

FAQ for Student Organizations
West Chester University of Pennsylvania
Updated 10/7/20

The Division of Student Affairs and the Office of Student Leadership and Involvement remain committed to students' development and safety as we continue to combat COVID-19. This pandemic has completely altered our normal way of life and how we like to engage with our students. It's up to us to figure out healthy ways to overcome the challenges that COVID-19 provides and discover new alternatives and creative solutions. Please note that this document is fluid and could be changed at any time based on updated information from WCU, the state, or the Centers for Disease Control (CDC). Check the [Office of Student Leadership and Involvement webpage](#) frequently as you begin your Spring 2021 planning.

Should student clubs and organization meet virtually or in person in the spring semester?

Per the [Student Community Agreement](#), groups should continue to host *remote* group events, gatherings, or meetings to the extent possible to minimize risk of exposure to your members. The [guidelines set forth by the Governor and WCU](#) will dictate what can and what cannot occur. Some of our smaller clubs might have an opportunity to host a socially distanced meeting in select campus buildings, but meeting room availability and capacity will be limited to ensure safety.

Will there be an Involvement Fair this spring semester?

The Student Leadership and Involvement staff is currently exploring options, and will make a decision by November 1. Information will be e-mailed to student organization officers and advisors as soon as it is available.

Can my organization conduct new member education this spring semester?

The quick answer is yes. However, if you have not created a virtual new member education process for the spring, you will need to do so using Zoom or other platforms. Please complete as much of your new member program online as possible to lessen the risk to you or your new members. Reach out to Patricia Riley, the Assistant Director of Student Leadership and Involvement at priley2@wcupa.edu for icebreakers and team builders that can be done on-line. If your organization is conducting new member education this spring, Patricia will reach out to you with directions.

- All recruitment, intake and new member education activities must take place on campus (following the prescribed guidelines) **OR** held virtually. Any on-campus activity must have a virtual option, as well.
- Any ceremonies related to these processes are permitted to take place at an off-campus location if an advisor is present and the location is approved by the Office of Student Leadership and Involvement/Office of Fraternity and Sorority Life. If ceremony occurs on campus, no advisor is necessary as long as all CDC guidelines are followed.

Can student organizations travel?

The University has prohibited all non-essential travel. Thus, any travel by student organizations is not possible.

Can my student organization sponsor or co-sponsor on-campus based programs?

Yes, with some limitations. As a result of CDC guidelines, in-person programming will continue to be minimal; therefore, greater emphasis is placed on virtual engagement opportunities for all of our students. However, co-curricular student activities will follow social distancing measures and guidelines. Resources and guidelines

will be provided for students to utilize spaces on campus that follow CDC considerations, according to the phases of opening from the state at that time. Facilities like Sykes Student Union, Student Recreation Center, and Lawrence Hall will continue to operate at lower capacities to comply with state and local health guidelines. Large gatherings and events will continue to be significantly curtailed through the duration of the COVID-19 pandemic.

What should A Cappella and other vocal clubs and organizations do?

Singers produce aerosol when they sing – tiny droplets, which vary with consonants, vowels, and intensity. We recommend at this time that all singers wear surgical style masks to reduce aerosol transmission. Rehearsing outdoors is preferable while practicing 6 ft. social distancing. If you do choose to practice indoors, utilize facemasks tight around the nose and mouth and practice social distancing at all times. Rehearsals should last for 30 minutes followed by clearing of the room for 20 minutes to allow the HVAC system to change the air indoors with outside air. *Recommendation taken from the International Coalition Performing Arts Aerosol Study.*

Where can I find training about maintaining my club's virtual operations?

- [WCU Student Leadership and Involvement YouTube Channel](#)
- [RamConnect Event Slider](#) Log in to ramconnect.wcupa.edu and scroll through the event slider on the home page
- [Student Leadership and Involvement webpage](#)

Will the Ram Roundup still be published on a weekly basis for us to advertise what programs we are doing?

Yes, it will continue to be published. [RamRoundup submission form website](#) is the link to send your programming and club news to for publication campus-wide.

Is the Council of Orgs happening and am I required to participate?

Yes, the Council of Organizations will continue to meet this spring semester. Your President will be notified of the dates and times for these virtual meetings that usually occur once a month. Remember, attendance at these meetings is mandatory. It is more important now than ever, because of the impact of COVID-19, that a representative of your organization attend these meetings to get updates and ask questions of your elected leaders.

How can my organization support efforts to track and stop the spread of COVID-19?

Only meet in person when absolutely necessary, always wear a face mask and practice social distancing. For in-person activities, maintain an attendance log of members or other students present. You can use the check-in and attendance tracking features on RamConnect for in-person activities as a tool. Restrict members who are not feeling well or experiencing symptoms from attending any in-person activities. If a student is symptomatic, encourage them to call Student Health Services for guidance and/or an appointment with a provider. If a student is symptomatic and is tested for COVID-19, the student should self-report by completing the [designated University form](#).

Do we need to report if someone in our organization has tested positive for COVID-19?

If a student is symptomatic and is tested for COVID-19, encourage the student to self-report by completing the [designated University form](#). Students should not attend any in-person organization activities if they are pending results or if they have not been cleared by their health care provider after testing positive.

Is our club allowed to hang flyers around campus advertising programs and events?

Yes. We would recommend that your flyer reinforces the CDC guidelines for social distancing and the wearing of masks. Post your events on RamConnect so you can monitor and regulate attendance at the event. Adhering to stated [university and CDC guidelines](#) for attendance is important.

Can I order catering for my student organization event?

Catering availability for the spring is yet to be determined. Please contact 610-436-3130 for additional information.

What if my organization chooses to go inactive while we are taking remote classes? Who do I inform?

If you have exhausted our resources and your members just can't see the possibility of continuing to function in a virtual world, then please inform Jennifer Yost at jyost@wcupa.edu and she will record the inactive status. We will check back with the organization leadership on record in the early part of the Fall 2021 semester to see if they wish to be taken off of inactive status. Additionally, we will inform Student Government Association of the change of status.

Can my organization participate in in-person events outdoors?

Outdoor space reservations are currently available in 25Live, and any necessary protocols for COVID-19 have been included in the 25Live reservation system. Although campus outdoor spaces are available to reserve, the University continues to strongly encourage all student groups to engage in remote ways. Only meet in person when absolutely necessary, always wear a face mask and practice social distancing. Social distance (6 ft. or more) outdoors should be visible on the ground (ie., set up lines or a table/chair as a measured space marker). The group should consider having hand sanitizer and cleaning supplies readily available at the event and provide a guide for use (ie., spray down all materials before and after event, use hand sanitizer throughout the event, etc.) All in-person activities (including outdoor activities) must still maintain an attendance log of members or other students present and must remain under 250 total people. You can use the check-in and attendance tracking features on RamConnect for in-person activities as a tool. Restrict members who are not feeling well from attending any in-person activities. If a student is symptomatic, encourage them to call Student Health Services for guidance and/or an appointment with a provider. If a student is symptomatic and is tested for COVID-19, the student should self-report by completing the [designated University form](#).

Your designated Leadership Consultant is here to help! Contact them for support:

Leadership Resource Center: 217 Sykes Union and 610-430-5323

Individual Club Assistance from Leadership Consultants

Bryce Evans be865537@wcupa.edu
Nate Hayes nh872573@wcupa.edu
Michael Kane mk884467@wcupa.edu
Michaela Karlesses mk891741@wcupa.edu
Kartik Kumar kk893537@wcupa.edu
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Dunya Markovic dm916494@wcupa.edu

Musical Organizations
Social Equity & Diversity Organizations
Athletic Leadership
Greek Letter Organizations
Honor Societies
Religious Organizations
Political & Activism Groups; Academic Groups
(Alpha from Accounting Club to Economics & Finance Society)

Gabrielle Mason	gm889408@wcupa.edu	Service Organizations
Brooke Myers	bm900113@wcupa.edu	Sports Clubs and Athletic Leadership
Michael Nangle	mn887319@wcupa.edu	Governing Organizations; Academic Groups (Alpha from Philosophy Club to Women in Science)
Joyce Romero	jr891356@wcupa.edu	Special Interest Organizations (Alpha from Poesis to Wahala African Dance Team)
Cassie Tiburcio	ct896116@wcupa.edu	Special Interest Organizations (Alpha from American Sign Language Club to Photography Club)
Hannah Wagner	hw891082@wcupa.edu	Media & Publications Organizations; Academic Groups (Alpha from English Club to Pharmaceutical Product Development)

SYKES STUDENT UNION QUESTIONS

How do I reserve a room in Sykes Union for socially-distanced meetings? Please refer to the Sykes Union [COVID-19 Update website](#) for updated meeting room capacities. You will still need to place reservations for space through [25Live](#). For questions regarding student organization reservations, please contact [Jordan Maxwell](#) at 610-436-1014. Please note that facemasks will be required in Sykes Union.

Will the Center for Student Involvement be open and available?

Yes, but it will continue to look a little different. Furniture has been removed and spaced according to regulations. This space is a first come, first served space and we ask that you do not move any of the tables or chairs from their location as they are set specifically for the recommended 6 ft. distance. Please note that facemasks are required in Sykes Union at all times.

Will the Sykes Copy Center be open and available?

The Copy Center will be processing orders but not be open to the public as we are processing all orders through an online form. If your student organization has a charge account with the Sykes Copy Center, please make sure to update the names of authorized members who can charge to the account. Be prepared for additional precautions:

- Use our online form through the [Copy Center](#).
- Accepting payments through SSI or SAP account, RamBucks, and Venmo.
- Completed orders can be picked up at the Sykes Union Information Desk upon notification.
- Questions? Email copycenter@wcupa.edu

Will Student Activities Council (SAC) and Rams After Hours events occur in the Spring semester?

We are using a variety of virtual options to engage our community. You can follow [Rams After Hours](#), [Student Activities Council](#), and [Sykes Student Union](#) on social media for schedules and updates.

Are student groups allowed to use their office space/access their club locker/mail?

Student groups can use their office space while adhering to CDC and West Chester University guidelines. It is recommended that all meetings be done virtually in order to limit in-person contact. If the space must be used, it must be done so with proper social distancing efforts and it is encouraged that groups wipe down

their space before and after each use. For organization office hours, we recommend a rotation schedule to minimize the number of students in the space at any given time.

If our organization has an office or locker in Sykes, are you required to clean and wipe down your office space, including the keypads and handles?

Organizations should take proper action with their spaces and property. This includes wiping down items before and after use. There are stations throughout the building with sanitation products and it is encouraged that organizations invest in their own products for this purpose.

Is our student organization allowed to use outside vendors for food and what are the guidelines for using outside vendors for catering? Should all food be pre-wrapped?

Organizations can use outside vendors but must also align with the usual Aramark policy for use of outside food vendors. They should inquire to those caterers on what practices they are following to ensure high standards from a safety perspective. Visit the CDC for additional guidance: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/food-and-COVID-19.html>

My club receives its mail and packages at Sykes. Will there be a change in process?

No change as of right now. Fraternity and Sorority mail will be available by contacting the Office of Fraternity & Sorority Life at fsl@wcupa.edu. Mailboxes are still in use in the Center for Student Involvement (CSI).

STUDENT SERVICES, INC.

Has the process changed as to how I get a printout of my club or organization's SSI budget?

The process hasn't changed too much. We ask that you send an email to Laura Sheehan at lsheehan@wcupa.edu and she will send you a copy of your budget virtually. You can also come personally to the SSI Office, but you might have to wait due to social distancing guidelines and staff coverage of office spaces.

How does my organization access the SSI credit card to purchase items?

Please contact Laura Sheehan at lsheehan@wcupa.edu and she will schedule you to gain access to the SSI Office and the ability to use the credit card.

If I am uncomfortable in coming to campus, how do I go about purchasing items for my organization using the credit card?

The credit card cannot be used outside of the Student Services, Inc. office here in Sykes Union. If you would like to use the SSI Credit Card to make purchases, we are asking all student groups to follow the procedure listed below:

1. Please fill out the [SSI Payment Voucher](#) with advisor's approval emailed to ssi@wcupa.edu (Advisors may send their approval via email)
2. Within the email please provide the following information:
 - a. Website in which the purchase(s) is to be made;
 - b. List of item(s) with the quantity to be purchased;
 - c. Address where the items should be shipped.
3. Once all appropriate information is provided, an SSI Employee will make the purchase for the student organization, provided it meets the requirements.
4. If an employee runs into a problem, prior or while making the purchase, they will notify the individual who sent the request.

***How do I go about gaining permission from my organization to be able to use the credit card in person?
What proof is needed for me to get access to it for club business?***

In order to utilize the SSI Credit Card, the process is still the same. We ask all student organizations to fill out the SSI [Credit Card Request Form](#) prior to coming to the Business Office when making a purchase. The form must be signed by the faculty advisor prior to making any purchases so they're aware and approve of the purchase(s) being made. (Advisors may send their approval via email to ssi@wcupa.edu). We also ask that the person requesting to use the credit card is the organizational treasurer or president. Once the form is filled out and approved by the organization's board members, the purchaser may place the order the day it is brought into office. It's best to discuss the option of using the SSI Credit Card during organizational weekly meetings.

Will we get the full budget that was approved by SGA last spring?

No, you will not. Funding will be allocated for the term start in August 2020 at 25% of last year's budget total. This is due to the prorated Student Activity Fee that has been assessed for fall. (spring funding will be allocated in January 2021). Please be very careful with your expenditures and ensure that you are being conscientious regarding the most important things your organization needs to function. All budgets for the 2020-21 academic year will be available at the start of the fall semester. Questions about your allocation can be emailed to ssi@wcupa.edu.

If I used my own money for my club's activity, what is the procedure for reimbursement if my club has an account with Student Services, Inc.?

If students would like to place the order themselves instead of using the SSI Credit Card, they may, in order to get reimbursed we ask student organizations to fill out the [SSI Payment Voucher](#) and email it directly to ssi@wcupa.edu with the appropriate receipts/invoices attached. **We now offer Venmo as a form of reimbursement as long as the transaction is under \$50.** The updated SSI Payment Voucher now has an option for Venmo reimbursement; we ask that students please include their **Venmo Account Name**, as well as, their **Full Name** so we know we're providing the reimbursement to the correct individual. Please allow the normal 2-3 business days for processing.

If I use my own money to cover the costs for my student organization, can I still use the SSI Tax Exemption?

Yes, you can. Therefore, all student groups should be utilizing the tax exemption form when making purchases for their organization, as SSI will not reimburse for tax, unless it is a state that we are required to pay tax in. Please visit our website: www.wcustudentservices.com to utilize the different state tax exemption forms when making purchases.

COMMUNITY SERVICE AND SERVICE-LEARNING

Our student organization would like to do in-person, face-to-face service. Can we?

Due to the spread of COVID-19, until further notice, direct (i.e., in-person, face-to-face) community service and engagement is strongly discouraged. However, the staff in the Center for Civic Engagement and Social Impact is actively identifying meaningful ways for WCU students, faculty, and staff to address community needs through indirect modalities. Click the link below to discover how you can help while social distancing: <https://www.wcupa.edu/services/stu.slv/socialDistance.aspx>

Where can I find additional information about the Center for Civic Engagement and Social Impact?

<https://www.wcupa.edu/services/stu.slv/>

CAMPUS RECREATION

What is the status of Sports Clubs for the spring semester?

Unfortunately, ALL Sports Club activities are suspended. Suspended means no club practices, organized team activities, travel or competition until further notice. Clubs are highly encouraged to continue to meet virtually to maintain continuity and plan for the Fall 2021 semester. Sports Clubs are asked to continue to recruit new members, plan for the upcoming fall semester, and stay physically active. Campus Recreation will be offering some activities to keep students engaged and active during the spring.

What Campus Recreation facilities, services, and programs are still available?

The Student Recreation Center will be open, with adjusted hours and new protocols for safety, following CDC and government guidance for the spring semester. Please follow Campus Recreation on social media or visit their website at <https://www.wcupa.edu/services/campusrec/> to read the safety protocols. To reserve space in the Recreation Center, please email srcrequests@wcupa.edu.

What will Campus Recreation offer to keep students engaged in the Spring?

Campus Recreation is still finalizing their plan, however, they will offer a mix of virtual and in-person group fitness classes and physical fitness activities.

Rams Up!!