

Programming Guidelines for UT Martin Student Organizations (RSOs & Greek-lettered Social Organizations) – Updated 1/29/2021

Philosophy Statement: The Office of Student Life and Multicultural Affairs (OSLMA), performing its duties as part of the Division of Student Affairs at the University of Tennessee at Martin (UTM), is responsible for creating and supporting a campus-wide community of organizations to provide students with a variety of safe and beneficial opportunities for co-curricular engagement.

Purpose of updated guidance: To maintain a low rate of COVID infection in the campus community while continuing to assist RSOs and Greek-lettered social organizations in providing their members and the student body of UTM with beneficial opportunities for engagement throughout the calendar year while simultaneously working to protect the health and safety of the campus community during the ongoing COVID-19 Pandemic.

Recommendations and Guidelines:

- Student organizations may host events with no more than 25 total persons.
 - All events, including virtual events, must be submitted for approval through the Runway system for review and approval at least 1 week prior to the event.
 - Event submission training can be viewed here:
<https://youtu.be/mMW3dqWxUbo>
 - All events must take place on campus or in the Martin area
 - Student organization travel is prohibited
- Attendance must be tracked at all events
 - OSLMA recommends using Runways' check-in app and event pass feature.
 - Check-in app training for organizations can be viewed here:
<https://youtu.be/647J7sQsXjw>
 - Event pass training for individual students can be viewed here:
https://youtu.be/Xq_h3K20fWw
- General event recommendations:
 - Outdoor events are recommended over indoor events.
 - Events should have separate entry and exit points.
 - Events should have a check-in point to record event attendance.
 - Masks should be required if attendees are unable to maintain a social distance of 6ft.
 - Hand sanitizer should be readily available.
 - Food items should be in a pre-packed format. Avoid buffets or self-service options.

Applicability: These recommendations and guidelines are effective February 1, 2021 until rescinded or replaced by additional guidance from OSLMA or the Division of Student Affairs. These recommendations and guidelines are applicable to all RSOs and Greek-lettered Social Organizations at UTM, and all gatherings and events held by such organizations, whether on or off campus.