



VIRTUAL STUDENT ORG MANAGEMENT

The Catholic University of America has closed its campus to students due to COVID-19. The Office of Campus Activities created the following guide as an additional resource to help you run your student organization for the remainder of the semester. We urge you to think outside of the box and be creative when coming up with new ideas to help your members still feel a part of the Catholic U community even though we are not on campus.

MEETINGS:

We strongly encourage you to still hold your scheduled meetings at its time (exec meetings, general body meetings, committee meetings, etc). Students should already have these times blocked off on their calendars. If not, and you have a smaller org, take a poll for a new time to meet.

CONNECTING WITH GOOGLE MEET:

You can use google meet to host these meetings. Simply, put an event on your calendar. Hit more options and then select add conferencing. You can either send out the link the calendar provides or invite members on the calendar event and they will receive the link automatically via email to join the meeting. They can join via phone or video call. Fun fact, you can also record the full Google Meet and then send it out to your entire org later for those who were not able to attend.

EVENTS:

This is where you will need to get those creative juices flowing. What are some ways you can connect and have fun with each other from afar? It is imperative to keep your members engaged and involved during this time period. Below are a few examples of what other schools and students orgs are doing.

- **Watch a Netflix Movie** - Netflix is offering the ability to watch movies at the same time from separate homes and you can have a movie discussion during or after the movie.
- **Book Club** - Read a book related or unrelated to your student org and pick a date to host a virtual Book discussion.
- **Virtual Talent Show** - Highlight a club member each week (or every few days) of them doing their talent or pick one night where everyone tunes in for a live Talent Show.
- **Instagram Takeover** - Assign a member in your org to take over the Instagram story for the day and have it themed "a day in the life of..."
- **Tik Tok** - Create the latest trends in Tik Tok and post it on your org's social media or create a challenge and challenge other orgs to complete it!
- **Scavenger Hunt** - Pick a day for people to tune in live on Google Meet and prepare a scavenger hunt where people have to run around their house looking for the specific item. To make it even harder say they can only look for the specific item in the room they are in.
- **General Q&A** - Use social media to allow others to ask questions to learn more about your student org. This is great for recruiting and retaining members!

POSTING EVENTS ON SOCIAL MEDIA:

If you are holding a virtual event/activity please continue to create a nest event so everyone can be involved. Tag the OCA Instagram (@[catholicactivites](https://www.instagram.com/catholicactivites)) and we will post your graphic of your event. Also, email Mariah Raskin at raskinm@cua.edu and she will get it posted to the Catholic U Instagram.

CANCELLED/POSTPONED SPRING EVENTS AND TRAVEL:

- *Contact vendors to let them know your event is either cancelled or postponed until next semester (contracts, catering, rentals, etc.). Either ask for a refund or credit for next year depending on the relationship and if this is an event that happens every year. We want to continue our great relationships with our vendors.*
- *You have already done the hard work in planning your event, so save all planning documents for next year or pass them along to your new exec. For example, save your budget that you presented on at Treasury Board, save contact information to the specific vendors, and save decoration orders that you were going to place. This way, when you plan for your event at a later date, you already have most of the information needed and you don't have to do everything over again.*
- *Work with Mariah Raskin if you need help with any specific refunds, reimbursements, or cancelling contracts.*

END OF THE YEAR CELEBRATIONS & RECOGNIZING YOUR SENIORS:

While we cannot host any in-person end of the year celebrations, I encourage you to think of ways that you can still recognize members for their achievements this year as well as honoring your seniors. Below are some ideas.

- *Host a virtual banquet or ceremony.*
 - *Pick a date and advertise it to your student org. Have them tune in live to watch the ceremony.*
- *Pre-record awards you were going to give out and post one on social media a day.*
- *Create a video compiled of pictures and video clips to recap the fun year.*

- Highlight your seniors on your social media with questions like “What was your favorite memory at Catholic U?” or “What do you intend to do post-graduation?”
- Have members write letters to seniors and mail it to them or video tape themselves saying their letter and text it to the senior.

These are just some examples and by no means do you have to create a perfect end of the year celebration. We would suggest doing something to honor your seniors now more than ever.

ELECTIONS:

It is strongly encouraged that you have your new exec determined by **April 14**. There are a few different ways and combinations that you can hold your elections virtually. First, get an idea of who is running for each position to ensure that you have at least one person for each position. Send out an initial interest form to see who is running for each position. If you do not have someone for a position, I would suggest reaching out to someone in your org that you think would fulfill the duties of that position. Pick a date and time where people can tune in on Google Meet to listen to the speeches of the people running. Record this Google Meet so you can send it out to those who were not able to attend. Also, have those that are running type up their speeches and include this in your email with the Google Meet recording and link to vote. Create a google survey for people to vote electronically. Notify the winners and make sure they accept before sending out the results.

OFFICER TRANSITION:

It is strongly encouraged that the new exec members attend one of the two Virtual Student Org Transition Workshops that will be held. If new exec members cannot attend, the current president is encouraged to attend to receive the transition materials. It is vital to have a successful transition so you can start the following school-year off on the right track.

The dates and times of the Virtual Student Org Transition Workshops are below along with the Google Meet link. Come with a pen and paper and ready to learn!

- **Tuesday, April 14, 5-6 PM**
 - meet.google.com/eoa-jfve-oyy
- **Monday, April 20, 2-3 PM**
 - meet.google.com/kjp-ujvm-ayi

REGISTRATION:

*By **May 8** you will need to re-register your student org. The registration will open April 6. To register an organization for the next school year, student organization officers should visit The Nest and complete the re-registration form found on their organization web page. During this process you will be required to update the following information:*

- Organization Photo/Logo
- Officers/Members
- Organization interests
- Constitution

FALL 2020 STUDENT ORG TRAINING:

*The Fall 2020 Student Org Training will be on **September 2 and 3**. The training times are in one hour blocks and will run from 2-9pm on each of those days (ex: 2-3, 3-4, 4-5, etc.). At least two members are required to attend a hour-long training and one of the two members must either be the President or the Treasurer. You do not have to attend the same time block. You can only sign-up for Fall Festival after you have attended the training.*

CONTACT INFORMATION:

Please feel free to contact the Office of Campus Activities with any questions you might have. We are happy to set up a Google Meet! Also, please use our website sorc.catholic.edu for further resources.

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