UPDATE: Guidelines for Student Organization Events and Gatherings, Fall 2020

Recovery Plan Phase 2

Update provided on August 17, 2020

The following are updated guidelines that all NJIT recognized student organizations will adhere to for the Fall 2020 semester until NJIT reaches Phase 3 in the recovery plan. These updates were made based on our current recovery phase in the state of New Jersey and indoor gathering restrictions, as well as the very limited availability of indoor space to hold in-person functions due to the academic schedule.

All student organizations will continue holding all meetings and the majority of events/activities virtually. Updates will be provided once we reach Phase 3.

Important Phase 2 Details

1. All student organization meetings and events must be registered and approved in Highlander Hub whether in-person or virtual.
2. The space reservation process will be managed by Student Life (SL) and Fraternity and Sorority Life (FSL) staff; student access to 25Live has been temporarily removed.
3. In-person events may be approved only for smaller, outdoor events including tabling. Indoor events will not be permitted.
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 be closed and may not be used by students to hold office hours or meetings; the offices may be used for storage of organizational items.

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

1. Limited outdoor tabling and/or smaller events/gatherings may be approved by SL and FSL staff. 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.
4. Food sales will not be permitted.
5. Guests, as well as the use of off-campus vendors, will not be permitted on campus at NJIT student organization events.
6. Attendance must be tracked using the Campus Labs Check-in App.

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 will be permitted this fall, as well as the use of E-merchant to make purchases.

**Advertising and Outreach**
Student organizations are expected to maintain accurate information on membership and upcoming events in **Highlander Hub**. 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, continue posting to Instagram and other social media channels as not all students will physically be on campus.

*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. You can view our full Reopening Plans on our [website](#). 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