Student Club & Organization Meetings and Event Guidelines

*modified 11/19/2020

The Office of Student Activities, Involvement & Leadership in conjunction with the Colorado School of Mines requires the following protocols and guidelines to be followed for all events hosted by a Mines student club or organization. For more information regarding COVID-19 and campus guidelines, please visit the Mines COVID website. Guidance may be updated as the state, county, and/or CDC makes new recommendations.

An event is classified as any gathering that is not an academic class of more than 10 people or any event off campus.

SIGNIFICANT LEVEL RED CHANGES

- In person meetings are not permitted
- Indoor events are not permitted
- Maximum 50 people outside, face covering required, 6' distance

MINES SAFETY PROTOCOLS

- All participants will abide by the Oredigger Promise, particularly in group events
- Participants who are ill or experiencing symptoms of COVID-19 are prohibited to attend meetings or events
- Face coverings required at all times
- Catering options will be limited. No hot food/drink service; prepackaged or boxed meals may be allowed for meetings and/or events
- No external guests/speakers allowed on campus
- Must obey capacity guidance
- Events are closed to the public; all events considered “private” for the Mines community
- Maintain 6-foot physical distance between people (Social distancing calculator found here)
- Furniture may not be moved within spaces
- Hand sanitation stations must be present at the entry and exit of event space

MEETING GUIDELINES

- In person meetings are not permitted
- Large groups needing an expanded Zoom license may request through ITS
- If orgs are meeting with an external employer, organizers will need to work with a representative in the Career Center (careercenter@mines.edu) and have an advisor or professional staff member present (virtually or in person)

EVENT REGISTRATION

ADVERTISING & REGISTRATION

All organizations are required to submit a pre-approval to the SAIL Office at least 2 weeks before the event. Fraternities and Sororities follow a separate registration process with the FSL Coordinator.
• Use the "Create Event" option on your club's Engage page (Go to your club's page, on the dropdown on the left, select “Events” then select “Create Event”)
  o If you need assistance, contact the SAIL Office at sail@mines.edu
• Club meetings and events must be advertised through Engage and at least one another campus-wide platform such as the Daily Blast or flyers posted around campus
• Meeting request must be submitted on Engage and once approved additional advertising can be secured
• If choosing to use flyers, they need to be approved by the SAIL office
  o Email a digital flyer to sail@mines.edu to be stamped
• Advertising only to club members or closed server lists does not constitute sufficient advertising
• Recurring meetings can be submitted all at once for approval as a recurring event on Engage. Once approved, all occurrences are approved.
• Advertising must include instructions on how to arrange accessible accommodations

ON CAMPUS EVENT GUIDELINES

INDOOR LOGISTICS
• Indoor events are not permitted

OUTDOOR LOGISTICS
• Maximum 50 people outside, face covering required, 6’ distance
  o One professional staff/advisor or security officer must be present to mandate safety protocols
  o Professional staff members must be listed in event request
  o Exceptions may be granted by the SAIL Staff and/or Campus Events staff depending on the event
  o Depending on the event, SAIL and/or Campus Events may require additional monitors
• Participants should only attend with members from their own household
• Food and catering options are limited and must be individually wrapped and prepared meals/snacks. No self-serve or buffets are permitted
• Events must follow state and local guidance
• Events must follow Mines guidance
• No travel allowed

OFF CAMPUS EVENTS

Some off-campus events will be allowed as long as they are service events or the event is held outdoors. At this time, no off campus indoor events will be allowed. Individuals will need to walk and/or avoid carpooling to prevent COVID spread.

Off-Campus Service Events
Fraternities and Sororities follow a separate registration process with the FSL Coordinator.
• Indoor service events are not allowed
• Outdoor service events are limited to 20 people maximum if space allows
• Service events require organizations to submit a pre-approval to the SAIL Office at least 2 weeks before the event. The form is located on the Mines Engage site under Campus Links titled Community Service Request Form
• Service event must follow state and local guidance including appropriate PPE worn
• An advisor must be present during service event. The advisor is allowed to be a non-Mines employee but must also follow the Oredigger Promise
• List of attendees must be provided to the advisor prior to the event and an attendance roster must be kept for 4 weeks by a member of the organization in case there is a need for contact tracing
  o Campus Events can create a QR code for students to check in to the event if preferred

**Off-Campus Outdoor Events**
• Only outdoor events might be approved using the “Create Event” option on your club’s page on Engage
  o Outdoor off-campus events will be considered for those clubs that need an outdoor space to conduct regular activities to fulfill their mission
  o Submit your event request through the “Create” option on your club's Engage page at least 2 weeks in advance
• Events are limited to 20 people maximum from the organization if space allows
• An advisor must be present during the event. The advisor is allowed to be a non-Mines employee but must also follow the Oredigger Promise
• List of attendees must be provided to the advisor prior to the event and an attendance roster must be kept for 4 weeks by a member of the organization in case there is a need for contact tracing
  o Campus Events can create a QR code for students to check in to the event if preferred
• Event needs to be advertised (see above)
  o All students need to have equal opportunity to participate

**REPERCUSSIONS**

*Any organization found violating SAIL, Mines, or state and county mandates will be subject to the following repercussions:*

• Frozen accounts/probation
• Organizations won’t be allowed to host in person events or meetings for the remainder of semester or suspension period
• Student leaders of the organization will be removed and will not be eligible to hold other leadership positions in the same or other organizations
• Organization may be dissolved/de-recognized
LOGISTICS

ZOOM

Zoom download and usage information found here.

DO YOU NEED A “PRO” ZOOM ACCOUNT?
*information pulled from Mines ITS

By default, beginning Zoom users have Basic accounts, which come with some restrictions. Most notably, Basic Zoom sessions are limited to 40 minutes each.

If you are planning to use Zoom for a meeting or recording that is longer than 40 minutes, please request a Zoom Pro account upgrade by submitting a support request to the Mines Help Center (https://helpcenter.mines.edu.) Attention: You must install and login to your Basic Zoom account first before requesting the Pro account.

If needed, a Zoom Pro license can be applied again upon request, via the Mines Help Center (https://helpcenter.mines.edu.)

MINES STAFF SUPPORT

SAIL

If you have questions regarding your organization, account, or other clubs/orgs related requests, please reach out to SAIL staff at sail@mines.edu or one of the staff members below.

Kelsi Streich Director
Begoña Ruiz Piñeiro Associate Director for Finance & Operations
Alexandra Demopolous Assistant Director of Student Engagement
Alexis Lakers Fraternity & Sorority Life Coordinator

CAMPUS EVENTS

If you have questions regarding your club or organization meeting or event, please reach out to Campus Events staff at reservations@mines.edu or one of the staff members below.

Pete Lovette Reservations Manager
Brandy Burgess Director

ADDITIONAL COVID-19 RESOURCES & GUIDANCE

- CDPHE: https://covid19.colorado.gov/
- CDC: https://www.cdc.gov/coronavirus/2019-ncov