Student Organization Guidelines
During the COVID-19 Pandemic

The success of Villanova’s plan to regather the community on campus depends on creating a deep culture of concern for every member of the community. We must be diligent—in every hour of every day and in each personal decision we make—to safeguard our own health and the health of others.

Student engagement on campus often occurs in the context of Villanova’s many Student Organizations. The mission and purpose of Villanova’s student organizations are integral to the community we seek to support on campus for all students. This semester, health and safety measures surrounding the COVID-19 pandemic will need to inform every aspect of campus life, including how student organizations function. These guidelines provide expectations for how students in student organizations will gather, meet, or host an event, understanding that all behavior on campus will be informed by the need to put Community First.

The following guiding principles will serve as a foundation for student organizations during this semester and until further notice:

1. Adherence to the Villanova Health and Safety Plan, compliance with CDC recommendations, the Commonwealth of Pennsylvania requirements, and any additional applicable guidance provided by the University.
2. Acknowledgement that many programs, events, and activities that have traditionally taken place will need to be scaled back, postponed, or even canceled in the interest of maintaining the health and safety of the University community.
3. Engage with the registration process through the university’s Events Management Team, in conjunction with support from Student Involvement, for any event hosted by a student organization.
Guidelines for Student Organization Meetings

Timing | Virtual | In-Person | Number of people

The COVID reality of Social Distancing requirements currently limits gathering spaces on campus. Under the Villanova Health and Safety Plan, the first priority for spaces on campus is academic classes, study, and dining. Facilities Management has evaluated spaces on campus and designated new capacities for spaces that take into account the CDC and Pennsylvania requirements for social distancing. As a result, the number of spaces for students and student organizations to meet in-person is radically decreased than in past semesters. Given the anticipated few spaces that will be available for appropriately social-distanced student organization meetings, many meetings will be virtual. Unless otherwise directed by the University, smaller organization meetings will be permitted while larger student organization gatherings will need to have a Villanova faculty or staff supervision. Virtual meetings will allow groups to connect and plan, while also limiting exposure to others following students’ arrival to campus from all over the country and world.

The following guidelines should be followed according to the type of meeting. Students have Pro Zoom accounts and can use zoom for virtual meeting options.

**Student Organization Meetings between Advisor and Chair(s)**
A student organization meeting, generally with two to three people, may be via zoom or in-person unless otherwise directed by the University. If in-person, the meeting convener must check with the other(s) to confirm whether they prefer a virtual meeting or are comfortable with an in-person meeting. If anyone expresses preference for a virtual meeting, that preference must be accommodated. If there is a meeting in-person, masks must be worn at all times and social distance of 6-feet must be maintained. Ideally the meeting will take place outdoors, if possible.

**Student Organization Meeting with Leadership Team or Executive Board**
A student organization meeting of its leaders, should normally meet via zoom or other virtual platform. This format allows all to participate safely and does not tax the limited space available on campus for gatherings. It also allows students to participate in the meeting without health or safety concerns, including the need to wear masks. In the event the number of students is such that the group can meet effectively in-person, ideally outdoors, with masks and social distance, they may meet in-person not exceeding Pennsylvania Governor requirements or posted capacity limits, provided that –

- They check whether anyone prefers to meet virtually and that preference is accommodated, whether as a hybrid meeting or the whole meeting become virtual, and
- The leader of the meeting keeps a roster of every person physically present at the meeting in case that information is needed later for contact tracing, should someone physically present test positive for COVID-19, and
- The leader of the meeting must notify the advisor of the student organization and their respective Student Life Department that the meeting is happening in-person and
confirm with the advisor that the leader is maintaining the roster of date/time/location/attendance for those physically present at the meeting. Questions? Email studentinvolvement@villanova.edu

**Student Organization General Body Meetings**

Student Organization General Body meetings should occur virtually for the Spring 2021 semester as space to hold larger meetings is limited. If student organization general body membership permits, they may meet in-person if permitted by the University, not exceeding the Pennsylvania Governor’s requirements or posted capacity limits, provided the below. Additionally, a student organization may choose to break out into smaller groups for multiple meetings of a smaller number of people to meet (for example meetings with ten or fewer students), again adhering to the guidelines below.

- They check whether anyone prefers to meet virtually and that preference is accommodated, whether as a hybrid meeting or the whole meeting becomes virtual, and
- The leader of the meeting keeps a roster of every person physically present at the meeting in case that information is needed later for contact tracing, should someone physically present later test positive for COVID-19, and
- The leader of the meeting must notify the advisor of the student organization that the meeting is happening in-person and confirm with the advisor that the leader is maintaining the roster of date/time/location/attendance for those physically present at the meeting. Questions? Email studentinvolvement@villanova.edu

**Membership Engagement**

Student organizations looking to host membership engagement opportunities (i.e. movie nights with your student organization, outdoor fitness event, outdoor dinner with your student organization, etc.) either in-person or virtually must work with their respective Student Life Department regarding approval. Smaller organization meetings will be permitted while larger student organization gatherings will need to have a Villanova faculty or staff supervision.

**Guidelines for Student Organization Events**

As noted above, many programs, events, and activities that have traditionally taken place and open to the University community will need to be scaled back, postponed, held virtually, or even canceled in the interest of maintaining the health and safety of the University community. It is recommended that student organization submit any proposal 3 weeks prior for an in-person event and 1 week in advance for virtual events. Any student organization wishing to host an event should first –
1. Talk with their advisor
2. Talk with Student Involvement (studentinvolvement@villanova.edu): student organizations will have the potential opportunity to program or co-host events in conjunction with the Campus Activities Team (CAT).
   a. Late Night Programming: On campus late night programing will continue through the campus programming board, Campus Activities Team. Student organizations will need to work collaboratively, plan smaller events that include physical distancing and wearing of masks. Some events may be held outside.
   b. Events featuring large numbers (exceeding state and federal guidelines) and/or with external guests generally should be held virtually or postponed. Programming should target Villanova faculty, staff, and students in order to limit unnecessary exposure to COVID-19.
   c. Student organizations will need to register their intended event through the appropriate Student Life Department. Questions? Email studentinvolvement@villanova.edu
3. In conversation with Student Involvement, register the event with the university’s Event Management Team. The Team, working with Student Involvement, will review the request and will either approve, deny, or offer suggested modifications for the proposed event. Approval of an event will take into consideration:
   a. What space is requested and whether a space is available,
   b. The number of people anticipated to attend. This cannot exceed Pennsylvania Governor requirements or posted capacity limits. In both instances, social distancing must be accommodated. On our campus, very few spaces will allow for any significant sized gathering. Should the Pennsylvania guidelines change, we will pivot our behavior accordingly.
   c. Plans to ensure health and safety of all attendees (i.e., masks, social distance, room capacity, etc.)
   d. Nature and purpose of the event, such as events that are inclusive and seek to create, nurture, or celebrate community.
4. Questions? Email studentinvolvement@villanova.edu
5. See the section below on “Limitations” for additional information.

Note that many events have already been postponed or re-imagined. For example, New Student Orientation, the Involvement Fair, Family Weekend, St Thomas of Villanova Day of Service, the One Book lecture, Homecoming, Special Olympics, and concert and theater performances are large-scale events that will happen completely differently than in the past, if at all. Nevertheless, together we will collaborate to create opportunities for social connections, gathering, and fun. Yet we will need to accomplish these things in different ways, virtually or in-person with a smaller number of people present.

Impromptu gatherings
Campus will include less furniture or limited furniture in many indoor spaces to help each of us keep social distancing. To compensate, campus will include several tents in various areas. The
tents will be used for dining, to allow distancing. Tents can also be used for impromptu or planned gatherings of students. Any gathering of students – **whether on campus or off campus** – must adhere to the Health and Safety Guidelines. If the guidelines are not followed, the very real risk of COVID overtaking our campus community may occur, causing Villanova to cease on campus, in-person, functions and cause Villanova to continue the semester remotely completely on-line. It is up to each of us, and all of us, to encourage one another, and support one another, in wearing a mask and limiting the size of social or other gatherings. We are in this together.

**Limitations to student organization activity this semester.**
Because of the health and safety concerns highlighted in this document and in the Health and Safety Plan, the following kinds of activities will not be possible this semester.

1. **Tabling.** Limited tabling will be permitted for distribution purposes outside between the Connelly Center and Dougherty Hall where you will find paw prints for tabling. Three tables will be available for Villanova student organizations, faculty, and staff on Tuesday’s and Wednesday’s between 11am - 4pm. Student organizations and offices can sign up for tables by visiting Dougherty 102. Students are permitted to make reservations in advance and for consecutive days.

2. **Formals.** No Formals will be approved at this time during this semester.

3. **Community Service.** Off-Site Community Service is significantly limited this semester and will not occur in-person off-site until further notice. Various organizations are working with their community partners to re-imagine opportunities for outreach and service that might be accomplished remotely or in other formats. All Community Service programs involving minors will need to be reviewed and approved by University Compliance.

4. **Fundraisers.** Many fundraisers include tabling, delivery to residence hall rooms, and other close contacts, that are inconsistent with the Health and Safety Plan. As a result, fundraisers will be significantly limited this semester and must directly support an approved student organization program or event. Each group should work individually with their advisor or with Student Involvement if they have questions or ideas they want to pursue that would be consistent with limiting exposure to COVID and the Caritas Commitment. The recommendation is to delay fundraisers to a future semester.

5. **Public Safety Vehicle Requests.** Because of social distancing requirements, the Villanova Fleet Vehicles will be very limited due to COVID-19 as Public Safety needs additional time to clean vehicles between usage, masks must be worn by all passengers and at all times, and all vehicles will be filled at half capacity to maintain social distancing. For student organization vehicle reservations, visit Villanova.edu/studentorgs. Public Safety will continue to run the off-campus shuttle and the King of Prussia shuttle, with limited capacity, that students can take advantage of.

6. **Bus rentals.** Student organizations are permitted to use approved University buses for approved off-campus programming. Buses must be booked through the Office of Student Involvement. In an effort to continue to keep our community healthy and safe, students will continue to follow the Caritas Commitment by adhering to social...
distancing practices at all times, following vehicle and space capacity limitations, as well as wearing a mask at all times.

7. **Off Campus Programming.** Student organizations are permitted to engage in off campus approved programming as long as Villanova students continue to primarily interact with Villanova students, faculty, or staff off campus. In an effort to continue to keep our community healthy and safe, members of students organizations will continue to follow the Caritas Commitment off campus by adhering to social distancing practices at all times, following vehicle and space capacity limitations, as well as wearing a mask at all times as students represent Villanova University.

8. **Conferences and Travel.** To limit exposure student organizations will not be permitted to attend conferences, camps, leadership summits, retreats, or other similar activity off-campus until further notice. For on campus options, register this request through the events link.

9. **Food.** Student organizations are now permitted to use student organizations funds to purchase reasonable amounts of food for approved programming and events taking place outside. While submitting your program or event, student organizations can designate if food will be available during the program. Students can visit Dougherty 102 to use the Student Involvement credit card to make purchases. Students will be reimbursed for food only for approved requests. Food will need to be purchased from a vendor following CDC health and safety guidelines.

10. **Flyers Approval.** Student organizations are encouraged to print flyers and hang them at the approved on-campus locations. To have a flyer approved, student organizations must first **submit the flyer online to OSI**. Student organizations will receive notice of approval where they are then permitted to print the flyer, bring the approved flyer to OSI in Dougherty 102 for a stamp of approval. Then the flyer can be posted on-campus at approved posting locations.