VIRTUAL STUDENT ORGANIZATION MANAGEMENT

As the College will be continuing remote learning, the Student Activities Office has created the following newsletter to assist your organization in continuing its operations through the last few months of the semester and beyond. We encourage you to think through the needs of your organization and what this time of virtual engagement may look like for you.

This weekly newsletter will contain resources for your organization as well as important information regarding tasks and deadlines. Issues of the newsletter will also be posted on the SAO Website here.

As you browse the guide, please keep in mind, you can reach out to the Student Activities Team at anytime!

MEETINGS

There are several different ways your organization can continue to hold meetings, either for your entire general membership, your exec. board, or small groups and committees. Below is a helpful resource from the University of North Carolina Charlotte with some tips for continuing meetings in a virtual format: UNC Charlotte Tips for Hosting Effective Virtual Meetings

Gathering Platforms
There are many web-based video conferencing apps and platforms to help your organization stay connected. Here are some we have found most helpful:

- **Zoom** – all students should be able to sign into Zoom using their College credentials. Zoom is great for large video conferences with features including screen and window sharing, breakout rooms, reactions, chats, and more
- **Google Hangouts** – video conferencing tool accessible with a gmail account. Features include screen sharing and chat
- **Google Chat** – Team messaging with rooms and threaded conversations.

Team Building and Engagement
Be creative! How can you engage your members and stay connected when far apart? The community you have within your student organization is important. Here are some ideas to have fun with each other while you’re all around the globe

- **HouseParty** – video chatting tool providing game options which can be played collaboratively with attendees
- **Instagram** – assign a different member/officer a day to take over the org’s Insta account and post about a day in their life
- **Tik Tok** – make a video challenge among your members. Challenge other orgs as well!
- **Icebreaker** – a new online platform to create and host games where individual members get randomly paired off for each game. (Contact SAO for more info!)
- **Virtual Ice Breakers** – check out this article on Virtual Ice Breakers from Mind Tools

Topics in upcoming newsletters
- End of Year Events/Celebrations
- Planning for Fall 2020 Events (event request forms for regular meetings/rehearsals accepted starting April 16th)
- and more!
events

Student organizations have always provided a rich offering of events for Middlebury students. This semester will be no different!

Find Out What’s Going On

Students will be visiting Presence to learn more about events being offered by student organizations and campus departments. Additionally, all events in Presence will also be shown in the MiddSpark – the Middlebury College events app (available for free in the App Store and in Google Play.)

Host a Virtual Event

- **Ideas to get you started:**
  - Presence Article
  - Eventbrite
  - Check out other colleges’ and universities’ Student Activity pages
  - Bizzabo Blog

- **Financing** - While there are A LOT of virtual events which can put on with no cost, there are some that will require financial support. SGA will be sending out information this week about how to apply for funding for these unique events.

- **Post all events for your organization in Presence.** For more information on how to do so, please check out the video tutorials on the SAO website.

Attend the Virtual Event Planning Drop In  Thurs.(4/9) at 6:30 pm (ET) SAO and DLINQ will be hosting a drop in workshop on virtual event planning! Come learn more and get your questions answered.  Join HERE!

Cancelled/Postponed Spring Events

Unfortunately several events for this semester needed to be cancelled or postponed. We want to help you reschedule and continue planning these events where possible.

- For events planned for spring needing to be reschedule for fall, submit a new room request now
- Contact any vendors to let them know about your plans
- Organize and share any planning documents for the event so they can be easily accessed when planning for the event resumes (Presence and Google are great hosts for these documents.)
- Be sure to include funding for this event in your annual budget request to SGA for next year as the funds will not automatically roll over.
- Don’t hesitate to reach out to the Student Activities Office for any help and support you may need (see contact information below!)

DLINQ can help

Have a great idea for a meeting or event but aren’t sure how to do it virtually? DLINQ can help! Middlebury’s Office of Digital Learning and Inquiry (DLINQ) explores and creates digital practices and spaces that advance the transformative potential of education in students’ lives, and advances digital fluency and critical engagement with the digital at Middlebury. The DLINQ Interns are available for consultation, and can help you develop a strategy for working with other students remotely.

Presence

Presence can serve as a great tool for your organization. From quickly and easily emailing your members, to posting events, to uploading and sharing documents and forms, and more! Video tutorials outlining how to utilize all these great features can be found on the SAO website.

Presence Video Tutorials
student Organization spring timeline

More information and resources for all these steps will be provided in the coming weeks

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>April 10th – May 1st</td>
<td>Host Elections for 2020-2021 Officers</td>
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<tr>
<td>Week of April 20th</td>
<td>Transition Planning Workshop</td>
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<tr>
<td>April 20th- May 3rd</td>
<td>Compile Organization’s Transition Plan and Submit to SAO</td>
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<tr>
<td>May 4th-May 19th</td>
<td>Register your organization for the 2020-2021 academic year and register for the Fall Student Activities Fair and update all permissions in Presence ** this is a change from past years - re-registration will not take place in the fall.</td>
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**elections**

During the month of April, student organizations should plan to host elections for next year’s officers. Video tutorials on how to build and host online elections will be posted on the SAO website by Friday, April 10th.

Presence Video Tutorials

**transition planning**

This year, more than ever, it is important to have a smooth transition for your organization from one year to the next, from one group of officers to the next. SAO will be providing information, hosting a workshop, and offering consultation to assist each organization in compiling your organization’s transition docs and uploading them. More information about what needs to be included in your transition documents as well as about the workshop will be included in future newsletters.

**budget requests**

The Student Government Association (SGA) Finance Committee will be sending out information about both money requests for virtual events this spring as well as your organization’s annual budget request for next year. Once sent out, this information will also be available on the SAO Website as well as in future newsletters.

SGA Finance Committee Website

**Contact Us**

Though you may not be able to drop by the office, the SAO staff is still here for you and happy to help. Please don’t hesitate to reach out. To schedule a meeting with any of us, please feel free to use our Calendly links:

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