Guidelines for Student Organization Events and Gatherings, SPRING 2021

Recovery Plan Phase 2

Update provided on January 11, 2021

The following are updated guidelines that all NJIT recognized student organizations will adhere to for the spring semester until NJIT reaches Phase 3 in the recovery plan or additional updates are provided by the institution and/or state of New Jersey.

All student organizations will continue holding meetings and the majority of events/activities virtually.

Phase 2 Details

1. **All student organization meetings and events must be registered and approved in Highlander Hub.**
2. The space reservation process through 25Live will be managed by Student Life (SL) and Fraternity and Sorority Life (FSL) staff.
3. **UPDATE: In-person events may be approved for outdoor events/tabling not to exceed 25 in attendance beginning February 1st. Indoor tabling may be approved on a limited basis with strict guidelines and with SL or FSL approval.**
4. All events and meetings must track attendance through Highlander Hub.
5. Social events with alcohol will not be permitted.
6. Student organization offices in the basement of the Campus Center will continue to be closed and may not be used by students to hold office hours, meetings or for individual use; the offices may be used for storage of organizational items.

Phase 2 Approved Meetings/Events (limited and with prior SL/FSL approval):

1. Limited tabling and/or smaller events/gatherings may be approved. Reservations and set-up must be coordinated directly with SL and FSL staff.
2. Masks must be worn and 6’ of social distancing must be maintained.
3. Food cannot be provided or served unless utilizing Gourmet Dining or individually wrapped, pre-packaged items.
4. Food sales will not be permitted until further notice.
5. Guests, as well as the use of off-campus vendors, will not be permitted on campus.
6. Attendance must be tracked using the Campus Labs Check-in App at in-person gatherings.

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 prior to making travel arrangements. Students are encouraged to seek virtual
conference opportunities.

Advertising and Outreach
Student organizations are expected to maintain accurate information on membership and upcoming events in Highlander Hub. We encourage you to submit organization announcements and events to the Student Life newsletter (aka 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.

These guidelines are subject to change.

As always, we will continue to communicate updated procedures, as well as tools to utilize, throughout the semester and are here to support you. 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