

Guidelines for Virtual Student Club and Organization Meetings

From the Office of Student Activities:

Hello everyone!

I hope you are staying happy and healthy during these trying times. Please continue to reach out to others, spend quality time with family, and know that you are not alone. Club participation is so important to your overall college experience. I'm sure you are aware of this, hence the reason to get involved. I have put together some guidelines for you to follow, and please, if you have any questions, please contact me at: jtennin@clcollinois.edu.

Below are stipulations to help assist you in continuing meeting with your clubs/organizations during this time.

Options to have club meetings:

- Meetings must be done virtually through Zoom only
- Meetings are not to be recorded.
- Your advisor or co-advisor must create the meeting and be present throughout the meeting. (students cannot be cohost)
- It is encouraged to continue to meet at the same time you were meeting when we were at the college if possible. Meetings should be set up as re-occurring.
- Continue to meet via Zoom once per week. Standard meeting time is one hour.
- When you meet via Zoom, please meet with the entire club versus a few students at a time. We do not want to leave anyone out.
- All relevant club rules and guidelines should be observed per the Club Manual (attached with this email)

Planning for the Fall semester:

- Continue to plan events for the fall. All events for the spring and summer have been cancelled. However, we cannot approve any Program Request Forms or payment requests at this time.
- Electronic fliers, posters, or anything related to your club must be sent to the Director of Student Activities for approval.

Delayed until further notice:

- All Travel has been suspended until further notice.
- All community service has been suspended until further notice. The 10 hour requirement no longer has to be met. However, if you can serve online in some way, it is encouraged.
- Thank you to those clubs/organizations who have served the community thus far.