November 10, 2020

Howdy Student Organization Leaders and Advisors,

As we continue to maneuver our ever-changing environment, our goal is to keep you informed of updates that may impact your student organization operations. Below you will find two important updates regarding student organization activities and available services. Please continue to reach out to us at soda@stuact.tamu.edu for questions or assistance.

NEW GUIDANCE REGARDING EVENTS AND GATHERINGS

Due to an increase in COVID-19 cases in recent days, student organization guidance has changed. Effective Wednesday, November 11, student organization on-campus indoor or outdoor events or gatherings of **10 or more** must be reviewed and approved by the Office of the Vice President for Student Affairs.

Checklist guidelines can be found on the Student Activities COVID-19 website (studentactivities.tamu.edu/student-organization-resources-and-updates-covid-19/) and include the following steps:

- Requests must be submitted via the MaroonLink event form (maroonlink.tamu.edu) at least two (2) weeks in advance.
- The Department of Student Activities will route the MaroonLink event form to the Office of the Vice President for Student Affairs for final review and approval. **Final approval is required prior to the event.**
- Submitted event forms should address organization plans to comply with all existing COVID-19 protocols, and all gatherings will be required to ensure access/entry control, physical distancing provisions, and face covering compliance.

SOFC VIRTUAL SERVICES

The SOFC will be *operating remotely* through Friday, November 13. For assistance, please email sofc@stuact.tamu.edu, and keep in mind the following:

- SOFC payment requests and other documents are available digitally through **SOFC eForms.** (tx.ag/SOFCeForms)
- One-on-one meetings with an SOFC Team member can be scheduled using our **Virtual Office Hours.** (tx.ag/SOFCVirtualOfficeHours)
- Deposits can be secured in an envelope or bag and dropped in the **SOFC night depository,** located in the hallway outside Koldus 235.
- Completed **Signature Cards** may be emailed to sofc@stuact.tamu.edu.
- Your organization’s **Marketplace** store can be used for such business as collecting dues, selling merchandise, and soliciting small donations. Contact sofca@stuact.tamu.edu for assistance setting up your storefront.
• **SOFC Training** is available online. Officer and Advisor Essentials modules and Marketplace trainings are available in the StuAct Online Training Center ([stuactonline.tamu.edu/app/training](http://stuactonline.tamu.edu/app/training)) or visit the SOFC YouTube Channel ([tx.ag/SOFCONDemand](http://tx.ag/SOFCONDemand)) for topic-specific videos.

Thank you for your continued flexibility and leadership of our student organization community here at Texas A&M.

**Tyler Sellers**  | Assistant Director  
SODA & Community Expectations and Conduct

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