



## Student Affairs On-Campus Gatherings - Fall 2021 Student Organizations and Division Department Protocols

***This protocol is based on evolving conditions and will be updated as new guidance or regulations are presented.***  
***All attendees must adhere to daily screening, face coverings indoors regardless of vaccination status, physical distancing of 3 feet, and campus vaccination requirements.***

### General

#### **Student Gathering Categories: These must be entered into 25Live**

- 1) **Meetings** (members only): University Student Center (During Fall 2021)
  - a. Schedule 3 business days in advance in 25Live
- 2) **Activities** (open to campus community): Smaller scale quad activities, spin the wheel, yard games, etc.
  - a. Schedule 10 business days in advance in 25Live
- 3) **Tabling** (open to campus community): Informational booths
  - a. Schedule 10 business days in advance in 25Live
- 4) **Events** (typically open to the campus and/or public): Drive throughs, distributions, game nights, inflatables, formals, talent/lip sync contests, etc.
  - a. Schedule one month in advance in 25Live

#### **On-Campus Gathering COVID-19 Guidelines (All campus policies and procedures also apply):**

- 1) **Outdoor Gatherings** (Only open to Stanislaus State students, faculty, and staff – no off-campus attendees)  
*\*\*Effective beginning Monday, August 30, 2021*
  - a. Face coverings are encouraged, but are not required unless 3' physical distancing is not possible.
  - b. Participants must adhere to the campus vaccination requirements.
  - c. Event safety recommendations include access to hand sanitizer and face coverings. (Student Orgs: Contact Student Leadership and Development for additional information.)
  - d. No direct passing out of flyers or giveaways unless student voluntarily approaches a self-pick-up table.
  - e. All attendees are **required** to sign-in with name and phone number.
- 2) **Indoor Gatherings** (Only open to Stanislaus State students, faculty, and staff – no off-campus attendees)  
*\*\*Effective beginning Monday, October 4, 2021*
  - a. Only meetings will be permitted indoors during the Fall 2021 semester.
  - b. Student Organizations may only reserve meeting space in the University Student Center.
  - c. Face Coverings are **required** at all times regardless of vaccination status.
  - d. Participants must adhere to the campus vaccination requirements.
  - e. Physical distancing of 3 feet is required.
  - f. Food is not permitted at meetings as masks are required at all times.
  - g. Event safety recommendations include providing access to hand sanitizer and face coverings. (Student Orgs: Contact Student Leadership and Development for additional information.)
  - h. No direct passing out of flyers or giveaways unless students voluntarily approach a self-pick-up table.
  - i. All attendees are **required** to sign-in with name and phone number.

### 3) Drive Through & Distribution Gatherings

- a. Face Coverings are **required** at all times regardless of vaccination status.
- b. Participants must adhere to the campus vaccination requirements.
- c. Physical distancing of 3 feet is required.
- d. *For Defined Populations* - Sponsoring agency should communicate in advance that there is an expectation that a daily screening form be completed for arriving on campus
- e. *For Non-defined Populations* – Sponsoring agency should use website and social media marketing and signage to promote that a daily screening form should be completed.
- f. All attendees are **required** to sign-in with name and phone number.

### 4) All Gatherings with Food

- a. No self-serve food or drinks.
- b. Potlucks are prohibited on campus at this time.
- c. Chartwells [Contactless Catering](#) is available and preferred.
- d. Student Organizations - Food fundraisers are allowed if food items are pre-packaged and adhere to food handling procedures.
- e. All attendees are **required** to sign-in with name and phone number.

## Student Organizations

### Student Organizations - Steps to Request a Student Gathering

- 1) All student organizations must be fully recognized for the 2021-2022 Academic Year to request to host Student Gatherings.
  - a. Official Deadline to Complete Recognition Process: Tuesday, August 31st
  - b. Once student organizations complete their recognition requirements, they will be allowed to submit Student Gathering requests.
- 2) Review on-campus in-person/outdoor gathering guidelines as they are subject to change.
- 3) Submit Student Gathering in 25Live.
  - a. SLD will review and approve or deny
  - b. VP/designee will review Student Gathering requests, except meetings, in 25Live and approve or deny
  - c. The gatherings will continue through the usual identified 25Live approval processes (i.e. custodial, risk management, etc.)

## Student Affairs Departments

### Student Affairs Departments - Steps to Request a Gathering:

- 1) Submit 25Live requests for all gatherings (i.e. meetings, activities and tabling, events)
- 2) VP approval will be needed for all gatherings, except for meetings.
- 3) Student Affairs will utilize 25Live as the division's VP pre-approval process.
- 4) Only events, activities, and tabling must be submitted to the [Student Affairs Activity Log](#).
- 5) Student Affairs will track approval by marking the event approval box on the activity log.