

Frequently Ask Questions for Student Organizations 3.13.2020 3:00 pm

This document is an ongoing and evolving resource for student organization leaders, advisors and others about Indiana State University's response to COVID-19. We will be updating as needed. (Please note that there is an additional FAQ for Fraternities and Sororities located [here](#)).

What is happening?

See the official statement from the University [here](#): All on or off campus events are cancelled until Monday April 13, and may be extended depending on the impact of COVID-19. As registered student organizations, ALL student organization events (meetings, philanthropy, service, social, member development, new member presentations, intramurals, etc.), regardless of location, are not permitted. In the event that your organization had an event scheduled during this time, it will need to be cancelled, re-scheduled to a later date and/or the Fall semester. Please note that any events that are held in violation of this interim action will be subject to Student Code of Conduct judicial proceedings.

What if I need assistance with my organization's business functions before April 13?

The Office of Campus Life, as well as other offices, on campus remain open. The Office of Campus Life will be open 8:00 am – 4:30 pm Monday – Friday. Please contact or check the website of the other office's you may need assistance from as their hours may have changed.

How can we host meetings and have elections?

In this time of social distancing as a preventative measure, organizations should not host in person meetings. Please check the Treehouse for ideas on how to have meetings virtually and hold election online.

What about Sycamore Leadership Awards?

The Sunday, April 5 Leadership Awards has been cancelled. We will be presenting the awards virtually. Please watch for additional information on the Treehouse.

Is Spring Week and Sycamore Sessions still happening?

Due to the Governor of Indiana issuing a statement that no events larger than 250 may take place through Thursday, April 30, Spring Week activities including Sycamore Sessions have been cancelled.

We have scheduled classrooms– what should we do?

All classroom space has been cancelled for student organization reservations through Monday, April 13.

We have social events planned at an off campus venue with a deposit or contract – what should we do?

First, we encourage you to read your contract. In some cases, you may be able to re-schedule an event to an alternate date based on the venue's availability. You should share the official statement from the University, explain that you can no longer host the event, and need to change the date. We hope that businesses and venues will be understanding of the extraordinary circumstances, and allow you to change a date. Campus Life staff can assist in making calls as needed, and we encourage you to have conversations with your advisor.

The University's General Counsel Office (<https://www.indstate.edu/administration/ogc>) is available to review contract and provide advice regarding best practices of moving forward with each respective contract. Student Organization leadership (student officers, faculty/staff advisors) should first review each contract and communicate directly with the agency. If that does not yield a positive outcome, please contact the University General Counsel Office (attention: Jolyn Osborne, Jolyn.osborne@indstate.edu).

In each case, please ensure that your organization re-submits Social Event Registration Form on the Treehouse if the date/location/other information has changed.

Our organization was scheduled to travel?

Due to the Governor of Indiana statement related to travel- no travel will be taking place through Thursday, April 30.