



RUTGERS

UNIVERSITY | NEW BRUNSWICK

**Student Organization Toolkit
Spring 2021**

**Student Centers & Activities
Student Involvement Office**

Student Organization Leaders:

As President Holloway announced, Rutgers University will be operating in a primarily remote environment for the spring with minimal students on campus. The Department of Student Centers and Activities would like to offer this Student Organization Toolkit to assist your organization to thrive in the virtual environment this spring.

Please keep in mind that these guidelines will not cover every possible situation. We recommend keeping in touch with your organization's advisor by creating a line of on-going communication so they can support your organization in achieving its goals this upcoming semester.

We encourage you to think of new and creative ways to hold virtual meetings that will keep your executive team and community members engaged. Some of you may have already begun doing this in the Fall, but for those who are just starting up again, we recommend utilizing this toolkit to help strategize and plan. As you are all student leaders within our involvement community, we expect you to follow regulations set by Rutgers University that are meant to help you ensure you meet safety requirements set by the state of NJ and the Center for Disease Control.

This document contains some resources and recommendations to continue meeting and holding events in a virtual format. We want to emphasize that the suspension of campus events will remain in place this spring to ensure we do our part to limit opportunities for the virus to spread. **Regardless of size, there should be no in-person meetings, events, or gatherings in any student center, academic building, or outdoor spaces on or off campus for the Spring 2021 semester.** This includes the suspension of trips, travel programs, and service events. You should plan for all of your organization's activities and meetings this spring to be delivered virtually. These guidelines will be reevaluated when in person instruction fully resumes at Rutgers - New Brunswick.

We look forward to "seeing" you this Spring and assisting your organization!

Student Centers & Activities
Student Involvement Office

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Ask Us Anything Sessions Q&A with Student Involvement

Each Ask Us Anything Session will be 30-minutes in length and will allow student leaders to ask Student Involvement staff questions about the upcoming virtual semester. We offered these sessions in the Fall, and they were a great opportunity to connect. With the continued adjustment to the virtual environment, we are offering these again to give student leaders an opportunity to ask questions and engage in conversation while preparing for the virtual Spring semester. Both sessions will be hosted via Zoom.

Session #1

Tuesday, January 26
12:00pm-12:30pm

Session #2

Friday, January 29
12:00pm-12:30pm

Spring 2021 Virtual Involvement Fair

The Spring 2021 Virtual Involvement Fair will take place on Monday, January 25th from 2:00pm-6:00pm. Leading up to the Involvement Fair, there will be two training sessions via Zoom.

Session #1

Tuesday, January 19
3:30pm-4:30pm

Session #2

Wednesday, January 20
6:00pm-7:00pm

Be on the lookout for information about Involvement Week, which will run from Tuesday, January 26th to Friday, January 30th.

Student Org Essentials: Virtual Edition Leadership Development Workshops

This Spring, Student Involvement will offer an array of trainings, workshops and events in synchronous and asynchronous manners that are specifically designed to assist student organization leaders to have a successful semester. Marketing of trainings will be optimized through websites, getINVOLVED, listservs and social media across the Division. Also, if you missed any of the leaderships in the Fall, check out the Student Centers and Activities [YouTube channel](#). This channel has all of the Fall leadership recordings, which include: Successful Virtual Meetings and Events, Successful Virtual Marketing Strategies, Virtual Team Dynamics, Virtual Wellness Strategies, Crowdfunding 101, and a Swag Portal Demo.

Leaderships: A series of workshops and trainings open to all student organization leaders

Engaging Membership

Friday, January 29th at 3:00pm-4:00pm

This leadership will provide student leaders with resources on how to engage their membership in a virtual setting. This will incorporate aspects of how to have successful virtual meetings as well as how to navigate virtual team dynamics. This session will also discuss various ice breaker activities, tips on how to keep members involved and engaged in meetings and events, and how to navigate communication virtually.

Virtual One Time Events

Friday, February 5th at 3:00pm-4:00pm

This leadership will provide various ideas for virtual one-time events for student organizations. As many organizations are transitioning to this virtual setting, it can be hard to brainstorm ideas that are solely virtual. This session will provide various ideas, activities, and ways to brainstorm for student leaders to plan future events. Note: this session will not be able to tailor one-time events to each organization but will provide general events that can be successful virtually.

Marketing Yourself and Your Student Organization

***Facilitated by the Student Centers and Activities Marketing Team**

Friday, February 12th at 3:00pm-4:00pm

This leadership will discuss ways to brand yourself as a student leader on social media by utilizing sources like Twitter and LinkedIn. This session will also describe how to brand your organization on various social media platforms to spread your message and reach various audiences. There will also be a brief discussion on various examples of ways to engage your audience on social media through posts, hashtags, and more.

Passing the Knights Sword

Via Zoom: Friday, March 26th, April 9th, and April 23rd at 3:00pm-4:00pm

Via Instagram Live: Tuesday, March 30th, April 13th, April 27th at 12:00pm-12:30pm

Effectively transitioning out of an executive board position is an important process to ensure the success of a student organization. Attending one of the Passing the Knights Sword programs will provide outgoing and incoming officers with the skills to support the organization as they move forward and look forward to next year.

Treasurer Training for Provisional Organizations

Friday, February 5th at 2:00pm-3:00pm

Are you the treasurer of your provisional organization on campus? In order to become fully registered at Rutgers University, provisional student organization treasurers must attend this training, however, any student organization officer is welcome to attend. Attending this treasurer training will provide you with helpful resources regarding how to manage your organization's funds, as well as be beneficial in learning the rules and regulations of the Student Activities Business Office (SABO).

Student Organization Meetings

Running Vibrant Virtual Meetings

Student organization meetings will be virtual this Spring. Below are some tips and information regarding various online platforms supported by the University that your organization may utilize for organization meetings and business.

Collaborate as an executive board and discuss what are the meeting needs of your organization. Some groups may meet weekly or bi-weekly as a full organization and need a platform that is easily accessible to all members. Other groups may need several types of meetings ranging from private to public or general member to executive board. Discuss what your group will need and let that help guide you to choosing the web-based platform that works best for each type of meeting.

Consider the benefits and limitations of the web-based meeting platforms (Zoom, Webex) supported by the University.

Include all members of your organization by engaging them in a virtual setting. It is important to have an inclusive environment for your members by including them in discussions, using icebreakers, and recognizing the work of individuals. Ask members to include their pronouns in their Screen Name on the meeting platform. Allow various members to share updates or concerns rather than just executive board members. Be courteous of others speaking time and actively listen to others.

Virtual Platforms Supported by Rutgers University

Rutgers University provides various virtual platforms for you to utilize within your organization. Below is a list of the various options. If you would like to hear more information on how to utilize these platforms and their features, check out the Fall Leadership about how to run successful virtual meetings and events on [YouTube](#).

Webex: Webex Meetings lets you host online meetings with HD video, audio and screen sharing. Webex Teams keeps your teams connected through messaging, file sharing, whiteboarding and calling. Features include interactive whiteboards, unlimited messaging, file sharing, search messages/users/files, and message threads and quoting messages. This web conferencing tool that also allows for phone dial-in which is inclusive for members who may struggle with internet issues.

Webex Events: Host a webinar for up to 3000 participants for large meetings and corporate events. **Webex Webcasting:** Expand the reach of your message to up to 100,000 attendees with a professionally produced webcast with white-glove service. From planning to follow-up analysis, Cisco Webex Events and Webex Webcasting provide the features to effectively host large-scale events or webinars to target audiences anywhere. Boost attendance, engage your audiences and increase leads, all while using a scalable and highly secure platform.

Set up your organization's Webex account here:

<https://it.rutgers.edu/webex/>

Zoom Meetings and Chat: HD video, audio, collaboration & chat, rooms and workspaces, video, enterprise cloud phone system, Full-featured, easy-to-use, engaging webinars, and has app marketplace to get Integrations and bots to use with Zoom. Zoom also has various security measures available such as Rutgers Authentication and meeting passwords.

Set up your organization's Zoom account here:

<https://it.rutgers.edu/zoom/>

Microsoft Teams: Meet from anywhere: Instantly go from group chat to video conference with the touch of a button. Teams of 10 or 10,000 can meet in one place, no matter how many places they are in.

- Chat from anywhere: Share your opinion, and your personality. Send gifs, stickers, and emojis in a group chat or in one-to-one messages.
- Call from anywhere: Never yell “who just joined?!” ever again. Use Teams calling, Phone System, Calling Plan, or Direct Routing to take the stress out of conference calls.
- Collaborate from anywhere: Never do that frantic, searching-for-files thing ever again. In Teams you can access, share, and edit Word docs, PowerPoint, and Excel files in real time. Microsoft Teams has the ability to create channels for separate committees or working groups.

Set up your organization’s Microsoft Teams account here:

<https://it.rutgers.edu/microsoft-teams/>

getINVOLVED FAQs

While some of the content on getINVOLVED is visible to the public, we recommend logging in using your net id and password to see all site contact, access your personalized information, and use the event attendance tracking URLs.

The **User Drawer** serves as your personal profile for the getINVOLVED site. Here you can access user specific tools such as your event pass, your form submissions, your event history, and your personal profile information. To access the User Drawer, click on your initial or photo in the top right of the screen. [USER DRAWER TIPS](#)

The **Organization Wall** is a discussion board on the home page of each organization's site. The Wall is primarily intended for internal communication among organization members. If you are searching for a way to share information or news externally, post items using the News Tool on your Organization's profile page.

The **Roster tool** allows you to manage your organization with ease and efficiency! This article highlights all the important aspects of managing your roster, keeping your information up-to-date, and making sure the right people have the right levels of permission they need in your organization. [ROSTER TOOL TIPS](#)

The **Messaging tool** allows you to send messages to your organization's members. Click Messaging at the top of the Roster page in Action Center to create a message relay. Relays allow you to create a temporary email address to send a message to only certain members based on the positions they hold. [MESSAGING TOOL TIPS](#)

The **About tool** allows you to keep your organization's profile page updated with the latest information. Here, you can change your organization's profile picture, and update your organization's description, contact information, and link to any social media pages. To update the organization's About page, a user must hold a position that has "Profile - Full" access. [ABOUT TOOL TIPS](#)

The **News tool** allows you to keep your members up to date on all of your latest news. With a format similar to a blog, members can view a quick summary of the most recent news or drill down to view the full contents of each post. This tool also has a feature allowing groups to embed videos in the body of a news item. To view News in your organization, navigate to your organization's public page and scroll until you see News posts listed. [NEWS TOOL TIPS](#)

The **Photo Gallery tool** allows you to store photos on your organization's profile page. Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization's public-facing page. To add photos to an organization's site, a user must hold a position that has "Photo - Full" access. [PHOTO GALLERY TOOL TIPS](#)

The **Documents tool** allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization. You must be either the Primary Contact of your organization or an officer with full access to Documents to upload files to your organization. [DOCUMENT TOOL TIPS](#)

The **Elections tool** allows you to create and carry out virtual elections within your organization. These elections can be set to allow only internal voting from organization members or can be open to the public. To create an election, a user must hold a position that has "Elections-Full" access. [ELECTIONS TOOL TIPS](#)

The getINVOLVED HELP profile contains news items, videos, and PowerPoint documents designed to assist groups in fully utilizing the various platform features. [getINVOLVED HELP PROFILE](#).

Engaging Members Virtually

Consider the added difficulties your team can encounter when working remotely. Providing structured planned team building activities can help keep members engaged and provide fun outlets for stress. Creating a stronger identity as a team can help to keep the stress of communicating remotely more manageable. Here are a few options to get you started:

- **Conference Call Bingo:** Use bingo board template to make a board specific to your team. Fill in squares with common behaviors and phrases that come up in your group's meeting. Make up and distribute the "bingo" sheets. Determine an end time and rewards for the activity. Have each player track performance. Give out reward for filling in a row or the whole sheet.
- **Boundary Breaking:** Create list of fun and weird questions for your members to answer. Directly say a person's name and ask them the question. Continue until all members have answered a question or do a few questions each meeting so that everyone gets to answer at least once a month etc. Folks can bond over hearing about another's weirdest haircut experience or what song was the first download they remember.
- **Social Time:** Begin or end your meeting with 15 minutes for members to just chat and check in with one another.
- **ZIGS and ZAGS :** Ask two members to each share a short (5 min) "about" or "how to" about something that interests them. Your group will end up hearing a bit about two hopefully wildly dissimilar things; ex. One member discusses a short history of hieroglyphics and the other member shows group members how to do yoyo tricks.
- **Check out my Snack:** have members bring favorite homemade or home constructed snack. Set aside time at the beginning of the meeting to go around and have members show their snack and explain its ingredients or share recipe.

- **The Story of Our Group:** Leader explains that the group is going to write a story together and starts a story with One day long long ago there was a... then passes the story to the next member who can add a phrase, word, or sentence to advance the story's plot. Keep going and see how your story grows. One member should be designated to record the story for posterity and laughs later.
- **Host a Netflix Watch Party**
- **Instagram Takeovers:** Assign an organization member a day of the week to log in and take over your organization's account and recap "a day in the life of _____". Tip: Reset your password once you have completed one person's takeover to prevent them from posting again or have someone manage the account who is controlling the content for the day. Tag Student Involvement and we will tag you back!
- **Win Lose or Draw:** Generate a list of random ideas or objects or use an online idea generator. Break your group up into teams. Have members take turns drawing the object or idea assigned on the web platform white board. Team members must guess the idea or object correctly within a set time.
- **Tik Tok:** Tik Tok provides lots of new challenges that you or anyone in your organization can re-create. Feeling inventive? Create your own challenge and let us know when it goes viral.
- **Paint and Sip or Teach a Craft:** Group members teach each other how to paint a picture or do a craft. Make sure the activity is something that members can do with supplies they have at home. Utilize experts within the group or online tutorials to learn how to do the activity.
- **General Q&A:** Social media is a great way to connect with members and non-members of your organization. Expand your social media

presence for an opportunity for others to ask questions and get to know what your organization is all about.

How to host a virtual escape room as a teambuilder or ice breaker

Review the different escape rooms on www.365escape.com and pick one to use. There will be a YouTube video underneath that shows you how to solve the room. If you are moderating the escape room, familiarize yourself with how to solve it so you can provide hints to your players.

- Invite your players to a Zoom meeting (or preferred video calling software). As the moderator, you will open the escape room in a web browser and through Zoom, share that screen.
- Minimize the WebEx screen, keeping the chat open to view if the players are utilizing it.
- Maximize your web browser and make sure to only share your web browser. There is no need to share your entire screen.

Instructions to share with the group before beginning

- You are the moderator, so they need to figure out their communication plan and ask you to control the mouse. Each move they want to make needs to be relayed to you to do.
- Let them know if something on the screen is “clickable”, your mouse will change from a cursor to a finger pointing icon as you roll over it. This will be helpful for them to keep an eye on.
- If they want to know if something is “clickable”, they can ask and you can respond with yes or no. That will not count as a clue.
- You will be able to offer them 3 clues if they choose to use them.
- In the room, they will be collecting items and solving puzzles to “escape”. Sometimes escaping is getting yourself out and sometimes it is saving a creature that is locked up. You will know what you are doing when the game begins.

Most rooms have a running clock telling them how much time has passed. If the room you select does not, make sure to keep a timer on your phone. Groups should have 1-hour to escape. Once the time is up, you can ask the group if they want to keep going or if they want you to show them how to solve it.

Best Practices for Team Builders

- If you are leading this as a team builder, start by giving them the instructions above and then allowing them 5 minutes to come up with a communication strategy.
 - Note: we hope they discuss typing requests to moderator in the chat, only have 1 liaison talking to the moderator, or only having 1 person speak at a time, etc.
- Hints: If a group is starting to get stuck and you do not know how to give them a hint, I suggest watching the YouTube video on another device, so you are ready when they ask for a hint. Be creative with the hints. Such as, “you are stuck trying to figure out what the house colors mean. That is not going to help you. Find another room and figure out how you can utilize the “brush” tool you gathered. That is how you can move forward in this game”. Your hint should not just tell them what to do, but rather help them use their resources or get back on track.
- This works best with 5-8 players, any more than that and some players just sit back and do not contribute because there are others taking over the majority of the game.

Hosting Virtual Events

As a registered student organization, you are expected to maintain a vibrant online presence for students in your community. Students will be directed to find your organization on the getINVOLVED platform.

We suggest you help students find and connect with your organization by doing the following:

- Create new events in your organization profile. Events can be for organization meetings or for virtual events. [TIPS FOR CREATING EVENTS](#) use PowerPoint or link to support. Use the new Video embedding function to embed a “sales pitch about your event as a marketing tool to help get the word out to students. Video sales pitches can also be used on Instagram and Facebook to boost your event marketing. Remember to list RUSA Allocations or your School Council Funding Source in the event description. When submitting or changing the details of an event, you now can add an online location as well as instructions for how to access it. Events can be exclusively online or combined with a physical location for both online and in-person attendance. Post-Event Feedback Questions can be set up when you are submitting your Event. The information you collect from these questions can be helpful when developing a post event evaluation and when requesting funding for the event next year.
- Add your organization name and a unique profile picture for each event. Listing your organization name at the beginning of the event title allows students to quickly identify who is hosting the event and helps to avoid confusion with other organizations that may have a similar event. The profile picture will serve as the “face” of your event, so make sure that it is appealing and relevant.
- Track event participation. You can easily link attendance from Zoom events into your event’s getINVOLVED profile. If you use a platform other than Zoom you can either ask your advisor to assist in uploading attendees to the event (by attendee email) or send the new platform URL access code to event

attendees. Any that log in within 72 hours of the event using that URL will be marked as attended.

Event Planning Tips

Now that you have an idea and a set of goals, you should define your event.

- Why are you doing it?
- Who is it for?
- Where is it?
- When is it?

Delegation:

- Make a list of everything that will need to be done and divide up responsibilities among members of the group.
- Core members and leaders should be sure to delegate tasks, so that one small group does not end up monopolizing all the power and burning themselves out.
- If possible, devise a system to back up people who do not follow through with their responsibilities.
- Have several members available to help run your virtual events, just in case someone loses their internet connection.

Marketing:

- It is important to keep your organization's social media and various other platforms active to attract new members, showcase your current members, to advertise your virtual events, and more.
- Use [Canva](#) to make graphics for Instagram posts, Instagram stories, Facebook cover photos and more. This free site allows you to make graphics for any event with various templates suggested.
- Make a YouTube Channel. Here is a [video](#) that shares how to go about filming YouTube videos by using just your cell phone. Creating a YouTube Channel and making videos has various benefits as you can showcase the work done by your organization, demonstrate what your organization likes to do, showcase current members, provide faces to your organization for others to see, and more.

Contracts

The student organization process to form contracts takes a significant amount of time (this may include speakers, performers, or personal services contracts). We ask that you begin 4 weeks in advance by discussing the details of the contract with your advisor. For your information, here are some of the details of the process:

- Student organizations should meet with their Advisor to discuss details for contracts (4 weeks in advance). Please contact your Advisor to set up a virtual meeting.
- Student organizations can submit the Contract Checklist on getINVOLVED (3-4 weeks in advance of the event). Information you will need to submit a contract checklist includes:
 - Vendor/Performer Name, Address, Email, Phone Number
 - Date of Event
 - Time of Event
 - Virtual Platform Used
 - Honorarium amount
 - Any Special Needs of the Vendor/Performer
- The Student Involvement Office will put together contracts and send to the appropriate advisor (3-4 weeks in advance).
- Advisor sends out contract and W9 form to vendor/supplier and awaits their return.
- Organization treasurers should initiate check requests on SABO and notify advisor of submission (this can be done at the time the contract checklist is initiated).
- Upon return of W9 and contract, your advisor will sign and place the C# on the contract and send over for SABO for processing.
- Expect that it will take SABO 15-20 business days to process checks depending on volume!
- For more information on contracting please go to involvement.rutgers.edu to see our handbook policy and video on “Contracting.”

Helpful Contracting Resources:

<http://involvement.rutgers.edu/organization-officer-materials/quick-links-for-rutgers-student-organizations/>

<http://involvement.rutgers.edu/contracts/>

Your organization MUST have a virtual meeting with your Advisor to discuss the event and need for contracts. Please follow procedures for contracts found here: [by logging into the getINVOLVED website and going here.](#)

Student Activities Business Office (SABO) Information

The Student Activities Business Office (SABO) is dedicated in assisting you and your organizations during this unprecedented time with all financial matters in conjunction with your governing unit and advisors.

Please note many policies and procedures are modified for 2020-2021, to accommodate for the virtual platform our organizations will be using.

The **Treasurer** of a Student Organization is an important role. You are responsible for the finances of your group. The SABO online system is a tool for you to use to pay for all of your organizations expenses. The main purpose of this tool kit is to review and explain different types of transactions and responsibilities you are entrusted with as the Treasurer. We hope you will find this site useful in performing your Treasurer duties.

General information:

All Treasurers are added to their individual SABO accounts through information we receive through your advising areas.

You will be able to log into the SABO online system at:

<https://webapps.rutgers.edu/sal/login.aspx?ReturnUrl=%2fsal%2fDefault.aspx>.

Once you log into SABO online, you will be able to review your account statement to see how much money your organization has as well as what was spent in the past, search for specific transactions and be able to conduct financial transactions.

We have compiled a step-by-step guide to assist you in successfully completing checks requests and helping you be a successful Treasurer. You can find the guide [here](#) or on the SABO getINVOLVED page

Please email sabo@echo.rutgers.edu if you have any questions or concerns. This email will be monitored Monday-Friday daily. We will strive to answer and address all concerns and questions within 24 hours.

Trademark Licensing and Promotional Items

Beginning Fall 2020, Rutgers University has introduced Consolidus as the one-stop shop for all promotional and swag/giveaway needs. This includes all student organizations and University departments. To make things easy, every design on the website is now pre-approved and makes ordering items for your organization much easier!

All items can be viewed at swag.rutgers.edu. All students can log on and browse using their Net ID. Presidents and Treasurers of each organization have the authorization to place orders. **All orders will be paid by invoice directly to Consolidus and will require your treasurer to submit a check request to SABO.** For the Spring semester any swag purchases must be done with generated revenue.

On the next page you will find a Step-By-Step Guide on how to purchase your organization's promotional items.



Shop for Branded Items

- Go to swag.rutgers.edu
- Login with your Net ID and select New Brunswick
- Go to your account area by selecting Welcome in the top right, and select Account Info from the left side to **confirm your email and phone number**
- Browse product categories or search for something specific
- If you want a custom or unusual item, contact Consolidus:
Call: 330-319-7205 or Email: service@swagbyconsolidus.com



Build Your Product

- Once you choose an item select “Build Product”
- Select a Color and Input a Quantity – note quantity minimums
- Select Your Imprint type and location
- Select “Choose Imprint Colors”
- Select “Designate Artwork”
 - o Use the logo library (Rutgers approved marks)
 - o Or upload a custom graphic
 - o Or use the comments area to indicate text to imprint
(ex: Celebrating 50 Years)
- Add it to your cart
- Add another item or Save and Continue
- On the billing and shipping screen, enter your Student Organization’s **account code and Student Organization name**
- Continue and select Submit for proof and approvals

For additional questions contact **The Office of Trademark Licensing:** trademark@ucm.rutgers.edu, 848-932-0558,
or **Student Involvement:** osi@echo.rutgers.edu

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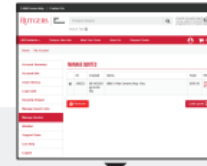


Approval Process

- Review and approve your proof – email from artwork@swagbyconsolidus.com
- Upon your approval, the **proof and invoice details** will be sent to the advisor for the Student Organization you designated
- Once the advisor approves, the proof will go to Rutgers Trademark Licensing for design approval
- After Trademark approval, your order is ready for checkout – email from service@swagbyconsolidus.com



Checkout Your Order



- Visit your account area on swagbyconsolidus.com
- Go to **Manage Quotes**, and load the quote you are working on
- Verify billing, shipping, and Student Org, then save & continue
- On the Secure Checkout screen, choose **Standard Payment**
- Your order will move to production and you will receive an order confirmation email



Delivery and Payment

- When your order ships, you will receive an email with tracking information and a copy of your invoice
- **Forward the invoice** via email to the Student Activities Business Office at sabo@echo.rutgers.edu
- Treasurer enters the invoice into the sabo online system and receives a check request number
- Upon receipt of invoice and with successful matching of the check request to the invoice, Sabo will pay the invoice mailing the payment directly to the vendor

Meeting and Event Reservations

At this time, event reservations for general meetings and events for the Spring 2021 semester are on hold. You will receive notification about any updates as the semester progresses, and prior to the Fall 2021 semester. Please feel free to email centerres@echo.rutgers.edu if you need assistance.

We want to emphasize that the suspension of campus events will remain in place this spring to ensure we do our part to limit opportunities for the virus to spread. **Regardless of size, there should be no in-person meetings, events, or gatherings in any student center, academic building, or outdoor spaces on or off campus for the Spring 2021 semester.** This includes the suspension of trips, travel programs, and service events. You should plan for all of your organization's activities and meetings this spring to be delivered virtually.

Student Organization Storage Space

For the 2020-2021 academic year, Student Centers are keeping storage spaces allocated for the 2019-2020 academic year.

Organizations which have lost their 2019-2020 storage space allocation will be able to keep it throughout Spring 2021.

Organizations which have reapplied for the storage space and have received subsequent notification, will continue to utilize the reassigned space until the end of the Spring 2021 semester.

Organizations which have applied for the new storage space within the deadline in Spring 2020, will be placed on the waitlist.

As soon as the University issues further guidelines and expectations for Spring 2021, we will revisit this process and make just decisions.

If your organization has any questions regarding storage space, please email orgstorage@echo.rutgers.edu.

Student Involvement Office & Advisors

Advisors

Advisors are working normal business hours, Monday – Friday and can be contacted via email for meetings and questions.

If you are unsure of who your organization's Advisor is, please visit your organization profile page on getINVOLVED where you will see their name and email listed.

Student Involvement Emails:

General questions: osi@echo.rutgers.edu.

New student organizations and constitution changes:

neworgs@echo.rutgers.edu.

Organization registration and change of officers:

orgregistration@echo.rutgers.edu.

Please follow us on Facebook, Twitter and Instagram: [@RUStudentOrgs](#).

Check out the Student Centers and Activities YouTube Channel:

<https://www.youtube.com/channel/UC6rpNRyLLSQeW01RaZHnk5w/featured>

Student Organization Handbook:

<http://involvement.rutgers.edu/organization-officer-materials/handbook/>

SABO:

www.sabo.rutgers.edu