LEADING IN COVID:
Student Organization Operations Checklist

KEY TIPS/LINKS

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Student Organization Event Planning Guide</td>
<td>Document provides key guidelines about how student organizations should operate in our COVID environment. Key elements focus on risk management associated with face coverings, physical distancing, and venue capacity.</td>
</tr>
<tr>
<td>MaroonLink Event Form Tutorial</td>
<td>Learn how to complete a MaroonLink Event Form, which is required in order to host events on campus or travel outside 25 miles of TAMU. Note: All on-campus events/meetings and all student organization travel must complete the event form to be in alignment with TAMU COVID guidelines.</td>
</tr>
<tr>
<td>Travel Guidelines</td>
<td>Review the TAMU travel guidance posted on the TAMU website. This website outlines key safety guidelines when planning travel.</td>
</tr>
<tr>
<td>Travel Information Form</td>
<td>Any student organization who travels outside of 25 miles from TAMU must complete the Travel Information Form per student rules.</td>
</tr>
<tr>
<td>Virtual Meeting Engagement</td>
<td>Learn more about virtual meeting facilitation and engagement by viewing the following video from our guest speaker, Reagan Pugh, in our webinar series. Check out the Zoom support center, which offers great tutorials.</td>
</tr>
<tr>
<td>Student Rules</td>
<td>If student organizations do not abide by published guidelines, they will be subject to the Student Organization Accountability Process. (TAMU Student Rules: Student Rule 41, Student Rule 24.4.9)</td>
</tr>
</tbody>
</table>

STUDENT ORGANIZATION TRAVEL CHECKLIST

| Step 1: Discuss travel plans with advisor, review the COVID travel website, assemble plans and protocols for COVID compliance and travel plans, and review the MaroonLink Event Form tutorial 3 to 4 weeks prior to departure. |
| Step 2: Submit the MaroonLink Event Form at least 2 weeks prior to travel. |
| Step 3: Review and respond to feedback on the MaroonLink Event Form provided by Student Activities and campus partners. |
| Step 4: MaroonLink Event Form will be routed to OVPSA for review and approval. Travel is granted upon approval by advisor and OVPSA. |
| Step 5: Submit the Travel Information Form 48 hours in advance of travel. Ensure collection of waivers for all participants (see template). |

PLANNING ON-CAMPUS EVENTS

| Step 1: Discuss event plans with advisor, review the Student Organization Event Planning Guide, assemble plans and protocols for COVID compliance and event plans, and review the MaroonLink Event Form tutorial 3 to 4 weeks prior to departure. |
| Step 2: Submit the MaroonLink Event Form at least 2 weeks prior to event. |
| Step 3: Review and respond to feedback on the MaroonLink Event Form provided by Student Activities and campus partners. |
| Step 4: MaroonLink Event Form will be routed to OVPSA for review and approval. Event is granted upon approval by advisor and OVPSA. |
**PLANNING OFF-CAMPUS INDOOR EVENTS IN B/CS AREA (within 25 miles of TAMU)**

<table>
<thead>
<tr>
<th>Step 1: Discuss event plans with advisor, review the <a href="#">Student Organization Event Planning Guide</a>, and assemble plans and protocols for COVID compliance and event plans.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2: Select a venue that has a posted capacity that meets your organization needs. If there is not a posted capacity, please abide by 113 sq. ft per person.</td>
</tr>
<tr>
<td>Step 3: Conduct a successful event by following the <a href="#">Student Organization Event Planning Guide</a>.</td>
</tr>
</tbody>
</table>

**PLANNING OFF-CAMPUS OUTDOOR EVENTS IN B/CS AREA (within 25 miles of TAMU)**

<table>
<thead>
<tr>
<th>Step 1: Discuss event plans with advisor, review the <a href="#">Student Organization Event Planning Guide</a>, and assemble plans and protocols for COVID compliance and event plans.</th>
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<tbody>
<tr>
<td>Step 2: Complete application through the <a href="#">City of College Station</a> or City of Bryan. Call the Bryan City Manager’s Office at 979-209-5100 to request an application. Mayor approval must be granted prior to hosting an outside gathering of 10 or more people.</td>
</tr>
<tr>
<td>Step 3: If approved by Mayor, conduct a successful event by following the <a href="#">Student Organization Event Planning Guide</a>.</td>
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</tbody>
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