As NJIT prepares to welcome students, faculty, and staff to campus this fall both in-person and online, we know that campus activities and student organizations provide a much needed opportunity for students to connect to one another and develop critical skills that complement the academic experience. The following are guidelines for all NJIT recognized student organizations to adhere to for the Fall 2020 semester, and until NJIT reaches stage 4 in the recovery plan.

Due to changes in the academic schedule as well as strict social distancing and sanitation measures taking place throughout campus, space to hold in-person meetings and events is incredibly limited. As a result, student organizations will continue holding all meetings and the majority of events/activities virtually.

- In-person events may be approved on a very limited basis; all events must have a virtual option.
- Social events with alcohol will not be permitted.
- Any organization wishing to host an in-person event must schedule a meeting with their Student Life or Fraternity and Sorority Life Advisor at least two (2) weeks prior to the proposed event date.
- Based on adherence to guidelines provided by Strategic Events and Conference Services which will be disseminated in the coming weeks, and upon approval by Student Life, the room reservation process will be managed by Student Life (SL) and Fraternity and Sorority Life (FSL) staff.
  - Student access to 25Live will be temporarily removed and reinstated once NJIT is in phase 4 of the recovery plan.
- All student organization meetings and events must be registered and approved in Highlander Hub whether in-person or virtual.
- All events and meetings must track attendance through Highlander Hub either through uploading attendance sheets (formatted as a Word or Excel document with full name and NJIT email address) or through the Campus Labs Check-In app.

**Approved In-Person Events (very limited and with prior SL/FSL approval):**

1. 25Live reservations will be coordinated/requested by SL and FSL staff.
2. Room set-ups are pre-established and cannot be altered.
3. RSVPs must be utilized through Highlander Hub prior to the event to adhere to space limitations.
4. Students must check-in to events using the Campus Labs Check-In app.
a. Attendance sheets will be provided to the Office of the Dean of Students following in-person events.

5. Materials cannot be provided at events; all documents and programs can be uploaded into the event details in Highlander Hub.

6. Guests, as well as the use of off-campus vendors, will not be permitted on campus at NJIT student organization events until phase 4 of the recovery plan.
   a. Rutgers-Newark students who hold membership in NJIT recognized organizations may attend events beginning in phase 3.

7. Masks must be worn indoors, and are required outdoors when social distancing cannot be enforced.

8. 6’ of social distancing must be maintained in all campus spaces at all times.

9. Food cannot be provided or served unless utilizing Gourmet Dining.

10. Limited tabling events may be able take place in the Campus Center Lobby or in outdoor spaces with prior approval by Student Life. Food sales will not be permitted.

**Travel**

Travel to conferences and competitions may be approved pending the status of travel across the country and globally at that time, as well as guidance provided by the state of New Jersey. All conference or competition travel must be registered in Highlander Hub for review by SL and FSL staff. Students are encouraged to seek virtual conference opportunities.

**GSA and Senate-Recognized Organizations (Budgets)**

Details regarding budget guidelines and changes will be communicated to you directly by the GSA or Student Senate.

The use of student organization credit cards provided by NJIT may be permitted this fall; further details will be provided to reapply for credit cards prior to the start of the semester.

**Student Organization Office Space**

Student organizations with approved office space in the Campus Center will have restrictions on the number of students permitted in offices. Doors must remain open. Furniture may be removed and stored to maintain social distancing and room capacities. Updated guidelines will be communicated directly to those organizations prior to the start of the semester.

**Advertising and Outreach**

Student organizations are expected to maintain accurate information on membership and upcoming events in Highlander Hub. All new students have been added to the platform and encouraged to use the Corq app to view upcoming events and meetings. We also encourage you to submit organization announcements and events to the Student Life newsletter, now known as The SLICE, that all students receive bi-weekly during the academic year. You can
submit information to be highlighted in The Slice through a Hub form. Finally, please continue posting to Instagram and other social media channels as not all students will physically be on campus.

We know how valuable your experiences are through your student organizations and are here to help you navigate these changes. We will continue to communicate updated procedures, as well as tools to utilize, in the coming weeks and months. You can also view our full Reopening Plans on our website. Finally, we may have to adapt and be flexible with these plans as directives provided by the institution as well as from the state of New Jersey may change.

Should you have any questions or concerns, please contact myself or any staff member in Student Life or Fraternity & Sorority Life.

Many thanks and please continue to stay safe and healthy,

Kristie Damell, Ed.D.
Executive Director of Student Life