

Student Engagement Guide for Clubs and Organizations

MCLA's clubs and organizations will play an essential role in maintaining community health and safety on campus this fall as we continue to respond to Covid-19 together. MCLA's response to Covid-19 will require student organizations to change meetings, rehearsals, fundraisers, and events to ensure the safety of all students, faculty, and staff. This guide was compiled by Student Engagement and Student Government to serve as a comprehensive set of guidelines and resources to help clubs and organizations stay safe when planning club activities this fall. We hope that this guide will help to keep campus life vibrant and student clubs active this fall and beyond.

SGA Office

- Open by appointment only, Monday – Friday 9:00 a.m. - 7:45 p.m., Sat./Sun. 12 p.m.- 6 p.m.
- Appointments will be available to schedule on the SGA website under SGA Office Reservations to make banners, pick up or drop off supplies, and pick up the credit card for preapproved purchases.
- To use the SGA printers, email sga@mcla.edu with the information and schedule a pickup with the Student Government Office Staff.
- All meetings with the SGA Office Manager, Programming Assistant, SGA Advisor, and Office Assistants should be scheduled virtually.

Club Meetings and Events

- Clubs should meet virtually if possible MCLA has a Microsoft feature called "Teams" that allows you to meet online (similar to Zoom, Skype, etc.). This is a great way to conduct virtual club, executive board, or one-on-one meetings or club events. Please visit MCLA Tech Help for instructions. If you have questions about this technology, please contact the Help Desk. Room capacity reductions will restrict the number of members who can be in a space for face-to-face meetings.
- Clubs may get permission to meet in person if they can find a space that meets their occupancy and set-up needs.
 - Should be conducted with 6 (six) feet of physical distancing and face masks. The option of virtual participation for members who are not comfortable attending a face to face meeting is recommended. Any meetings with a requirement that members attend should have a virtual option.
 - Groups should make sure members know that if they are sick, they should not attend face to face activities, events, or meetings.

- Currently, all on-campus events and activities may be scheduled through Tuesday, November 24th. **This may change if the campus moves to virtual learning for the remainder of the semester.*
- The hosting student organization is responsible for following and enforcing all applicable guidelines. Meetings or events found in violation may result in loss of reservation and SGA privileges.
- Please refer to the non-classroom space request form to view occupancy and set up for each available room this semester.
- All in-person meetings and events need to track individual attendance using *Presence*. Please contact Natty Burfield (Natty.Burfield@mcla.edu) for information about *Presence*.
 - Failure to take attendance at your meeting/event the first time will result in a warning. If failure to take attendance occurs a second time your organization will lose reservation privileges for the remainder of the semester.
- Clubs must also use *Presence* to submit their minutes, attendance list, and agenda provided day of meeting.

Tabling

- No indoor tabling is permitted across campus this fall
- There will be established outdoor tabling locations on the quad only
- These are considered weather permitting and during inclement weather your tabling event will be canceled.
- Tables will need to be reserved through EMS under non-classroom space request at least a week in advance
- Items on the table must be for display only. Students may not touch the display items.
 - If you are handing out flyers or items at the table, please see the “giveaways” section for more guidance
- If the host/organization has a sign up or registration, this must be completed virtually with the host organization being the only one using the computer/tablet and gathering the information verbally from the student.
- Each table may only have one (1) representatives from the host/organization, and there may be no more than one (1) visitors at a time. All individuals at the table must maintain six (6) feet of distance between one another at all times.

Purchasing

- Clubs wishing to purchase items must fill out the Purchase Request Form at least two days prior to needing it for the SGA Treasurer to approve.

- Clubs can then make an appointment to use the SGA credit card using the SGA Office Reservations link. **Purchase Request Form must be approved prior to purchase.*
- Clubs are encouraged to order online instead of in person whenever possible
- Clubs wishing to purchase from local businesses may schedule a time to sign out the card. A single club representative may travel locally (from Williamstown to Pittsfield; including towns in-between) to purchase supplies on their own. **Those leaving campus to make purchases are representatives of the college and must follow the store, state, and college guidelines.*

Food

- We recognize that food brings people together and is a factor in building community, unfortunately, at this time, there is no safe way to host events with food consumption.
- On site food consumption will not be allowed at meetings or events for the fall of 2020
- Prepackaged food may be approved to be given out at the end of an event when members leave and go back to a safe, socially distanced space to eat.
 - Food must be pre-packaged at time of purchase, and not packaged and distributed by students. **Aramark can provide pre-packaged food items*

Giveaways

- If the host/organization has giveaways, they must be kept behind the table and given to students individually. Examples of items include flyers, promo items, etc.
- Individuals giving away the items must wear face masks and gloves.
- Giveaways can include food, but as always cannot contain prohibited items as outlined in Residential Programs and Services (example: candles).
 - See food section for more details on food regulations.

Travel

- Due to inability to social distance within a vehicle, off campus trips will not be possible using MCLA vehicles or car rental services for the fall of 2020. **Reminder transporting students to off campus events in personal vehicles is still prohibited.*
- Bus trips may be available per request and approval. Please reach out to the SGA Office Manager for more details.

Performances

- All performers must adhere to social distance guidelines during all rehearsals and performances, this includes staying 6ft apart and wearing masks.

- Performances must be virtual or done in an appropriately sized outdoor venue.

Sports Clubs/Performance Groups

- For sport clubs games/competitions/scrimmages will not be permitted for the 2020 fall season. *Determination on the 2021 spring season will be determined at a later date.*
- Each club of 10 or more students is suggested to create a POD with no more than 10 students in each POD.
- Each POD will be labeled A, B, etc. Each POD should only practice together, never mixing students from the other POD's.
- Practices should be held outside as much as possible. If practicing in the Campus Center Gym, the doors leading to the outside must be propped open for air flow. It is also recommended to prop the entrance doors to the venue your group may be practicing in.
- There is to be no physical contact between any members within the PODs during practices.
- Players must maintain a 14 ft distance apart. In scenarios in which a 14ft distance is not possible (*Example where a closer distance is more acceptable would be of a batter and catcher*) both players must always wear masks. For performance groups we are recommending any instance where sweating could potentially happen to use the 14ft apart spacing. Those groups that may just be singing could be 6ft apart if wearing masks.
- If these activities/practices are taking place indoors all players must always wear masks.
- Equipment such as mats are not to be used. Shared equipment, aka a rugby ball that is passed between two members of the POD can be used but must be disinfected after each practice.

Equipment Check Out

- Fender Kit PA systems may be checked out from SGA through the equipment rental form on the SGA website.
- The host is responsible for bringing sanitation wipes/spray to disinfect the small PA system and club supplies being returned to the office before and after use.
- All media needs on Campus should be included in your reservation request.

Fundraising

- Fundraising forms will still need to be submitted and approved.
- No-bake sales or food related fundraisers will be approved.
- Pre-packaged items will need to be distributed while wearing face coverings and gloves.
- If the fundraiser is an event, please follow all event guidelines.

- Items for sale must be kept behind the table and directly given to students purchasing the item individually (one at a time).