



STUDENT ORGANIZATION RESOURCE GUIDE (COVID-19)

Northern Illinois University (NIU) has worked to be purposeful, proactive, and vigilant in our actions to protect our community. NIU has established the [Protecting the Pack](#) plan to guide how the university will move forward in reducing the spread of COVID-19 while also considering the diverse needs of our fellow Huskies. With the guidance of the Protecting the Pack plan along with IBHE, state and federal guidance, we have developed this guide for our Student Organizations to serve as a resource for engagement this year.

Policies

The policies that guide our student organization events have gone through their annual summer updates and are available to guide on and off-campus events. Additionally, we have developed an addendum that will supersede any event policies until further notice to keep the health and well-being of our Huskie community at the forefront.

- [On Campus Events Policy](#)
- [Off Campus Events Policy](#)
- [Addendum to Events Policies](#)

Additionally, NIU continues to advocate for our communities right to [Freedom of Expression](#). The official policy and procedures for expressive events remain unchanged. However, similarly to student organization events, expressive events are expected to follow health and well-being guidelines set forth in the Addendum.

- [Freedom of Expression Policy](#)
- [Freedom of Expression Procedures](#)
- [Addendum to Events Policies](#)

General Event Guidelines

In keeping with guidance from the [Protecting the Pack](#) plan, the following basic guidelines are to be followed until further notice:

- Capacity of events shall not exceed 20% of original room capacity with no more than 50 attendees max.
- Student organizations are highly encouraged to host events outside whenever possible.
- Outdoor events must be at least 30 feet away from any other event.
- Face masks must always be worn by attendees.
 - Face masks must be worn over the nose and mouth.

- Physical distancing must always be maintained (6 feet between persons).
- Event promotions should include a disclaimer indicating that anyone exhibiting symptoms should refrain from attending.
- Student organizations are encouraged, but not required, to ask for the All Clear associated with the [Campus Clear app](#) that all students should be using to self-report symptoms each day.

Additional Student Organization Guidance

- Student organizations should seek to engage members virtually.
- Student organizations should not host general member meetings in person. Meetings for the purpose of sharing information can be conducted virtually.
- It is highly encouraged that expressive events (protests, sit-ins, marches, etc.) are registered on Huskie Link so NIU can provide proper support.
 - Expressive events should follow the same health and well-being guidelines including face masks, physical distancing, maximum of 50 attendees, etc.
- [Guidelines](#) for sporting events and organizations are updated regularly. Please stay informed, check with Recreation and Wellness and/or coaches.

Fall 2020 Updates

The following updates have been made to increase access and efficiency in student organization operations and event planning. This is not a comprehensive list of every update to policies or processes:

- Huskie Link has transitioned to a new platform that will allow for forms (annual registration, room reservation, event registration) to be more easily routed for approval.
- Space reservations will now take place in Huskie Link as part of the event registration process.
- The event process no longer requires student organizations to seek out approval from NIU Police and Public Safety when submitting an event. Approval is built into the Huskie Link event process. Organizations will be contacted by NIU Police and Public Safety if there is a need for further conversation.
 - This does not apply to the 9-week deadline for approval of performers.
- Student Organizations will be expected to use Huskie Link swipes at in-person events to track attendance. This is a retention effort the university is seeking to maximize.
- The Accounts Receivable (AR) process has been removed and is being replaced with a new system that will be more efficient. Final details to come.
 - Organizations with previous AR holds due to unpaid balances will not be permitted to host events until the balance is paid.

Virtual/Online Events

Student organizations are strongly encouraged to host virtual events where possible. Virtual events ideas might include:

- Online speakers, performers, entertainers
- Virtual awards or recognition ceremonies

- Discussion forums
- Live chats, discussions, or town halls
- Movie screenings
- Social media contests
- Fundraisers

Virtual events should be submitted through Huskie Link five (5) business days prior to the event day and time, to optimize event promotion and staff support if needed. Items to consider when hosting a virtual event may include:

- What platform are you planning to use?
- How will you be advertising for your virtual event?
- What type of event is this going to be?
 - Can it be pre-recorded?
 - Is it a live event?
 - Will your live event have active participants?
 - Who will monitor the chat area if you are going to have one?
- How will you manage participants if they are inappropriate?

Event Space and Reservation Information

Space for events will be limited until further notice due to guidelines surrounding COVID-19. Factors affecting reduced space availability are:

- 20% capacity
- Physical distancing
- Cleaning spaces between each meeting, event, or program

To maximize access to large event spaces (spaces able to hold 50 persons maximum), each organization will have the opportunity to book one event/ indoor event space for the fall semester until the priority deadline of September 18. Reservations will open on August 12. After the priority deadline, reservations will be available on a first-come basis.

Below is a list of available spaces, capacities, and room setups:

Holmes Student Center

- Capitol Room – Custom set will be requested
- Duke Ellington Ballroom – Custom set will be requested
- Gallery Glassed in Room – Standard set of 18 hollow square
- Heritage Room – Standard set of 15 classroom
- Huskie Lower Den Stage Area – existing set for 50
- Illinois Room – Standard set of 21 classroom style
- Lincoln Room – Standard set of 16 chairs in rows
- Regency Room – Custom set will be requested
- Room 305, 405, or 505 – Standard set of 10 in hollow square

- Room 306, 406, or 506 – Standard set of 8 chairs in rows
- Sandburg Auditorium – Standard set of tiered seating
- University Dining Room – Standard set of 14 hollow square

Chick Evans Field House and Outdoor Recreation Complex

- Closed to open recreation through at least September
- Available for rentals. All rentals will incur a staffing cost

Recreation Center

- Meeting Room Space: Maximum capacity 6 people
- Studios: Maximum capacity 5 people, stricter capacity depending on activity
- Multi-purpose Courts 4 – 5: Unavailable for rental
- Some sports/activities not allowed due to state and CDC guidelines (i.e. basketball games, soccer games, volleyball, etc.). All activities will be vetted to ensure proper social distancing and sanitation

Fundraising

To best protect the health and well-being of our Huskie community, tabling events will not be permitted until further notice. This includes, but is not limited to fundraising tables, recruitment tables, informational tables, and event promotion tables.

NIU recognizes that our student organizations look forward to fundraising at tables to support their organizational operations. Fundraising via virtual platform for paid event with physical distancing plans in place are encouraged. Below are three additional resources to help our student organizations explore other fundraising methods.

- <https://www.soapboxengage.com/blog/1863-virtual-fundraising-ideas>
- <https://www.causevox.com/blog/online-fundraising-ideas-nonprofits-charities/>
- <https://www.accelevents.com/8-virtual-fundraising-ideas/>

Training

To better support our student organizations, a broad range of training opportunities have been developed. Student organizations are highly encouraged to take advantage of these opportunities and resources to maximize their experience.

All training opportunities will be listed on Huskie Link. If there are topics of interest that are not listed, please contact **Alex Pitner** at apitner1@niu.edu

Faculty/Staff Advisor Town Hall Meetings	Fall 2020 September 8, 2:00 PM
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	<p>October 14, 5:00 PM November 19, 3:00 PM Spring 2021 January 21, 1:00 PM February 17, 1:30 PM March 18, 2:00 PM April 13, 1:00 PM</p>
Student Organization Advisory Board Meetings	<p>Monthly Meetings – Time TBD pending student availability – If interested submit interest form here</p>
Off-Campus Events Policy Training	<p>Fall 2020 August 25, 10:00 AM August 26, 11:00 AM August 27, 3:00 PM August 28, 2:00 PM September 1, 3:00 PM September 2, 12:00 PM September 3, 9:30 AM September 8, 4:30 PM September 9, 11:00 AM September 11, 10:00 AM</p>
On-Campus Events Policy Panel	<p>September 2, 10:00 AM September 9, 1:00 PM September 15, 9:30 AM</p>
Huskie Link - Organization Registration	<p>Online/Virtual Video – Video Available Here</p>
Huskie Link – Event Registration	<p>Online/Virtual Video – Video Available Here</p>
Huskie Link – General Overview	<p>August 27, 9:00 AM August 31, 2:00 PM September 10, 3:00 PM</p>
Advisor Training – Recruitment and Retention	<p>Online/Virtual Workshop – September 10, 11:00 AM</p>
Advisor Training – Leadership Development	<p>Online/Virtual Workshop – October 14 at 5:00 PM</p>
Advisor Training – Inclusivity and Diversity	<p>Online/Virtual Workshop (Multiple dates) October 28, 1:00 PM November 18, 1:00 PM</p>
Advisor Training - Role of a Faculty/Staff Advisor	<p>Online/Virtual Video – Visit Website for Details</p>

Advisor Training - Budget and Financial Management	Online Video – Visit Website for Details
Advisor Training – Motivation and Recognition	Online/Virtual Video – Visit Website for Details Available Starting November 16, 2020

By utilizing these resources and following all guidelines, your organization can contribute to the health and well-being of our entire community. For further assistance or questions, please do not hesitate to contact Alex Pitner at apitner1@niu.edu or studentinvolvement@niu.edu. Good luck this year and go Huskies!