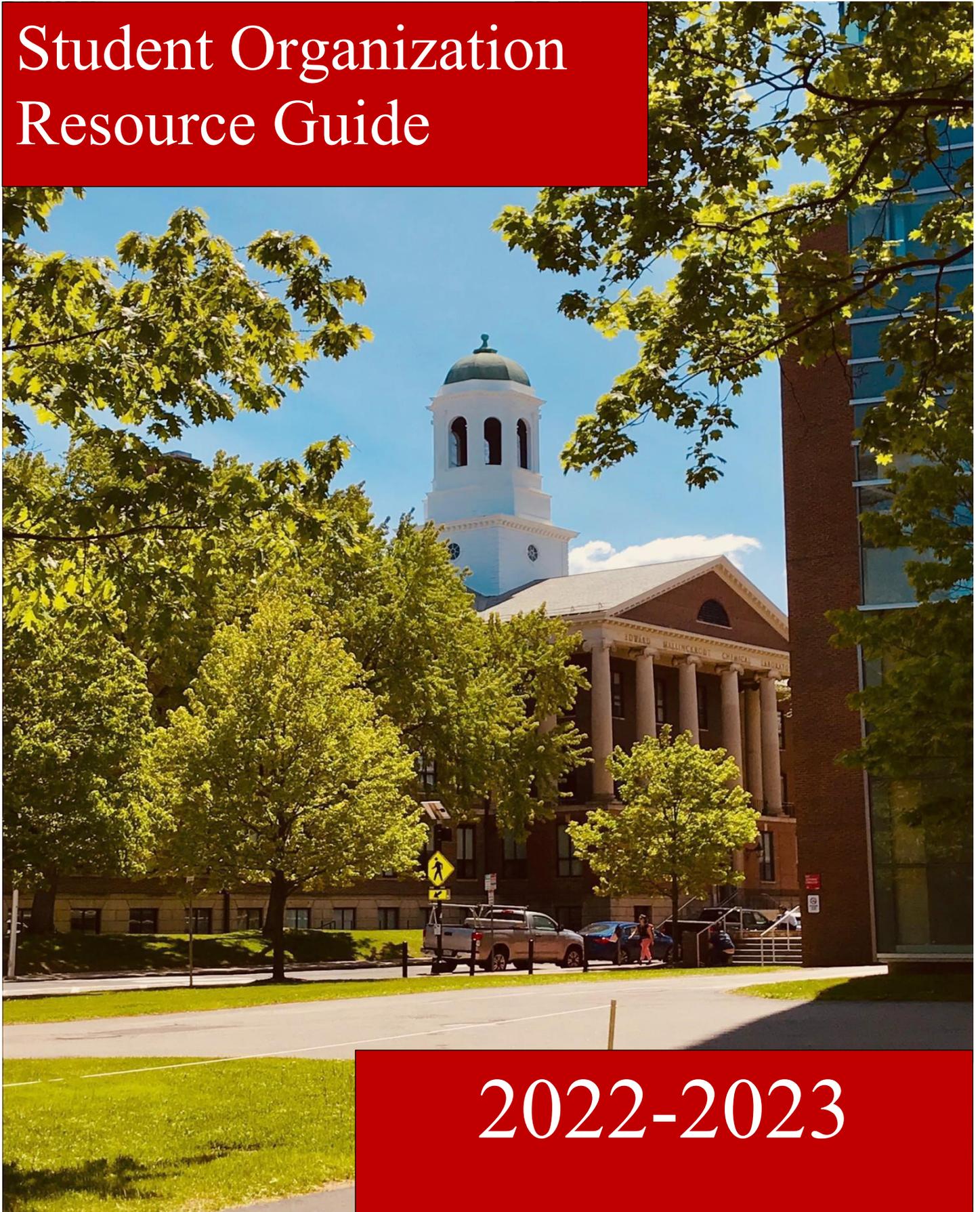


Student Organization Resource Guide



2022-2023

Welcome

Dear Student Leaders,

On behalf of the Student Engagement Team, welcome to the Recognized Student Organization Resource Guide!

About the Resource Guide:

The Resource Guide was created by the Student Engagement Team of the Dean of Students Office (DSO) to give you the necessary tools to manage your recognized student organization. We are here to support both you and your organization in leadership development, organizational and financial management, and the logistical aspects involved in running a successful organization.

About Our Team:

Student Engagement is here to create experiences that help students build community. Through our shared values of mattering, discovery, partnership, and growth, we hope all students feel like they belong, embrace curiosity, find relationships that lead to community success, and be challenged to develop your own personal and social transformation.

To this end, we work to support our over 500 independent student organizations as they contribute to our vibrant College community. We acknowledge the amount of responsibility associated with leading a student organization and want to support you in this role.

The Student Engagement Team seeks to partner with student organization leaders by:

- Providing advising, training, and mentoring to you and your student organization advisors
- Challenging you to become active members of the Harvard College community
- Creating opportunities for your student programming and maintaining lively social spaces that are safe, welcoming, and inclusive for all members of the College community
- Facilitating meaningful opportunities for your personal development and reflection

With recognition comes responsibility! We expect you to use this Resource Guide as a tool in the development and management of your student organization. This guide outlines many policies and procedures that student leaders are expected to abide by. Failure to do so could result in loss of privileges or changes to your organization's status. As the year progresses, you will certainly encounter issues and questions not completely addressed in these pages; when that happens, please visit us! Our doors are always open, and we are eager to help you achieve every success in your activities. For a full list of our office staff and their contact information, please visit the appendix of this Resource Guide. We are excited to see what you do this year.

Jason Meier
Associate Dean of Student Engagement

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General Information

Statement of Relationship Regarding Recognized Student Organizations:

Harvard College recognizes both independent student organizations and organizations with more formal institutional support if the organizations adhere to the College's stated expectations. The College recognizes student organizations through a formal process. Recognition is intended to create a relationship between university units and student organizations with the goal of further supporting these organizations. The College requires organizations to partner with advisors at the University who can effectively guide them to responsible leadership.

Harvard College aims to support students as they engage in personal and social transformation. Part of the mission of the College is to train citizen leaders, and the College recognizes the importance of student organizations for building inclusive communities. With this recognition comes responsibilities and privileges designed to allow all student organizations to thrive.

Classifications of Recognized Student Organizations at Harvard College

Harvard College classifies recognized student organizations based on their function and sponsorship. There are five classifications of recognized student organizations, which include:

- Independent Student Organizations (ISOs)
- Department Sponsored Student Organizations (DSSOs)
- Recognized Social Organizations (RSOs)
- Club Sports
- PBHA Programs

Classifications of Recognized Student Organizations

The Following policies and procedures outlined in this resource guide will help all classifications of student organizations remain in good standing and retain access to available resources. However, most of this content is directed towards the policies, procedures, and resources applicable to ISOs and RSOs. If you are a student leader of a DSSO, PBHA Program, or a Club Sport, talk to your respective advisor to determine if this resource guide aligns with their offices' best practices, and to inquire if there are additional policies and procedures expected of your organization.

Student Organization Category Chart	Independent Student Organization (ISO)	Department Sponsored Student Organization (DSSO)	Phillips Brooks House Association (PBHA)	Recognized Social Organizations (RSO)	Club Sports
Independent of Harvard?	YES	NO Sponsored by a Harvard Department or Office	YES	YES	YES
Advising Office?	Student Engagement Team and Faculty/Staff Advisor	Specific Sponsoring Harvard Office or Department	Phillips Brooks House Staff	Student Engagement Team	Department of Athletics
Recognition Requirement?	Must Register for recognition with the Dean of Students Office	Recognized via Sponsorship	Recognized through PBHA	Must Register for recognition with the Dean of Students Office	Must register for recognition annually with Club Sports Office
Financial Management Provided?	May open HUECU account, but must maintain financial integrity independently	Sponsoring department may provide financial support/ accounts	PBHA staff members are responsible for maintaining financial integrity	DSO will provide finances and fundraising management to RSOs with full recognition	May open HUECU account, but must maintain financial integrity independently
Campus Space Use?	YES	YES	YES	YES	YES
Tax-Exempt Status?	Do not qualify for the use of Harvard's tax-exempt status	Do not qualify for the use of Harvard's tax-exempt status	Maintain their own 501(c)3 status for their organizations	Do not qualify for the use of Harvard's tax-exempt status	Do not qualify for the use of Harvard's tax-exempt status
Risk/Insurance Provided?	Not covered by Harvard's Insurance	Covered by Harvard's Insurance	Covered by Harvard's Insurance	Not covered by Harvard's Insurance	Not covered by Harvard's Insurance
Allowed to Use Harvard Name?	YES, with certain guidelines	YES, with certain guidelines	YES, with certain guidelines	YES, with certain guidelines	YES, with certain guidelines

An Independent Student Organization (ISO) is defined as a recognized group of Harvard College students who unite to promote or celebrate a common interest or talent in ways that are separate from formal course study.

Benefits of Being an Independent Student Organization (ISO)

ISOs make up the largest classification of recognized student organizations; there are currently more than 450 ISOs recognized by Harvard College. ISOs receive designated benefits from the College, are responsible for meeting filing requirements with the Student Engagement Team and are accountable to the College for responsible use of those benefits.

In recognizing an ISO, Harvard College is not adopting or endorsing the goals, activities, or points of view of that ISO as its own. The College's recognition of, and provision of benefits and privileges to an ISO, does not mean that the ISO is a unit of the College or controlled by the College. As such, Harvard College is not responsible for an ISO's contracts or other actions such as legal responsibilities and debts.

Each spring semester, ISOs are required to register with the Dean of Students Office (DSO) to continue to be recognized by the College and exercise the privileges afforded to them. This registration process differs from the recognition process, which is the procedure for becoming an officially College recognized student organization. For more information about registration, please visit the Student Organization Center Online (SOCO). Additional questions about ISOs should be directed to the Student Engagement Team.

ISOs in good standing are eligible for the following benefits:

- Event Advising and Planning
 - Access and permission to reserve on-campus rooms, outdoor spaces, and other facilities for events and activities (including organization meetings), through [Roombook](#)
 - Permission to publicize events, including digital kiosks, hanging posters, and reserving sandwich boards
 - Ability to advertise events over the weekly [You're Invited](#) college email newsletter
 - Access to ticketing services provided by the Harvard Box Office.

- Priority access to spaces managed by the DSO: the Student Organization Center at Hilles (SOCH), and the Cambridge Queen's Head (CQH). For more, please see "Using DSO Managed Spaces" in this guide.
- Select discount services from Education Support Services ([ESS](#))
- Advising support from the Student Engagement Team for assistance with planning on-campus events, including:
 - Licensing Applications (alcohol, entertainment, vendor, hawker/peddler) with City of Cambridge
 - Requesting HUPD details, Event Bartenders, and Crimson EMS
- On-Campus Recruitment
 - Ability to participate in the annual fall Student Organization Fair, and the spring Visitas Student Organization Fair for prospective students.
 - Student organizations may NOT hold recruitment events during Orientation or before the annual Student leader's forum.
 - Published contact information in the online directory of student organizations.
 - An option for members to list affiliation with your organization in the College Yearbook.

All student organization events, recruitment, auditions, etc. are prohibited until the conclusion of the annual Student Leader's Forum.

- Services and Support Access
 - Access to SOCO, the online student organization platform.
 - Access to Student Engagement advising services.
 - Ability to submit organizational materials to the University Archives.
 - Access to an assigned mailbox/locker/office at the SOCH and ability to apply for a locker/office when available.
- Use of the Harvard College Name
 - Permission to use the Harvard College name and trademarks, in accordance with Harvard guidelines.
- Finances and Fundraising Management
 - Ability to possess a student organization bank account at the Harvard University Employees Credit Union (HUECU).
 - Ability to apply for and receive grants from University sources, such as the President's Public Service Fund, the Office for the Arts, the Undergraduate Council and more.
 - Ability to fundraise on campus.
 - Ability to establish a gift or endowment account controlled by the College. Permission to establish a gift or endowment account requires additional qualifications.

There are many responsibilities outlined in this resource guide that the Student Engagement Team expects all ISOs to comply with to maintain good standing with our office.

ISO officers must familiarize themselves with the content of this resource guide and are expected to maintain excellent communication with general members of their organization when operating with the policies, practices, and resources outlined herein. Members and officers of ISOs should note that they are also subject to all expectations for conduct set forth in the Harvard College Handbook for Students.

ISOs found in violation of the processes and procedures laid out in this resource guide and/or the Harvard College Handbook for Students, may face the following outcomes:

1. Loss of access to certain benefits and resources.
2. Placement on probation in which you are not allowed to operate as an ISO for a defined amount of time.
3. Loss of organizational recognition from the College.

If you or your student organization has questions related to how to use this resource guide, or questions that extend beyond the content in this resource guide, please reach out to the Student Engagement Team at soch@fas.harvard.edu for assistance.

ISO Community and Leadership Responsibilities

All ISOs function as an entity independent of Harvard University. **As an ISO leader, you will be expected to take full responsibility and ownership for decisions made by your organization.** Harvard College trusts your organization will contribute positively to our campus community and beyond, including interacting respectfully and thoughtfully with students, Harvard offices and departments, as well as individuals or groups with no campus affiliation.

All officers of ISO's must meet the following community responsibilities:

1. Membership to your organization is open to all students in good standing currently enrolled in Harvard College, regardless of race, religion and creed, color, sex, gender identity, sexual orientation, or physical disability.
2. That your organization is in compliance with all University policies included in this resource guide, and the Harvard College Handbook for Students.

Please also visit the Training Opportunities section in the Appendix of this guide to see training opportunities for your ISO that are geared towards issues related to diversity, belonging, and inclusion on our campus.

All ISO officers must complete the following to remain in good standing with the College:

- Register once annually in the spring with the Student Engagement Team by completing the following requirements:
 - Update organizational leadership using the "Officer" feature in your portal on SOCO
 - Complete Annual Registration on SOCO (includes non-hazing compliance and advisor information)
 - *Failure to complete Annual Registration will result in probation for one semester*
- Have an executive leader attend one of the two Student Organization Leaders Forums during the academic year (designated during registration).
 - *Failure to attend your organization's designated symposium will result in probation until the symposium can be made up (the next symposium). Failure to miss two consecutive symposiums will result in organization disbandment.*
- Transition leadership positions responsibly by ensuring new officers are aware of their assigned obligations, outlined in this resource guide
- Keep an updated roster of your organization's leaders or officers, updating each change immediately on SOCO
- Maintain your own finances and keep your own financial records to uphold fiscal responsibility
- Maintain a relationship with, and seek counsel from, your student organization advisor. Please visit the ISO Advisor Roles and Responsibilities Appendix at the end of this guide to see resources for ISO advisors and how to effectively collaborate with your advisor.

Maintaining Your Recognition Status

- Ensure your organization is in compliance with all University policies including the contents of the Harvard College Handbook for Students and this resource guide.
- Ensure your organization is in compliance with all local, state, and federal laws and regulations.
- Ensure your organization is in compliance with the College Policy on Hazing
- Operate in a manner consistent with the goals and standards of the University
- Manage University resources (i.e., grants, reservation, and use of University space) wisely, ethically, and according to University and College guidelines
- Maintain local autonomy in the governance of the organization. ISOs must make all policy decisions without obligation to any parent organization, national chapter, or charter, and without direction, interference, or pressure from any such entity. ISOs that have graduate trusteeships or other advising boards composed of responsible alumni ordinarily will be considered to be in compliance with this rule. Refer to Restrictions on Co-Sponsorship of Events (page 39) for more information.

ISO Membership Requirements

- The leadership of ISOs must minimally consist of a president and treasurer. General membership of ISOs must retain a majority membership of Harvard College undergraduates; additional students from other Harvard graduate or professional schools may obtain membership to your ISO as long as most of your membership consists of Harvard undergraduates.
 - Faculty, staff, or community members may participate in ISO activities when appropriate, but may not hold membership, officer, or leadership roles.
- Only currently enrolled undergraduates at the College are permitted to serve as officers of recognized ISOs.
- ISOs must have at least 10 members who are Harvard College undergraduates.
- ISOs must always adhere to the University's non-discrimination policy.

Communications from the Student Engagement Team

To receive communications on behalf of your organization, you must be listed as an officer of your organization's page on SOCO. Once you are listed as an officer, you will receive direct emails to your @college email account, and messages/ notifications within the SOCO platform itself. By default, your account settings on SOCO are set to generate a notification to your @college email. If you choose to disable email notifications, you are still accountable for the information and deadlines shared within SOCO. Additionally, your group is responsible for providing updated contacts through SOCO. Failure to update officers may result in missing essential information. Please note that changes to officer listings on SOCO are reflected in RoomBook the following day starting at 9:00am.

Student Leader Newsletter

The Student Leader Newsletter is a key communication sent to all student organization officers. The newsletter contains important deadlines and opportunities for your organization. Watch for it, read it thoroughly, and share it with your members as you think would be helpful. This newsletter is sent to all currently listed officers on SOCO. To make sure your organization is receiving information, please keep your officers updated on SOCO.

Yard Bulletin

The *Yard Bulletin* is a weekly newsletter for first-year students. Content includes upcoming events, campus resources, opportunities, and reminders. The *Bulletin* also highlights programming by the First-Year Experience Office. Student organizations are welcome to submit their events or recruitment information to: yardnews@fas.harvard.edu.

You're Invited Newsletter

The Student Engagement Team sends out weekly emails to inform all College students of inclusive, campus-wide events occurring that upcoming week. If you are interested in publicizing in *You're Invited*, visit the Publicity Opportunities section on page 82 of this Guide for instructions on how to submit your event.

The category of Recognized Social Organization (RSO) is designed to support organizations comprised primarily of Harvard College undergraduates, whose purpose is primarily social, and which do not discriminate on the basis of gender.

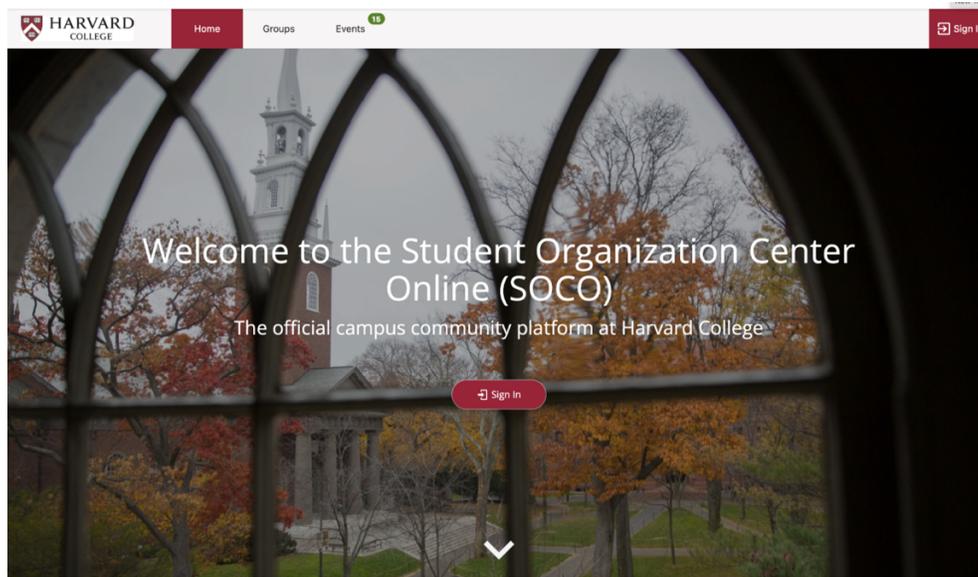
Recognized Social Organizations (RSOs)

Becoming an RSO is an important milestone marking a group's commitment to becoming an inclusive community aligned with the educational mission and values of Harvard College. RSOs are independent and distinct from Harvard University, as our ISOs are. In recognizing an RSO, Harvard College is not adopting its goals, activities, or points of view. In addition, RSOs will be eligible for certain privileges to support their function as positive and inclusive social spaces at Harvard College. The provision of such privileges does not mean an RSO is a unit of the University or controlled by the University. These privileges are contingent on an RSO's compliance with all policies outlined for all recognized student organizations. Certain of these policies include that the University is not responsible for RSOs contracts or other acts or omissions. RSOs, especially those who own or rent space, are therefore encouraged to carry appropriate insurance. RSOs do not qualify for the use of the University's taxpayer identification number or tax-exempt status in connection with purchases and sales, gifts to the RSO, or any other activity.



Student Organization Center Online (SOCO): Online Platform for Student Organizations

SOCO makes it easier to learn about organizations, events, opportunities, and other student involvement resources on campus. Now, in addition to the organization database on SOCO there are features and tools for individual students and student organizations to use to communicate broadly with the Harvard community. SOCO is available at soco.college.harvard.edu.



Events and Advertising

Your student organization can create events that will appear on the Event Calendar on SOCO for all to see. Students who are then looking for a particular kind of event can filter through the calendar to find programs they are interested in. To register an event with the college, you will also need to submit the event submission form on SOCO.

Member Management and Registration

Your organization(s) will be expected to update your officer rosters through SOCO and will be prompted to complete registration requirements via SOCO as well. Additionally, you can add general members to your roster so they can view news, forms, events, etc., for your specific group. This is a great place to keep a current member list. You can post documents, photos, and more with your members through this portal.

Electronic File Storage and Group History

SOCO features unlimited file storage. Student organizations can upload information and budgets, meeting minutes, procedures for events or activities, and more. This is crucial for the institutional memory of your organization, which can now look to SOCO for past documents, rosters, and financial records.

As long as they are uploaded on your organization's portal, they will remain there and be accessible for all current and future members.

Forms and Resources

SOCO makes creating forms, surveys, and communications easier than ever before. This allows you to create your own customizable and easy to navigate forms, applications, and processes. The Office of

Student Engagement will utilize these form features to centralize many processes. Forms from our office include registration, applications, etc. can be accessed under the Survey & Forms tab.

Forms available on SOCO include, but are not limited to:

Recognition Forms:

- New Student Organization Application
- Student Organization Name Change Request Form

Finance Forms:

- HUECU Account Signer Change Request Form

Policies & Procedures

Below are important policies and procedures for planning your organizational activities. Please note that this is not an exhaustive list of college policies, city, state, and federal laws that may be applicable. The Harvard College Handbook is another resource available to you as a student leader. The Student Engagement Team can help you navigate the rules and regulations related to the specifics of your organization.

Non-Discrimination Policy

Harvard College aims to support students as they engage in personal and social transformation. Part of the mission of the College is to train citizen leaders, and the College recognizes the importance of student organizations for building inclusive communities. As such, organizations recognized by Harvard College are expected to uphold non-discrimination practices in their activities, recruitment, and organization operation.

1. Consistent with the Harvard College Non-Discrimination Policy, organizations may not discriminate based on race, color, sex, gender identity, sexual orientation, religion, creed, national origin, age, ancestry, veteran status, disability, military service, or any other legally protected basis. This Non-Discrimination principle applies to all organization practices including membership, removal of membership, and recruitment.
2. If you have questions about the non-discrimination policies at Harvard, please contact Jason Meier, Associate Dean of Student Engagement, who can bring in other offices as appropriate.

Membership Policy

Members are the backbone of an organization. As such, they should be treated with respect and membership practices within your organization should be grounded in prioritizing the care and consideration of ALL members. Membership practices such as comping, organization commitment requirements (i.e., number of events members must attend), expectation of members, etc. should all be clearly presented in your organization's Constitution, available to members before they join, and accessible to them throughout their time with the organization.

1. Your membership practices must be transparent to your members and provide members with room to be heard.
2. Membership removal should be used as a last resort. We strongly discourage removing members without first attempting an educational solution.
 - a. If you are contemplating removal, your advisor is a valuable resource to you and can assist the organization in considering alternatives to removal. You may also reach out to Dean Jason Meier, jason_meier@fas.harvard.edu to discuss navigating member conflicts.
 - b. For other on-campus resources, see the Directory on page 90.
3. At all times, you must comply with Harvard University and College policies. For issues related to sexual harassment or other sexual misconduct specifically, student organizations should not create parallel processes or exclude members without consulting with College Title IX. Student organizations must reach out to College Title IX and consult prior to taking any steps in limiting a student's participation in the group with respect to sexual harassment or other sexual misconduct.

Alcohol

Student-run events must be environments that are always safe and healthy, so ISO leaders must be aware of College and State rules and regulations around alcohol. Any event where alcohol is served should be in accordance with the Harvard College Alcohol Policy, found in the Harvard College Handbook for Students.

Summary of City, State, and Federal Laws and Regulations

- The sale, delivery, or furnishing of alcohol to people under the age of 21 is prohibited.
- The possession or transportation of alcoholic beverages by individuals under the age of 21 is prohibited.
- Social hosts may be held liable for injuries caused by guests who consume alcohol at the hosts' premises and then harm themselves or third parties.
- Willfully misrepresenting one's age or altering, defacing, or otherwise falsifying identification offered as proof of age, with the intent of purchasing alcoholic beverages is prohibited.
- There are heavy penalties, including imprisonment, for possession or distribution of illicit drugs and for selling or delivering alcohol to, or procuring alcohol for, anyone under 21.
- The consumption of alcohol on public property or on property open to the public is prohibited. All students are expected to comply with all applicable city, state, and federal laws and regulations as well as with all College rules governing the use and possession of alcohol. The College does not permit transportation or consumption of alcoholic beverages in open containers in public areas on campus.

Harvard College Policies and Procedures Governing Social Events on Campus

For the purpose of this policy, "social events on campus" mean any organized functions held in House common areas i.e., Junior Common Rooms, Dining Halls, Grilles) or nonresidential facilities (i.e., the Student Organization Center at Hilles, Ticknor Lounge) where alcohol is served.

- All social events on campus with alcohol must be registered and approved by the Student Engagement Team.
- Alcohol may not be served at an event unless water, nonalcoholic beverages, and food are also available; alcohol may not be served if the water, nonalcoholic beverages, or food become unavailable. Water and nonalcoholic beverages must be as visible and accessible as alcoholic beverages.
- Age Verification, Alcohol Service, and Monitoring
 - Proper verification of age is required at social events on campus where alcohol is served.
 - Acceptable identification for age verification of Harvard affiliates is a valid state or government ID accompanied by an HUID. Failure to have both pieces of identification will result in the denial of alcohol service. For non-Harvard affiliates or guests, two forms of ID are also required, and one must be a valid state or government ID.
 - A "best practices" system for making sure that alcohol is provided only to those who are of age must be established and implemented. One such system is to identify those who are 21 and older by a non-transferable identifier (e.g., wristbands).
 - Social event attendees must not be served more than one alcoholic beverage at a time.
 - A Student Event Services (SES) Team/Bartender services (comprised of TIPS - Training for Intervention Procedures - trained bartenders) must be engaged to handle both age verification and the service of alcohol. With the approval of the Student Engagement Team, a different licensed and insured vendor to provide bartending service may be acceptable.
- Throughout the duration of all social events on campus, those in charge of age verification and alcohol service must continue to monitor and ensure that alcohol is not provided to students who are under 21, and that students who are of legal drinking age are not over-served. If any non-compliance is not corrected, then the event will be terminated.
- Quantity and Types of Alcohol
 - Only beer, wine, and malt beverages may be served at social events on campus. These beverages must not have an alcohol content that exceeds 15 percent.
 - "Bring Your Own Beer/Booze" (BYOB) events are not permitted. All alcohol served at an event must be purchased and provided by the event host(s).
- Serving Times
 - The service of alcohol at social events on campus may not last longer than five hours.
 - With the exception of events that are two hours or less, last call must occur 30 minutes prior to the scheduled conclusion of the event and alcohol service must end 15 minutes prior to the scheduled conclusion of the event.
- Advertising Events with Alcohol
 - Printed and electronic posters for social events on campus may mention alcohol, provided they use the following specific and approved language:
 - "Nonalcoholic beverages available. Beer 21+"
 - "Nonalcoholic beverages available. Beer and wine 21+"
 - Only the Student Engagement Team may approve variations to this standard language for campus-wide advertisements, regardless of where the event is to be held.

- Licenses
 - If there will be a direct charge (such as a cash bar) or indirect charge (such as an event admission fee) for alcohol, a one-day alcohol license from the City of Cambridge is required. The Student Engagement Team will help ISOs acquire the appropriate alcohol license with the City of Cambridge after the event has been registered online on SOCO.
- Other Regulations
 - Activities that promote high-risk drinking, such as excessive and/or rapid consumption of alcohol, particularly of a competitive nature, are not permitted. It is expected that hosts will plan parties where drinking is not the central activity.
 - Alcohol companies, services, or distributors may not provide support (i.e., monetary, gifts in kind, products) for social events on campus.

To see the full Harvard College Drug and Alcohol Policy, check the Student Handbook.

Hazing

Students are advised that Massachusetts law expressly prohibits any form of hazing in connection with initiation into a student organization. The relevant statutes are provided below. The law applies to all student groups, whether or not officially recognized, and to practices conducted **both on and off campus**. (This includes virtual environments). All recognized student groups must provide the Student Engagement Team with contact information for all undergraduate officers and must sign and return the non-hazing compliance form as part of annual registration.

The term "hazing," under Massachusetts law, means: "any conduct or method of initiation, which willfully or recklessly endangers the physical or mental health of any student or other person." The definition specifically includes "whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation." [Massachusetts General Laws, c. 269 § 17] Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. The failure to report hazing is also illegal under Massachusetts law.

Hazing is a crime punishable by fine and/or imprisonment. The Administrative Board of the College will consider all reports of hazing in the normal course of this oversight, taking disciplinary action in appropriate cases, and will report confirmed incidents to appropriate law enforcement officials. Where serious harm, or the potential for serious harm, has come to any person as a result of hazing by members of a student group, whether or not such group is officially recognized by the College (either on campus or off campus), and the individual or individuals directly responsible are not identified, the host or hosts of the event or activity will be held personally responsible. If the hosts are not identified, the officers of the organization will be held personally responsible. In considering such cases, the Administrative Board will apply the College's amnesty policy (set forth within the section on Drugs and Alcohol, subsection "Disciplinary Action"), and may consider as mitigating factors with respect to possible disciplinary action the efforts made by the hosts or officers to prevent the harmful

or potentially harmful situation, as well as their cooperation with the College's investigation of the situation.

Policy for the Safety and Protection of Minor

If your student organization has developed independent programming (i.e. mentor program, summer program, tutoring program, youth conference, tournament, including virtual programming) involving anybody under the age of 18, virtual or in person, please contact Varsha Ghosh (vghosh@fas.harvard.edu).

If your program engages young people under the age of 18, please make sure you do the following:

- Read and comply with the requirements in the working with minors policy document: <https://youthprotection.harvard.edu/policy>. This includes registering your program (contact vghosh@fas.harvard.edu)
- Have forms for parents/guardians that
 - To authorize participation for their minor child
 - Provide emergency contact information for participants
 - Include media releases to allow taking and publishing photographs in promotional materials
 - Release Harvard University and all affiliates from all liability
- Create clear information/instructions that are easily available for parents/guardians/chaperones (i.e., location of programs, proposed travel plans, daily schedule, emergency procedures)
- Train all adult staff on safety, boundaries, and appropriate developmental expectations.

Note that minors are **NOT** allowed to be in student resident halls overnight and are restricted to common areas for any events held during the daytime.

Please contact Varsha Ghosh at vghosh@fas.harvard.edu, Sponsoring Officer for Youth/Minor's Policy, with questions. The full minor policy can be found on the Harvard Youth Protection website: <https://youthprotection.harvard.edu/policy>. Training modules are available at: <https://youthprotection.harvard.edu/training>.

Accessibility and Accommodations

The University is committed to providing a welcoming, accessible environment for individuals with disabilities and in compliance with state and federal regulations. Your student organization should plan events and activities with accessibility in mind. Both University Disability Resources and the Disability Access Office provide resources and guidelines for event planners for your reference. The Residential Events Relocation Policy provides guidance when utilizing House spaces and responding to requests for accommodation.

The College has funding designated to offset the cost of accommodations. For more information on this or for general guidance on accessibility, contact the Student Engagement Team at soch@fas.harvard.edu. For more information and resources, please see the Accessibility Appendix on page 94.

Free Speech and Expression

The principles of free speech and the free interchange of ideas are fundamental to the Harvard community, and are outlined in the [FAS Free Speech Guidelines](#). You should align your student organization's programming with these guidelines if you are hosting an event where these principles have the potential to be compromised.

All events with high profile, controversial speakers, or VIP guests are to be approved by the Dean of Students Office before the event is approved and should follow our event registration guidelines. Please contact JonRobert Bagley, jonrobert_bagley@harvard.edu, if you have any questions or need help determining if your guest meets these criteria.

Free Speech Event Policies

Register event

Whether in-person or virtually, when inviting *high profile, controversial speakers, VIP guests* or hosting an event where the principles of free speech have the potential to be compromised, student organizations are required to register the event through SOCO. Please see event registration policy for more details page 38.

Pre-Event Discussion

Once registered the DSO will be in contact to discuss the specific parameters of the event.

1. Location
2. Attendance
3. Need of a moderator (See Moderator)
4. Security/HUPD need (See Security)
5. Event organization
6. Onsite person in charge

Moderator - Must always represent an *unbiased neutral party*.

Determination of Need: The DSO representative (DSOR) may determine that the protection of free speech at an open meeting requires a Moderator, or a student group may request it. Student organizations can request/select any member of the faculty or administration to serve as a moderator; the DSOR can also serve as a moderator.

Selection of Moderator: When selecting/requesting a Moderator the student organization will notify the DSOR *no later than 1 week prior to event*.

The DSOR will contact the moderator informing them of the request and the obligation of the moderator the night of the event. In the event the moderator declines the invitation and responsibilities of a moderator the student organization may request a new moderator. If a new moderator is not confirmed by 5PM the day prior to an event, the DSOR will moderate said event. Prior to the event the student organization, DSOR, and moderator will meet to discuss anticipated concerns, audience attendance, Q&A method, and the moderator's role.

The Moderator's task shall be to preserve the University's concern for the protection of free speech. In carrying out this role, the Moderator should be aware of the danger of curtailing free speech because of audience dissent.

Moderator's Role

The Moderator should make clear at the event that his/her role reflects no position for or against the views of the speaker or the sponsoring organization. At the event, attendees will be informed of the protection of free speech (the Curtailment of free speech undercuts the intellectual freedom that defines our purpose and deprives some individuals of the right to express unpopular views and others of the right to listen to unpopular views) and balancing the rights of the speaker with the rights of those who disagree will be made by the moderator. During the event it is the moderator's responsibility to protect free speech from disrupters. During student organization events moderators will employ a two-strike policy:

1. Issue a warning to a specific individual, at a small or specifically indicated group or the entire audience.
2. Rejection from event

By issuing a warning, the disrupters are told that their actions are unacceptable and must stop. Members of the audience will learn where they stand; they will know where the line is. If people cross that declared line again, they cannot claim not to have realized they were disruptive. A warning is not needed in cases of physical violence. Individuals who commit such acts will be ejected from the event immediately.

In rare cases a Moderator can decide to cancel an event because of a clear threat of physical violence or to university property.

When there is not incitement of violence or University property is not threatened, the Moderator should ordinarily not cancel an event. If a Moderator must adjourn an event, efforts should be made promptly to reconvene it, if possible, in a setting where free speech can be protected. (It is understood that HUPD always has emergency powers, and that nothing in these Guidelines questions the University's legal responsibility for safety on campus. If it becomes necessary to use such residual powers, a university official should normally attempt first to consult with the Moderator).

Security

The DSOR shall determine, either on their own or after hearing from student organizations, whether the protection of free speech at an open meeting/event requires security measures. Upon making this determination, The DSOR in consultation with HUPD, will have and will exercise the responsibility to determine the nature and extent of such measures. **The DSO will fund these measures.**

Violation of free speech as protected in these guidelines and the Harvard University Free Speech Guidelines, will be treated seriously.

Student Organizations found in violation of the above guidelines, the Harvard University Free Speech Guidelines, or Free Speech Guidelines of other Harvard Schools will be subject to the Student Organization Disciplinary Process. Due to the nature and significance of these infractions, student organizations found in violation of the above guidelines, the Harvard University Free Speech Guidelines, or Free Speech Guidelines of other Harvard Schools may forfeit their right to a warning, after a full review of the incident.

Dignitaries and Other High-Profile Guests

Student organizations inviting dignitaries and other high-profile individuals should begin to work with the Student Engagement team by completing an event registration on SOCO prior to extending an invitation. Student organizations are reminded to accurately represent their relationship to the College and to bear in mind free speech guidelines. For guidelines on inviting heads of state, dignitaries, and other high-profile visitors to speak at Harvard, please visit the University Marshal's website and refer specifically to its [Invitation Protocol & Visitor Guidelines](#).

These were updated in 2020 to include guidance on virtual events, but the protocol applies to both in-person and virtual events.

1. Any invitation to a **current head of state or government** to participate in a virtual or in-person, Harvard-sponsored event **must** first be cleared with the University Marshal's Office. This applies to any school, department, center, institute, program, or Harvard-affiliated organization. The Marshal's Office will provide advice and consult with the Office of the President on any such invitation.
2. The Marshal's Office should also be the first point of contact for any school, department, center, institute, program, or organization that would like to invite any other senior US or foreign government officials to speak at a Harvard-sponsored virtual event. This is to avoid conflicting invitations, to ensure a proper historical record is kept, and to allow the Marshal's Office to provide advice and assistance on matters of protocol and appropriate procedures for issuing such invitations.

*The Marshal's Office expects that **student organizations** will have first obtained permission and support from the school, department, center, or institute under whose auspices' event will take place, before inviting a dignitary to participate in an event, whether virtual or in person. Other terms and conditions may apply, so it is always advisable to consult with the Marshal's Office in advance on invitations to dignitaries or high-level officials.*

To ensure that all events sponsored by Harvard are executed at the highest level, we urge virtual event hosts to make every reasonable effort to ensure that these events include:

- A requirement that all guests pre-register, to ensure that only those who are eligible receive the link to participate.

- A moderator for the event with whom the speaker is comfortable.
- An opportunity for Q&A with the audience following the speaker's remarks.
- A professional backdrop and setting.
- Ample time and effort devoted to pre-production to minimize risk of technical glitches (a rehearsal with the speaker in advance is strongly advised).
- Appropriate technical platform management to allow events to be both inclusive and secure, including adherence to the University's Digital Accessibility standards and Multimedia Accessibility guidelines.
- Realistic thought given to the duration of online events.
- Clear communication with participants about the use and ownership of content after the event concludes.
- Additionally, the Marshal's Office expects that student organizations will have first obtained permission and support from the school, department, center, or institute under whose auspices the event will take place, before inviting a dignitary to participate in a virtual event.
- Other terms and conditions may apply, so it is always advisable to consult with the Marshal's Office in advance on invitations to dignitaries or high-level officials, both foreign and domestic, to appear virtually on a Harvard platform. For example, an invitation to individual(s) actively campaigning for public office at the time of the proposed event would require additional discussion, as would an invitation to an individual who is under investigation or indictment for criminal activities.

Our goal is to support the Harvard community in adapting to this new set of circumstances, while protecting the university's interests, and ensuring that our virtual guests have a positive, comfortable experience. We look forward to the day when we are able once again to welcome special guests to our marvelous campus; until then, we appreciate your collaboration and support for these shared objectives.

Demonstrations and Vigils

If a student wishes to organize a vigil, we are here to help. Information about vigils and a direct link to the vigil request form are below. Please visit us [HERE](#).

Submitting the request form initiates a connection between the student/student group wishing to organize the vigil and relevant staff members at Memorial Church. The process is student-directed; the role of staff is to support student organizers as needed in content creation, provide relevant supplies, and to lighten any logistical/administrative work required to host the vigil. While a Memorial Church staff person is designated to be the first responder to a student request, based on the student needs and vision for the gathering we will work to connect students to other staff members across the university. Chaplains, CAMHS counselors, BGLTQ office administrators, OSAPR staff, DSO staff, are some examples.

Political Activity

The University encourages students to engage in political activities, including the support of campaigns. Although the acts of students are not themselves attributable to the University, under certain circumstances Harvard may run afoul of the non-participation requirement through its provision of institutional support for student political activity. When providing institutional support to a student group that conducts political campaign activities, faculty and staff will take steps to ensure that (1) applicable University or School policy authorizes the institutional support in question, (2) the institutional support is given on the same basis and terms that govern support of non-political student groups, and (3) faculty and staff extending institutional support to political student groups do not discriminate on the basis of viewpoint.

Student groups are encouraged to invite public figures or political activists to the University to speak. If, however, the invitee is a candidate for public office, special attention is required to make sure that the University is NOT providing a forum for a political rally or fundraising effort. Student groups are required to invite all legally qualified candidates for a particular public office to speak, rather than only one or a selected few.

The sale, lease, or rental of property, space, facilities, or equipment owned by the University to candidates (or other persons) who intend to use the Harvard property in furtherance of political activities can raise complicated legal and policy issues. The Office of the General Counsel and the Student Engagement team must be consulted if any such arrangements are proposed.

Press and Media Coverage

[Harvard Public Affairs and Communications \(HPAC\)](#) provides permissions and permits for outside media to photograph and film on campus. The University has policies for photography and filming on campus, which student leaders should be aware of. Student publications recognized by the College do not need to go through the permitting process to cover on-campus events, but are advised to check with HPAC about any questions prior to covering an event

Food

Student organizations must follow the State Sanitary Code in relation to the service of food. For events open to individuals beyond the membership of an organization, food should either be prepackaged or prepared by licensed food service establishments/caterers. Homemade food may be served at events and activities limited to an organization's membership, although the organization takes on responsibility in doing so. Homemade food is not permitted to be sold in bake sales. Be aware of building policies on food, as noted on page 47.

In rare circumstances, organizations may be permitted to prepare their own food for events open beyond its membership under the supervision of a ServeSafe trained food safety manager in a licensed kitchen and under the auspices of a temporary food service permit from the City of

Cambridge. More information about food safety can be viewed on the [Harvard Environmental Health and Safety](#) website.

Contracts

To help ensure a contract is in the best interest of the student organization and in line with college policy:

- The student organization's official name, **not Harvard University or any subsidiaries**, should be party to the contract.
- **The phrase "an independent student-run organization at Harvard College" should follow the student organization's name.**
- Include the following two required phrases:
 - The parties hereto agree and understand that Harvard University is not a party to this contract and that Harvard University is not responsible, under any circumstances, for performing any obligations of this contract.
 - [Party]'s use of the name "Harvard" (alone or as part of another name) in advertising or promotional materials is not permitted.

Seek legal guidance as appropriate, organizations may benefit from legal expertise of alumni or friends of the organization. While Student Engagement cannot provide legal advice, contracts can be submitted for feedback by emailing soch@fas.harvard.edu. Please provide at least 2-3 business days for review.

Insurance

Since ISOs are independent from the University, they are not covered under Harvard's insurance. With the exception of automobile insurance, the University has insurance partners to assist student organizations in obtaining coverage for their most common needs.

General Liability/Special Events

- It is the most commonly required insurance for contracts with third parties such as venue rental, and it is highly recommended for any event with guests invited from outside the Harvard community, including but not limited to, large-scale productions, fashion shows, charity walks/runs, or when contractually required by an outside venue for an off-campus event.
- For Events, our partner is Tulip
- Covers property damage and bodily injury caused to others

"All risk" Property Insurance

- Covers all property owned, rented, leased, or borrowed by a student organization when brought onto Harvard's premises. Generally needed for fashion shows, performances for which equipment or instruments are rented, or various novelty events.
- All student organizations and their members are responsible for their own personal property as well as any property they rent or borrow for their org purposes.

Automobile Insurance

- Student organizations are encouraged to rent vehicles through a preferred vendor that has an agreement with Harvard (travel.harvard.edu). While student organization travel is not considered "Harvard-sponsored business," the corporate codes may be used to receive discounts. Additional insurance should be purchased through the rental company to provide adequate coverage.
- The University does not provide automobile insurance for students using personal vehicles for student organization business. If an incident or accident occurs, the owner of the vehicle is required to use their personal automobile insurance. If the owner of the vehicle does not have adequate limits of insurance, a claim could be made against the individual operating the vehicle. Any student using their own vehicle, a family vehicle, or a friend's vehicle, should be aware of this prior to agreeing to drive for a student activity.

University support:

- Advising-the University's Risk Strategy & Insurance department (<http://rmas.fad.harvard.edu>) is available to talk student organizations through their risk exposures and to help guide students as to what types of insurance are available. Inquiries can be sent to risk-services@harvard.edu.
- Purchasing-while student organizations are welcome to purchase their insurance from any quality insurance company, RSI&I also provides access to a special events insurance purchasing program for student organizations. To receive your quote, please visit our Online Self-Service platform (<http://rmas.fad.harvard.edu/online-risk-management-self-service>), click to the Special Events Insurance button, log in with Harvard Key, and complete the request form.

Solicitation

One of the benefits of recognition is the ability to solicit on-campus, including canvassing and the sale of goods. It is the responsibility of the student organization to secure permission from a facility or venue before conducting these activities. The First Year Experience Office or Faculty Deans may deny permission to carry on solicitation in their dormitories or Houses. No solicitation is permitted in outdoor spaces within Harvard Yard, or anywhere on campus prior to the Involvement Fair.

Solicitation activities may involve issues of trademark, licensing, and service of food. Please familiarize yourself with the relevant policies and procedures regarding these topics.

Solicitation is also governed by Harvard College's non-discrimination policies. Harvard College does not tolerate any behavior that constitutes harassment on the basis of race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information, military or veteran status or any other characteristic protected under applicable federal or state law. In light of this harassment policy, it is appropriate to further clarify that Harvard College and its student organizations are committed to mutual respect and non-proselytization. Any form of harassment and manipulation is opposed. These acts of harassment are constituted by coercive behavior that affects one's personal freedom to choose one's own beliefs.

Filming, Photography, and Recording

To respect the privacy of individuals, filming, photography, and recording is limited on campus. Student organizations should plan the documentation of their events and activities according to the following guidelines:

- In general, non-Harvard reporters, photographers, video/motion picture cameras, and media recording equipment are not permitted inside FAS buildings, including classrooms, laboratories, dormitories, dining halls, office buildings, or other facilities.
- Photography/filming/recording of special events, guest speakers, and performers is permitted in designated areas only, i.e., specific auditoriums, arenas, etc. Organizations must secure permission in advance, in writing, from the FAS Communications Office
- Photography/filming is not permitted in classrooms, laboratories, administrative offices, or restricted areas. Exceptions may be made with instructor's prior approval.
- Permission of any student(s) who will be photographed or filmed in wide shots of the Yard or elsewhere on campus must be secured in advance.
 - Photographers from student publications recognized by the College: ○ Are permitted to photograph special events and activities in the Houses and dorms, but must identify themselves and their organization, as well as receive permission from host of event.
 - Are permitted in classrooms during a class session with the permission of the teaching professor. The photographer should identify themselves and their organization to all students in the class before taking photos. Students in the class should be given the opportunity to opt out of being photographed.
 - Are permitted to take photos in FAS administration buildings only with the permission of the department director, administrator, or building manager.

Additional questions should be directed to HPAC, media@harvard.edu.

Screening Commercial Films, Documentaries and Other Copyrighted Material

Student organizations are expected to be in compliance with copyright laws that govern commercial films and documentaries. If the copyrighted material will be screened outside of a House, then the public performance rights must be secured by renting the film from a distributor, utilizing a copy of the film with the public performance rights, or obtaining in writing the public performance rights from the copyright holder. If admission is charged, any surplus revenue must be used to further the educational goals of the sponsoring organization, as outlined in its charter or constitution.

Education Support Services

Once your student organization has confirmed a space for an event, Education Support Services (ESS) may support your audio/visual needs. Harvard College official student organizations receive a 50% discount on ESS portable equipment, but labor and materials cannot be discounted. Harvard College student organizations may also use the built-in multimedia equipment in all self-service locations under the following conditions:

- The event is funded by the student group and has been approved in advance by the group's faculty advisor.
- The student group completes the Service Request form at least ten business days prior to the event.
- Students will meet with a technician during business hours for orientation to the equipment prior to the event if needed.
- The student group turns off all projectors and displays at the end of their event. Projectors and displays left on will be billed at full price.
- All equipment is left in the same condition it was found. Any damage, loss, or theft of the equipment will be charged to the student group. This includes the dismantling of equipment racks and removal of cables and/or adapters

ESS has limited ability to support hybrid events, such as those including participants from off-campus. We strongly encourage student organizations to consult with us at ess@fas.harvard.edu well in advance of making decisions on event format and the level of participation expected from remote participants.

The HUA and ESS have purchased a variety of equipment to be used to support student organization events. Equipment that can be rented from ESS are various size sound systems, cameras, and projectors, please email ess@fas.harvard.edu to make a reservation. A late fee will occur if equipment is not returned on time. Additional gear can be rented from Cabot Science Library. Questions on the equipment can be directed to Susan Berstler, berstler@fas.harvard.edu.

In some spaces, there are handheld wireless microphones that are kept locked in the room for security. If you wish to use these microphones, there will be an equipment charge with a 50% student group discount. There is a setup/breakdown fee for the labor involved in sending a technician during regular business hours and an overtime charge (if a technician is available) when your event occurs outside of our hours of operation.

Gambling and Games of Chance

The City of Cambridge prohibits gambling machines, and no gambling or games of chance are permitted except those games of chance authorized by the Legislature or License Commission. Any use of coin operated amusement devices for gambling or games of chance purposes may result in suspension and/or revocation of all licenses issued by the License Commission to be operated at the premises. For more information, view the full policy on the City of Cambridge website.

Parking

On-campus: Hourly, one-day or multi-day parking passes can be purchased through Harvard Transportation and Parking Services. For information on locations, permit types and rates visit: www.parking.harvard.edu

Off-campus: The Harvard Square Business Association provides a list of municipal parking lots in Harvard Square.

Please note their rates and availability vary. Metered street parking is also available.



Student Organization Disciplinary Process

The Dean of Students Office (DSO) recognizes Student Organizations as positive and influential contributors to our community. As recognized student organizations are role models within the College, student organizations and their members are required to abide by all policies and procedures in this Resource Guide and the Harvard College Handbook for Students.

In the event of an allegation that Harvard's policies have not been followed by members of a recognized student organization, the following process will be undertaken with the leaders of the organization. Even in assuming the best intentions of our students and their organizations, there will be instances when corrective action must be taken to uphold College and University expectations. Our policies are educational first and respond to student organization infractions with an ethic of care.

Outlining the procedures below enables us to be transparent and consistent in our processes. Please note the College does not discuss disciplinary matters related to individual students or student organizations with anyone other than the individuals themselves or leaders of the organizations in question. The DSO must be kept up to date on leadership transitions within the group to ensure continuity throughout the process and outcomes if applicable. When determining appropriate disciplinary outcomes, DSO staff will consider the nature of the incident and its context as well as any prior disciplinary findings; these factors can be considered as part of any response.

Process

1. **Report** - a member of the college community (Students, Faculty, Staff) submits a report of an incident or violation to the Student Engagement staff.
2. **Review of Incident** - Student Engagement staff review report of incident/violation and collect any necessary supporting evidence (If applicable).
3. **Outcome** - Following a thorough review, and in consultation with various College and University offices, the Student Engagement staff will determine the appropriate method of corrective action. Student Organizations may also be referred to the Office of Academic Integrity and Student Conduct or other university departments if applicable.
4. **Appeal** - Student organizations will be able to appeal a decision within the Academic Term of the incident with the Associate Dean for Student Engagement if it is found that new information has occurred that will impact the previously decided outcome.

Possible Outcomes

Warning. Formal communication from the Student Engagement staff notifying the party of a violation and that another violation will likely result in a more severe sanction (accompanying terms may apply).

Period of Probation. Probation is a period during which the student organization is given the opportunity to demonstrate its ability to abide by the policies and procedures articulated in this guide and the Harvard College Handbook for Students. An outcome of Probation may be accompanied by a period during which the student organization's privileges are suspended. Additional accompanying terms may include restrictions on the ability to host social functions, room booking, and participation in the Involvement Fair. If the student organization is found responsible for violating any additional College code or regulation during the probationary period, the organization may be immediately suspended from the College and may be subject to additional sanctions for the subsequent violation.

Suspension. Suspension is a designated period during which a student organization loses recognition by the University and access to university benefits and services. A suspended student organization must cease all organizational activities. After the designated period of suspension, the organization may petition the Dean of Students for approval to apply for re-recognition through the established channels. The petition must demonstrate that the student organization has abided by the terms of the suspension and satisfied any accompanying terms of the suspension.

Revocation. Expulsion is the permanent loss of recognition by the University. A student organization that has been expelled must cease all organizational activities and vacate any organizational space owned by the University. The name of the organization and all symbols associated with Harvard's chapter shall be removed from all Harvard University property, including Harvard's websites. The organization is prohibited from, among other things, using Harvard's name or trademarks. There will be no opportunity for an expelled group to be re-recognized.



Accompanying Terms

Suspension of Social Privileges. Suspension of social privileges is the loss of social function privileges for a specified period. A social function includes ANY event where alcohol will be served, OR any event that has the primary characteristics of a "party." These characteristics include socialization as the primary purpose and activity, dancing, and/or music (DJ, band, etc.).

Loss of University Privileges and Services. Loss of University privileges and services includes, but is not limited to, loss of space reservation privileges and the ability to receive or retain University funds.

Restitution. Restitution is the repayment to the University or to an affected party for damages to property or person resulting from a violation of applicable policies or procedures.

Loss of Membership Recruitment. Loss of membership recruitment is the prohibition of any event or activity with the goal of increasing student membership or interest in joining the organization. This includes, but is not limited to, participation in the Student Involvement Fair and Visitas.

Loss of Organization Office. Loss of Organization Office is the prohibition against using any organizationally appointed space in the SOCH by any students in connection with the student organization.

Organizational Learning and Engagement. Organizational Learning and Engagement accompanying terms provide a student organization with the opportunity to review conduct expectations, understand how behavior can contribute to a positive and beneficial University experience and learn of campus resources which support academic and non-academic success. This may include, but is not limited to, development of a reflective action plan, attending a workshop, reestablishing organizational mission/values, meeting with members of various offices, or giving a presentation on an assigned topic.

Other Accompanying Terms. Other terms designed to ensure responsible behavior may accompany the response. These terms may include, but are not limited to, educational projects, meetings with educators/counselors, and other assignments as warranted.

Use of Harvard Name & Trademark

The Harvard names, insignia, and logos are trademarks of the University and are used by members of the Harvard Community, including student organizations, with the permission of the President and Fellows of Harvard College. Their use is governed by the University's use-of-name policies, which are administered by the Harvard Trademark Program on behalf of the Provost and the University. Those policies' primary Standard of Accurate Representation states that "The University and its members have a responsibility to ensure that any implied association with the University is accurate."

In short, student organizations must make it clear, in all instances and contexts, that they and their related activities are student activities, and not activities of the College or the University as a whole.

Failure of a student organization to abide by the University's use-of-name policies and trademark standards, as set forth in these guidelines, can result in the University's revocation of the use of the Harvard name by the student organization.

Any additional questions should be directed to the Student Engagement Team: soch@fas.harvard.edu and the Harvard Trademark Program: trademark_program@harvard.edu.

Student Organization Name

Harvard is comprised of twelve schools, hundreds of departments, offices, and centers, and thousands of students, faculty, and staff. Therefore, a student organization's name must accurately and clearly represent its relationship with the University. This helps avoid confusion and misinterpretation regarding an organization's University affiliation.

The names of all newly formed student organizations, as well as any student organizations that are requesting permission to change their name, must meet the following criteria if they wish to include the word "Harvard" in their name:

- Include either (a) *Harvard Undergraduate* or (b) *Harvard College and Student(s)*
- If a group chooses **not** to use the word Harvard in their group name, they will not be bound by the Undergraduate/College Student naming convention.
 - These groups will also not be permitted to use ANY Harvard trademarks, including the Harvard name and insignia, in any context. This must be made clear in their constitution.
- Accurately represents the purpose of the organization
- Organizations that are affiliated with larger, national organizations must articulate that affiliation in the organization name (e.g., "Chapter," "Friends of")
- The name must accurately and clearly represent the organization's association with the school
- Cannot include *Fund, Institute, Academy, or Center* or other such words as these imply that the organization is an official activity of the University

All student organization names must be reviewed and approved by the Student Engagement Team. If the student organization name includes the word "Harvard," it must also be reviewed and approved by the Harvard Trademark Program.

Acceptable Forms of an Organization Name

Student organizations may refer to their organizations in three different ways: the Official Organization Name, the Abbreviated Organization Name, and the Official Acronym. Please review the chart below to understand the differences between the three names and when each should be used:

	Official Organization Name	Abbreviated Organization Name	Official Acronym
Description	Full and complete organization name	Must drop "Harvard," "Harvard Undergraduate," or "Harvard College," and must not contain "Harvard" in any form	Complete acronym for the Official Organization Name or the Abbreviated Organization Name May not be a hybrid of the Harvard name (spelled out) plus an acronym
Example 1	Harvard College Student Journalism Club <i>or</i> Harvard Undergraduate Journalism Club	Journalism Club <i>Not acceptable:</i> Harvard Journalism Club	HCSJC <i>or</i> HUJC <i>or</i> JC <i>Not acceptable:</i> Harvard College SJC, Harvard CSJC, Harvard UJC, Harvard JC
Example 2	Association of Harvard College Baking Students	Association of Baking Students <i>or</i> Baking Association <i>Not acceptable:</i> Association of Harvard Baking Students, Harvard Baking Association	AHCBS <i>or</i> ABS <i>or</i> BA <i>Not acceptable:</i> Harvard BA, Harvard ABS
When to Use	Should always be used when representing the organization to the broader Harvard Community and the general public	Only appropriate for use within the context of the College, where there is some familiarity with the group May be used as a subsequent reference after the use of the Official Organization Name Often used by the DSO for organizational listings, such as the Involvement Fair, and in Roombook/EMS	Only appropriate for use within the context of the College, where there is some familiarity with the group May be used as a subsequent reference after the use of the Official Organization Name

Use of Organization's Name

A student organization's name must be represented accurately, consistently, and in accord with these guidelines in all uses and contexts. Below, we have offered guidelines on common uses of the organization's name.

Student organizations may ONLY represent their group using one of the three acceptable forms of the approved name ("Acceptable Forms of an Organization's Name") and may ONLY use the appropriate logo or Harvard shields ("Logos and the Harvard College Shield").

Questions on usage should be addressed to the Student Engagement Team or the Harvard Trademark Program.

Changing an Organization's Name

Changes to an approved student organization name should be an infrequent and thoughtful exercise. All changes require approval from the Student Engagement Team and the Harvard Trademark Program.

When an organization changes its name, the new name must follow the College's most recent trademark policy on naming student organizations. It cannot retain any naming conventions that may have predated current naming conventions, but which are inconsistent with current policy.

An organization may be required to notify the IRS or create a new HUECU account to maintain accurate and consistent records.

The opportunity to request an organization name change occurs once a year in the first few weeks of the Fall semester. Please complete and submit the Student Organization Name Change Request Form located on SOCO.

Logos and the Harvard College Shield

Student organizations are permitted to use the College shield, distinguished by its white chevron, for organizational purposes. For questions regarding shield images, please contact trademark_program@harvard.edu.

Use of other shields, including the University's shield, is not permitted.

The shield cannot be altered or edited in any way, including modifying the colors of the shield or changing the lettering on the books. Additional design elements may be added around the shield, provided they do not touch or overlap with the image.

For some organizations, any use of the Harvard College shield must be accompanied by an articulation of affiliation. For more information, see the section "Articulation of Affiliation."

Student organizations may also create their own shields and logos. The process for doing so is outlined in the University's "[Guidelines for the Creation of a New Shield Design or Logo by Harvard Departments, Units, and Officially Recognized Organizations for Themselves or Their Activities.](#)" Please note that logos containing the name of the student organization must use one of the three acceptable forms on the organization name, as outlined above.

New or redesigned logos cannot be used before receiving final approval by the Student Engagement Team and the Harvard Trademark Program.

Articulation of Affiliation

Any time a student organization uses a Harvard trademark, such as the Harvard name or the Harvard College shield, it should be made clear that the organization is both student-run and recognized by the College.

Some student organizations make this affiliation clear through their name alone by including either (a) "*Harvard Undergraduate*" or (b) "*Harvard College*" and "*Student(s)*" in their organization name.

However, for other organizations - such as organizations who choose not to use "Harvard" in their name, or organizations with grandfathered names that use a different naming convention - the affiliation must be made clear by way of a separate statement called an articulation of affiliation. The recommended phrasing for the statement of affiliation is "a student-run organization at Harvard College."

The articulation of affiliation should be placed in a prominent location and in a font size comparable to other fonts being used, such as directly under the organization's name in the header.

The articulation should appear in any context which includes the Harvard College shield or other Harvard insignia. This includes situations where the organization's logo incorporates the College shield.

Articulation should also be used by these organizations in all correspondence with the general public. Contexts of where this language should be used *include, but are not limited to*:

- Website and social media accounts
- Fundraising letters, packets, and other solicitations or requests for sponsorship
- Conference and other event advertising and materials, including event-specific websites and registration pages
- Invitations to speakers
- Invitations to award recipients and other honorees
- Organization-sponsored scholarship materials

Domain Names and Email Addresses

Before using any form of "Harvard" in a domain name or email address, student organizations should contact both the Student Engagement Team and the Harvard Trademark Program.

The organization's domain name and email address should mirror one of the three acceptable forms of the organization name (Official Organization Name, Abbreviated Organization Name, or Official Acronym). Any significant departure from these acceptable forms, including omissions or abbreviations, needs approval from the Student Engagement Team, the Office of the Dean of Harvard College, and in some cases, the provost.

Additionally, any domain name that includes the word Harvard must be owned by the University and registered to "The President and Fellows of Harvard College." External domain names which do not include the word "Harvard" should belong to the student organization and not an individual.

Website content and social media

In all electronic contexts, including social media and organization websites, student organizations may only use the acceptable forms of their organization name, and the appropriate Harvard shield or organization logo. They must also have the Article of Affiliation, such as "a student-run organization at Harvard College," clearly and prominently displayed.

Student organization websites must include the following on the main page of their websites:

- The Official Organization Name in a prominent location, typically in the header of the website. Subsequent references may use the Abbreviated Organization Name or the Official Acronym.
- The articulation of affiliation ("a student-run organization at Harvard College") in a prominent location and in a font size and color comparable to other fonts being used on the website, typically directly under the name in the header or in descriptive text in the body.
- This statement on use of name and Trademark, typically in the footer of the website: "The Harvard College name and/or shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University."

Student organizations should accurately represent themselves on **social media platforms** so that anyone publicly viewing a profile can easily determine their relationship to Harvard. To the best of their abilities, the organization must:

- Choose an account name that is an accurate representation of their Official Organization Name, Abbreviated Organization Name, or Official Acronym.
- Include the Official Organization Name and an Articulation of Affiliation in the About section
- Include a link to the organizational website in the appropriate field
- Create events through an account linked to the organization, such as an organization's Facebook
- Group or Page, so that the event connects back to the hosting organization

Publications

Student publications must contain the Official Organization Name, without omissions or abbreviations, in the name of the publication. If a student organization wants to use a publication title which does not include their full Official Organization Name, they will need approval from the Student Engagement Team and the Harvard Trademark Program.

Student publications must visibly display affiliation on the front page of any publication by stating that it is "a student-run publication at Harvard College." On the copyright page (or relevant section),

state: "The Harvard College name and/or shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University."

Conference, Tournament, and Other Event Names

The use of the name "Harvard" in the name of an event without additional context can create the inaccurate impression that an event is an activity of or is sponsored by the College or the University as a whole. Therefore, special care must be taken to create accurate event names.

Since student organizations are recognized through the College, "Harvard" in an event title must always be coupled with (a) "Undergraduate" or (b) "College" and "Student(s)."

Furthermore, the Official Organization Name of the sponsoring student organization must be featured prominently in all publicity.

Although student organizations can partner with offices, departments, or centers on broader initiatives, use of "Harvard" alone in an event title is only permitted when **ALL** the following are true:

- The program or activity is university-wide, meaning its structure and governance has substantial faculty involvement from at least three separate schools.
- It has institutional accountability in that it reports formally to university-wide officers, such as the President or Provost or a group of Deans from several Faculties.
- There are not significant issues of confusion with activities elsewhere in the University (for example "the Harvard Project on Government" or "the Harvard Health Project" would raise concerns of this nature).
- The phrases "held at Harvard University," "at Harvard University," and "at Harvard" may be used as a general geographic designation for activities held on campus, as long as it is accompanied by language that makes it clear that the activity is being run by a student organization and not the University or any other Harvard school or unit.

Organizational Merchandise and Giveaways

If an organization wishes to include its organization name on merchandise, it must go through the licensing process.

If the merchandise includes the Harvard name or logo in any way, including "Harvard" as part of the Official Organization Name, the organization must receive permission from the Harvard Trademark Program before ordering the product.

Royalties and Royalty-free Licensing

Student groups may not sell products bearing any Harvard trademarks, including any form of their student organization name, directly to the public or to retailers for resale to the public. Student organizations may be granted permission to sell Harvard items which do not include their student organization name to the general public, as long as they agree to take a license from the Trademark Program and pay royalties.

Student organizations may give away or sell items bearing their Official Organization Name on a royalty- free basis only in the following circumstances, with permission from the Trademark Program:

- for their own internal use
- to be given away to the members of that student organization
- to be sold on a limited and one-time-only basis to benefit the student organization

Licensing Process

Instructions for submitting organization merchandise and "swag" product requests can be found in the University's "Guidelines for Ordering Internal Insignia Items ("SWAG") for Harvard Schools, Departments, Units, and Officially Recognized Student Organizations and Affiliates":

<https://trademark.harvard.edu/guidelinesordering-internal- insignia-items-swag>

Student Organization Business Cards and Stationery

Student organizations are permitted to print business cards for officers who represent the group. Student organizations may receive this written permission from the Student Engagement Team.

Please review the Harvard Trademark Program Business Card Authorization Guidelines prior to submitting a request to the Student Engagement Team.

Harvard Mail and Print Services can assist students with business card requests. For more information and order form, visit the print services website. All other print vendors require written permission to print the word "Harvard" on any business card or stationery

Events

Expectations for Event Planners

Events sponsored by ISOs are student-led and staff-supported, whether on campus, off campus, or in hybrid environments. Student organizers should take responsibility for all components of the planning and execution of their event. Throughout the entire duration of an event, student organizers must be present, sober, directing all logistics (tasks, volunteers, vendors, etc.) and available to address any issues that might arise. Your organizational advisor, Student Engagement staff, and others across the College are available to support you throughout the planning process. Depending on the nature of your event, Student Engagement staff or graduate interns may be on site during the event to assist you as needed.

The primary concern for event organizers is the safety of attendees and others involved. If safety concerns arise at an on- campus event that cannot be remedied, up to and including during the event, it is at the discretion of the DSO to cancel or end the event.

Responsible Social Events with Alcohol

The College expects students to make responsible choices, particularly if consuming alcohol. College students are required to at all times be in accordance with the law and Harvard policy. Students must

recognize the consequences of their personal decisions as well as the impact those decisions can have on themselves, others, and the wider College community.

In the event that serious harm (or the potential for serious harm) comes to any person as a result of consuming alcohol or drugs at a student sponsored or organized event, even if that group is not officially recognized by the College, the hosts of the event may be held personally responsible. If the hosts cannot be identified, the officers of the organization may be held personally responsible. In considering such cases, the College will, in all circumstances, apply the amnesty policy.

When cases involving the consumption of alcohol or drugs at an event sponsored or organized by a student group come to the attention of the College, the student group will be required to come to the Student Engagement Team for a conversation regarding safe procedures for hosting responsible social events. Depending on the severity of the infraction, the organization may also be put through the Student Organization Discipline Process.

Restrictions on Co-sponsorship of Events

Many of the most successful events on campus are collaborations between groups. In planning your co-sponsorship, please keep in mind the following restrictions. Co-sponsorship of an event with non-Harvard organizations or individuals is not permitted on the Harvard campus. The College requires that each student organization maintain local autonomy, having no institutional connections with outside organizations. Student organizations may not co-sponsor on-campus events with external or unrecognized organizations (e.g., non-profit organizations; businesses; independent contractors) and may not collaborate with unrecognized social organizations (final clubs, fraternities, sororities) on campus.

Non-Harvard organizations and individuals may not hold events on campus by using a student organization as a vehicle to stage an event on campus property or to reserve a campus room for a function (i.e., running a workshop about the organization or product, or hosting an event aimed exclusively at recruitment). All events with employers, including virtual and off-campus events, should be reported to the Office of Career Services via <https://careerservices.fas.harvard.edu/student-groups/>. Any employment recruitment events (i.e., information sessions and career fairs) should be coordinated in conjunction with the Office of Career Services.

Restricted Dates

Student organizations may not host events until after the Student Leader Forum each semester. In addition, they are not permitted to host events, programs, and activities during exam period. Large, late-night social events are not permitted in the Houses over the Head of the Charles Weekend, Family Weekend, or on nights preceding administration of the LSAT.

Student organization may host events during reading period, with the exception of late-night social programs (programs later than 10PM). House formals are the only permitted late night social programs during reading period.

When classes are not in session, on-campus space for student organization use is extremely limited. Consult with the Student Engagement Team prior to planning any programs that would use on-

campus space outside of term time. Space is not available to student organizations during summer recess.

Event Registration

The Office of Student Engagement is here to assist you with planning safe and successful events on campus.

We ask that students who are planning to host a large-scale events, including conferences, reach out to JR Bagley, jonrobert_bagley@harvard.edu, the semester prior to help coordinate use of campus spaces and other event logistics. For certain events, as the details solidify and the event approaches, you will then fill out an Event Registration.

Event Registration is a process that both informs the Student Engagement Team of the finalized event you are planning and allows a structure for collaboration between staff in our office and the event organizers. This process will also ensure that your organization is connected to all the services needed to execute a safe and successful event including, but not limited to:

- Licensing with the City of Cambridge
- ZOOM webinar
- HUPD or Securitas details
- SES bartenders
- Crimson EMS
- Ticketing Services with the Harvard Box Office
- Massachusetts Fire Department crowd manager training
- Outdoor Events
- Attendance of 100 people or more

If you are planning an event that requires Event Registration you must begin the Event Registration process at least 3 weeks in advance of your event date. We recommend you have a venue confirmed for your event 4 weeks in advance of your event date, if not earlier.

Students in the early phases of planning their events on campus may be interested in visiting the "Vendors" section of the Appendix to explore some of the vendors we have worked with in the past.

Events that Require Event Registration

- On-campus events with 100+ anticipated attendees
- Charging an entry or admission fee
- Conferences
- Serving alcohol
- Selling raffle tickets (selling entities to win a prize)
- Late night social events
- Sale of goods and/or merchandise
- Outdoor venues
- High profile guests, speakers, or honorands
- Zoom webinar licenses

Events that DO NOT Require Event Registration

- Private parties registered with your house in accordance with the College Alcohol Policy (unless a license is needed, i.e., formals)
- Events that do not have any of the characteristics listed above
- Events that DO have one or more of the characteristics listed above, but are taking place in one of the following venues*:
 - Lowell Lecture Hall
 - Memorial Hall/Sanders
 - Agassiz Theatre
 - New College Theatre
 - The Dance Center
 - Paine Concert Hall

**Events taking place in these locations have production staff who handle all event logistics, and thus do not require event registration (please reach out to the managers of these locations for more information).*

If your event requires registration or you are still unsure if your event needs to be registered proceed to registering your event. Event registration can be found on the SOCO by visiting your organization's page.

How to register an event:

- Log-in to SOCO (soco.college.harvard.edu)
- Click “Events”
- Select "Create Event"
- Select your organization under “Create an Event for which Group?”
- Complete required fields
- Click "Create Event"
- Complete required fields

Failure to accurately complete all fields may result in the cancellation of your event.

Event registration is a process that allows you to inform the Student Engagement Team of your finalized event details, and work with us to secure any additional resources for a safe and successful event.

Overview of the Event Registration Processes

It is important that your event details be finalized 3 weeks before your event, as many of the resources you will secure through Event Registration depend on fundamental things like date/time/location. Please feel free to reach out to JR Bagley (jonrobert_bagley@harvard.edu) early in your planning and pre-planning processes if you need help finalizing details regarding your event. Here is what you should expect the event registration and event advising process to look like:

5-4 (+) weeks before event confirm use of space for your event. All spaces must be confirmed no later than 3 weeks before your event date. See Reserving and Using Campus Spaces section of this guide (page 40) for more information on-campus venues and how to reserve them.

3 weeks before event Register your event online. See How to Register an Event Online portion in this Guide (see above) for instructions.

After receiving your event registration, the Student Engagement Team will review your event details, and you will be contacted by an event advisor from the Student Engagement Team within 3 business days to discuss next steps.

2.5-3 weeks before event: Coordinate with the Student Engagement Team to determine the needs of your event.

2.5 weeks before-1 week after event: Continued collaboration with the Student Engagement Team is tailored to the scope and nature of your event. This may include:

- site walk-throughs
- working together to complete and submit licensing paperwork
- ordering ticketing, HUPD, SES, and CrimsonEMS
- determining appropriate staffing levels, including staff or other professional support at your event (advisor, etc.)
- post event debriefing to discuss, assess, and recommend any changes for future event planning, etc.

Event Registration is designed to ensure that the largest, most complex events planned by Student Organizations receive expert advising and are connected to necessary resources both internal and external to the University.

Organization event planners who fail to complete the expectations outlined above, as well as all necessary tasks as outlined by the Student Engagement Team, will lose their event's approval, which will prevent the event from taking place on-campus.

Licenses from the City of Cambridge

The City of Cambridge License Commission (CLC) issues a variety of one-day licenses to student organizations for their events. These licenses are obtained through the event registration process. Below is an outline of several types of licenses, and when they would be required. The city has moved their license process online, you can go to the city website with questions, <https://cambridgema.viewpointcloud.com/categories/1096>

License Requirements

One-Day Entertainment License

- Required when there is an admission charge or entry fee.
- Not required for events that have program fees (i.e., conferences).
- Not required for events that have a suggested donation.
- Not required for events in Sanders Theatre, Lowell Lecture Hall, Agassiz Theatre, Loeb Drama Center, Farkas Hall, Cambridge Queen's Head, Dance Center (these venues already hold annual licenses).
- License process is done online, needs event registration form approval by HUPD and Student Engagement staff

One-Day Beer, Wine, and Malt License

- Required when alcohol is served at an event with an admission charge, when there is a cash bar, or when alcohol is served at an event open to the public.

- Cambridge Queen's Head has an annual license, so no one-day license is needed for events there.
- Only license that needs to be picked up. May only be issued to a person who is 21+ years old and must be picked up by that person. The applicant must present proof of age with a valid passport, MA driver's license, MA liquor identification card, MA identification card, or active US military identification card upon pick-up of the license from Cambridge City Hall. Student ID or an out of state ID cannot be used as an acceptable form of ID for alcohol licenses.

One-Day Alcohol and Entertainment License (combined)

Please review the requirements for both the alcohol and entertainment license listed above.

One-Day Vendor's License

- Required for the sale of goods at an event or on the Science Center Plaza.
- The sale of printed material (e.g., books) or artwork is allowed without a license.
- License process is done online, needs event registration form approval by HUPD and Student Engagement staff

One-Day Raffle License

- Gambling and games of chance, including raffles, are prohibited in the City of Cambridge, but an organization can obtain a license that provides special dispensation to hold a raffle.
- Raffles involve the sale of tickets or entries for a random drawing. Door prizes and drawings, where no cash is involved, are permitted without a license, and not considered games of chance.
- None of the earnings will go to any member of the ISO.
- No member of the ISO will be remunerated in any way for operating the raffle.
- Raffle proceeds will be used exclusively for educational, charitable, religious, fraternal, civic, or veteran's purposes.
- The raffle cannot be held as a Las Vegas Night, Monte Carlo, or Casino Night.
- License process is done online, needs event registration form approval by HUPD and Student Engagement staff

Licensee Eligibility & Responsibility

To serve as a licensee, you must:

- Commit to being present, sober, and available for the entire duration of the event
- Have the appropriate ID as listed on the previous page
- If alcohol is served, additionally, the licensee must be 21 or over
- In addition to being present, sober, and available for the entire event and ensuring that the event is safe, and well managed, there are specific responsibilities you will assume if serving as a licensee.
- Responsiveness to Noise Complaints: The licensee is not personally responsible in any punitive way for noise complaints. However, they will serve as contact people with the city if any complaints do arise with regards to the event.

- **Inspection by the License Commission:** The License Commission visits and inspects a portion of all events they license, so they may very well come to your event. When that happens, they identify themselves to HUPD first and then want to speak to the licensee. You would then talk about how you are running the event and how things are going. The inspector is checking to see that the event is in good order, that capacity is being tracked, that there is no alcohol unless the event is specifically licensed to serve it, and that all relevant policies are being followed.

Ticketing

On-campus Student Organization events with an admission fee must be ticketed through the Harvard Box Office (HBO) and are automatically eligible for the Student Events Fund (SEF). The HBO can also provide ticketing services for free events and for student events being held off-campus, such as conferences and formals.

To avoid additional fees, ticketing must be requested at least 15 days prior to an event. Ticketing requirement forms for events in Paine Hall, Lowell Lecture Hall, Sanders Theatre, and other campus performing arts venues are available at <https://ofa.fas.harvard.edu/harvard-box-office/ticketing-services/student-organizations>. For all other locations, register the event with the Office of Student Engagement to initiate ticketing. Additional ticketing information can be found at <https://www.boxoffice.harvard.edu>.

HUPD & Security

Depending on the scope and nature of an event, a HUPD detail or other security services may be needed. Large, late night social events, ticketed events for 100+ in certain venues, and events with high profile participants are the most common types of events that require police or security.

Rates for the 2022-2023 academic year are as follows:

HUPD

Standard rate	\$60	:30/hour, 4 hours minimum
Party rate	\$75	:30/hour, 4 hours minimum

Securitas

Detail rate	\$41.47 - \$46.91 (depending on the seniority of the officer(s) staffed)
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Reserving & Using Campus Spaces

Officers of recognized student organizations in good standing may reserve rooms in various on-campus venues for purposes including meetings, rehearsals, banquets, screenings, performances, parties, conferences, and other events. This section highlights general rules associated with using campus spaces, and the different ways that spaces on campus can be requested.

Please note that this is not a comprehensive list of venue-specific policies and procedures.

Whenever you are planning an event, you should work closely with the venue's scheduler and other staff to make sure you have a full understanding of the policies specific to their space. All venues have different guidelines related to their usage. It is your responsibility as the event organizer to understand and adhere to your venue's policies and procedures.

Responsible Use of Campus Spaces

Room reservation privileges are non-transferable and should only be used for purposes related to your organization. Therefore, non-Harvard organizations and individuals may not hold events on campus by using a student organization as a vehicle to stage an event on campus property or to reserve a campus room for a function (I.e., running a workshop about the organization or product, or hosting an event aimed exclusively at recruitment). Failure to follow these guidelines can result in loss of room reservation privileges for you and your organization.

Below are important conditions for using campus spaces with which all student officers should comply:

- Your room is not confirmed until you receive a confirmation email from the venue or facility. If the reservation was submitted via Roombook, the email you listed as the contact for the reservation will be the email address to which the confirmation is sent. Always read the confirmation thoroughly and have it easily accessible for your reference, if needed.
- Requests in FAS Classrooms for Friday evenings, weekends, and holidays **must** be submitted by **Friday at 12pm (noon)** immediately preceding the requested event date. Any requests submitted after this deadline will NOT be approved and you will not be permitted to use the space.
- Never ask someone to leave a room before consulting your confirmation to make sure you are in the correct location at the reserved time.
- Your reservation is only for the rooms listed on your confirmation, do not use other rooms or spaces in the building.
- No furniture should be removed from your room.
- Food is NOT permitted in yard buildings and many campus spaces, please review your confirmation for more details.
- Ensure that you leave a room in the same condition that it was in when you enter it.
- Throw away your trash and take all your belongings with you at the end of use.
- Make sure any equipment/ items that belong to the room/building are returned after use.
- Verify the food and beverage policy for the facility before bringing food and beverage into the reserved space. Make sure that you are following this policy for events.

If not found in compliance with the conditions stated above, the Student Engagement Team will issue a warning. Student organizations with repeated room usage issues will have their room reservation privileges suspended or revoked.

Responsible Use of Classrooms

- Only for meetings. Please schedule rehearsals and auditions in the SOCH or Memorial Hall in the evenings
- No food allowed in classrooms
- Awareness of noise – classes may be occurring
- In the event of a double-booking class sections have priority

On Campus Event Venue Options

Annenberg Dining Hall

Annenberg is rarely used by student organizations for events due to limited availability related to meal service and high production costs. If a student group would like to propose an event at Annenberg, please contact: Email: soch@fas.harvard.edu Telephone: 617-495-1020

Athletics

All athletic facility requests go through the Department of Athletics online system. After the request is placed, the events office will contact the requesting organization indicating if the request is approved or denied. Athletic facilities tend to be booked up far in advance, so place requests as soon as possible with as many alternative dates and locations as possible.

Assistant Director of Athletics, Andrea Lapointe

Email: alapointe@fas.harvard.edu Telephone: 617-496 4221

Cambridge Queen's Head

Harvard Affiliates are given priority when reserving the Cambridge Queen's Head.

Email: soch@fas.harvard.edu,

CGIS (Center for Government and International Studies)

Email: cgisroom@fas.harvard.edu Telephone: 617-495-4420

FAS Classrooms

Academic Buildings in the Yard

Please Use RoomBook. Email: classrooms@fas.harvard.edu Telephone: 617-495-1541

Gutman Conference Center

Booked by the Graduate School of Education.

For more information, [visit: https:// www.gse.harvard.edu/about/gutman- conference-center](https://www.gse.harvard.edu/about/gutman-conference-center)

Harvard Faculty Club

Booked by University Events Office.

Email: events@harvard.edu Telephone: 617-384-9723

Harvard Law School

Booked by HLS Event Scheduling and Support.

Visit: [http://hls.harvard.edu/dept/ events/reserving-space-for-harvard- university-and-external-clients/](http://hls.harvard.edu/dept/events/reserving-space-for-harvard-university-and-external-clients/)

Holden Chapel

Email: holden@fas.harvard.edu\

House Spaces

House spaces are booked by the respective Houses. Please consult the House website for reservation information.

Knafel Center

Booked by University Events Office.

Email: events@harvard.edu Telephone: 617-384-9723

Lowell Lecture Hall

On-line applications for Friday or Saturday performances are accepted a semester in advance (April for fall events and in November for spring events). For information, visit: <https://www.fas.harvard.edu/~memhall/lhapplication.html>

Memorial Church

Booked by University Events Office.

Email: events@harvard.edu Telephone: 617-384-9723 <https://memorialchurch.harvard.edu/venues>

Memorial Hall

Booked by Mem Hall staff.

Email: memhall@fas.harvard.edu Telephone: 617-496-4595

Northwest Labs (Pre-function area)

Requested through FAS RoomBook. Undergraduate student group events in the lower-level Pre-Function area must be reviewed and approved by the Student Engagement Team to be held at the Northwest Building. After submitting your request on RoomBook, please email soch@fas.harvard.edu to receive event review and approval. Email: jopie@fas.harvard.edu Telephone: 617-496-6505

Outdoor Spaces

Outdoor spaces available for events including the MAC Quad, Plaza (small events), Memorial Hall South Lawn, and the Quad Lawn are requested by emailing jonrobert_bagley@harvard.edu.

Paine Hall

Scheduled by the Department of Music.

Email: moncrief@fas.harvard.edu Telephone: 617-495-9859

Sanders Theatre

Sanders Theatre has very limited availability for student organization events. Groups must prove a need for a venue as large as Sanders Theatre, as well as the ability to cover the associated costs.

For more information, contact Memorial Hall Program Manager, Ruth Polleys Email:

polleys@fas.harvard.edu

Science Center Plaza (with or without tent) Booked by Common Spaces.

Email: commonsplaces@fas.harvard.edu Telephone: 617-495-6916

(SEAS) Maxwell Dworkin

Email: rooms@seas.harvard.edu Telephone: 617-495-5098

The Smith Center

Booked by Common Spaces.

Email: commonsplaces@fas.harvard.edu Telephone: 617-495-6916

The SOCH (Student Organization Center at Hilles)

Requested through FAS RoomBook

Email: SOCH@fas.harvard.edu Telephone: 617-495-1020

William James Hall

Requested through FAS RoomBook

Email: rooms@wjh.harvard.edu Telephone: 617-496-6374

How to Reserve On-Campus Spaces

RoomBook

Many FAS Classrooms (Yard, Science Center, Holden Chapel, et al.) and the SOCH are requested through FAS RoomBook.

Please note that only students listed as officers on SOCO can make room reservation requests on behalf of a student organization. Changes to officer listings on SOCO are reflected in RoomBook the following day starting at 9:00am.

Please note the following important policies:

1. Many schedulers, including the Registrar's Office, cannot confirm weekday reservations until after enrollment is finalized and course locations are settled. **Requests for events occurring during the first several weeks of classes for classroom space will not be confirmed, or in some cases declined, until a day in advance of your request.** (If you need to plan further in advance, request rooms that do not have courses-Ticknor Lounge, Memorial/Lowell Hall (evening), House spaces, or the SOCH)
2. Do not follow up on your room reservation request during the first full three weeks of the term; this will not expedite processing.
3. All weekend events should be requested by **noon the preceding Friday** at the latest.
4. Most schedulers work Mon-Fri from 9am to 5pm. Requests that are entered outside of these hours will not be processed until the following business day at the earliest.
5. If you are a member of different organizations (i.e., your House and an independent student organization), you **must** choose the correct group for the reservation. Please note your reservation may be declined otherwise.

FAS Classrooms

All requests for FAS classrooms should be submitted through FAS RoomBook. If you need to follow up on a submitted request, please consult the automatic reply you received upon submission for specific scheduler information.



DSO Managed Spaces: SOCH & CQH

The Student Engagement Team directly manages and confirms resources and reservation requests for:

- The Student Organization Center at Hilles (SOCH)
 - Via Roombook
- Cambridge Queen's Head (CQH).
 - soch@fas.harvard.edu
- Outdoor Spaces (The Yard, Quad Lawn, Mac Quad)
 - jonrobert@fas.harvard.edu

As a recognized student organization, we encourage you to utilize these resources and spaces that are designed for your use.

Student Organization Center at Hilles (SOCH).

The Student Organization Center at Hilles (SOCH) offers over 50,000 square feet of space dedicated to student life at Harvard College. Through a combination of office and storage space, meeting rooms, conference facilities, common spaces, and staff support, the SOCH works to:

- ❑ provide student organizations at Harvard College with offices, lockers, and mailboxes to help integrate students' curricular and co-curricular lives.
- ❑ strengthen relationships among student organizations and facilitate collaboration and the sharing of ideas and resources.
- ❑ create a social space for students



Offices & Lockers

The SOCH has offices and lockers that are available for use by recognized undergraduate student organizations. Most offices are shared by multiple organizations.

Office & Locker Application and Allocation

A student organization office and locker are a privilege and not a right. Each year, there is a renewal and application process where existing organizations must apply to renew their space, and student organizations that do not have space can apply. All officers listed on SOCO will receive emails about this process during the spring semester.

Once the application has closed, the SOCH staff review the applications. Applications are evaluated on how often your organization accesses your office or locker, if you currently have possessions in your space, and if you have hosted events in the SOCH. There is no guarantee of renewal. Decisions are communicated to your officers via email.

If your organization is being asked to move, whether from a locker to an office, an office to a locker, or one office to another, your organization members will perform that move by the date designated by the SOCH staff. If your organization is asked to vacate your office or locker, you will have two weeks to clear the space. If your belongings have not been removed in these two weeks, your items will be permanently disposed of.

Office & Locker Policies and License to Occupy

If your student organization has an office or locker in the SOCH, you are required to sign and abide by your License to Occupy Space every fall semester. Officers of organizations who hold offices in the SOCH will receive an email communication around the start of the fall semester with instructions on how to find and submit the License on SOCO. Failure to submit the License by this date will result in lost access to the office or locker until the License is submitted.

Access to Your Office and Locker During Non-Term Times

If your student organization is retaining your office or locker from one academic year to the next, you may request to have summer access to the SOCH. The SOCH does not support, or host student organization sponsored events or programs during the summer. Access for winter session may also be requested via email.

To request summer access, please email soch@fas.harvard.edu.



Mail

All recognized student organizations are assigned a mailbox in the SOCH. An organizational mailbox ensures consistent delivery of mail and packages since it does not change from year-to-year as individual officer's addresses would. It also allows preferred vendors that organizations may work with regularly to more easily maintain accurate contact information.

The format for a mailing address for an organization with a SOCH mailbox is:

Organization Name
Student Organization Center at Hilles Box #
59 Shepard Street
Cambridge, MA 02138

Mailboxes are located in the South Collaborative Zones: Boxes 1 - 181 are located on the third floor and boxes 182 - 462 are located on the second floor. Mailboxes can be accessed during the academic year between 7am and 4am, Monday-Sunday.

To open a mailbox, turn the dial to the left, passing 0 three times and then stopping on the first number. Next, turn the dial to the right, stopping the second time the second number is reached. Finally, turn the dial to the left, stopping the first time the pointer reaches the third number. If an organization has a mailbox, but has lost the box number or combination, that information can be obtained by visiting your organization's page on SOCO.

Packages

While envelopes and other small mail will be delivered directly to mailboxes, all packages and large envelopes will be stored as follows:

All packages and large envelopes will be stored in the SOCH Office, room 110. Student organizations will receive a notification of a package delivery via an email from SOCH@fas.harvard.edu. Packages can be retrieved during office hours, 9-5pm on Monday-Friday.

Other considerations:

While some delivery services such as UPS and FedEx deliver until 8pm, the SOCH is only able to receive packages until 5pm. Please take this into account when placing orders or arrange to have an organization member sign for the package.

Note the method of delivery. Many large orders, especially when the order is delivered on a pallet, are shipped via freight. These services operate differently than UPS, FedEx, DHL, and other package delivery companies. If an order is being delivered by freight, the SOCH cannot receive the order. Your student organization must arrange for one of your members to be present and on call for the delivery.

Please note that freight shippers deliver to curbside and your organization will typically have to pay extra to have the package(s) delivered inside the building.

Computers & Printing

HUIT Lab

There is a HUIT computer lab on the 2nd Floor North Collaborative Zone that is accessible during the academic year between 7am and 4am, Monday-Sunday. The computers are connected to one black and white printer and one-color printer that are maintained by HUIT and can be printed on using PaperCut. There are also two HUIT computers in the Living Room on the first floor of the SOCH.

Language Resource Center

There is a Language Resource Center (LRC) lab in the 3rd Floor North Collaborative Zone that is accessible during the academic year between 7am and 4am, Monday-Friday.

Events At the SOCH

SOCH spaces may be requested through FAS RoomBook. Please check Roombook for a complete list of spaces, built-in AV, furniture, amenities, and capacities. Please contact the SOCH for more questions.

SOCH Event Advising Process

If your organization wishes to organize an event or program to be held in the SOCH, you will be required to have an event advising meeting with the SOCH staff. The SOCH staff will provide you with

insight based on similar previous events, help you access materials and resources, help troubleshoot problems, and ensure your event is successful.

Student organizations should designate student event planners, who are responsible for attending all advising meetings with the SOCH staff, as well as being the student who will be managing and attending the event.

Conferences

If you are planning a conference, please contact SOCH@fas.harvard.edu as soon as possible. Please expect to have at least one advising meeting and a final walk-through to go over furniture and AV. Looking for conference space in the SOCH? Check out our large spaces (The Event Hall, Community Hall, or Performance Hall) and breakout rooms (P-09-P12) on Roombook!

Social Events

If you are planning a social event, please contact SOCH@fas.harvard.edu as soon as possible. These events may require more than one advising meeting. Please submit all social event requests at least three weeks in advance of the requested date. In addition to the advising conversations, please expect to have a social event staffing walkthrough the week of the event.

Please review the event hosting policies in this guide and discuss requirements with SOCH staff in the weeks leading up to the event. Completing Event Registration in a timely fashion will help us work with you to obtain the right licenses from the City of Cambridge, event staffing plans, etc.

The Event Hall (104) is our recommended Social Event space for groups larger than 200. For smaller social events, check out the Coffee Bar, 105, or P-14.

Social Events with Alcohol

Student leaders hosting events where alcohol is being served must meet with a SOCH staff member at least three weeks in advance as these events must be approved by SOCH staff and may require an alcohol license through the City of Cambridge. Only Harvard undergraduate students with valid a HUID are permitted to attend events at which there will be alcohol. Your student organization must hire SES bartenders to check IDs, handle wristbands, and serve alcohol. Additionally, you should know the estimated attendance to determine how many bartenders to request. See more information in the Events with Alcohol section (page 38).

Note: Only beer and wine may be consumed in the SOCH. Additionally, events with alcohol require at least one HUPD officer. Alcohol is not allowed at the SOCH unless the alcohol is for an event that has been approved and advised by a SOCH staff member.

Events Requiring Furniture or AV Use

If your student organization is planning an event that requires use of the SOCH's resources, please submit your request via FAS RoomBook. If the event can be accommodated, the SOCH staff may ask to have an advising meeting or at least a furniture and AV walk-through. Walk-throughs for smaller events take very little time and help prevent any major problems involving AV or access to SOCH resources.

Signature Events for Student Organizations

Each year, the SOCH organizes three signature events: The Student Organization Fair, the Student Leaders Forum (as part of Annual Registration), and the Visitas Extracurricular Fair.

Student Organization Fair

At the beginning of each fall semester, the Student Engagement Team invites all undergraduates to learn about Harvard College co-curricular and extracurricular activities. This event is held in the Yard. Student Organizations, Club Sports, share opportunities for involvement. The Fair is held on the first Friday of classes. All recognized Harvard College student organizations who completed Spring Registration are provided one half of an eight-foot table. There is no need to sign up. Questions about the Fair can be directed to SOCH@fas.harvard.edu.

Student Leader Forums

At the beginning of the Fall/Spring semester, as part of Annual Registration requirements, the Student Engagement Team hosts the Student Leader Forum where student leaders engage in meaningful conversation. One executive officer (i.e., president, vice president) from every recognized student organization is expected to participate to satisfy this requirement. The participant must also be listed as an officer on your organization's SOCO page. Please note that all attendees should be filling out their own RSVP forms. **During Fall 2022 semester student organizations who have transitioned leadership between September & January will be required to attend a Spring Leaders Forum. Failure to attend the Spring forum will result in organization probation for the remainder of the Spring semester. This change is to host two forum sections twice an academic year, one in the Fall and Spring. Those who attend the Fall Forum will not be required to attend another forum until Spring 2023. All other groups will be required to attend a Leaders Forum in Fall 2022.*

Failure to send a listed officer to one of the forums will result in your organization being inactive for a minimum of one semester. Individuals requiring accommodation, or information regarding accessibility should contact the Accessible Education Office at 617-496-8707 or dao@fas.harvard.edu.

Visitas Extracurricular Fair

Each spring, the SOCH hosts an Extracurricular Fair during Visitas, the weekend during which admitted students visit Harvard. If your student organization currently has an office in the SOCH, you can participate in the Fair, but you must still register with the Admissions Office. If your student organization does not have an office, you can participate by entering the lottery managed by the Admissions Office about halfway through the spring semester. Please be aware of the rules of the Visitas Activity Fair.

For questions regarding the lottery, registration, or anything else regarding Visitas weekend, please visit visitas.college.harvard.edu or email visitas@fas.harvard.edu.

For questions regarding student organization offices, table placement, or the rules of the Fair, please contact SOCH@fas.harvard.edu.



Recording Studio and Practice Room

The SOCH maintains a Recording Studio and Practice Room on the Penthouse level for use by Harvard College undergraduates. Please note only students who have been trained to use the SOCH Recording Studio and Practice Room can use the spaces' equipment. If you want to record in the Studio, want to use the practice room for a jam session or have other questions you can reach out to the SOCH Sound Engineers for more information. Email: SOCH@fas.harvard.edu

Other SOCH Resources

Portable AV Equipment

In addition to the built in AV (projectors, projection screens, speakers) and set furniture available in many of the SOCH rooms, portable AV and furniture equipment that can be used by student organizations hosting events in the SOCH free of charge. Please reach out to the SOCH ahead of your event to check availability and reserve equipment.

Portable Furniture

While many of the SOCH's rooms already contain furniture, most of the large function rooms are left empty to allow for diverse types of events to occur. Student organizations are encouraged to work with SOCH staff prior to the event to arrange furniture needs and access to additional furniture.

Cambridge Queen's Head (CQH)

Currently Closed Daily – Available for Event Bookings

Inquire about space availability by email – soch@fas.harvard.edu

CQH Mission

It is the mission of the Cambridge Queen's Head to help build a community on campus by providing to the undergraduates of Harvard College:

- A dedicated social space
- A performance venue for student acts and other undergraduate-initiated programming
- Reasonably priced food and drink served at hours in tune with undergraduate schedules
- Leadership and learning experiences in the running of a campus business
- A means by which to connect undergraduates to college traditions and the Harvard spirit

About the CQH

Founded in 2007, the Cambridge Queen's Head is a student-run pub, coffee bar, and on-campus social space. The CQH holds a liquor license, allowing staff to serve beer and wine 7 days a week, as well as an entertainment license which allows a variety of programming in the space. Student organizations looking to host events in the CQH are welcome to do so during regular business hours, or to reserve the space for a private event during the remainder of the week. Student organizations should keep in mind that the staff is exclusively Harvard College students, and there are limitations to the requests the staff can execute.

CQH Facilities & Features

The CQH is located in Loker Commons in the basement of Memorial Hall, which can be accessed from the west end of the building (closest to the Science Center). The space has dedicated elevator access and is fully accessible. The CQH can host events with an attendance of up to 175 people. Most furniture can be reconfigured (with the exception of the pool table, shuffleboard, and some decorations in the space) to accommodate a variety of events including seated events, presentations, cocktail receptions, parties, dances, etc.



Travel

Travel Policies

Review the University's COVID-19 travel guidance for the most current information on permitted travel and requirements: harvard.edu/coronavirus/travel-guidance

From time to time, your student organization may wish to travel domestically or internationally as part of your organizational activities. The Student Engagement Team is available to help advise you regarding best practices to ensure the safety and well-being of all participants. While student organizations are considered to be independent of the University, the College expects that you will take great care when exercising this privilege and manage your travels responsibly.

Emergency Protocol

In the event of an accident, emergency, sickness, or hospitalization affecting any Harvard students during a student organization trip, it is important to immediately contact the appropriate emergency services.

- **In the US:** call 9-1-1 first and then HUPD at 617-495- 1212 to notify the College of the incident.
- **Abroad:** call the local equivalent of 9-1-1 (if it is safe to do so) and then International SOS at +1-617998-000; International SOS case managers will notify Harvard Global Support Services (GSS) of the incident.

The purpose of this protocol is to improve communication and ensure that the College can arrange appropriate support for the individual student(s) affected by the incident.

Academic Commitments

When working to balance academic and personal commitments with off-campus activities, it is important to weigh priorities and plan ahead. Travel should be planned in such a way that students can meet academic expectations without compromising safety. Students are encouraged to:

- Plan trips well in advance for travel to avoid conflicts when possible.
- Approach faculty early in the term to discuss their extracurricular activities and determine whether any accommodation can be made. Faculty members are not expected to make such accommodation, and students should adjust their plans if their requests are not granted.
- Take responsibility for individual academic choices and accept the consequences of those choices without compromising safety.

- Contact House/Yard Deans and student organization advisors to discuss academic and travel commitments well in advance of travel.
- Contact House/Yard Deans when emergency circumstances (weather, travel delays, etc.) prevent a safe and timely return to campus.

Domestic Travel

When traveling domestically, student organizations should be mindful of the following practices to ensure the safety of all who travel with the group.

Charter Services

Whenever possible, it is best to hire a professional and reputable transportation provider, particularly when travelling longer distances or with larger groups. Please contact Harvard Transportation Services at 617495-0400 to discuss your needs and inquire about preferred vendors. Special rates have been negotiated for the benefit of student organizations.

Student Drivers

College students are adults, and the College expects them to carefully weigh the responsibility that comes with agreeing to drive other students for any reason. Students who elect to drive others should note the following information regarding insurance, vehicle maintenance, driver tips, trip planning, and weather considerations. Drivers should only drive for 2-hour shifts at a time. Depending on the distance being traveled, there should be enough valid drivers that no driver is driving more than a 2-hour shift.

Qualities of a valid student driver:

- has a valid U.S. License for the type of vehicle being operated
- has a clean driving record
- has experience driving the type of vehicle being used (SUV, van, etc., no 15-passenger vans)
- is comfortable driving the necessary distance
- is comfortable driving in the current weather (account for rain and snow)
- is not overtired (please consider whether the driver will be properly rested at the time of travel)

Student Drivers Must:

- obey all traffic laws and posted speed limits
- ensure the car(s) have the appropriate number of passengers, and are not overfilled
- stay focused while driving; refuse to use mobile phones or engage in distractions. Nearly all states prohibit text messaging for drivers, and some also prohibit use of a hand-held phone. You are responsible for knowing and following the laws of every state in which you will be driving.
- not drive if impaired in any way (fatigue, medication, drugs, or alcohol) have a valid driver's license
- ensure all passengers are wearing seat belts

Student Drivers Should:

- limit the range of driving trips to locations within 4 hours
- ensure enough valid drivers are present before departing
- avoid roundtrips within a 24-hour period
- avoid driving through the night, particularly if the students are tired from the trip-related activity
- do a vehicle inspection prior to driving the vehicle (check lights, horn, tire pressure and condition, windshield wipers, fuel level)
- plan for multiple designated drivers rotating driving shifts every two hours. Departure time and route plans should favor daytime hours; overnight driving should be avoided

Automobile Insurance

The University does not provide automobile insurance for students using personal vehicles for student organization business. If an incident or accident occurs, the owner of the vehicle would be required to use personal automobile insurance to cover the incident. If the owner of the vehicle does not have adequate limits of insurance, a claim could be made against the individual operating the vehicle. The personal owner of the vehicle, and the driver, can both be held financially liable for damages in situations where the insurance available does not adequately cover claims.

Students using their own vehicles, family vehicles, or vehicles of friends should be aware of this prior to agreeing to drive for a student activity. Student organizations that are uncomfortable with this personal responsibility are encouraged to rent a car or van through preferred vendors. As a benefit to registered student organizations, the University has negotiated rates and certain levels of insurance coverage with Enterprise/National that are available to student organizations. Additional information can be found under the Transportation Options on the following page.

Vehicle Maintenance

Any vehicle used to transport students should be in good working order and be properly and professionally maintained. Individuals choosing to drive personal vehicles for student organization trips, rather than rent transportation to drive, should be aware that they are exposed to greater personal liability for this reason.

Weather Considerations When Travelling

Check the weather report before embarking on the road. In the event of bad weather, it is best to suspend travel until weather conditions improve. Students concerned with a late return to campus and potential for missed academic requirements should contact their House/Yard Deans to make appropriate arrangements. Student safety is always paramount.

International Travel

As students traveling with student organizations, you are responsible for understanding the [Harvard College International Travel Policy](#), which states that Harvard-sponsored travel to high-risk regions is prohibited, and travel to elevated-risk regions requires each traveler to complete a Travel Safety

Questionnaire and Travel Waiver (in addition to other pre-departure requirements). Harvard Global Support Services (GSS) maintains the [travel risk ratings](#) and updates them regularly. It is your responsibility to refer to this list to ensure that the country/region to which you are travelling is permitted by the College.

GSS also manages the University's International SOS program and can help prepare you for a safe trip and provide resources to keep you safe and healthy while abroad.

Registering International Travel

- Student organizations traveling abroad must [register their trips](#) with the University's International SOS account.
- Each individual traveler should register their own trip details and emergency contact information through one of three ways: via the Assistance App, through email forwarding, or manual entry through the MyTrips platform.
- Student Organization or Trip Leaders may register the entire group using the [Travel Import Worksheet](#).
- When entering their trip, students should select Student Organization Trip for Purpose of Travel.
- For Program Name participants should use the following format: Student Organization Name. Destination. Term Year (ex. Bowling Club. Sri Lanka. Summer 2019).
- Once you have registered your trip, you can [get your International SOS membership card](#).
- Students are responsible for keeping their itinerary up to date in their International SOS account and with the Student Engagement Team. This includes updating any changes to contact information.

Pre-Departure Consultations

The GSS International Safety & Security team specializes in risk assessments, intelligence analysis, and emergency response. They also maintain working relationships with security professionals and international consultants around the globe to advise Harvard programs and travelers on the latest trends and developments. [Contact GSS](#) if you have questions or concerns about the health and safety risks for your group, or if you'd like to schedule a pre-departure orientation or consultation for your group.

Medical, Mental Health, and Security Resources for International Travel

Harvard University's [International SOS membership](#) provides medical, mental health, and security advice, assistance, referrals, and emergency evacuation services to eligible Harvard travelers abroad. To expedite assistance, it is essential that all international travel be registered in either the International SOS MyTrips platform or the Assistance App. International SOS can be reached 24/7 by dialing +1-617-998-0000 or by connecting through the Assistance App.

[Harvard Global Support Services \(GSS\) website](#) including Travel Risk Ratings; Harvard College International Travel Policy; Student Pre-Departure Requirements; Leading Student Groups; Travel Advice; Emergency Support; and Visa Services

Budgeting and Financing Trips

Your student organization must have the funding necessary to travel and travel safely. Planning a budget and necessary fundraising in advance is the best way to ensure fiscal responsibility and safety. Set a budget for the year and always plan for the most travel your organization may require, to ensure you have the necessary resources to afford your activities. It is better to have surplus budget money for trips your group did not end up taking rather than run out of funds for trips and risk travelling unsafely.

Also, remember to book travel early to avoid inflated or unanticipated booking fees or ticket costs. Potential sources of funding for travel can come from individual member contributions and your organization's fundraising efforts.

Transportation Options

The Student Engagement Team, alongside Harvard Procurement and Transportation Services, have secured discounted domestic transportation options that can be used by officially recognized student organizations to minimize travel risk in the U.S.

If traveling abroad, you will need to research the safety, viability, and costs of the transportation options available in your host country. Harvard does not recommend that students self-drive any motor vehicles while traveling abroad. Students are encouraged to use prearranged, secure transportation. Contact [Harvard Global Support Services \(GSS\)](#) for more advice and information.

Rental Cars

When traveling by car, students are encouraged to rent vehicles rather than use personal vehicles. Rental cars are best for local and regional travel within the New England area. Harvard has negotiated rental rates and insurance coverage through Enterprise/National at the Cambridge location for which recognized student organizations are eligible. Individual students are also eligible for discounted Zipcar memberships.

For information on rental car insurance coverage for student groups, see Rental Car Insurance Coverage for Student Groups.

Enterprise Rental Car Rental cars can be reserved through Harvard's Travel Portal.

- \$56.75 per day for a seven-person minivan or similar vehicle, 150 free miles per day. \$40,000 worth of collision (Massachusetts minimum) and comprehensive insurance, under-25 fee waived, and extra driver surcharge waived.
- Rental must originate from Massachusetts Avenue or Western Avenue Enterprise locations.

- Enterprise will accept returns on Sunday at Western Avenue location or returns on Monday at the Massachusetts Avenue location without extra day charge if return is done at store opening.

Terms of Use:

- Must be at least 21 years of age or older.
- Minimum two drivers on rental agreement - both drivers must be present at time of rental with valid driver's licenses.
- Must present Harvard University I.D. and be an officially recognized student organization of Harvard College.
- Major credit card required.
- Contact Information: Kristin McGrath - Enterprise contact for Harvard College student organizations - 781-937- 5032.
- **Zipcar**
- For a reduced \$25/year annual membership fee, Harvard affiliates can use Zipcar vehicles when needed (for as little as one hour) and pay based on how much you drive.
- Low hourly and daily rates include gas and insurance. Zipcars are parked throughout the Cambridge and Boston areas.
- Only the vehicles on campus can be utilized by Harvard affiliated drivers 18-20 years of age.
- Visit Harvard's Commuter Choice at www.commuterchoice.harvard.edu for more information.

Zipcar

Zipcar (zipcar.com/crimson) allows individual Harvard students to use a car when needed without incurring the fixed costs of ownership.

Zimride

Zimride (zimride.com/crimson) is an easy-to-use service that allows Harvard affiliates to find others with similar commuting patterns or one-time travel needs. Zimriders can view profiles for common networks, interests, and friends before deciding to share a ride. To reduce costs, it is possible to use Zipcar through Zimride.

Charter Services

Whenever possible, hire a professional and reputable transportation provider, particularly when travelling longer distances or with larger groups. Contact Harvard's Transportation Services to discuss your needs and inquire about preferred vendors at 617-495-0400. Shuttle buses and vans are available to university affiliates for charter to on and off-campus locations through Transportation Services. All charter service fees are billed by the hour with a 2-hour minimum. They can also provide referrals to preferred carriers who may be able to offer expanded services.

Money

Financial Management

Student organizations at the College raise and manage their funds and are given the autonomy and responsibility to spend these funds as the organization sees fit within the confines of college policies and State and Federal law.

Solid fiscal management creates a framework that allows organizations to work proactively to accomplish their goals and serve their communities with financially sustainable events and programs.

Developing and Maintaining a Budget

Below is an example of a student organization budget. To access the budget template, visit the Finances folder under the Files tab on your [SOCO](#).

Have all executive board members work together to develop a budget to explore the full range of funding sources and projected expenses. Referencing budgets from previous years can be helpful when developing a current or projected budget for an organization. Student organization officers can access previous budgets under “Files” and upload their own under the “Accounting Book” tab on your organization’s SOCO page.

When developing a budget, it is important to be both realistic and conservative. A well-organized budget has two components - income and expenses. Income may include fundraising revenue, HUA grants, departmental funds, and any other planned revenue sources. Calculate projected income and as a rule, subtract 10% in case a funding source falls through. Expenses include any funds the organization plans to spend throughout the year. Project expenses for all planned events, including potential costs for supplies, promotional materials, HUPD details, ticketing, AV/media, custodial fees, and licensing.

It is fiscally responsible to make every attempt to stay within your set budget. Keep track of all expenditures, deposits, and other income and work to ensure financial transparency.

While most organizations elect a treasurer or other financial officer to manage financial matters, more than one person must understand the financial operations of the organization. Make sure organization members, especially event organizers or program chairs who spend money, understand the organization's financial operations for events and initiatives.

Budgets may change or shift throughout the year. Organizations should reallocate available funds or obtain additional funding sources to cover costs if unanticipated expenses arise. Upload your organization's budgets to SOCO year after year so that you can keep track of your organization's expected annual spending easily.

Financial Best Practices

Roles and Responsibilities

- Separation of duties: two officers should handle all key financial duties
- Establish an officer transition plan; document key duties and maintain copies of budgets, financial reports, contracts, bank statements, checkbooks, copies of paid invoices, etc.

Budget

- Prepare a budget at the beginning of the term
- Set realistic targets; budgeted income should equal or exceed expenses
- Document assumptions used to determine budgeted income and expenses
- Format should be consistent with the financial reporting format
- Obtain approval of the final budget from management and board

Financial Reporting

- List income and expenses by major category
- Format should be consistent with the budget format
- Compare current year's actual results to budget and prior year's actual results
- Prepare financial reports throughout the semester and share them with management/board

Cash Receipts

- Restrictively endorse checks "for deposit only, organization name" upon receipt
- Secure checks and cash in a locked area before the deposit
- Make frequent deposits
- Maintain cash receipts log and record receipts in the checkbook
- Reconcile cash receipts log to bank statement each month

Paying Bills

- Establish a process to review and pay bills by check and **don't pay with cash**
- Review vendor invoices and receipts before payment
- Ensure that two officers sign all checks
- Maintain copies of vendor invoices and receipts after payment
- Record checks in the checkbook on a timely basis
- Reconcile all checks written to bank statement each month
- Be aware of any IRS payments your organization may owe *Bank Reconciliation*
- Reconcile bank balance to checkbook balance each month
- Document all reconciling items
- Resolve any errors
- Obtain officer and board approval for the reconciliation

Contracts

- ❑ Have two officers review and sign all contracts Review draft contracts early in the process
- ❑ Refer to Student Organization Resource guide for contract best practices on pg. 22 Student orgs cannot sign contracts on behalf of Harvard University/College!

While the Student Engagement team cannot provide legal advice, contracts can be sent for review to soch@fas.harvard.edu

Checks and Non-petty Cash Receipts

Management

Policy Statement

This policy establishes the proper uses and administration of petty cash funds. When other disbursement methods cannot be used, petty cash funds can provide cash to local units to cover minor expenses, such as reimbursement of staff members and visitors for small expenses such as taxi fares, postage, and office supplies, generally not to exceed \$50; petty cash may also be used for human subject payments of \$100 or less. The University requires each petty cash fund to have an approved Custodian, who documents expenditures, keeps receipts, and safeguards the funds. Wherever possible, local units should use other disbursement methods (i.e., HCOM, PCard) instead of petty cash.

Reason for Policy and Who Must Comply

Monies received in any form must be properly accounted for. To mitigate the risk of misuse or theft, units need a proven control mechanism in place. All College staff and recognized student organizations must comply.

Procedures

1. The head of each business unit shall designate a financial custodian. Notify the College Dean for A&F of your unit's custodian as well as any changes to the designated custodian. The College expects that this role will primarily fall to College Department Administrators, Finance Managers, and House Administrators. Only designated custodians will be authorized to engage in activities. Only designated custodians will be authorized to engage in activities 3 through 6 described in this policy.
2. Establish and maintain a log of cash receipts
 - a. Each unit is responsible for establishing a cash log record system. A template is available from A&F. Upon receipt, checks should be restrictively endorsed, "For deposit only-Harvard University Local Unit Name".
 - b. When receiving cash or a check, a receipt should be provided to the payer when possible.
 - c. Changes in the merchandise inventory should be periodically reconciled to the cash receipts, no less than once a month.

3. Safeguard cash and checks.
 - a. Always keep cash and checks secured in a locked drawer or small safe. Only the custodian should have the key/code.
 - b. Cash and checks should be deposited as soon as possible or within 15 days of receiving the cash or checks to ensure timely deposits.
 - c. In the event of theft, the custodian should immediately notify his/her immediate supervisor as well as the University Police.
4. Deposit cash and checks into University Account(s)
 - a. Complete the 'cash receipt' form found on the ABLE or FAS Finance websites and bring the cash/check and form to the Cash Receivables office. Cash cannot be delivered via interoffice mail but must be handed over in person.
 - b. For donations > \$250, receipts should be sent to the Recording Secretary's Office in Alumni Development Services.
 - c. Option: Identify a College staff representative for monthly runs to the Cash Receivables office on
 - d. your unit's behalf. This process requires A&F approval and/or participation.
5. Reconcile actual receipts to the Detailed Listing Report at least quarterly
6. Evaluate the need for cash and checks received annually. At least once per year, units must examine whether the cash received is necessary to meet their needs or if the alternative method could suffice. We encourage student organizations to look for alternative methods of payment.

Responsibilities and Contacts

Unit Heads are responsible for ensuring that local staff is informed of and abides by this policy and accompanying procedures. Units' Custodians are responsible for properly logging and securing the cash for their units and for depositing the cash to university accounts promptly. A&F is responsible for monitoring cash logs and deposits and will perform periodic audits on non-petty cash holdings.

Related Resources

For Petty Cash responsibilities, please refer to the <https://policies.fad.harvard.edu/pages/petty-cash> per University Financial Services.

Harvard University Employees Credit Union (HUECU) Accounts

Understand appropriate instances to receive cash and checks. Only Harvard business-related receipts should be deposited in university funds. Cash collected for non-Harvard business purposes should not be deposited.

All recognized student organization bank accounts must be set up through the Harvard University Employees Credit Union (HUECU), located at 104 Mount Auburn Street. The Student Engagement Team has negotiated an agreement with HUECU to provide free checking and savings accounts for all officially recognized student organizations. Student Organizations are not permitted to use other banking services. Additionally, organizations are not eligible to apply for 501(3)(c) status.

Visit <https://huecu.org/student-banking/student-org/> to:

- Add yourself as an account signer
- Log into online banking
- Create a new membership
- Request checks
- And other banking needs.

Gift and Endowment Accounts

Student organizations can receive vital financial support from alumni, private contributors, and corporate donations, and many donors express an interest in making tax-deductible gifts. However, since most Harvard College student organizations are not separately incorporated as 501(c)(3) charity organizations, the funds they receive directly do not qualify as tax-deductible. Very few organizations have established 501(c)(3) status, and at this time, organizations will not be able to gain this status unless they have done so already. Instead, a student organization may establish a gift fund to offer their donors a receipt for their tax-deductible donations.

Organizations should be aware that donors should never expect to receive any benefit in return for contributions to an organization.

Establishing a New Gift Account or Endowment Fund

Setting up an Endowed or Gift account requires special permission from the Student Engagement Office. Organizations need to demonstrate *consistent, high-level* giving, as well as proven longevity of the org, to qualify. Endowed accounts require an initial deposit of \$100,000. Gift accounts require an initial deposit of \$10,000 and a plan for future donations; this is a limit decided by the DSO as these accounts are not meant to be for one-off donations. New student organizations will not be approved for these accounts. If you qualify for one of these, please email olivera@fas.harvard.edu to begin the process.

Next Steps

- Once you have reviewed the terms, we can proceed with getting them signed and approved by ADS
- Please provide Olivera Saric Knezic with the gift amount and the name of the donor who will be making the first gift - ADS will require this information before they sign off on the terms
- Finally, before we can officially establish the gift fund, you will need to send the first gift or a signed pledge from the donor to jesse_hergert@harvard.edu (Senior Associate Director, Academic and Development Coordination). The checks need to meet the \$10,000 threshold and can come from multiple donors.

The Department must complete a gift account request form and start the process with Keith Bitely, the Endowment, and Gift Administrator, FAS Finance Office. It is especially important to include the full proposed title of the fund, coding to credit the gift, fund terms, and the balance forward

designation. Requests for new funds will not be processed without donor terms. Original donor correspondence indicating the gift purpose is sufficient for current use gifts.

Once a request is approved, a new fund number will be assigned. The FAS Office of Finance will notify the requesting department via email of the new fund number once it is established. Beginning in 2011, a notification process was put into place to ensure that all departments receive the information needed to manage new gift funds. Departments must acknowledge (via email) that they received the fund notification within two weeks of receipt. Requests for new funds usually are approved within a few days. The approval process may take longer during peak gift-giving periods such as calendar year-end (December/January) and fiscal year-end (June/July).

Accessing Gift Accounts & Endowment Funds

Because donations to Gift Accounts and Endowment Funds are legally made to Harvard University, Harvard has financial responsibility for those funds on behalf of student organizations. Student organizations earn interest on the money in their Gift Funds, the amount can be withdrawn from the fund and deposited into the HUECU bank accounts during the academic year. Endowment Funds are held in perpetuity and only the income generated by investing the endowment principal and the interest earned may be spent.

Students with a Gift Fund or an Endowment Fund can view their balance by emailing olivera@fas.harvard.edu to inquire about the fund balance.

All withdrawal requests must be processed by the Student Engagement Team. Only executive organization officers (**treasurer**) listed as such on SOCO can request withdrawals from gift accounts or endowment funds. To initiate a withdrawal email Olivera Saric Knezic at olivera@fas.harvard.edu.

All withdrawal requests should include an itemized business purpose explanation of how requested funds will be spent or receipts if the withdrawal is being requested to provide reimbursements.

Each business purpose must include:

- Who incurred the expense or who benefitted; specific names of individuals/groups are required.
- What the expense entailed (e.g., item purchased, or activity conducted)
- Why this is a Harvard expense (i.e., specific reason, purpose)
- Where the event or activity took place (if not apparent in transaction detail or receipts)
- When the event or activity occurred (if not apparent in transaction detail or receipts)

For example, if the funds are being used for student organization travel, the request should include the purpose of the trip, travel dates, number and name of travelers, and cost per ticket. All itemized receipts and invoices should be kept, as these may be requested during an IRS audit.

Example of acceptable business purpose: *Sam Jones and Kris Doe 12.1.2020-12.10.2020 round trip airfare to Montreal to perform at the Montreal Opera House*

Requests will be processed within 5 business days from the date the request is received.

There are periods of the University's fiscal year when processing time may take longer. Harvard's fiscal year begins on July 1 and ends on June 30. Student organizations are highly encouraged to plan organization activities that will require the withdrawal of gift accounts and endowment funds far in advance. Please pay attention to reminders and deadlines the Student Engagement Team shares throughout the year.

Starting June 1st, 2021, student organizations can receive electronic payment directly to their HUECU account via Zelle. **Please note the paper checks will not be processed.** We encourage all student organizations to register by following these steps:

Steps to pay Student Groups digitally via Zelle:

https://b2p.procurement.harvard.edu/files/b2p/files/b2p_zelle_student_groups.pdf

- ❑ Confirm that the student group's bank account belongs to the group itself and the email address associated with that bank account (it must not be a personal bank account linked to any of the group's members).
- ❑ Register the group for Zelle via the website below:
 - For HUECU-banked groups, click here: <https://huecu.org/digital-banking/zelle/>
- ❑ Confirm with olivera@fas.harvard.edu that the group is an active Harvard supplier in the B2P Supplier Portal
 - Within the portal registration, student groups may leave the "Payment" section set to Check
- ❑ Once the student group register Zelle, Olivera Saric Knezic will email AP_SupplierOnboarding@harvard.edu with the email address associated with the student group's bank account & request to switch the group to a preferred payment method of Zelle. The Supplier Onboarding team will set up Zelle as the default payment method.

Deposits to Gift Accounts

Donations can be received via check or online via credit card donations. All donations should be delivered on time, within six months of the check date, and always within the calendar year of the date on the check. As part of the remote contingency plan, we are asking that checks normally sent to the office of Student Engagement be sent directly to the Alumni & Development Services (ADS) Bank of America lockbox. Gifts arriving at the lockbox can be processed remotely by ADS.

How the gift information should be sent to the lockbox:

1 transmittal per check. This means if you have 5 checks, there should be 5 transmittals.

- The check and accompanying transmittal can be paper clipped or stapled. This means if you have 5 checks and 5 transmittals, there should be five separate packets inside the envelope, each held together with a paper clip or staple. 1 check/1 transmittal.
- The transmittal should contain donor information (names, address), the amount of the gift, gift account number, and allocation.

Here you can find the gift transmittal form: <https://finance.fas.harvard.edu/links/rsos-gift-transmittal-form>

The lockbox address is:

Alumni & Development Services
PO Box 419209
Boston, MA 02241-9209

Check Donation Instructions

Checks **MUST** be made payable to "**Harvard University**" or "**President and Fellows of Harvard College**" with the student organization's name and gift account/endowment fund number in the memo line of the check. Checks made payable to the student or student organization will not be processed by Alumni Development Services (ADS). Terms or a brief description of the gift purpose should also be included by the donor in the form of a letter. Donors should mail checks directly to the student organization's SOCH mailbox (example on page 48).

Once received by a student organization, checks must be promptly delivered by a SOCO -registered officer to Olivera Saric Knezic. Please email olivera@fas.harvard.edu to arrange the check delivery. Checks can be submitted in person with a completed Fund Deposit Request Form, which is found in the Finances folder under the Files tab of an organization's portal on SOCO, or sent directly to the Alumni & Development Services (ADS) Bank of America lockbox, see the Deposits to Gift Accounts section for instruction above.

For the donation to be processed, Harvard requires the complete address of the donor as well. If the check only includes the entity name of the donor (example: the [Donor] Family Foundation), include a document accompanying the check with the full name and address of each donor who individually contributed. **A complete address on each check is required so that ADS can send a receipt to the donor. Without an address, all gifts will be returned to the student organization without being processed.**

Student organizations may need to communicate with their donors to ensure that each donation coming in is made out to Harvard University, includes your gift account number on the memo line, includes a donor-written, short letter stating the purpose of the donation, and that the donor's address is submitted to the Student Engagement Team with the check.

Credit Card Donation Instructions

Student organizations may collect donations via credit card but may never accept credit card information directly. Instead, organizations should direct donors to use the Harvard online giving form where they may use the following instructions:

1. Under "Select a Fund", choose "OTHER - Harvard College"
2. In the "Other Fund Name" box, enter "Name of Fund" and "Fund #"

3. Student organizations should provide donors with their gift account numbers to be used in step two.
4. Under "Select a School", choose "Harvard College"
5. Please mention if this is a donation from an individual or a donation made by an individual on behalf of a corporation
6. Select the "My and/or my spouse's employer will match my/our gift" if appropriate
7. Please refer to the Matching Gifts Program section for more information (see below on this page)

Gift receipts are sent to all donors by Alumni and Development Services as an acknowledgment of their gift and as their tax receipt for the Internal Revenue Service. In addition to this tax receipt provided by Harvard, student organizations are encouraged to thank donors directly in a more personal way with a letter or card.

Policies Governing Credit Card Donations

Organizations should not at any time accept a donor's credit card number. Donors should be directed to the Harvard University online giving form. If the donor is having difficulty charging online, direct them to contact Alumni and Development Services at 617-495-1750 or ads@harvard.edu for assistance.

Following the University's Data Security policies and vendor credit card certification compliance rules, no member of the Harvard community is permitted to store SSNs, credit cards, or personal bank account numbers in any way relating to Harvard or Harvard-sponsored activities such as fundraising, on any user computer. For more information, please see Harvard's Information Security Policy <https://policy.security.harvard.edu/>.

Matching Gifts Program

If a donor wishes to make a gift to you, as well as a matching gift through an employer, please inform them that they must donate online through the online giving form.

Donors whose employers have matching gift programs should contact their employer's personnel or employee benefits office to obtain a gift matching form. Please be aware that matching gifts can take longer to be processed and deposited by ADS. Completed forms should be sent to the address below:

Gift receipts are sent to all donors by Alumni and Development Services as an acknowledgment of their gift and as their tax receipt for the Internal Revenue Service. In addition to this tax receipt provided by Harvard, student organizations are encouraged to thank donors directly in a more personal way through a thank you letter or card.

Gifts in Kind

Donors wishing to make a gift other than cash (gifts of property, gifts in kind, gifts of stock), should contact Olivera Saric Knezic, olivera@fas.harvard.edu, who will reach out to ADS on behalf of the student organization and help facilitate this. Be sure to mention the student organization, gift fund number, and the type of gift if possible, so that the organization will receive any monetary value of the gift. ADS will also send, as they do all gifts, a tax receipt to the donor for this gift. Questions about gifts of securities should be directed to the Harvard Management Company (866-845-6596, security_gifts@hmc.harvard.edu).

Tax Deductible Contributions

Funds raised and deposited into Gift Accounts must be solicited in compliance with the tax-exempt status of Harvard University, furthering the mission of an educational institution. Only contributions and gifts may be deposited into these gift funds (no sales income, ticket profits, etc.). Contributions need to be for activities of the organization, and, usually, no goods or services may be provided in exchange for these gifts (subscriptions, tickets, tee shirts, etc.). If goods or services are provided to a donor, the donor must be notified of the cost of those services so that he or she may deduct them from the overall total gift for tax deduction purposes. IRS Publication 526 describes certain membership benefits and tokens that do not affect tax deductibility.

Please remember that sales from advertising and other goods are not donations and should be deposited directly into student organization Harvard University Employee Credit Union bank accounts. Membership dues are also not considered gifts, are not tax-deductible, and cannot be deposited into Gift Accounts.

Financial Reports Available for Student Organizations with Gift and Endowment Accounts

The following reports may be requested by student organizations with gift and endowment accounts by contacting Olivera Saric Knezic, olivera@fas.harvard.edu. In your email, please specify the report you are interested in and include the name of the fund and fund number. All reports are run with the "Current Fiscal Year to Date" date range unless otherwise specified.

Harvard University's fiscal year begins on July 1st and ends on June 30th. An example: FY20 begins on July 1st, 2019 and ends on June 30th, 2020.

Please note, that online donation and check donations require 3 to 4 weeks of processing time before they are recorded into the reporting system.

Here are the reports available:

- **Transaction Listing Report:** Lists individual transactions (debits and credits) incurred in the fund.

- **Fund Balance Summary Report:** Beginning balance, income (credit), expenses (debit), and current balance
- **Gift Advice Report:** Lists information related to donations.

Reimbursements and Payments Processing

If you are receiving reimbursements or payments, your organization may be required to fill out a W-9 form and submit it to the Student Engagement Team.

When To Fill Out a W-9 Form

- When withdrawing from your student organization's gift and/or endowment funds
- When requesting reimbursement for any student organization expense
- If your student organization goes through a name change
- To reactivate the vendor record for any purpose listed above

How to Fill Out a W-9 Form

Below we've guided how to complete a W-9 for your student organization, please find the online version of the W-9 form:

- Line 1: Official Student Organization Name.
- Line 3: Student officers should select the federal tax classification originally selected on the SS4 form when the organization applied for an EIN. Generally, student organizations that are not separately incorporated or otherwise formed a separate legal entity, select "Other," and indicate "student organization" or "social association" on a W-9.
- Line 5-6: Your organization's SOCH Address:

Student Organization Center at Hilles (SOCH)
59 Shepard Street, Box ###
Cambridge, MA 02138

- Enter your organization's Employer Identification Number (EIN).
- Officer signs and dates the form.

Note: your organization's SOCH mailbox address, EIN, and Official Name can be found on your organization's SOCO page. If you have any further questions contact Olivera Saric Knezic, Assistant Director of Finance and Administration for Student Engagement: olivera@fas.harvard.edu

Tax Reporting

Tax-Exempt Status

ISOs and RSOs do not qualify to use the University's taxpayer identification number or the University's tax-exempt status under any circumstances. The one exception is when donors are giving to a gift or endowment account controlled by The College.

Consultant Payments

Most student organizations do not pay salaries to their members or hire consultants. No earnings of an undergraduate organization may accrue to individual members without Student Engagement Team approval. (If your organization would like to pay a salary to a member or provide another form of remuneration, you must first obtain approval from the Student Engagement Team. Salaries will ordinarily conform to the standard wage for student employment, although special consideration may be given to an organization's manager.)

If you hire or contract with someone for a service to your organization (e.g., a coach, an accompanist, or an event planner) and that person's single or cumulative payments exceed \$600 in a year, you must submit a 1099 Form reporting that payment to both the consultant and the IRS. (This threshold amount is determined annually by the IRS and should be confirmed by your organization.)

Fundraising

Funds should not be generated needlessly; funds should always be raised to support an organization's mission or to support operations or programs, based on current or forecasted needs. Sustainable organizations develop fundraising processes that ensure a consistent flow of resources over time. Student organizations should work to secure various types of funding and resources, including:

- Grants (internal to Harvard and external)
- Monetary donations (corporate support, alumni donations, etc.)
- In-kind contributions (food, equipment, space, etc.)
- Sale of goods or services (merchandise, advertising space, publications, etc.)
- Event proceeds

The Student Engagement Team is available as a resource for student organization fundraising activities.

Organizations engaging with alumni to solicit donations should contact the Student Engagement Team early in the planning process to receive additional support and take advantage of resources from the Harvard Alumni Association. For more information on this topic, please see the section, “Engaging with Alumni: Harvard Alumni Association Resources.”

Student organization fundraising generally follows these steps:

- Identifying potential sources of funding
- Receiving funds
- Acknowledging gifts Planning and budgeting

It is important to build a realistic budget with projected expenses and income. Donors want to know that there is a solid and well-documented plan to consider supporting it financially. Consult the Financial Management section (page 59) for guidance and budgeting templates.

It is well worth the time and effort to construct a compelling narrative that describes the nature of a fundraising project, the impact it is intended to have, and how its purpose relates to prospective donors. Donors are more likely to give to projects that are both inspiring in terms of how they are presented and realistic in terms of how they are planned.

Planning & Budgeting

Before making any initial solicitations, at a minimum, a group should be able to answer the following questions:

- For what purpose are funds being raised?
- How much is needed?
- What is the story being told that will compel donors to give?

Purpose for Funds

General/Annual Use: Student organizations often raise funds to support their annual operations, events, and activities. Annual appeals help keep alumni continually engaged in the life of a student organization.

Special Project: A special project might involve a summer tour, a conference hosted infrequently at Harvard, or some other one-time event or activity.

Disaster Relief, Charity Drives, and Raising Funds for Partnering Organizations

Student organizations should exercise care and intention when selecting a beneficiary or partnering organization. For 501c (3) organizations, this includes confirming the recipient's charitable status through the IRS, reviewing non-profit reports through a resource such as GuideStar, and researching any recent news stories related to the organization and its leadership.

Student organizations are responsible for accurately representing charities or beneficiaries they work with to donors who wish to contribute.

Charity Drives

- Collection of cash is discouraged: instruct donors to donate directly (online, via text, etc.) or to write checks payable to the agency with which you are partnering.
- For drives that include collections of goods or materials, you must first obtain permission from the building supervisor at your drop-off location. For the Houses, contact the House Administrator and Building Manager, and for the Yard contact Yard Operations. Be sure to establish a pick-up date and get appropriate permissions for parking from the House or University Operations for Harvard Yard.
- Charity drives and the collection of goods can be highly effective on a residential campus when planned appropriately. Groups should collaborate with an established charity or relief agency that is prepared to receive and distribute the collected goods on a specific timeline.

Disaster Relief

Historically, the most successful relief efforts on campus are collaborations between student organizations and Harvard offices, departments, and centers. The Student Engagement Team serves as a point of connection for student organization leaders and the broader College and University community. If your organization is interested in taking part in disaster relief efforts, contact JR Bagley, Associate Director for Student Organizations and Resources, at jonrobert_bagley@harvard.edu.

Maintaining Financial Records

Organizations need to keep scrupulous records of all contributions and income received, and the purposes for which the money was donated. The Student Engagement Team will advise organizations on recommended financial procedures. See the Financial Management section for more information.

Alumni & Individual Donors

There are two significant benefits of receiving donations for your student organization from individual donors. First, when individuals give donations, usually they give without special restrictions like those that may come with gifts from corporations or foundations. Individuals will give support to annual operating expenses, projects, salaries, special projects, or other needs. Second, individuals also are goodwill ambassadors for your organization, helping to spread the word about your organization to friends, family, and fellow Harvard alumni.

People are more likely to give when they have a personal connection to the organization or the solicitor. It is also true that the person most likely to contribute to an organization is someone who has already donated once. Therefore, when generating a list of people to solicit, start with your organization's core supporters and work outward to friends, relatives, alumni, clients, and then to the friends of those people.

For instructions on soliciting a Student Organization's alumni, please see the “**Engaging with Alumni: Harvard Alumni Association Resources**” section.

You also will want to be sure you have established where the funds you want to raise will go, how you will access them, and how you will solicit them (online, via mail, etc.) Olivera at the DSO can answer questions about fund status and process:

Olivera Saric Knezic

Assistant Director of Finance and
Administration Dean of Students Office,
Harvard College University Hall, Ground Floor South Suite, 013
(617)-495-5792
olivera@fas.harvard.edu

Engaging with Alumni: Harvard Alumni Association & Harvard College Fund Resources

The Harvard Alumni Association (HAA) is the official association of all alumni of Harvard University including more than 400,000 alumni. The HAA maintains and enhances a highly engaged, vibrant community of alumni and friends worldwide. The purpose of the HAA is to promote the welfare of Harvard University and to establish a mutually beneficial relationship between Harvard University and its alumni.

YOU are a member of the HAA! Visit alumni.harvard.edu/college/undergraduates for more information.

The Harvard College Fund (HCF) fosters a community that raises critical funds for a range of priority endeavors across the Faculty of Arts and Sciences (FAS), with an emphasis on creating a sustainable, annual income stream of **flexible, current-use funds**, all in support of Harvard College's students and its mission of inclusive excellence. This community encompasses donors (over 30,000 every year, giving at all levels) and volunteers (nearly 2,000, who ask their peers to join them in making a gift) and is made up of students, alumni, parents, and friends.

For nearly 100 years, the Harvard College Fund (HCF) has supported everything you love about Harvard: financial aid, Classroom to Table, House life, career services, and much more. Visit alumni.harvard.edu/college/college-giving/HCF for more information.

Together the HAA & HCF make up Harvard's **Alumni Affairs and Development (AA&D)** office. Alumni Affairs and Development inspires and galvanizes alumni, friends, and members of the University community to support Harvard through philanthropy, governance, and active engagement.

Where to start: Engaging with Alumni

Connect with Alumni from Your Organization

Alumni who had been members of your student organization when they were Harvard College students represent a wealth of information that can directly benefit your organization's members and offer insights into further organizational development. By growing this network and keeping your alumni informed about current organization news, you can leverage the experiences of prior members to help your organization grow and function well.

Build Your Network

The first step to building your alumni network is the creation of a database featuring names and contact information. Synchronizing this process with the HAA will allow you to make full use of the services that they provide to connect you with your former members, and you will not have to actively maintain a database outside of the current year's membership. When student organizations provide

membership lists, the HAA will update their records in their database to note that they were members of your organization. As alumni share updated contact information with the HAA, you will then be able to reach them there, rather than having to separately get their new information. The steps below outline how to get started:

- Check with the HAA first at haa_collegealumniprograms@harvard.edu to see if they already have alumni tagged as being members of your student organization (i.e., they might have alumni from some years but not more recent ones).
- Based on guidance from the HAA, compile all existing records of previous student group members. It may be useful to reach out to former leaders of your group for contact information.
- Format your database in a spreadsheet format with columns as follows (HUID, First Name, Last Name, Class Year, Email [@college if current student or other if you have one and the person has already graduated], Role).
- Compile information for current members as well, especially graduating seniors.
- Send the database via email to haa_collegealumniprograms@harvard.edu so that the HAA can tag your newest members. The standard time for tagging alumni is approximately 10 business days for lists under
- 100 members and 20 business days for larger lists. If your list does not include HUIDs, you should expect to wait 4 weeks for tagging to occur.
- After sharing your initial list, plan to annually share your list of newest members.
- Note that due to data privacy policies, the HAA cannot share alumni contact information with you, but can send messages to your alumni on your behalf.

HAA Email Marketing

Email represents one of the most effective ways to keep in touch with your alumni and to maintain connections. Unlike email services like Outlook, Gmail, or Yahoo (which limit the number of recipients you can email at once and put your email at greater risk to be classified as SPAM), the HAA can send a message to many alumni. Your email will be delivered in a way that prevents the recipients from seeing who else has received the same email, not only keeping email information private, but avoiding 'reply-all' mistakes from occurring. The HAA offers email marketing to registered student groups who maintain an alumni database with them.

If your organization is interested in asking the HAA to send your email out to your alumni, please reach out to the HAA at least two weeks before you would like your emails sent. Please remember that if your alumni are not already tagged, this process will take longer. Once the required information is received, the HAA will build your email and share it for your approval before sending it to the recipients.

Email Best Practices When Working with the HAA

- **Frequency:** Don't send updates too frequently. Quarterly or biannual updates to your alumni should keep them aware of relevant changes and news.
- **Text:** Text should be succinct and get the intended point across quickly.

- **Subject lines:** Subject lines should be short and descriptive and pique the interest of your alumni.
- **Content:** The content of your email newsletter should be interesting to alumni. Content could be:
 - Updates about current activities and events on relevant articles or discussions based on group focus
 - Student or alumni spotlight
 - Advertisement for upcoming alumni functions

Required Information

- **Recipients:** The population you'd like to receive the email (i.e., all alumni from Crimson Key Society)
- **From Name:** The sender(s)/signer(s) of the email (i.e., Mike Smith '17, or Crimson Key).
- **Reply-to Email Address:** This could be a personal email address or a group email address.
- **Subject:** The subject line (50 characters or fewer (i.e., "2017 Spring Newsletter" or "Attend our upcoming Reunion"))
- **Preview Line:** This short line appears at the very top of the email and will also show up in the preview section on a mobile device; if the subject line is the email's title, think of the preview line as the subtitle.
- **Customizable Group Name or Banner Image:** This text or image can be included at the top to brand your messaging (i.e., "Crimson Key Society.")
- **To:** You may address the recipients by their first name at the beginning of the email. You may also address them as a group ("Tom Smith" vs. "Crimson Key Alumni")
- **Text:** The body of the email. Should be fairly simple text. Customized templates, including multiple images or other formats are not accepted.
- **Signature:** Sender of email, which must also include class year and title of sender

The HAA reserves the right to edit or reject email content in accordance with University policies and best practices.

Soliciting Alumni

Harvard Alumni Affairs and Development Office (AA&D) can send out e-mail solicitations on behalf of registered student groups who maintain an alumni database with the HAA. If your organization is interested in asking AA&D to send your solicitation email out to your alumni, please first follow the steps in the "Build Your Network" section above to tag your alumni and/or confirm that your alumni are tagged.

You also will want to be sure you have established where the funds you want to raise will go, how you will access them, and how you will solicit them (online, via mail, etc.) Olivera at the DSO can answer questions about fund status and process:

Olivera Saric Knezic

Assistant Director of Finance and Administration

Dean of Students Office, Harvard College

olivera@fas.harvard.edu

Once you have established your distribution list and established where the funds you will raise will go, please follow the guidelines set forth in the “Email Best Practices When Working with the HAA” section in crafting your message. All fundraising messages will be approved by AA&D before sending. Please allow 10 business days for message approval. Messages will be sent on a schedule determined by AA&D so as not to conflict with other institutional messaging. To ensure your message can be sent in a timely fashion, significant advance planning is recommended.

Website and Social Media

If your organization has a website, a page devoted to alumni engagement can be a great resource for former members looking to get involved. Content for this page can include:

- Information regarding social media channels
- Events calendars
- Material featured in email newsletters

There are also many ways to connect with your alumni on social media! Some examples are:

- **A Facebook page** for your organization is a good way to establish a clear organizational source of information.
- **A Facebook group** is a useful tool to allow organic interaction between current members and students with your alumni. In your group, you can post relevant content and allow members to directly connect with alumni of similar interests.
- **An Instagram account** for your organization is a great way to share images and videos of your initiatives and events.

You can also follow @HarvardAlumni on [Twitter](#) and [Instagram](#) and check out the [Harvard Alumni Association](#) and [Harvard College Alumni](#) pages on Facebook.

Checklist for Alumni Engagement

- Is your alumni list tagged and up to date?
- Do you have a simple message drafted along with the other required email information?
- If you are planning an event, do you have a registration page, detailed event timelines, and relevant information for pricing, accommodation, and who to contact in the case of questions or last-minute issues?
- Are you leaving enough time between the drafted message, the send, and the actual event or action?
- Remember to email the HAA at haa_collegealumniprograms@harvard.edu for record keeping and updating lists, as well as email communications.



Grants at Harvard

Many departments listed below have information on their websites or additional forms to be completed via their internal website. Student organizations should read the specific description of each grant to determine eligibility and keep in mind that each grant may have its own additional deadlines and/or supplemental application materials. For more information, groups should contact the sponsoring department directly.

Ann Radcliffe Trust/ Women's Center Community Fund

The Ann Radcliffe Trust/WCCF in Harvard College exists to raise awareness of women, women's leadership, and women's issues at Harvard and beyond, while emphasizing relevance to the undergraduate students it serves. The Trust supports interactive events in the interest of promoting dialogue among students, faculty, administrators, alumni, and prominent women. The fund also supports initiatives that promote the development of Harvard women's leadership, community involvement, and visibility.

Department: Harvard College Women's Center

Office of BGLTQ Student Life Grants

BGLTQ Student Life Programming Grants support the planning and implementation of BGLTQ-centered programming for Harvard undergraduates by officially-recognized student groups. All student groups are invited to apply, regardless of whether or not their primary mission is to serve BGLTQ-identified students. Information can be found on the Office of BGLTQ Student Life website.

Department: Office of BGLTQ Student Life

Club Sports

Officially recognized Club Sports are eligible to apply for an Annual Club Sports Grant every fall. Contact Alex Carras for more information.

Department: Department of Athletics

COOP Student Group Public Service Grant

Funds are available to support Harvard students involved in new and ongoing public/community service programs and projects that benefit the campus and the Cambridge and Boston area.

Department: The COOP

Committee on Center for African Studies - Student Groups Grant

The Center for African Studies is committed to supporting the activities of Harvard student organizations focused on Africa. Grants of up to \$1,000 are offered to registered Harvard University student organizations to fund Africa-related activities each semester, based on the activities' relevance to teaching the Harvard community and the public about Africa. Department: Center for African Studies

DAPA (Drug and Alcohol Peer Advisors)

DAPA Grants help to provide a fun and safe social environment at Harvard. Their committee funds both registered events containing alcohol and alternative alcohol-free events. The Application can be found on

DAPA's website.

Department: DAPA

David Rockefeller Center for Latin American Studies

Grants are issued for substantial publications, conferences and events at Harvard University related to Latin America or Latino populations in the United States. Information can be found on the DRCLAS Website.

Department: David Rockefeller Center for Latin American Studies

Harvard Foundation for Intercultural and Race Relations

Each year in the fall and spring semesters, the Harvard Foundation distributes grant funding to organizations that comprise the Student Advisory Committee. Any undergraduate student organization officially recognized by Harvard College with a mission of improving race relations and promoting intercultural awareness and understanding may apply to join the Harvard Foundation Student Advisory

Committee. Information can be found on the Foundation's website. Department: Harvard Foundation for Intercultural and Race Relations

Institute of Politics (IOP)

IOP Grants are available to Harvard undergraduate organizations for projects and/or events that promote political awareness and involvement in the Harvard community. Information and the application can be found on the IOP website.

Department: Institute of Politics

Office for the Arts (OFA)

The OFA funds approximately 100 arts projects annually that involve up to 2,500 undergraduates and some graduate students. These grants are awarded by the Council on the Arts and are given across artistic disciplines. They are intended to foster a broad and rich community of art making that

involves students of all backgrounds and levels of accomplishment. Visit OFA's website for more details about funding.

Department: Office for the Arts

President's Public Service Fund (PPSF)

The President's Public Service Fund was created in 1985 to support a broad range of undergraduate public service activities designed to benefit individuals or groups in the larger community beyond the campus. Awards are for public service activities that benefit the larger community, with preference to those providing direct service in the Greater Leland area. Department: President's Public Service Fund

Student Engagement Programming Grant

The Student Organization Center at Hilles (SOCH) offers grants to registered student organizations at the College for events held on campus that are OPEN and FREE to all undergraduates and promote the mission of Student Engagement. Funding is limited and grants are awarded on a first-come first-serve basis. Once all the grant funding for a semester is distributed, the SOCH will stop accepting applications. The application is available on SOCO. Department: Student Organization Center at Hilles (SOCH)

UC Funding

Because the UC Grants Fund is drawn from voluntary contributions by Harvard College students, funding is strictly intended to directly promote undergraduate community and enhance student life. Only officially recognized student groups in good standing with the Dean of Students Office may apply for UC grants.

Department: Harvard College Undergraduate Council

Weatherhead Center for International Affairs (Various grants)

The Weatherhead Center offers Harvard College undergraduates financial resources to independently organize programs that address international, transnational, global, and comparatively national issues, and may address contemporary or historical topics, including rigorous policy analysis, as well as the study of specific countries and regions outside the USA. Read more about available grants on their website. Department: Weatherhead Center for International Affairs

Startup tree sponsored by the Harvard Initiative for Teaching and Learning (HILT) If your org is looking for access to funding opportunities, entrepreneurship resources, networks of like-minded innovators, events, or mentors, check out the website: harvard.startuptree.co Department: Harvard Initiative for Teaching and Learning (HILT)

Guidelines for Receiving Grants

To receive grants from Harvard funding sources, organizations must have an Employer Identification Number (EIN). Organizations are eligible to receive checks issued prior to expenditures (if allowed by the granting organization).

Checks should be made payable to the student organization. Any expenditure not documented with a receipt is not eligible for funding or reimbursement, and the funding must be returned to the awarding office.

Individual students may be reimbursed for expenses incurred. Please work with the department awarding your grant to ensure all of The University's requirements for reimbursements are being responsibly followed.

Grant Writing Tips

Be sure to allow adequate time to write and edit your grant proposal. The Student Engagement Team encourages you to reach out to your organization's advisor for assistance and further editing and revision. Below are some general grant writing tips:

- Align project descriptions specifically with grant criteria.
- Be aware of the grant's deadline, and plan to submit your proposal in advance.
- Ensure your organization's financial information and budget estimates, are accurate and up to date.
- Check to make sure all information is included (dates, contact information, etc.).
- Keep a copy of the submitted application for the organization's files (make sure it can be passed down to future officers by uploading it to your "Files" section on SOCO).

Corporate Support

Harvard is committed to ensuring that students have an undergraduate experience that is not overly commercialized. For more information, read the Provost's Summary of the Principles Go Learning Commercial Activities. Therefore, it is important that student organizations structure relationships with corporations, businesses, and other supporters effectively and appropriately to align with University and College policies. The Student Engagement Team is available to provide feedback on an organization's fundraising plans with corporations, etc., to ensure the proper dynamics of this relationship following Harvard policy.

Sale of Goods

The direct sale of goods, including at an event or on the Plaza, requires a hawker/peddler (HP) license from the City of Cambridge. Printed reading materials (e.g., books, magazines, etc.) are exempt from this requirement. To obtain a (HP) license (\$10/day), register the event with the Student Engagement Team. Make sure to secure permission from the manager of the facility (e.g., House, etc.) prior to selling in a venue. The sale of goods and other solicitations are prohibited in Harvard Yard. Fundraising and other tabling in House dining halls is at the discretion of the individual House. Generally, the House Administrator receives requests for review. Whenever possible, avoid the collection of cash contributions, favoring online donations, preferably directly to the agency receiving gifts.

Foundations and Government Grants

A foundation is a charitable organization with an endowment that exists to give money to other charitable organizations. Organizations are eligible to apply for grants when they are incorporated as non-profit organizations under Section 501(c)(3) or have established a Harvard Gift or Endowment Account. Coordination with the Student Engagement Team is required when organizations with Gift Accounts or Endowment Funds apply to foundations for support.



Publicity

Publicity Policies

Distributing Materials

Distribution of printed materials in the Houses, dormitories, Annenberg Hall, or on Harvard property should be done thoughtfully, strategically, and keeping in mind issues of environmental sustainability and waste reduction. The Faculty Deans and the Resident Deans of First-Years have the right to regulate the time, place, and manner of distribution in their areas. Student groups may also wish to use the distribution services of Harvard Student Agencies. For distribution of materials outdoors, all student organizations must secure the venue in advance.

Posters

Posters may be placed only on bulletin boards and kiosks. Posters cannot be placed on doors, fences, entry posts, gates, poles, waste containers, sidewalks, or other similar places. Organizations violating these rules may lose postering privileges. The defacement of sidewalks or buildings with posters, chalk, or any other material is prohibited.

- Every recognized ISO in good standing with the College has the privilege of posting on university bulletin boards and kiosks.
- "Restricted" bulletin boards (i.e., inside classrooms or buildings or otherwise labeled) are limited to the use of designated departments or organizations. The official representative of the respective department or organization must approve the use of these bulletin boards.
- Posters are removed from bulletin boards and kiosks every Monday and Thursday morning, staffing and weather permitting. (Or the next business day when Monday or Thursday is a holiday.)
- All posters must clearly denote the ISO's official name and contact information for inquiries, including about accessibility.
- It is against City of Cambridge ordinances to affix posters and notices to utility poles.

Balloons

Student organizations are prohibited from advertising events by using balloons in Harvard Yard. In rare circumstances, permission may be granted by the Student Engagement Team. Many venues also have restrictions on the use of balloons. If balloons are permitted in a venue, we recommend you only use non-latex balloons out of concern of those with latex allergies.

Publicity Opportunities

Below are some opportunities for your student organization to publicize any events, performances, or programs that you wish to invite the Harvard Community to:

SOCO Calendar

Log in to SOCO and add an event to your organization's portal under Events. Set the visibility of the event to be open to the community so that it also appears on the College Calendar.

You're Invited Newsletter

The 'You're Invited' email newsletter highlights arts, cultural, and social events by student organizations and is sent out mid-week, every week. Events must be open to all students on campus to be advertised. To be considered for inclusion, add an event to your organization's event submission form. Once your event is populated on the SOCO calendar, fill out the DSO Publicity Request Form, also found on SOCO.

Sandwich Boards

Sandwich Boards are located in the walkway between the Yard and the Science Center. Student Organizations can reserve one side (numbered) of a sandwich board through FAS RoomBook. Use the "Sandwich Board" form under the Reservations menu.

DSO sandwich boards are black and located between the Science Center Plaza and Thayer.

Yard Postering/Yard Kiosks

Student Organizations can poster on Yard Bulletin Boards and Kiosks on a first-come, first-served basis. The boards are cleared routinely every Monday and Thursday at approximately 8:00am (in the

event of a holiday, boards are cleared the following morning also at 8:00 am). Please note that weather or other facility-related priorities may delay the clearing of posters.

Annenberg Tabling

To reserve a table in the back of Annenberg during lunch or dinner, fill out a tabling permit at the First-Year Experience Office during business hours (**M-F 9am-3pm**). Student organizations can reserve up to two primary and two secondary mealtimes. Tabling often fills up quickly, so plan ahead for this opportunity.

House Tabling

To reserve a table for publicity in a House, contact the appropriate House Administrator.

HUDS Table Tents

Table tent advertisements and digital “poster” displays in the dining halls are free for any recognized organization and reservations are accepted on a first-come, first-served basis. Groups are limited to one table tent advertisement of 75 words or less per semester and may be accompanied by a logo if space permits. Digital posters should be horizontally formatted and are limited to posting for up to one week. To make a reservation, contact Crista Martin from HUDS at crista_martin@harvard.edu.

HUDS Electronic Kiosks

To advertise on the electronic kiosks in the dining halls and other locations around campus, email the poster to soch@fas.harvard.edu. Posters must be horizontal jpgs (ideally 1000 pixels wide by 738 high), 300 dpi or better, and free of copyright-protected images. They must also include your organization's name, and accurate information regarding the date, time, and location of your event or performance. Failure to include all the required information may delay your poster's run time.

Plaza Tabling

Recognized student organizations can request a spot on the Plaza to do tabling/flyering/publicity. Tabling is permitted after 10am, only with battery-operated devices for sound amplification. Please submit your application [here](#).

Appendix

Student Engagement Staff:

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John Bagley, Associate Director of Student Organizations and Resources

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Chelsea Vickers, Graduate Assistant, College Events Board

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Joyce Wang, Graduate Assistant, College Events Board

joycewang@gse.harvard.edu

Student Engagement Team (Main Office)

Address: University Hall Ground Floor South

Directions: You can enter directly into our suite via the ground floor entrance on the south side of University Hall (on the Weld Hall side of the building)

Main Email Address: studentengagement@fas.harvard.edu

Phone Number: 617-495-1558

Student Organization Center at Hilles

Address: 59 Shepard St, Cambridge, MA 02138

Directions: You can enter the building near the corner of Shepard Street and Garden Street. Walk up the stairs and through the SOCH Courtyard and into the building. The main office is located in the back-right corner of the entrance lounge area.

Main Email Address: soch@fas.harvard.edu

Main Phone Number: 617-495-1020

Cambridge Queen's Head Pub

Address: 45 Quincy Street, Cambridge, MA 02138

Directions: The Cambridge Queen's Head is located in the basement of Memorial Hall, underneath Annenberg. The space is best accessed via the downstairs entrance on the west end (science center side) of the building. The Cambridge Queen's Head Manager Office can be found directly to the right when entering the right set of wood basement doors on west end of the building.

Main Email Address: cqh@harvard.edu

Main Phone Number: 617-495-5107

Appendix (Continued)

ISO Advisor Roles and Responsibilities

ISOs are required to have an advisor who is an employee of the University and preferably one who holds a personal interest or professional expertise that relates to the purpose of the organization. This requirement serves to promote student/staff/faculty interactions and allows faculty and staff to stay connected to students' extracurricular lives. ISOs should consult regularly with advisors regarding organizational issues and activities.

Utilize your advisor beyond simply having them sign the required advisor form to register your organization each year. This includes ongoing guidance and speaking with your organization's advisor each year to plan expectations and goals for the organization as well as the organization-advisor relationship.

Both advisors and student organizations should ensure that they are well matched for one another and if not, to find a more appropriate fit. Organizations may select new advisors at any time and should notify the Student Engagement Team of such changes.

Questions for organizations and advisors to consider:

- How much involvement is expected or needed?
- How often does the organization meet and is the advisor expected to be present?
- How many major activities does the organization execute each year?
- How experienced are the officers of the organization?
- What are some ways that your organization could use the advice of an advisor? Is there someone at the University who has particular interest or experience in this area?

- What skills does the advisor bring the organization? How do these skills match those of your organization?
- Are there areas in which the organization needs specific assistance from the advisor and/or are there areas that are hands-off for the advisor?
- If the advisor has concerns about the activities of the organization, how should the advisor present constructive feedback to the organization?

Advisor Functions and Responsibilities

Student organization advisors should endeavor to make positive contributions to the growth and functioning of an organization both by giving advice and aid in a variety of situations, and possibly preventing or resolving difficulties that may develop.

Be clear with your potential advisor about the nature and importance of their responsibility, and that it may vary depending on the structure of your particular organization. For example, advising a prominent publication with robust financial responsibility differs from the role of advising a more esoteric activity with smaller membership on campus. advisors should always act in accordance with the basic policy of Harvard College. Their role shall be purely advisory unless some special crisis arises requiring drastic intervention, in which case both advisors and organization leaders should consult with Associate Director, Student Organizations (jon_robert@fas.harvard.edu).

Travel Registration

Advisors should encourage student organizations that travel to register the trip prior to departure. This provides student travelers coverage under Harvard's Travel Assist insurance policy for international travel and provides the College with the necessary information should emergency evacuation or medical care be needed. The advisor is not expected to travel with the student organization but would also be covered under this insurance policy should they decide to join the organization.

Financial Responsibilities

Faculty, staff, graduate advisors, or trustees have no legal responsibility for undergraduate organization debts. However, debts incurred by undergraduates should always be a matter of concern to advisors or trustees, since debts reflect on the good name of the organization and ultimately of Harvard College.

Advisor Agreement

Advisors and trustees should be familiar with the regulations for undergraduate organizations, which are available in this resource and policy guide and in the Handbook for Students.

Organizations must submit the advisor Form signed by each advisor stating that the advisor has read this statement and agrees to serve the organization in this capacity during annual registration. The form is considered a required part of the Annual Registration each spring term.

Expectations for Organizations and Advisors

Student organizations should be sensitive and limit expectations placed on advisors; however, at the same time, it is perfectly acceptable (and encouraged) to involve advisors in activities. Here are some ways you may want to consider collaborating with your advisor:

- Give notices of meetings to advisors and try to include and invite their participation on a mutually agreed upon level of involvement.
- Develop relationships with officers to help communication flow easily and establish a base from which to work together.
- Send invitations to events to keep advisors informed. Give enough advance notice to allow advisors to plan to attend.
- Consult on problems since an advisor’s experience and knowledge could be invaluable in helping to solve issues productively and quickly.
- Provide advisors with copies of minutes and other documents produced by the organization (i.e., minutes, agendas, etc.).

Vendors

The following is a list of vendors that student organizations have utilized in the past for events. Their listing does not imply endorsement by the Student Engagement Team or Harvard University, and this list is not exhaustive of the vendors you can consider using for your events.

Audio/Visual

Vendor	Website
Harvard Media Tech Services	http://ims.fas.harvard.edu/services/events/
Bay State Sound	www.baystatesound.com
Advanced Lighting Production Services	www.alpsweb.com
High Output	www.highoutput.com
Mass AV	www.massav.com

Equipment Rental

Vendor	Website
Bergsten Music	www.bergstenmusic.com
Interstate Rental Service	www.interstaterentalservice.com
Performance Platforms	www.performanceplatforms.com
Peterson Party Center	www.ppcinc.com
United Staging & Rigging	www.unitedstaging.com

Tents

Vendor	Website
Appleton Rentals	www.rlappleton.com/tent-rentals
Atent for Rent	www.atent4rent.com
Peterson Party Center	http://petersonpartycenter.com/tents/

Staging

Vendor	Website
Bay State Sound	www.baystatesound.com
United Staging & Rigging	www.unitedstaging.com
Peterson Party Center	http://petersonpartycenter.com/tents/

Novelties

Vendor	Website
Its2Cool	http://www.its2cool.com/
Party People, Inc.	http://www.partypeopleinc.com/

Training Opportunities

Below are some peer-led, diversity, and inclusion training opportunities that we encourage your organization to take advantage of:

Gender 101

Harvard College Women's Center hcwc@fas.harvard.edu 617-495-4292

Diversity Training

Diversity Peer Educators, Office for Equity, Diversity, and Inclusion diversity@fas.harvard.edu 617-495-1942

Student Organization Leader Trainings See dates on SOCO SOCH@fas.harvard.edu 617-495-1020

Accessibility Appendix

Planners have an obligation to consider the needs of participants with disabilities and this extends to any event sponsored by Harvard, whether held on or off campus and whether or not members of the public are invited to attend.

In most situations, you will have to plan for the possibility that someone will need accommodation. As the event planner, it is your responsibility to plan for and provide the required services for

participants with disabilities at any event sponsored by the University or members of the University community.

In general, you must ensure that people with disabilities are able to attend and participate in your event with the same access as people without disabilities. There is no one method of accommodating individuals with disabilities, and the accommodation process is individualized. The Accessible Education Office is a resource to assist in identifying reasonable accommodations for FAS student participants, and University Disability Resources works with faculty, staff, and community members with disabilities. Oftentimes, accommodation implementation does not require significant financial resources. However, timeliness in identifying needs and advance planning will be required. Please plan events with access in mind.

You are encouraged to communicate as much as possible with participants and event presenters prior to the event. Disability is not always observable or readily apparent, and all participants should be given the opportunity to self-disclose their access needs in advance of an event. When questions concerning accommodation and particular requests come up, you will want to respond as soon as possible.

However, certain situations may require several communications between the event planner and the person requesting accommodation. It is possible that you may encounter difficulties providing the requested accommodation, or you may be uncertain if a particular request must be met. Before denying any request for accommodation, consult with the [Disability Access Office](#) and/or University Disability Resources. Additional information is available on the [University Disability Resources website](#).

The College has funds designated to offset the cost of accommodation for events sponsored by HoCos. For more information, contact the Dean of Students Office (dso@fas.harvard.edu).

Guidelines

These guidelines are intended to help event planners understand how to choose a physically accessible location, provide accommodation, and use effective communication to serve people with disabilities. A commonsense approach should guide you. The fundamental goal is to facilitate the participation of people with disabilities in a timely and effective manner. While the answer to every question and situation may not be simple, the key is to remain respectful, responsive, and flexible.

Choosing a physically accessible location

Whenever possible, you should hold your event in a wheelchair accessible building. Locating your event in a wheelchair accessible building will facilitate the participation of wheelchair users and people with other mobility impairments as well. Many of Harvard's buildings are wheelchair accessible. If you cannot hold your event in one of the accessible buildings, you should try to locate your event in a space in which physical barriers are kept to a minimum.

Removing communication barriers

In almost all cases, the University will be legally obligated to provide some type of auxiliary communication aids and services to enable people with visual and hearing impairments to participate in events. The cost of providing these auxiliary aids and services should be anticipated in the event budget. Participants may not be charged a fee for them.

Sign language interpreters

Sign language interpreters are usually booked weeks in advance. We suggest that event planners use pre - event communications and publicity to invite people who may need this service to notify the event planner by a specified date.

Assistive listening devices

Several Harvard auditoriums and halls are equipped for assistive listening devices (headsets which amplify and/or filter sound). Building managers can be contacted and should be able to tell you whether the selected location is equipped with assistive listening devices. If not, you can arrange to obtain them from Instructional Media Services (add link).

Transcripts of Speeches

For events which include speakers, you might ask the speakers to prepare transcripts of their speeches in advance and to give their permission to make the transcripts available to people with disabilities prior to the event. Transcripts can be helpful to people with hearing impairments, as well as people without disabilities, such as those who are not native English speakers. They are also useful for sign language interpreters, especially when they are provided prior to the event.

Alternate formats of meeting materials and other information

Large print, Braille, audio tape, and digital versions of speeches, lectures, and general emergency information, prepared in advance of the event, can be useful for participants with visual impairments or learning disabilities. On-site readers can also be a helpful alternative.

In the occasional circumstance when it is impossible to provide the most appropriate aid or service to remove a communication barrier, you must still make a reasonable effort to provide an accommodation that will enable the person with a visual or hearing impairment to participate in the event. If you are unclear as to how to make an accommodation, contact AEO or UDR (referenced above).

Modifying Policies, Practices, and Procedures

Event planners should also be aware that policies, practices, and procedures may need to be modified to accommodate a person with a disability. It may not always be easy to anticipate such accommodations in advance; the key is to remain responsive and flexible.

For example, a policy prohibiting animals at an event would have to be modified to allow a blind person to bring a service dog. Likewise, the practice of people serving themselves at a buffet meal might have to be modified by having a staff person available to aid people who may have difficulty in

serving themselves. There may be instances where modifying a policy, practice, or procedure is not required, but if you receive a request to change a rule or practice on account of a disability you should consult with the resources available to you before denying the request.

Using Publicity and Pre-Registration for Planning

The key to making events accessible and meeting legal obligations is communication prior to the event. Pre-event publicity and pre-registration should invite potential participants to request any special accommodation that they may need. This will enable the event planner to organize many, if not most, services and accommodations in advance.

Pre-event publicity should include the name and telephone number of a person to contact for more information. Use of the International Symbol of Access (below) is helpful in highlighting accessibility information in written publicity.



For example, you may want to use the following on your pre-event publicity:

"Individuals with disabilities requiring accommodations should contact [name} at [telephone TTY] as far in advance of the event as possible."

If you have a TTY, that number should be included in your literature. If you do not have such a device, you may want to consider mentioning the availability of a telephone relay service in which an operator receives a message from a TTY and relays the message to you by voice.

Pre-registration for an event provides an opportunity for event planners to describe the event in more detail. This allows for a potential participant with disabilities to consider what accommodations he or she might need. The fullest description possible, including location, environmental conditions, services available, etc. will provide for the most effective planning.

For events involving overnight lodging, the event planner may want to investigate what accessibility features and accommodations the hotel or motel provides.

Presenters at your event may also require accommodations. As the event planner, you should communicate with all presenters so that they can inform you about any special requirements that they may have.

Staff Awareness and Sensitivity

Even with the most diligent efforts to communicate prior to the event, there will be times when unanticipated accommodations for participants with disabilities will have to be made during the event. Staff awareness and sensitivity are essential to successfully meeting these needs.

During the event

Event staff should be apprised of the general obligation to provide accommodation for people with disabilities. Staff should be prepared to offer assistance (such as with seating or using the amenities of the building, etc.). They should be well-informed about how to provide accommodations (e.g., answering "where is an accessible bathroom?")

Emergency procedures

Harvard buildings vary widely and emergency procedures in them also vary. The building manager should be able to inform you about the general emergency procedures for a specific building. You should ensure that event attendees are informed of what to do in the event of an emergency, including any special instructions for people with disabilities (i.e., shelter in place locations). For instance, if people with hearing impairments will be attending your event, you may want to designate a staff member to be responsible for communicating with them if an emergency alarm sounds (such as in the case of fire).

Gender 101 Resource Sheet

Harvard Resources

Harvard College Women's Center

(Canaday B Basement, hcwc@fas.harvard.edu)

The Harvard College Women's Center is an office that aims to promote gender equity through supporting individual students and student groups. The Women's Center is committed to creating a welcoming and inclusive environment for all genders that encourages dialogue and diversity.

Office of BGLTQ Student Life

(Thayer Hall, Lower Level, rear entrance, bgl tq@fas.harvard.edu)

The Harvard College Office of BGLTQ Student Life provides support, resources, and leadership development for queer and trans students.

Contact Peer Counseling

(Thayer Basement, 617-495-8111) (Hotline and Drop-In Hours: Thurs. - Sun. 8 pm - 1 am)

All Contact staff members share a deep concern about issues of sexual orientation, sex, sexuality, and relationships and are interested in discussion of these topics.

Trans Task Force

(transtaskforce@gmail.com)

Trans Task Force is a student organization that provides a safe space for all individuals, regardless of gender identity, to talk about gender identity and the issues around it.

Pronouns: For Students and Organizations

(Or, How to Take Important Steps in Becoming a Trans Ally!)

What is a pronoun?

are she, her, and hers, you could say "Amanda likes to play her guitar; she is a great musician"

What are some commonly used pronouns?

- **She, her, hers, and he, him, his** are the most commonly used pronouns. Some people call these "female/feminine" and "male/masculine" pronouns, but many avoid these labels because, for example, not everyone who uses he feels like a "male" or "masculine." o A pronoun is a word used to refer to someone when not using their name. For example: If Amanda's pronouns
 - o There are also lots of gender-neutral pronouns in use. Here are a few you might hear: **they, them, theirs** (Sam ate their food because they were hungry.) This is a common gender-neutral pronoun and yes, it can in fact be used in the singular.
 - o **Ze, hir** (Rob ate hir food because ze was hungry.) Ze is pronounced like "zee" can also be spelled zie or xe and replaces she/he/they. Hir is pronounced like "here" and replaces her/hers/him/his/they/theirs.
- **Just my name please!** (Frank ate Frank's food because Frank was hungry) Some people prefer not to use pronouns at all.
- **Never, ever refer to a person as "it" or "he-she" (unless they specifically ask you to.)** These are offensive slurs used against trans and gender non-conforming individuals. If you do not know someone's personal pronouns, you can just use their name.
- **Why is it important to respect people's pronouns?**
- You won't always know what someone's pronoun is by looking at them.
- Asking and correctly using someone's pronoun is one of the most basic ways to show your respect for their gender identity.
- When someone is referred to with the wrong pronoun, it can be disrespectful, dismissive, alienating, or dysphoric (or, often, all the above.)
- It is a privilege not to have to worry about which pronoun someone is going to use for you based on how they perceive your gender. If you have this privilege, yet fail to respect someone else's gender identity, it is not only disrespectful and hurtful, but also oppressive.

Why is it important to respect others' pronouns as a student or member of an organization? You have the opportunity to shape the behavior of your peers or culture of your organization.

- Consistently using others' correct pronouns can determine within the first few minutes if they feel respected in your organization.
- You will be setting an example for others: If you are consistent about using someone's pronouns, others will follow your example. Some people may be learning about pronouns for the first time, so this will be a learning opportunity for them that they will keep forever.
- Discussing and correctly using pronouns sets a tone of respect and allyship that trans and gender non- conforming folks do not take for granted. It can truly make all the difference,

especially for incoming first-year students that may feel particularly vulnerable, friendless, and scared.

How do I ask someone about their pronouns?

- Try asking: "What are your pronouns?" or "Which pronouns do you use?" or "Can you remind me which pronouns you use for yourself?" It can feel awkward at first, but it is not half as awkward as getting it wrong or making a hurtful assumption.
- If some people are not familiar with sharing pronouns, you can quickly explain by saying something like this: "Pronouns are how people refer to you when they aren't using your name. For example, I'm Caitlin, I'm from New York, and I like to be referred to with she, her, and hers, pronouns. So, you could say, 'she went to her car' if you were talking about me."

What if I make a mistake?

- It's okay! Everyone slips up from time to time. The best thing to do if you use the wrong pronoun for someone is to say something right away, like "Sorry, I meant she." If you realize your mistake after the fact, apologize in private and move on.
- A lot of the time it can be tempting to go on and on about how bad you feel that you messed up or how hard it is for you to get it right. But please, *don't!* **It is inappropriate and makes the person who was mis-gendered feel awkward and responsible for comforting you, which is absolutely not their job. It is your job to remember people's pronouns.**
- To prevent mistakes in the first place, it is helpful to practice. Before class or meetings with different people, remind yourself of their name and personal pronouns. "I am meeting with Kate this afternoon. She is from Minnesota. I should ask her about the best winter sports to watch.

Taking an active role

- In your classes or meetings, you may hear a person using the wrong pronoun for someone. In most cases, it is appropriate to gently correct them without further embarrassing the individual who has been mis-gendered. This means saying something like "Actually, David prefers the pronoun he," and then moving on. If other students, staff, or faculty are consistently using the wrong pronouns for someone, do not ignore it! It is important to let people know that you are their ally.
- It may be appropriate to approach them and say something like "I noticed that you were getting referred to with the wrong pronoun earlier, and I know that that can be really hurtful. Would you be okay with me taking them aside and reminding them about your pronouns? I want to make sure that this group is a safe space for you." Follow up, if necessary, but take your cues from the comfort level of the person. Your actions will be greatly appreciated.