

OFFICE OF STUDENT ENGAGEMENT

# RUNNING AN ORGANIZATION ONLINE



# HELLO!

## I am Jane Rodriguez

Student Engagement Coordinator for  
Clubs & Organizations



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# Updates from OSE

Make sure to check your emails!





**Events and Meetings:** All meetings and events on and off campus should be moved to an online platform. This is in alignment with the Governor's Stay at Home Order. At this time we do not have an accurate end date for this requirement. If events and/or meetings are not conducive to a virtual setting please postpone or cancel them.

**Travel:** All CSU campuses received a directive on March 10 from the Chancellor's Office to suspend all non-essential travel through May 31 due to the spread of COVID-19. All travel plans connected to your organization should have been canceled.

**Organization Mail:** We will now ship all packages to one of the financially responsible members. For mail please either forward important pieces to one of the financially responsible members or we will hold your mail until it is safe to ask you all to come to campus.



## Club Banking:

*Financial Transaction Form:* We will now accept virtual signatures for financial transaction forms. Please download the form from our website and when completed email it to Dana Franklin for processing.

*Deposits:* We are communicating with Student Financial Services about their appointment process and if this will apply to student organizations. For right now, please hold onto any deposits you need to make.

*Cash Advances:* We will not be processing cash advances in the Spring 2020 Quarter. Most things can be purchased using our Pro-Card, so please reach out to Dana if you have any concerns or questions.

*Reimbursements:* All reimbursements will now be processed as a check reimbursement. Please note the timeline is lengthier and may take up to 3 weeks to receive those funds.



# ▶ Staying Connected with your Organization

- ▶ **Group Chats:** Make sure to establish a group chat with your organization!
- ▶ **Organization Meetings:** Use resources like Zoom or Google Hangouts—make it fun!
- ▶ **Sharing Information:** Use Google Drive to brainstorm, stay connected, or create resources to share



# ▶ Hosting Virtual Events

- ▶ Set a meeting with your organization officers to determine what events can happen virtually. Think outside of the box!
- ▶ Connect with OSE or your Club Advisor if you need help with ideas to make your event virtual
- ▶ Collaborate with another organization
- ▶ Host a Panel or bring a Speaker
- ▶ Have FUN!



# Social Media Engagement

- ▶ Engage with members and the CSUSB Community through Social Media
- ▶ Tag @OSECSUSB so we can showcase you too
- ▶ Make sure to maintain a presence – this is where a lot of people are going to be seeing you
- ▶ Update your Coyote Connection Page
- ▶ Create a TikTok or YouTube Account
- ▶ Get Creative, but make sure to think before you post



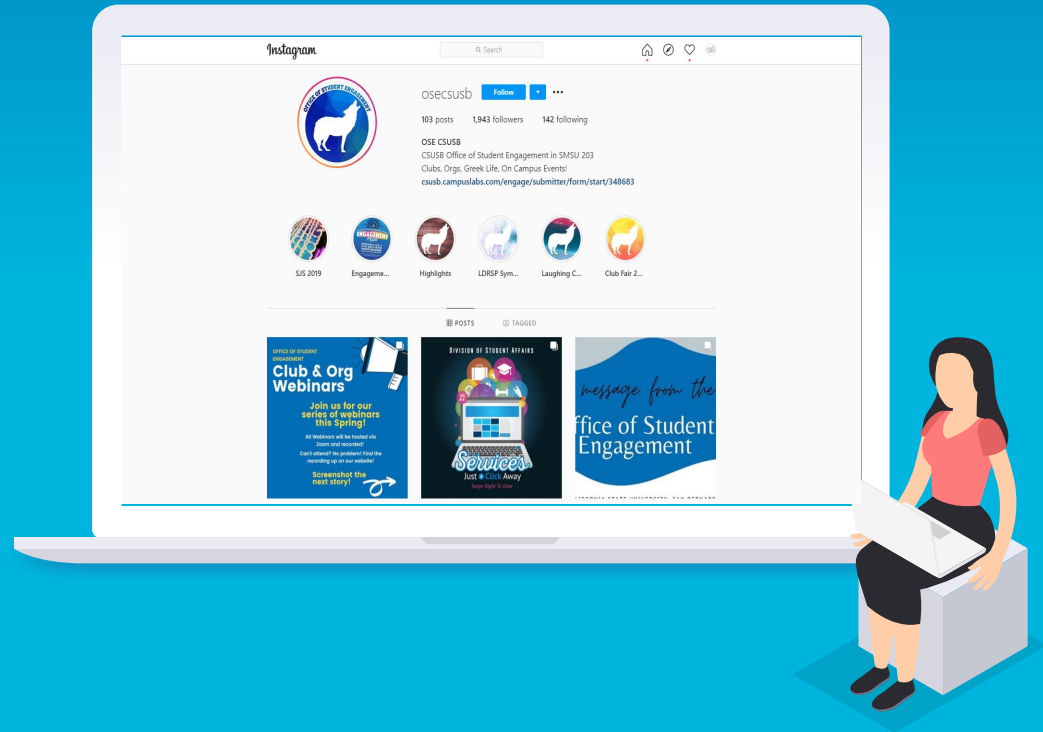


# What to work on

- ▶ Transition Documents: Who will be in these leadership roles next year?
- ▶ Schedule Meetings with Officers + Club & Organization Members
- ▶ Updating your CoyoteConnection Page + Social Media Pages
- ▶ Brainstorm ways to stay engaged + connect with people
- ▶ Attend OSE Webinars
- ▶ Take care of yourselves + practice physical distancing



Follow us on  
Social Media!  
@OSECSUSB



# Upcoming Events:

**4.7 | 12 PM | ZOOM**

Running an Organization Online

**4.15 | 1 PM | ZOOM**

Understanding CoyoteConnection

**4.23 | 12 PM | ZOOM**

Advising Remotely

**4.28 | 12 PM | ZOOM**

Transitioning Your Organization

**5.6 | 1 PM | ZOOM**

Be Well Yoties | Wellness & You

**5.14 | 12 PM | ZOOM**

How to Charter for 2020-2021

**5.19 | 12 PM | ZOOM**

My Identities | Social Justice Webinar

**5.27 | 1 PM | ZOOM**

Event Planning for Fall 2020

**6.4 | 12 PM | ZOOM**

Building Your Resume



OFFICE OF STUDENT  
ENGAGEMENT

**Club & Org  
Webinars**



**1:1**  
**ADVISING**  
**HOURS** WITH  
**JANE RODRIGUEZ**

MAKE APPOINTMENT AT:  
[CALENDLY.COM/JANE-RODRIGUEZ-CSUSB](https://calendly.com/jane-rodriguez-csusb)

# ▶ What OSE is working on:

- ▶ Updating our Website + Resources
- ▶ Creating a Social Media Engagement Plan
- ▶ Weekly Webinars
- ▶ Club Banking Updates + Support
- ▶ Student Club Appreciation Day
- ▶ Hosting Virtual Events
- ▶ Updating Chartering Process for the 2020-2021 Academic Year



# THANKS!

## Any questions?

You can find me at:

- ▶ [jane.rodriquez@csusb.edu](mailto:jane.rodriquez@csusb.edu)

