Virtual Student Organization Guide

The campus COVID-19 Response limits face to face interactions on campus; however, we are providing you with a resource on how to stay connected. In these unprecedented times, the Student Engagement department hopes to bring continuity and support as you navigate your student organization life in a new virtual way. While not ideal, we hope we can find grace and humor in this time. This way of communication may be so popular, your organization may no longer need space request to have meetings 😊.

The Student Engagement Staff are available to connect and help you plan and prepare for the 2020-2021 academic year. Our virtual office can be accessed via email or phone, Monday-Friday 9am-5pm, at getinvolved@illinois.edu or (217) 244-2357. The Student Organization Complex will be open in the fall semester, with limited capacity for all organizations with a cubical space. Student Organization storage and mailboxes are available for the academic year.

Meetings

All Registered Student Organizations (RSO) are encouraged to conduct organizational business as regularly as possible. Even though you may not be together in the same location, try to think of ways that meetings can be held. Executive boards, committees and organizational meetings to disseminate information to all members can be conducted. Below are resources for continuing meetings and engagement in a virtual format.

Student Resources: Technology Services
Kahoot games and trivia
A Remote Meeting
LinkedIn Learning Library for virtual meetings
Virtual Ice Breakers
Connect with Video, Voice and Chat
Gather members of your organization regardless of their location for regular business meetings via web-based video conferencing and chat platforms. We suggest that you continue your regular scheduled meetings using one of the many video or chat options.

Zoom Meetings – University-sponsored, recommended web conferencing tool with phone conferencing capabilities
- Zoom is a web-based conferencing platform that is accessible on MacOS, Windows, iOS, and Android mobile devices. Students, faculty, and staff can create virtual meetings that can be joined by anyone in the world with a simple link.
- There is a screen-sharing feature that would allow a PowerPoint or documents to be displayed and discussed as well as a recording option if content would like to be recorded in advance and distributed to organization members.
- Zoom may be helpful for: full organization meetings, committee meetings, interviews, one on one conversations, and more.

Google Hangouts/Chats – Students will be able to conduct informal meetings and interact with other members.
- Google Hangouts Chat makes it easy for teams to be able to get their work done in one place. From direct messages to group conversations, Chat helps teams collaborate easily and efficiently. With dedicated, virtual rooms to house projects over time — plus threaded conversations

Facebook Video Call – This can be done through an individual or organizational account.

Illinois Wiki – The Illinois Wiki enables users to collaborate on content including blogs and comments, sharing of indexed file attachments across pages and users, and sharing and exporting of pages to email, print, Adobe PDF format, text, and HTML.

MS TEAMS – Use your Illinois NetID in order to access. Invite all your members to chat, meet, call, and collaborate all in one place, no matter where you are.
- Whiteboards – Any student who has access to MS TEAMS can utilize. Whiteboard integration in Microsoft Teams lets participants of Teams meetings draw, sketch, and write together on a shared digital canvas.

Team Building, Bonding and Engagement (adapted from UNC-C)
We encourage student organizations to think creatively about ways to connect and have fun together. It is important to keep morale high within the organization and keep members engaged and feeling connected.
• **Instagram Takeovers** – Have different members of the organization put together a video montage of events and activities that are unique to the organization

• **Tik Tok** – Make a fun video and challenge other organizations to do the same

• **General Q&A** – Use social media to allow others to learn more about your organization and how to get/stay involved

• **Story Telling** – Share pictures and videos letting others know what you did and accomplished this past year. Share stories of your officers, members and advisor(s)

• **Create a News Cast** – highlight special events or activities from your organization

• **Board/Video Games** – play games online with members at Game List or Try some of these games with your members.

### Hosting Virtual & In-Person Events and Programs

While in person/face-to-face events and activities have limited capacity, you can still host them virtually. Create, Entertain, and Chat all in the vibrant Illini Virtual World.

• [Best Practices for Hosting a Digital Event Webinar](#)

• [How to Host a Successful Virtual Event](#)

• [Rebelle Events](#)

• [Lunch Doodles with Mo Willems!](#)

• **Virtual Open Mic**

• Host a Watch Party with your RSO members using Netflix or Amazon Prime

• [Visit these museums from around the world](#)

• [Socialize through video games](#)

• [Sign up for the College Pen Pals program to chat with college students all over the country](#)

• [Digital ‘Harry Potter’ escape room](#)

• [Host a Facebook Watch Party](#)

We are encouraging Student Clubs and Organizations to conduct day to day operations of their organization through virtual opportunities. However, in-person events can be coordinated for the fall semester. The State of Illinois allows meetings, programs and events that are limited to lesser of 50 OR 50% of the overall room capacity. No meeting, program or event over 50 individuals is allowed in the same room (not counting staff). This may change as the state’s mitigations evolve. For a list of rooms with capacity limits based on fixed seating setup, check out [https://registrar.illinois.edu/event-scheduling/reservable-spaces/](https://registrar.illinois.edu/event-scheduling/reservable-spaces/)
For in-person events, student organizations should consult with Student Engagement at the beginning stages of program planning. Events, meetings, or programs must follow the current “on campus events guidelines”. The Student Engagement team will work with student orgs to develop event outcomes, viability, marketing strategies, risk assessment, and contract needs.

Organizations that are in good standing will be able to request space on campus for meetings, programs and events. Space requests may be submitted via the Event Registration Form on the student org profile at the Involved@Illinois. All space requests must be submitted at least 5 business days in advance of the event. Space may not be available for in-person use at all campus venues. A Safety Management Plan must be submitted and will be reviewed as a part of the space request process. The Safety Management Plan includes the following:

- Meeting/Program/Event Name
- Meeting/Program/Event Date/Time
- Meeting/Program/Event Location
- Name of Department(s) or Organization(s) Sponsoring the Meeting/Program/Event
- Name and Contact Information of Person Responsible for the Meeting/Program/Event
- Meeting/Program/Event details (i.e. speaker, performer, what activities will take place)
- Anticipated Attendance (If this is a drop-in or rotation event, please provide a total overall and how many will in the space at one time).
- Description of Safety Protocols (face covering requirement, space setup description, staffing, plans for ensuring the safety of attendees, including social distancing, signage, seating, entry and exiting, etc.)
- Will this event have a virtual component?
- Catering/Food Service plans, including contact information for the caterer.
- Plans for registering attendees and tracking actual attendance

During Phase 4, the Student Organization Resource Fee (SORF) will not fund travel for students/student organizations. However, SORF funding will be available to all RSOs for campus programs, services and organizational projects, through the SORF allocation process.

**Student Org Development & Administration (SODA)**

The student organization management platform, Involved@Illinois, is the place to direct current and future members of student orgs to learn about the many registered student organizations at Illinois. Events from organizational meetings to campus sponsored
programs can be found at the home page of Involved@Illinois. Student org finance information can be found on the platform in the specific organization’s profile. Along with keeping track of members, student orgs can also keep track of organizational documents and rosters. Student Orgs should ensure that their profile’s are update with the latest information that can include videos and links to social media pages. To learn more about using Involved@Illinois, check out these tools:

- Embedding Videos
- Updating your RSO
- Using the News feature
- Creating Organization Documents Library
- Creating Events in your Org Profile

Resources

The SODA Team is here to support you as we all navigate the current landscape. Staff members are available to meet with you (virtually) to answer questions, assist with event planning, brainstorm ideas, or provide coaching to your organization to support growth and member engagement. You can request a meeting with a staff member by sending an email to getinvolved@illinois.edu with the name of your organization, a brief description of what you would like to discuss and someone from our team will respond to schedule your meeting.