

Fall 2020 - RSO COVID-19 Updates

Due to COVID-19, there are a number of new policies and procedures affecting RSOs. This does NOT mean that RSOs cannot operate at this time; it just means RSOs may have to rethink how they operate.

The list of changes affecting RSOs for Fall 2020 are being implemented in accordance with the [University's response to COVID-19](#) and to encourage RSO involvement while minimizing risk. If there are any questions regarding the changes, please contact Amy Miller, Registered Student Organizations Coordinator, at ajmill2@IllinoisState.edu or (309) 438-3212.

Events/Meetings/Activities

1. Events with alcohol will not be considered or approved.
2. No general admission events without seating. The venue will determine the maximum number of seats available based on physical distancing guidelines.
3. Based on the number of students who will not be on campus, our recommendation is that RSO meetings be held virtually so all members have equal access.
 - At this point in time, academic space cannot be used for non-academic purposes, such as RSO meetings or events. It is important to note that RSOs will not be able to use classrooms. This leaves the Bone Student Center as an alternative and RSOs will need to abide by all [University meeting policies](#).
 - RSOs will be allowed to schedule outdoor spaces, such as the Quad. All events must follow University guidelines. Attendees should utilize physical distancing guidelines and wear face coverings.
 - In order to be fully aware you are following COVID-19 protocols, you must reserve the space you want to utilize. Reservations must be made through [Conference Services](#) or the [Bone Student Center](#). Headcount and additional regulations for the space will be provided at the point of reservation.
4. All RSO activities using University facilities must follow the guidelines of the institution. Any events or gatherings not on campus are expected to follow University guidance, state requirements, and any additional requirements of venue.
5. Student Activities staff does not approve events and activities of RSOs, but will provide guidance and resources. All RSO events and activities are expected to abide by the guidelines set forth by the campus facility shared during the reservation process.

Food

1. No bake sales.
2. RSO can provide pre-packaged, individually wrapped food items provided by a licensed vendor.
 - Vendor is required to create the packages of food.
 - RSO cannot assemble own boxed food.
 - No pizza slices handed out by RSO. Instead, try doing individually wrapped sandwiches that can be laid out on a table as a grab and go distribution.
3. RSO can distribute pre-packaged, individually wrapped bulk items, such as candy. However, candy cannot be in a common vessel (ie: bowl) that someone has to dig through. The items should be laid out on table as a grab and go distribution.
4. RSO can utilize campus catering through Event Management Dining and Hospitality (EMDH).

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Travel

Travel by Sponsored Registered Student Organizations is considered University-sponsored travel. As a result, Sponsored RSOs must follow University guidance and any restrictions related to University-sponsored travel. For information on required University-sponsored travel practices, visit the [University Risk Management website](#).

Travel by Independent Registered Student Organizations is not considered University-sponsored travel. However, Independent RSOs should be aware that restrictions on the use of University fleet vehicles may impact their ability to travel.

Anyone considering travel should refer to the Centers for Disease Control and Prevention website [Travel during the COVID-19 Pandemic](#), paying particular attention to state travel restrictions.

Funding

Fee Board funding allocations should not be construed to imply that the program or travel is approved. Restrictions on travel, limitations on gatherings, and/or cancelations of conferences/events may eliminate or modify the need for this funding. Funding can only be spent as specifically within the funding allocation letter the RSO receives. Any unused funds cannot be diverted to other RSO funding needs. Any new funding requests must be submitted through the Opportunity Fund process.

We recognize that your event/travel may need to be delivered in a format different than originally anticipated due to COVID-19 restrictions. If needing to realign your budget to make the intention of the original event/travel occur, please contact Troy Beaugureau, RSO Financials Graduate Assistant, to set up a meeting at vpsatebeaug@IllinoisState.edu or (309) 438-3064.