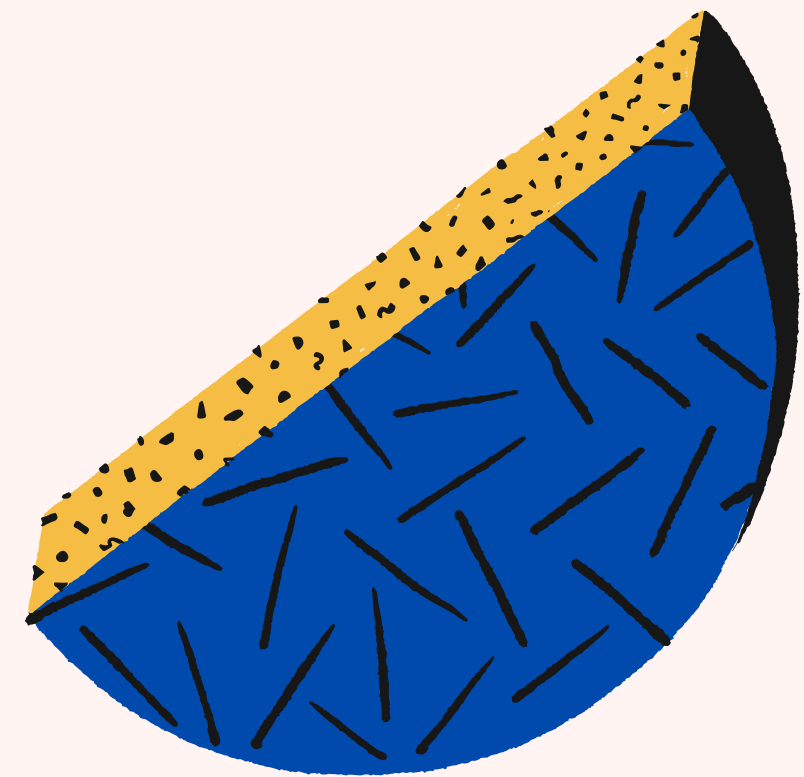rooms.ucmerced.edu is offline until further notice.

Students cannot reserve any on-campus spaces through ASTRA or EMS.

Their estimated update date is **January 10, 2021**

EVENTS & MEETINGS

Any virtual events and meetings you are having will still be **required** to be inputted on CatLife

COVID-19 GUIDELINES

UNIVERSITY OF CALIFORNIA, MERCED
OFFICE OF STUDENT INVOLVEMENT

Bobcat Pledge

## PLEDGE TO STOP THE SPREAD OF COVID-19

As a Bobcat, I understand my part to keep the community healthy and safe. I stand with the Bobcat community and together we will uphold UC Merced's mission to excel in research, teaching and service, while demonstrating the concern and care for one another that have been the hallmarks of our campus.

UNIVERSITY OF CALIFORNIA MERCED
OFFICE OF STUDENT INVOLVEMENT

Bobcat Pledge

I PLEDGE TO:

* PROTECT MYSELF
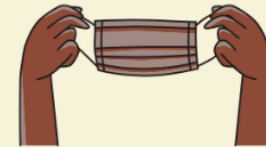
Wear a Face Covering:
In compliance with the California Department of Public Health, all individuals on UC Merced property are required to wear face coverings to reduce possible exposure and help prevent the spread of COVID-19 within the Bobcat Community.

Physical Distancing:
Maintain a distance of at least six feet from others, except for those with whom I share a primary residence.

If I am Sick, I Will Stay Home:
I will not enter University facilities if I have tested positive for COVID-19 or feel unwell, and I will immediately contact my supervisor to approve remote work or to approve the use of available leave.

Hand Sanitation:
Wash my hands often with soap and water, thoroughly for twenty seconds each time, or use hand sanitizer reguarly

Health Screening:
Participate in a health screening and/or self-screening process, including any symptomatic and asymptomatic testing, including temperature checks, to enter UC Merced facilities and physical spaces. A health screening mobile app to help facilitare this process is coming soon.

* PROTECT OTHERS

Clean and Disinfect Work Spaces:
Follow all guidance provided by the University regarding cleaning and disinfection of their personal workspace and/or dorm room.

Stay positive, attentive and helpful to anyone around who may be in need of support

* PROTECT OUR BOBCAT COMMUNITY

Limits on Large Gatherings:
Follow guidance and do not congregate on University property or in University facilities, except when attending University sponsored and controlled events such as classes and lectures, and must maintain physical distancing of six feet or more. This includes classrooms, dining offces and conference rooms, and common areas such as kitchens, break rooms restrooms patios and courtyards, facilities

Follow all safety instructions given to me by the University of California, Merced

FOR MORE COVID-19 UPDATES, PLEASE GO TO
HTTPS://EMERGENCY.UCMERCED.EDU/CORONAVIRUS

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 meting/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 meting/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.

POLICY CHANGES

UNIVERSITY OF CALIFORNIA MERCED
OFFICE OF STUDENT INVOLVEMENT
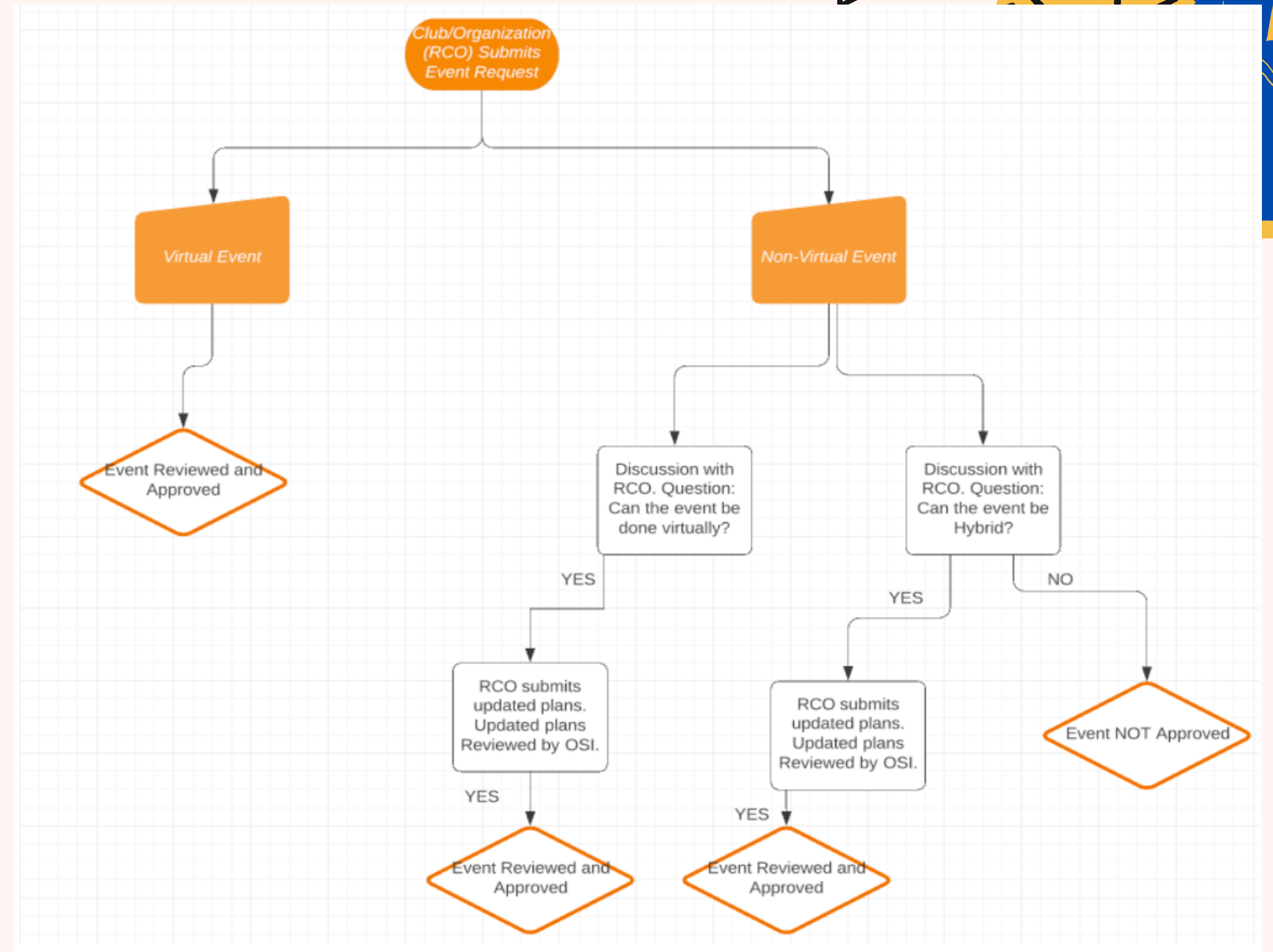
Office of Student Involvement Clubs and Organizations Accountability Agreement

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: _____

RCO ANNUAL REGISTRATION

REGISTRATION FEE WAIVER EXTENDED UNTIL 8/26/2020!
HTTPS://FORMS.GLE/CUABX AQA28NTBDKI6

NEW & RETURNING CLUBS & ORGANIZATIONS

Fall 2020 Registration Information

REGISTERING AN ORGANIZATION

Step #1
Create Your Organizations Profile on CatLife

Step #2
Pay Registration Fees

Step #3
Double Check to Make Sure Your Officers, Members, and Advisors accepted CatLife Membership Request

Step #4
Wait for Approval or Request for Edits

Step #5
Attend the 4 required trainings

Step #6
You're Approved!

Registration dates:

Returning Organizations: August 3rd-September 21st

New Organizations: August 3rd-October 1st

catlife.ucmerced.edu

FUNDING OPPORTUNITIES

ASUCM & ICC

https://asucm.ucmerced.edu/resources/forms

- ONLY AVAILABLE TO RETURNING ORGANIZATIONS. New organizations are eligible for funding after 1 year of being recognized.

- In order to receive funding through ASUCM, your organization must be majority undergraduates. Majority is defined as 51%

Contact the ASUCM Office at: asucmintern@ucmerced.edu

Contact the President of ASUCM, Elizabeth Meza Torres, at: emeza7@ucmerced.edu

OSI SERVICE GIVING BACK INITIAITVE

We recognize and understand the potential financial impacts of COVID-19 on our clubs and organizations to implement their signature/legacy programs and events. As result, the Office of Student Involvement has set-aside funds and RCOs (**new and returning**) to submit a proposal to receive funds.

The two categories and four funding opportunity areas are:

- Category: **Communication & Transformative Leadership**
    - **Professional Development**
    - **Student Development**
- Category: **Meaningful Interpersonal Relationships & Personal Growth and Integrity**
    - **Sense of Belonging**
    - **Membership & Recruitment**

  Registered clubs and organizations that complete the Fee Waiver Link above by **August 26th, 2020** will have the opportunity to seek additional funding through our Service/Giving Back initiative.

Some Frequently Asked Questions:

- **Can I represent multiple organizations at these required RCO trainings?**
  - Typically, the answer is no because of liability and communication.
- **What happens if I can't attend all the trainings?**
  - We will have makeup sessions you can schedule with our office! If your organization doesn't finish the trainings by the end of the semester, your organization will be frozen.
- **What happens if my advisor decides to step down?**
  - OSI can work with you to help you find a new advisor. You will need to find a new one to remain an active organization.
- **What is the role of an advisor?**
  - They should be there to help support you and guide you with any concerns.
- **How can my organization recieve a ucmerced email address?**
  - You can email Connie McBride at cmcbride3@ucmerced.edu. Make sure to say what organization you are asking for.

OFFICE OF STUDENT INVOLVEMENT

GET CONNECTED WITH OSI

f @ucmercedosi @ucmercedcab
@ucmercedfsl

Instagram @ucmercedosi @ucmcab
@ucmercedfsl

Twitter @ucmcab
@ucmercedfsl

YouTube UC Merced Clubs and Orgs

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

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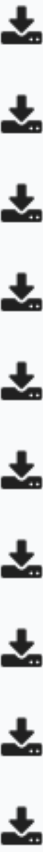# DO YOU HAVE ANY QUESTIONS?

HMONTOYA2@UCMERCED.EDU
CLUBSANDORGS@UCMERCED.EDU

QUICK GUIDE ON HOW TO USE CATLIFE

Documents   VIEW ALL DOCUMENTS

📄 OSI Fall 2020 Clubs and Organizations Accountability Agreement   ⬇

📄 Fall 2020 Fall Event Approval Process   ⬇

📄 Remote Leadership for Student Orgs.pdf   ⬇

📄 RCO Transition Workshop 2020 - Read-Only.pptx   ⬇

📄 Student Organization Transition Guide 2020.pdf   ⬇

📄 the-creative-guide-to-virtual-retreats.pdf   ⬇

📄 RCO Advisor Resource Guide 2018 -19 .pdf   ⬇

📄 RCO Resource Guide 2019 : 2020 updated July 13 2019 copy.pdf   ⬇

📄 Spring 2020 Reregistration Information .pdf   ⬇

📄 Recharge Rates _ Facilities Management.pdf   ⬇

OFFICE OF STUDENT INVOLVEMENT
AUGUST CALENDAR

10 MONEYWISE BOBCAT INSTITUTE SERIES- INVESTING FOR A BRIGHTER FUTURE
3PM - 4PM
https://ucmerced.zoom.us/j/94215221742

11 GAME NIGHT
4PM - 6PM
https://ucmerced.zoom.us/j/96149975409

13 VIRTUAL CALIFORNIA MIXER
3PM

BOBCAT TOOLBOX SERIES - OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES
3PM - 4PM
https://ucmerced.zoom.us/j/91546357357

14 SPOKEN WORD SERIES SHOWCASE
6PM - 7:30 PM
https://ucmerced.zoom.us/j/98963056277?pwd=c05LSm5NbEZ4cDkzQS9MTzFIWlhwQT09

19 RCO 101 TRAINING*
3PM - 4PM
https://ucmerced.zoom.us/j/93730909003

20 RISK REDUCTION & POLICY AWARENESS*
4PM - 5PM
https://ucmerced.zoom.us/j/96708447854

WELCOME BACK COMEDY
8PM - 9PM

22 VIRTUAL DANCE PARTY
7PM - 10PM
https://ucmerced.zoom.us/j/92027358392

24-25 FALL RCO INVOLVEMENT FAIR

26 ASUCM SENATE MEETING
7:30PM

RCO 101 TRAINING*
4PM - 5PM
https://ucmerced.zoom.us/j/93209391360

27 RISK REDUCTION & POLICY AWARENESS* (RISK MANAGEMENT/HAZING PREVENTION)
2PM - 3PM
https://ucmerced.zoom.us/j/96926832899

28 VIRTUAL BOBCATS DOWNTOWN

BUDGET & FINANCE MANAGEMENT*
11 AM - 11:45 AM
https://ucmerced.zoom.us/j/95630058286

30 FRATERNITY AND SORORITY LIFE (FSL) LEADERSHIP RETREAT

31 EVENT PLANNING, PROGRAMMING, & POLICIES*
4PM - 5PM
https://ucmerced.zoom.us/j/94925021305

For more information, please contact Office of Student Involvement at ucmcip@ucmerced.edu.

UNIVERSITY OF CALIFORNIA MERCED
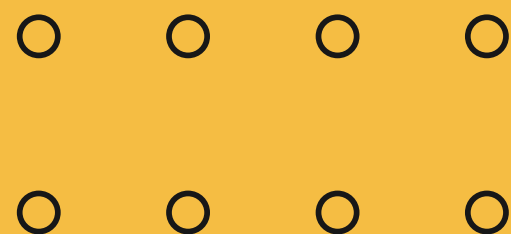OFFICE OF STUDENT INVOLVEMENT

OFFICE OF STUDENT INVOLVEMENT
SEPTEMBER CALENDAR

01-27 FSL Recruitment

02 FSL Meet and Greet
time
zoom link

ASUCM Senate Meeting
time
zoom link

04 CABapalooza
time
zoom link

08 Budget and Finance Management
3pm - 3:45pm
https://ucmerced.zoom.us/j/98067285858

09 ASUCM Senate Meeting
time
zoom link

Event Planning, Programming, & Policies
5pm - 6pm
https://ucmerced.zoom.us/j/96830446066

16 ASUCM Senate Meeting
time
zoom link

Event Planning, Programming, & Policies
2pm - 3pm
https://ucmerced.zoom.us/j/97844701475

18 CABcinema
time
zoom link

RCO 101 Training
5pm - 6pm
https://ucmerced.zoom.us/j/96628590417

23 ASUCM Senate Meeting
time
zoom link

24 Risk Reduction & Policy Awareness
3pm - 4pm
https://ucmerced.zoom.us/j/95440927445

25 Virtual Escape Room; Virtual CatCrawl
time
zoom link

25-27 Leadership Conference (Margo F. Souza Leadership Center)
time
zoom link

26 Drag Queen Bingo
time
zoom link

28 Budget and Finance Management
5:30 pm - 6:15pm
https://ucmerced.zoom.us/j/98209128270

28-30 Hazing Prevention Week
time
zoom link

30 ASUCM Senate Meeting
time
zoom link

For more information, please contact Office of Student Involvement at ucmcip@ucmerced.edu.

UNIVERSITY OF CALIFORNIA MERCED
OFFICE OF STUDENT INVOLVEMENT

THANK YOU FOR JOINING TODAY'S WORKSHOP!

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