



# FRATERNITY AND SORORITY LIFE

## COLORADO STATE UNIVERSITY

### COVID-19 Chapter Planning Guide

#### Communication & Chapter Management

- How have we communicated with chapter members about changes so far?
- What communication strategy or timeline should we utilize throughout the summer to educate members about the fall and keep members engaged in chapter planning/efforts?
- Do we know which members are returning for the fall semester (i.e. do we have an accurate fall roster)?
- Given our chapter size, will we be able to host chapter meetings? If so, in what location? If the chapter is too large to host meetings due to gathering restrictions, can the meeting be conducted virtually or in more than one space while it is live-streamed?
- Are we staying connected to CSU communication and decisions to understand how that may affect our chapter?
  - You can learn about updated CSU decisions and guidance at <https://safety.colostate.edu/coronavirus/>.
- Have we re-thought our chapter calendar for the fall to consider potential event changes or changes to the academic calendar?

#### Intake, Recruitment & New Member Education Efforts

- Work with your governing council to understand if there are any centrally provided or supported recommendations on conducting informational or recruitment events.
- What is the guidance provided by our (inter)national organization around bringing in new members this fall?
- Based on my chapter's size and what we might anticipate in terms of interest, do informational events or recruitment events need to be changed or modified (e.g. conducted virtually, conducted with limited participants, etc.)?
- Can we shift our focus on attracting new members to one-on-one relationship building?
- Given the size of our chapter and/or the size of the group of new/prospective members we have in the fall, will we be able to host in-person intake or new member education programs?
- Do any of our Ritual events (like pledging, crossing, initiation, etc.) need to be modified (with the assistance of our (inter)national organization) to account for social distancing and/or gathering restrictions?

- Do any of our relationship building events (like big brother/sister events, interviews, or other interactions between new and active members etc.) need to be modified (with the assistance of our (inter)national organization) to account for social distancing and/or gathering restrictions?
- Given that CSU will be online for the three weeks following fall break, will we need to modify our intake or new member education calendar? Does this schedule change mean we may need to start our process earlier than anticipated?
- What health and safety plans need to be in place during intake, recruitment, and new member education (e.g. face masks, social distancing measures, etc.)? How will these plans and expectations be communicated to members and potential or new members?
- Are there online platforms we need to invest in now to assist us with intake, recruitment, and new member education in the fall?
- What are the promotional opportunities we have now, over the summer, to showcase our sisterhood/brotherhood and organizational purpose to incoming and existing students interested in the fraternity/sorority experience?

#### Social Event Management

- Based on my chapter's size (as well as any guests that might attend events), will our organization be able to host social events? If so, what will they need to look like?
- What is the risk of hosting social events?
- How will we educate our chapter about social event expectations and risks?
- What are expectations provided by our (inter)national organization around hosting social events?
- Does our chapter understand the risk and liability associated with hosting social events during a pandemic?
- How will the chapter educate members (particularly members living in off-campus, non-chapter housing) about the risk and liability associated with hosting social events during a pandemic?
- Do chapter members understand what constitutes an organizational event? Do chapter members understand what the reasonable person standard is?

#### Health & Safety Planning

- What is our chapter's protocol if a member of our chapter tests positive for COVID-19? Are there specific people we need to notify? How can we support this member?
- Are we able to purchase bulk hand sanitizer at some point before the fall for use at any meetings, events, or gatherings?
- What are health and safety expectations we desire to have in place for chapter gatherings, meetings, or events (e.g. face masks, social distancing, physical space that allows for proper social distancing)?
- How will we stay updated about local and national guidance and expectations related to gatherings, social distancing, and health and safety protocols? How will these updates be shared with chapter members? What does accountability look like for those who do not follow institutional, local, state, federal guidelines or ordinances?

### Community Service & Philanthropy Opportunities

- Does our chapter have a large-scale service or philanthropy event planned for the fall? Can that event still occur based on size and social distancing options?
- Are there virtual ways to engage in raising funds for philanthropic causes?
- Have you outreached to your (inter)national headquarters for guidance on fundraising/ philanthropy and service efforts? Do they have resources or expectations?
- How can our chapter engage in service efforts remotely or in small groups in ways that might be new to us?
- How can our chapter focus on advocacy around root cause issues in the current moment?

### Academic Support

- What additional academic resources should be in place to support members that might be learning in a hybrid in-person and remote learning environment in the fall?
- Are there opportunities for virtual study spaces and workshops (if chapter is too large to host these)?
- If operating virtually (or comparatively virtually), how can the chapter become adept at checking in on members that may be struggling or need additional support?
- What campus resources do we need to ensure are readily available to our members? How will we share these resources with members?
- Will the chapter be adjusting their academic expectations or requirements? (i.e. will academic probation look different in fall 2020, based on our unprecedented spring semester?)
- How will the chapter view S/U grading as it relates to academic probation and chapter GPA expectations?

### Budget & Financial Considerations

- Will our dues structure need to be modified for the fall based on anticipated programming/needs?
- Is there a way to create financial assistance models for new or current members that may be struggling financially but still want the fraternity/sorority experience?
- How can we ensure our financial expectations for the fall are fully transparent to members and potential members this fall?
- How will we communicate our new or modified financial expectations to members and potential members this fall?

### Sisterhood/Brotherhood

- Given the shift to remote learning in the spring semester, what is the state of our current sisterhood/brotherhood?
- How can we utilize the summer to understand how connected members are to the organization?
- Will opportunities to engage in sisterhood/brotherhood events need to shift in the fall due to gathering size (and the size of the chapter) and/or programming opportunities?

- How can we retain our members through this changed/new experience?
- How can we virtually build sisterhood/brotherhood over the summer retain members and best prepare for the return to the fall semester?

#### Housing & Meal Operations (if applicable)

- Who do we need to work with to understand changes to housing and dining (national or local house corporation)?
- Will our chapter facility reopen?
- Will occupancy in our chapter facility change (fewer residents per room)?
- What changes need to be made to the cleaning and disinfecting schedule and how can we purchase cleaning supplies in advance of the fall semester?
- Who is responsible for cleaning/disinfecting (can resources be combined with other chapters to reduce costs)?
- How will residents be made aware of specific housing-related expectation changes for the fall?
- Will non-residents be allowed to enter the facility? If so, where in the facility can they go?
- What is the plan if a resident tests positive for COVID-19?
- What changes need to be made to dining or meal service (e.g. grab and go options, rotating meal times, etc.)?
- Are there changes that need to be made to room layout to minimize risk?
- Do residents and/or visitors need to wear masks in common spaces? Are there other PPE or health-related equipment that is needed (e.g. every resident has hand sanitizer and thermometer)?
- Are there limitations on chapter events or meetings that can take place in the facility?
- If non-residents do not eat or utilize the chapter facility, does the “out of house” or “parlor” fee need to be reduced?