Guidance for Student Organizations at ATI

Annual Registration Process

Registration Timeline
Student organizations must renew their registration yearly by 5:00 pm of the sixth Friday of the semester, which is October 2, 2020, by completing a Student Organization Registration form.

Are there any additional registration requirements?
Yes! There are two new registration requirements in addition to having a Student Organization Registration form and current Constitution on file in the Student Activities Office.

- Student Organization Executive Board members must attend one Student Organization Training Session in the autumn semester. Dates/times will be communicated through Advisor, Buckeye Buzz, and Student Programming & Life (SPL) website. This training session will be offered via CarmenZoom.

- A Student Organization Membership Roster needs to be completed within two (2) weeks after the first business meeting or by the end of October. The form can be found on the SPL website and should be sent to atistudentactivities@osu.edu. The purpose of this form is to not only aid the university in managing student organization information better, but to provide organizations with a centralized membership roster that will accurately portray all students participating.

What’s with this Student Organization Leadership Council?
Each registered student organization must have a representative serve on the Student Organization Leadership Council (SOLC). This individual can be a member of your organization’s executive board or it can be a non-executive member. Your group can decide. The SOLC will meet one a month during the academic year and serve as the student leadership group to provide an outlet for student opinions on matters of student interest on campus as well build support among all student organizations.
Meetings and Programs

Meetings and programs are regular and essential activities for any student organization. While in-person gatherings are our standard practice, they present challenges for maintaining health and safety guidelines. Virtual gatherings make it easier to control for health and safety. Where possible, consider gathering virtually and host in-person meetings for those experiences that can’t be replicated online.

Can we have an in-person meeting or program?
Yes, with appropriate precautions and protocols. It is required that virtual offerings be used when physical distancing is not possible. We encourage virtual meetings and events be the primary mode of communication. For any in-person event or program, it is required that attendance be taken and reported to the Advisor. Here are requirements and recommendations for safer in-person gatherings:

- Limit to 10 or fewer attendees
  - Recommended: Executive board and/or committee meetings with 10 or less attendees occur in-person; full organization meetings with 11 or more attendees occur virtually
- Request RSVPs so you know how many people to expect
- Practice physical distancing of at least 6-feet between attendees
- Wear face masks
- Encourage good personal hygiene including handwashing with soap for at least 20 seconds or use hand sanitizer
- Consider the traffic flow; use specific entrance and exit patterns
- Consider asking about attendees’ health symptom
- Minimize or eliminate the use of shared items
- Serving food, including bake sales is not allowed.
- Events should not distribute promotional items, literature or giveaway items.
- Clean high-touch surfaces regularly, which may require additional time before/during/after your meeting
- Communication these processes and expectations to attendees and organization membership in advance
How do we host a virtual meeting or program?
There are many, many ways to successfully host a virtual gathering. All students have access to Microsoft Teams (office365.osu.edu) and CarmenZoom (osu.zoom.us).

Here is a list of the tools available with CarmenZoom:
  • Chat to get input from all participants
  • Participants list to control access or send a direct message
  • Polls to submit votes, hold elections or get quick feedback
  • Breakout Rooms for small group discussion can be assigned randomly or manually
  • Share Screen to deliver presentations by displaying one person’s materials to the group
  • Whiteboard to take notes or draw
  • Record to make content available for those who can’t attend in real time
  • Reactions to share positive feedback with thumbs up or applause

Do we have to use CarmenZoom?
No, student organizations may choose to use non-university tools as well. If you’re already using something that works, keep doing that. Although not an endorsement, other tools to consider include Skype, Google Hangouts, FaceTime, YouTube Live, Periscope and more.

What if we need to change our plans?
It is important to plan for a variety of situations. You are encouraged to develop contingency plans for all in-person meetings and programs. Contingency plans might include switching to a virtual environment or possibly cancelling the gathering if a virtual option isn’t feasible.

On-Campus vs. Off-Campus Gatherings
You are encouraged to use the same protocols off-campus as you would use for on-campus meetings and programs. This includes meetings in an off-campus apartment or programs in a venue downtown. It’s possible that off-campus venues have processes that are different from the university. We encourage you to use the university’s guidance as a point of reference in non-university settings as well.

Can my organization travel for conferences or competitions?
The university has extended domestic and international travel restrictions through December 31, 2020, and all education abroad programs have been cancelled for autumn semester. In alignment with university protocols, student organizations are encouraged not to travel.
Can we host collaborative programs?
Seeking collaboration with other student organizations, campus departments and community-based organizations can lead to a number of successful outcomes – diversity of ideas, increased human and fiscal resources, broader outreach and more. In addition to the organizations listed below, consider other potential collaborators for your upcoming meeting or program.

- Campus Activities Board (CAB)
- Recreation Advisory Committee (RAC)
- Student Organization Leadership Council (SOLC)
- Community Council

Meeting Rooms
To practice physical distancing and de-densify spaces, the maximum number of visitors who may be in a meeting room/classroom will be reduced. Furniture will be placed to promote physical distancing. Visitors are asked to not move furniture within the space and abide by the posted occupancy signs. Classrooms and commons spaces for meetings will not be available by reservation.

- For Community Room reservation, contact Mick Steiner at steiner.255@osu.edu
- For the SAC Game Room reservation, contact Jodie Holava at holava.1@osu.edu

Student organizations are encouraged to follow federal, state and local guidelines as well as adhere to university guidelines as well as research on COVID-19 to determine which activities have lower or higher risks associated with them when planning meetings or events.