

Recognized Student Organization Resource & Policy Guide

Harvard College
2018-2019



HARVARD COLLEGE
Dean of Students Office
STUDENT ENGAGEMENT

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WELCOME

Dear Student Leaders,

On behalf of the Student Engagement Team, welcome to the Resource Guide for Student Organizations!

About the Resource Guide:

The Resource Guide was designed and written by the Student Engagement Team of the Dean of Students Office (DSO) to give you the necessary tools to manage your independent student organization (ISO). Our staff is committed to advising you in personal leadership development, organizational and financial management, and the logistical aspects involved in running a successful organization, as well as providing leadership opportunities for you and your membership.

About Our Team:

The Student Engagement Team at Harvard College, enables opportunities for intellectual, social, and personal transformation by supporting student learning and development through the out-of-classroom experiences.

Our team values peer-to-peer leadership, specifically within the student organization context. To this end, we work to support our over 400 independent student organizations as they contribute to our vibrant College community. We acknowledge the amount of responsibility that is 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 advisers
- 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 you as 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 come 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. Thank you for all your contributions to enriching the lives of your peers!

Alexander R. Miller
Associate Dean for Student Engagement



Statement of Relationship Regarding Recognized Student Organizations

Harvard College recognizes both independent student organizations and organizations with more formal institutional support as long as the organizations adhere to the College's stated expectations for student groups. 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 student organizations. The College trusts organizations to partner with advisers 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 can thrive.

Classifications of Recognized Student Organizations at Harvard College

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

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

Independent Student Organizations (ISOs)

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. ISOs make up the largest classification of recognized student organizations; there are currently more than 400 ISOs recognized by Harvard College. These include clubs with common academic interests, cultural and identity-based clubs, pre-professional clubs, and social organizations. 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 year, at the start of the fall term, ISOs are required to register with the Dean of Students Office (DSO) in order to continue to be recognized by the College and exercise the privileges afforded to them by virtue of their recognition. 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 Annual Registration page on our website.

Additional questions about ISOs should be directed to the Student Engagement Team.

Department Sponsored Student Organizations (DSSOs)

A Department-Sponsored Student Organization (DSSO) is defined as a student organization that is led, organized, or sponsored by University departments, offices, or units, and thus is not independent from the College. The sponsorship and University oversight of these DSSOs is what differentiates them from ISOs. Student leaders in DSSOs work almost exclusively with the staff from the department, office, or unit that oversees them. DSSOs receive designated benefits afforded to ISOs and file with the Student Engagement Team to obtain access to those benefits. DSSOs generally have the following characteristics in relation to the department, office, or unit at the University that oversees them:

- Their mission, purpose, and goals align
- Events and activities are carried out on behalf of the University department, office, or unit
- The University department, office or unit may:
 - play a role in selecting the organization's members
 - provide advising to support the organization
 - provide financial resources to support the organization
 - sign all contracts on behalf of the DSSO

Questions about DSSOs should be directed to the department, office, or unit that oversees the DSSO.

Club Sports

Club Sports are defined as a group of undergraduates who share a common interest in recreation and sport, together organizing and collectively pursuing their chosen activities. Club Sports are organized on instruction, recreational, and competitive levels and their activities range from informal play and practice to intercollegiate and tournament competition. Club Sports are open to those with a Harvard University affiliation including undergraduates, graduates, faculty/staff, and alumni. Non-undergraduates may be restricted from some intercollegiate competition in certain sports due to association or league rules.

Recognized Club Sports are a student-initiated activity that relies on the students to be responsible for leadership, decision-making, organization, and supervision of all club actions. Club Sports work almost exclusively with the Department of Athletics, who provides them guidance, facility space, recognizes new sports, and provides an administrative framework for the operation.

Additional questions about Club Sports should be directed to the Department of Athletics Recreation Programs/Club Sports Coordinator, Alexander Carras, at alexander_carras@fas.harvard.edu.

Philips Brooks House Association (PBHA) Programs

Phillips Brooks House Association (PBHA) Programs are defined as one of the 80+ student-run, community-based programs that are recognized by the PBHA, which is a separately incorporated, student-run nonprofit.

PBHA programs provide year-round programming from housing services to after-school enrichment, that strive for change across Boston and Cambridge. PBHA's programming, daily operations, and long-term vision are student led. Student leaders in PBHA programs are coached by staff on the program and organizational level. These staff members are responsible for PBHA's safety and liability, financial integrity, human resources, and long-term community partnerships. Additional questions about PBHA programs should be directed to staff at PBHA.

Contacts for each Classification of Recognized Student Organizations

Classification of Organization	Example Organization	Advising Office	Who to Contact for More Information
ISOs	Harvard College Journalism Club	Student Engagement Team and Faculty/Staff Adviser	soch@fas.harvard.edu
DSSOs	Food Literacy Project (sponsored by HUDS)	Specific Harvard Office or Department (unique to each DSSO)	This varies, please contact soch@fas.harvard.edu if you are unsure who your office or department contact is.
PBHA	PBHA's Best Buddies	Phillips Brooks House Center for Public Service & Engaged Scholarship	pbha@pbha.org
Club Sports	Club Hockey	Department of Athletics	Alexander Carras, Recreation Programs/Club Sports Coordinator alexander_carras@fas.harvard.edu

Resource Guide & Classifications of Recognized Student Organizations

Following the policies and procedures outlined in this resource guide will help all classifications of student organizations remain in good standing, and retain access to all of the resources that are available to them. However, the majority of this content is directed towards the policies, procedures, and resources applicable to ISOs. If you are a student leader of a DSSO, PBHA Program, or a Club Sport, talk to your respective adviser 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.

Benefits of Being an Independent Student Organization (ISO)

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).
 - Permission to publicize events, including digital kiosks, poster, 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 information, please see "Using DSO Managed Spaces" in this guide.
 - Select discount services from Media and Technology Services (MTS). View their resources for student organizations for more information.
 - Advising support from the Student Engagement Team for assistance with planning on-campus events, including:
 - Licensing Applications such as alcohol, entertainment, vendor, and raffle licensing with City of Cambridge
 - Requesting HUPD details, Student Event Services, and Crimson EMS
- **On-Campus Recruitment**
 - Ability to participate in the annual fall Student Involvement Fair, as well as an opportunity to enter the lottery for the spring Visitas Extracurricular Fair for prospective students.
 - Student organizations may not hold recruitment events during Opening Days outside of officially designated times listed in the Calendar of Opening Days
 - Published contact information in the online directory of student organizations.
 - Option for members to list affiliation with your organization in the College Yearbook.
- **Services and Support Access**
 - Access to the online student organization platform (aka theHUB).
 - Access to the Student Engagement advising services.
 - Ability to submit organizational materials to the University Archives.
 - Access to an assigned mailbox at the SOCH and ability to apply for an office or storage space in the SOCH.
- **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.
 - Ability to apply for and receive grants from University sources, such as the President's Public Service Fund, the Office for the Arts, and the Undergraduate Council.
 - Ability to fundraise on campus.
 - Ability to establish a gift or endowment account controlled by the College, to which tax deductible financial contributions may be given. Permission to establish a gift or endowment account requires additional qualifications, please see the Establishing a New Gift Account or Endowment Fund in the "Money" section of this resource guide for more information.

Responsibilities of an Independent Student Organization (ISO)

There are many responsibilities outlined in this resource guide that the Student Engagement Team expects all ISOs to comply with in order to maintain good standing with our office. ISO officers should familiarize themselves with the content of this resource guide, and are expected to maintain good 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 officers of all ISOs must complete the following to remain in good standing with the College:

- Register once annually in the fall with the Student Engagement Team by completing the following requirements:
 1. Update organizational leadership using the "Positions" feature in your portal on theHUB
 2. Complete the Registration Form between 9/5 - 9/18 (includes non-hazing compliance and adviser information)
 - a. An orange reminder box will appear on your organization's portal on 9/5 that will prompt you to complete this form.
- Have an executive leader attend at least one of the two Student Leaders Forum sessions (9/12 and 9/13)
 1. Each officer may only represent one student organization per session
- Transition leadership positions responsibly by ensuring new officers are aware of their assigned obligations as well as the processes outlined in this resource guide
- Keep an updated roster of your organization's leaders or officers, updating each change immediately in theHUB
- Maintain your own finances and keep your own financial records in order to uphold fiscal responsibility
- Maintain a relationship with, and seek counsel from, your student organization adviser. Please visit the ISO Adviser Roles and Responsibilities Appendix at the end of this guide to see some resources for ISO advisers and how to effectively collaborate with your adviser.

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](#)¹⁶ 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.

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 the majority 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 adhere to the University's non-discrimination policy at all times.

Communications from the Student Engagement Team

In order to receive communications on behalf of your organization, you must be listed as an officer in the “Positions” section of your organization’s portal in theHub. Once you are listed as an officer, you will receive direct emails to your @college email account, and also messages/notifications within theHub platform itself. By default, your account settings in theHub 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 theHub.**

Please note that changes to officer listings in theHub are reflected in RoomBook the following day starting at 9:00am.

Student Involvement Newsletter

The Student Involvement 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.

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 56 of this Guide for instructions on how to submit your event.

theHub: Online Platform for Student Organizations

New & Improved Interface

As of August 2017, [theHub](#) launched on a new and improved platform, making it easier to learn about clubs, organizations, events, opportunities, and other student involvement resources on campus. Now, in addition to the organization database on theHub, there are features and tools for individual students and student organizations to use in order to communicate broadly with the Harvard community.

Increased Visibility and Communication

theHub now provides an environment that is highly interactive, connecting student users and organizations easier than before. You will be able to log on with their individual accounts and see updates and posts from organizations, reminiscent of a social media feed. Your organization will have a page (known as a portal) to post updates and can even integrate your existing social media (Facebook, twitter, etc.), which creates a feed for everyone in the Harvard College HUB Community to see. This allows for easy networking, recruiting, and more.

Events and Advertising

Your student organization can create events that will appear in the Event Calendar on theHub 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.

Member Management and Registration

Your organizations will be expected to update your officer rosters through theHub, and will be prompted to complete registration requirements via theHub as well. Your student organization officers can customize your organization's portal settings in regards to what members have access to within your portal. Officers can create "People Groups" and designate different access levels and privileges for each group. For example, when an officer of your organization invites an individual as a general member, they may not have access to the same tools, features, or visibility as someone who is invited as a member of a social committee. There is also a "To-Do" tool in theHub that makes it easier to manage and assign tasks and responsibilities to your organization's members. There are other tools such as forms, polls, discussion forums, and more. Organization officers can designate different members as reviewers, who will then be notified to review, approve, deny, or defer various submissions (depending on how the features are utilized). This is just a small example of how theHub can assist with organizational management!

Electronic File Storage and Group History

theHub now 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 theHub 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

theHub's new interface 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 Involvement will utilize these form features to centralize many processes. Processes such as annual registration, requesting an office in the SOCH, and more can all be found in theHub. Within your organization's portal, you can find certain forms by clicking "Forms" on the top menu of your portal.

Below is a complete list of all the forms and processes that can be found in the Forms section of the Student Engagement portal on theHub.

Recognition Forms:

- New Student Organization Recognition UC Application
- Adviser Agreement

Registration Forms:

- Adviser Agreement
- Non-Hazing Compliance Form

Travel Forms:

- Domestic Travel Registration
- International Travel Registration

Finance Forms:

- HUECU Account Signer Change Request Form

SOCH Forms:

- SOCH Locker Application
- SOCH Office Application
- Student Organization Name Change Request Form
- Collaboration and Innovation Grant Application

²⁰ <https://orgsync.com/142487/forms>

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 is available to help you navigate the rules and regulations related to the specifics of your organization.

Alcohol

Student-run events must be environments that are safe and healthy at all times, so ISO leaders must be aware of both College and State rules and regulations around alcohol. Any event where alcohol is served should be planned 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

1. The sale, delivery, or furnishing of alcohol to persons under the age of 21 is prohibited.
2. The possession or transportation of alcoholic beverages by individuals under the age of 21 is prohibited.
3. 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.
4. 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.
5. 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.
6. 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

1. For the purpose of this policy, "social events on campus" mean any organized functions held in House common areas (e.g. Junior Common Rooms, Dining Halls, Grilles) or nonresidential facilities (e.g. the Student Organization Center at Hilles, Ticknor Lounge) where alcohol is served.
2. All social events on campus with alcohol must be registered and approved by the Student Engagement Team.
3. Alcohol may not be served at an event unless water, non-alcoholic beverages, and food are also available; alcohol may not be served if the water, non-alcoholic beverages, or food become unavailable. Water and non-alcoholic beverages must be as visible and accessible as the alcoholic beverages.
4. Age Verification, Alcohol Service, and Monitoring
 - a. Proper verification of age is required at social events on campus where alcohol is served.
 - b. Acceptable identification for age verification of Harvard affiliates is a valid state or government ID accompanied by a Harvard University ID. Failure to have both of these 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.
 - c. 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).
 - d. Social event attendees will not be served more than one alcoholic beverage at a time.
 - e. A Student Event Services (SES) Team (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.
 - f. 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.
5. Quantity and Types of Alcohol
 - a. 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.
 - b. "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).

6. Serving Times
 - a. The service of alcohol at social events on campus may not last longer than five hours.
 - b. 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.
7. Advertising Events with Alcohol
 - a. Printed and electronic posters for social events on campus may mention alcohol, provided they use the following specific and approved language:
 - i. “Non-alcoholic beverages available. Beer 21+”
 - ii. “Non-alcoholic beverages available. Beer and wine 21+”
 - b. 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.
8. Licenses
 - a. 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 in RoomBook.
9. Other Regulations
 - a. 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.
 - b. 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. All such 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 also 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.

To see the [Massachusetts Hazing Statute and full Harvard College Hazing Policy](#), please visit the Student Handbook.

Policy for the Safety and Protection of Minors

If your student organization has developed independent programming (i.e. mentor program, summer program, tutoring program) involving anybody under the age of 18, you must register the program with the Youth Protection Office by contacting Varsha Ghosh (vghosh@fas.harvard.edu). Additionally, please make sure of the following:

- Directors have read and complied with the requirements in the working with minors policy document.
- Consent to participate and release forms for parents/guardians
- Emergency contact forms for participants
- Media Releases (to allow taking and publishing photographs in promotional materials) signed by parents/guardians.
- All adult staff has been trained in regards to safety, boundaries and appropriate developmental expectations.
- Clear information on the program for parents/guardians/chaperones (i.e. location of programs, proposed travel plans, daily schedule, emergency procedures)

Please contact Varsha Ghosh at vghosh@fas.harvard.edu, TUB Sponsoring Officer for Youth/Minor's Policy, with questions. The full minor policy can be found on the [Harvard Youth Protection website](#). Additional information on [trainings](#) can also be found on the Harvard Youth Protection website.

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. University Disability Services provides [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.

Free Speech and Expression

The principles of free speech and the free interchange of ideas are fundamental to the Harvard community. You should align your student organization's programming with the value of free speech and put measures into place that protect free speech, particularly if you are hosting an event where these principles have the potential to be compromised. Please contact the Student Engagement Team at soch@fas.harvard.edu with any concerns and/or to seek assistance with controversial speakers or programs.

Please visit the [FAS Free Speech Guidelines](#) in the Student Handbook for more details.

Dignitaries and Other High Profile Guests

Student organizations inviting dignitaries and other high profile individuals should begin to work with the Student Engagement Team 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](#).

Demonstrations and Vigils

Contact the Student Engagement Team at soch@fas.harvard.edu for support in planning a demonstration or vigil.

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 isn't providing a forum for a political rally or fundraising effort. Student groups are encouraged to invite all legally-qualified candidates for a particular public office to speak, rather than only one or a select 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 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 report, 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 in order to cover on-campus events.

Overnight Guests

A Harvard student not regularly assigned to a particular dormitory or House may not be lodged in that dormitory or House for more than a brief stay. The consent of other occupants of the room is always required.

Students who wish to have guests who are not Harvard students for more than two nights must first also obtain permission of the Faculty Dean or First-Year Experience staff. The hosts of repeated overnight guests who are not Harvard students must make their guests' presence known to the Building Manager and security personnel due to safety considerations. The College reserves the right to prohibit overnight guests when issues of security are involved. Food may not be shared with or given to those who are not on a board contract or who have not paid for the meal.

To see the full Harvard College Overnight Guest Policy, please visit the Student Handbook.

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 liability in doing so. Homemade food is not permitted to be sold in bake sales.

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 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.

A [proposed contract](#) following best practices in contract considerations, can be found on the DSO website. 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

- Commonly needed for large-scale productions, fashion shows, charity walks/runs, or when contractually required by an outside venue for an off-campus event.

"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.

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.

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 first day of classes. 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

In order 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.
- 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 to 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 Rachael Dane at rachael_dane@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. For more information on [Motion Pictures and Copyright Regulations](#), see the Harvard College Handbook for Students.

Media and Technology Services

After your student organization has confirmed a space for an event, Media Technology Services (MTS) can support any audiovisual needs your event may require. Harvard College official student organizations receive a 50% discount on MTS equipment charges. The event must be funded by a Harvard source. Labor and materials cannot be discounted.

Harvard College student organizations may also use the built-in multimedia equipment in the first, second, and third floor Sever Hall classrooms (with the exception of room 113), the first floor Boylston Hall classrooms, and Emerson Hall classrooms (with the exception of rooms 105 and 210) free of charge under the below conditions:

- The event must be a meeting limited to Harvard University students, faculty, and staff. Requests for rare exceptions must be emailed to sevmedia@fas.harvard.edu for events in Sever Hall or to mts@fas.harvard.edu for events in all other locations.
- Student organizations must complete the [Service Request form](#) at least three days prior to the event. Students are strongly encouraged to request instructions on the use of multimedia equipment.
- Student organizations must turn off all equipment at the end of their event. If equipment is left on, the group will be charged a rental fee.
- If a student organization needs equipment that is not built-in or a technician is needed, regular student group fees will apply.
- Any damage, loss, or theft of the equipment will be charged to your student group. This includes the dismantling of equipment racks and cables.

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 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: One-day or multi-day guest parking passes can be purchased through [Harvard Transportation and Parking Services](#). Use Department: Visitor to Campus and Code: 7700 to complete the transaction. On-campus permits must be purchased in advance; there is no drive-up service at the parking locations.

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 and Policy 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 followed. 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 possible response.

Process

1. *Report* – a member of the college community (Students, Faculty, Staff) submits a report of an incident or violation to the SOCH staff.
2. *Review of Incident* – SOCH 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 SOCH 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 of Students for Student Engagement if it is found that new information has occurred that will impact the previously decided outcome.

Possible Outcomes

Warning. A formal communication from the SOCH 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 of time 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 time period during which the student organization's social 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 of time 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 of time. 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 of 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.

"Harvard University" is a widely known and respected trademark; all members of the University and the institution, including ISOs, have a responsibility to ensure that any implied association with the University is accurate and that the activities associated maintain standards consistent with its educational purposes.

One of the privileges of recognition by the College is permission for ISOs to use the Harvard name under specific guidelines. ISOs are expected to follow all policies around the Use of Harvard name as outlined in the rest of this section, any additional questions should be directed to the Student Engagement Team (soch@fas.harvard.edu) and the Harvard Trademark Program (trademark_program@harvard.edu).

Principle of Accuracy

The underlying principle of these guidelines is accuracy. The public often views Harvard as one entity. But in reality, Harvard is comprised of twelve schools, hundreds of departments, offices, and centers, and thousands of students, faculty, and staff. Therefore, it is important for an organization to always articulate where it fits into the wider Harvard context. This helps avoid confusion and misinterpretation regarding an organization's affiliation with the University.

Student Organization Name

There are two different ways that ISOs should refer to their organizations, the Official Organization Name, and their Abbreviated Organization Name. Please review the chart below to understand the differences between the two names and when each should be used:

	Official Organization Name	Abbreviated Organization Name
Differentiating Factor	Includes (a) "Harvard College" (as long as the name does not imply that it is a Harvard College department, publication, initiative, group, or any other type of official Harvard College activity), (b) "Harvard College" and "Student" or (c) "Harvard Undergraduate"	Generally drops "Harvard College" or "Harvard Undergraduate" If an organization's name is represented in the form of an acronym, it should be done by way of the full acronym, "HABC" and "HCABC," for example, and not as "Harvard ABC" or "Harvard College ABC"
Example	Harvard College Journalism Club or Harvard Undergraduate Journalism Club	Journalism Club
When to Use	This name should be diligently used when representing the organization to the broader Harvard Community and the general public, as it provides context to the organization's relationship to the University	This name is generally appropriate for use within the context of the College, where there is some familiarity with a group. This name is often used by the OSI for organizational listings, such as the Involvement Fair, and in Roombook/EMS.

Changes to an approved student organization name requires prior approval from the Student Engagement Team and should be an infrequent and thoughtful exercise. When an organization changes its name, it does not retain any previous naming conventions that may have predated current student organization naming conventions; An organization may be required to notify the IRS or even create a new HUECU account in order to maintain accurate and consistent records. The new name will follow the College's latest trademark policy on naming student organizations. 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 in the forms section of the Student Engagement Team Portal on theHUB.

Articulation of Affiliation

A student organization should clearly articulate that it is both student-run and recognized by the College. The recommended phrase is "a student-run organization at Harvard College." Contexts where this language should be used include, but are not limited to:

- Website and social media accounts (see Website and Social Media on the following page for more information)
- Fundraising letters, packets, and other solicitations
- Conference advertising, including conference-specific websites and registration pages

- Invitations to speakers
- Invitations to award recipients and other honorees
- Organization-sponsored scholarship materials

Website

Student organization websites should include the following on their main page:

- The full, official name of the student organization in a prominent location, typically in the header of the website.
- Articulation of affiliation ("a student-run organization at Harvard College") in a prominent location and in a font size comparable to other fonts being used on the website, typically directly under the name in the header or in descriptive text in the body.
- The 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."

Social Media

Student organizations should make good faith efforts to accurately represent themselves on social media platforms so that anyone publicly viewing a profile can easily determine its relationship to Harvard. Recommendations include:

- Facebook Groups and Pages: Include the official name and an articulation of affiliation in the about section, in addition to a link to the organizational website in the appropriate field.
- Facebook Events: Create them through to the organization's Facebook Group or Page so they connect back to a hosting organization, whose profile has a clear articulation of affiliation.
- Twitter, Instagram, YouTube and other social channels: Link to organizational website in the appropriate profile field using the full organizational name and "a student-run organization at Harvard College" when possible.

Publications

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."

Harvard College Shield

Student organizations are permitted to use the College shield, distinguished by its white chevron and the absence of a wreath, for organizational purposes. Download a high-resolution image. 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. This includes modifying the colors of the shield or changing the lettering on the books. It is permitted to add embellishment around the shield, provided it does not touch or overlap with the image.

Wireless Address and Domain

The organization's internet address should mirror the approved group name in its entirety and be attached to the appropriate University domain (i.e. hcs.harvard.edu for Harvard College student organizations). In cases where student organizations choose to register a domain name outside of harvard.edu, the University requires that the domain name accurately reflect the officially recognized name of the student organization.

Any significant departure from the approved student organization name, 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. Acronyms are acceptable in both internal and external situations. External domain names should be within the .net or .org domains. Ownership of external domain names should reside with the student organization and not with an individual. The University reserves the right to require that any domain name with the word Harvard be assigned back to the University in the case it causes confusion with other university activities or is otherwise inappropriate.

Conference, Tournament, and Other Event Names

The use of “Harvard” in the name of an event without additional context can give false impressions about event sponsorship. Since ISOs are recognized through the College, it is important that “Harvard” always be coupled with College or undergraduate in the title. Furthermore, the name of the sponsoring student organization must be featured prominently in all publicity. The phrase “at Harvard University” can be used to designate location, provided it is done in a way that is not misleading in terms of sponsorship.

In some cases, student organizations partner with offices, departments, or centers on broader initiatives where use of “Harvard” alone in an event title is permitted. In general, using “Harvard” (unadorned) in the name of an activity is appropriate when all of the following are true:

1. The program or activity is university-wide, meaning its structure and governance has substantial faculty involvement from faculty from at least three separate schools.
2. 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.
3. 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).

Organizational Merchandise and Swag

Student organizations wishing to produce any items (t-shirts, mugs, water bottles, et. al) bearing its official student organization name or any other Harvard name or logo must receive permission from the Harvard Trademark Program in advance of ordering the product. The process is as follows:

1. Design the artwork, using the official organization name and College shield, if applicable.
2. Identify a licensed vendor to produce the product.
3. Email the Trademark Program at trademark_program@harvard.edu with the following information, providing a minimum of 5 business days for review:
 - Organization’s name
 - The licensed vendor
 - The type and quantity of item
 - The item’s use
 - Who the item will be distributed/sold to
 - When they will be distributed/sold
 - a. For example: “Shirts will be distributed for free to new members in September,” or “Orders for sweatshirts will be taken in October and payment will be collected at that time.”
 - The proposed artwork
4. Upon approval from the Trademark Program, submit the order to the vendor.
5. Student organizations may give away or sell items, with permission from the Trademark Office, on a royalty-free basis in the following circumstances:
 - 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 the members of the student organization and non-members as a fundraiser to benefit the student organization

Student groups may not sell products bearing any Harvard trademarks, including their student group name, directly to the public or to retailers for resale to the public. Student groups may be granted permission to sell Harvard items not containing their student group name to the general public as long as they agree to take a license from the Trademark Program and pay royalties. Please contact the Trademark Program directly for permission and instructions.

Student Organization Business Cards and Stationery

Student organizations are permitted to print business cards for officers who represent the group. The Harvard Trademark Program provides a standard template for this purpose, which all student groups printing business cards must use. The business cards clearly identify the group’s affiliation with Harvard (“a student-run organization at Harvard College”) and do not use the Harvard logo or shield in any way. It is possible, however, to include an original, non-Harvard logo associated with the organization.

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. 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.

To see the full Use of [Harvard University Trademarks Policy](#), please visit the Student Handbook.

Expectations for Event Planners

Events sponsored by ISOs are student-led and staff-supported. 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 adviser, 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 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 College 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. They may also be required to and may be asked to participate in additional education or training efforts.

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 student 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). Any employment recruitment events should be coordinated in conjunction with the [Office of Career Services](#).

In special circumstances, unrecognized student organizations whose membership consists entirely of Harvard College undergraduates may, at the discretion of a particular Harvard office or department, be permitted to co-sponsor educational programs organized by that office or department.

Restricted Dates

Student organizations are not permitted to host events, programs, and activities during Exam Period. Rooms are unavailable for reservation during that time. Large, late-night social events are not permitted in the Houses over the Head of the Charles Weekend, or on nights preceding an administration of the LSAT, with the exception of the 2018 Harvard-Yale game. In addition, restrictions may be placed on events during Reading Period if they interfere with residential areas and libraries where exam preparation is underway.

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.

Event Registration

The Office of Student Involvement is here to assist you with planning safe and successful events on campus. We prefer to assist you as early as possible in the planning of any large-scale program, event, or activity. We ask that students who are planning on hosting a large-scale event, including conferences, reach out to soch@fas.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'll then fill out an Event Registration.

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

- Licensing with the City of Cambridge
- HUPD or Securitas details
- SES bartenders
- Crimson EMS
- Ticketing Services with the Harvard Box Office
- Massachusetts Fire Department crowd manager training

The chart below outlines the events that do and do not require event registration. ***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 Appendix⁵¹ to explore some of the vendors we have worked with in the past.

Events Requiring Event Registration	Events that DO NOT Require Event Registration
<ul style="list-style-type: none">• On-campus events with 100+ anticipated attendees• Charging an entry or admission fee• Serving alcohol• Selling raffle tickets (selling entries to win a prize)• Late night social events• Sale of goods and/or merchandise• Outdoor venues• High profile guests, speakers or honorees	<ul style="list-style-type: none">• Private parties registered with your house in accordance with the College Alcohol Policy• Events that do not have any of the characteristics listed to the left• Events that DO have one or more of the characteristics listed to the left but are taking place in one of the following venues*:<ul style="list-style-type: none">• Lowell Lecture Hall• Memorial Hall/Sanders• Agassiz Theatre• New College Theatre• The Dance Center• Paine Concert Hall <p>*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).</p>

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

How to Register an Event Online

If your event requires registration, **and** you have received confirmation from your venue that you have successfully reserved space, proceed to registering your event. Event registration is also done through RoomBook, but it is a separate process than requesting to reserve space in RoomBook. Here is how to register an event:

1. Log-in to FAS RoomBook
 - a. Select “Registration” from the main navigation menu
 - b. Select “Event Registration” from the drop down menu
2. You will be brought to a new Event Registration screen
 - a. Input Event Date
 - b. Input Event Start Time
 - c. Input Event End Time
 - d. Under Facilities make sure that “OSL Event Registration” is selected
 - e. Select “Find Space”
3. A grid with “OSL Event Reg” listed will appear
 - a. Click the “+” sign to the left of “OSL Event Reg” in the grid
4. A “Details” form will appear. Make sure you submit as much information about your event as possible here. These details will help the Student Engagement Team decide what steps are necessary to your event, so the more accurate the better.

Overview of the Event Registration Processes

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

3.5-4 (+) 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) 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 adviser from the Student Engagement Team within 2 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 between you and the Student Engagement Team is tailored to the scope and nature of your event. This may include: <ul style="list-style-type: none"> • 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 (adviser, 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 ISOs receive expert advising and are connected to necessary resources both internal and external to the University. ISO 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 the various 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	<ul style="list-style-type: none"> • Required when there is an admission charge or entry fee. • Not required for events that have program fees (e.g. 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). • Most off-campus venues already have appropriate licensing. • License process is done online, needs event registration form approval by HUPD and Student Engagement staff
One-Day Beer, Wine, and Malt License	<ul style="list-style-type: none"> • 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 general public. • Cambridge Queen's Head and 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

In order 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 generally ensuring that the event is safe, well-managed, etc., there are a few 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 the contact person 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 to check in. Generally, when that happens, they identify themselves to HUPD first and then want to speak to the licensee. You would then find a quieter place to chat 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 ISO events with an admission fee must be ticketed through the Harvard Box Office (HBO), which automatically makes them eligible for the Student Events Fund (SEF). The HBO can also provide services, such as entry passes, for free events and for student events being held off-campus, such as conferences.

To avoid additional fees, ticketing must be requested at least 15 days prior to an event. Ticketing forms for events in Paine Hall, Lowell Lecture Hall, Sanders Theatre, and other OFA venues are available from the venue production staff. For all other locations, register the event to initiate ticketing. View additional information on the [Student Events Fund](#), and ticketing services for student organizations provided by the [Harvard Box Office](#).

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. To arrange for coverage, register the event.

Rates for the 2018-2019 academic year are as follows:

- HUPD
 - Standard rate- \$57.30/hour, 4 hour minimum
 - Party rate- \$70.30/hour, 4 hour minimum
- Securitas
 - Varies depending on officer, averages \$41/hour, 4 hour minimum

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 for use by your ISO.

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.

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 this guideline 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 be in compliance:

- 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.
- 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.
- Ensure that you leave a room in the same condition that it was in when you entered 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 what the food and beverage policy is for the facility before bringing food and beverage into the reserved space. Make sure that you are in compliance with these policy for events.

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

On-Campus Event Venue Options

The Student Engagement Team directly manages two spaces on campus: The Cambridge Queen's Head (CQH), and the Student Organization Center at Hilles (SOCH), which can be used for events and for other purposes by ISOs. Please see the DSO Managed Spaces: the SOCH and CQH section of this Guidebook (page 28) for more detailed information about holding events in either space.

Space reservations at Harvard are decentralized. You will need to work directly with a venue scheduler to reserve your 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. See the chart on the following page for more information on the various on-campus venues that can be used by ISOs for events.

Large Event Spaces

Venues	Guidelines	Contact Information
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
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
The SOCH (Student Organization Center at Hilles)	Requested through FAS RoomBook.	Email: SOCH@fas.harvard.edu Telephone: 617-495-1020
Cambridge Queen's Head	Harvard Affiliates are given priority when reserving the Cambridge Queen's Head.	Email: cqh@harvard.edu Telephone: 617-495-5107
Paine Hall	Scheduled by the Department of Music.	Email: moncrief@fas.harvard.edu Telephone: 617-495-9859
Athletics	All athletic facility requests should go through 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
Science Center Plaza (with or without tent)	Booked by Common Spaces.	Email: commonsaces@fas.harvard.edu Telephone: 617-495-6916
Harvard Faculty Club	Booked by University Events Office.	Email: events@harvard.edu Telephone: 617-384-9723
Memorial Church	Booked by University Events Office.	Email: events@harvard.edu Telephone: 617-384-9723
Knafel Center	Booked by University Events Office.	Email: events@harvard.edu Telephone: 617-384-9723
Gutman Conference Center	Booked by the Graduate School of Education.	For more information, visit: https://www.gse.harvard.edu/about/gutman-conference-center
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/
Northwest Labs (Pre-function area)	Requested through FAS RoomBook. Undergraduate student group events in the pre-function area must be reviewed and approved by the Student Engagement Team in order 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.	Northwest Labs Administrative Coordinator, Jesselynn Opie Email: jopie@fas.harvard.edu Telephone: 617-496-6505
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: 617-495-1558

Outdoor Spaces

Outdoor spaces available for events including the MAC Quad, Plaza (small events), Memorial Hall South Lawn, and the Quad Lawn are requested through FAS RoomBook.

House Spaces

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

Off-Campus Spaces

Student organizations interested in off-campus spaces for events should coordinate directly with their potential venue. If you need recommendations or have questions regarding how to book an off-campus space, please reach out to soch@fas.harvard.edu.

How to Reserve On-Campus Spaces

RoomBook

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

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

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.

Below is a list of the contacts for each building that you might find helpful in the event planning process.

FAS Classroom	Contact Information
FAS Classrooms Office (Academic buildings in the Yard)	Email: classrooms@fas.harvard.edu Telephone: 617-495-1541
Science Center	Email: sc_sched@fas.harvard.edu Telephone: 617-495-2653
Holden Chapel	Email: holden@fas.harvard.edu
(SEAS) Maxwell Dworkin	Email: rooms@seas.harvard.edu Telephone: 617-495-5098
William James Hall	Email: rooms@wjh.harvard.edu Telephone: 617-496-6374
Memorial Hall and Lowell Hall Classrooms	Email: memhall@fas.harvard.edu Telephone: 617-496-4595
CGIS (Center for Government and International Studies)	Email: cgisroom@fas.harvard.edu Telephone: 617-495-4420

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

1. The Student Organization Center at Hilles (SOCH)
2. Cambridge Queen's Head (CQH).

As a recognized student organization, we encourage you to utilize these resources and spaces that are designed for your use. Please see below to learn more about the SOCH and CQH, and the resources they provide.

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 in which to create sustainable organizations.
- 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 to build community.

Offices & Lockers

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

Office & Locker Application and Allocation

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

Once the application has closed, the SOCH staff and a panel of undergraduates 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. New applicants are granted space on the basis of demonstrated need and whether your organization has held events in the SOCH. Decisions are communicated to your officers via email before the end of spring semester.

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 before they leave for Summer break.

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.

At the end of summer, new office codes will be communicated to the presidents and treasurers of each student organization with an office in the SOCH.

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 that are tenants 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. The form can be emailed to the soch@fas.harvard.edu or dropped off at the SOCH Office, Room 110, by the stated due date, which will be roughly a month after the License is posted. *Failure to submit the License by this date will result in lost access to the office or locker until the License is submitted.*

Please print the entire License, ensure that the final page is signed by both your President (or equivalent) and Treasurer (or equivalent), and that each page is initialed by one of your officers before submitting it.

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 is open for summer access Monday-Friday 8am-10pm and Saturday-Sunday 8am-8pm, with access restricted to the first, second, and third floors for office and locker use. The SOCH does not support or host student organization sponsored events or programs during the summer.

To request summer access, please respond to the office or locker allocation email that is sent at the end of the office allocation process. The President (or equivalent) and Treasurer (or equivalent) of your organization will be asked to fill out a License to Occupy Space for Summer, and a Summer Access Form, which can be submitted by emailing the completed documents to SOCH@fas.harvard.edu or delivering the documents to the SOCH Office.

Your student organization may also request to have January access to the SOCH in the same way. This access period runs from the beginning of January until the SOCH reopens for Wintersession. The SOCH is open for Wintersession Monday-Friday 8am-10pm and Saturday-Sunday 8am-8pm.

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.

Mailbox Addresses

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 theHub.

Packages

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

- **For organizations assigned a SOCH Office:** All packages and large envelopes will be delivered to your organization's assigned SOCH office. Any officer (of the organization) who is listed as an officer in the theHub will receive a notification of a package delivered to your office via an email from SOCH@fas.harvard.edu.
- **For organizations NOT assigned a SOCH Office:** 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 by emailing the SOCH at SOCH@fas.harvard.edu and scheduling a pick-up time as SOCH office hours are subject to change.

Other considerations:

1. While some delivery services such as UPS and FedEx deliver until 8pm, the SOCH is only able to receive packages until 7pm. Please take this into account when placing orders.
2. 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.
3. If your organization is receiving a large pallet and wishes that pallet to be delivered inside the building, your organization must make arrangements with the SOCH staff in advance. Otherwise, your organization will be unable to get it into 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.

SOCH Copier

The SOCH copier is located on the 2nd Floor North Collaborative Zone. Photocopies can be made via a Crimson Cash reader located next to the machine. Each page, regardless of color or size, is \$0.06. The copier can also be used to scan and email documents for free. In addition, student organizations can print directly to the copier by sending documents to SOCH@fas.harvard.edu or by stopping by during office hours. Each page is \$0.06 and can be paid for via an organizational check.

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

Reserving SOCH spaces

SOCH spaces may be requested through [FAS RoomBook](#). Please see chart below for a complete list of spaces, built-in AV, furniture, amenities, and capacities. Please visit the [SOCH website](#) for images of all available spaces.

Space Name	Type of Events	Built-in AV, Furniture, and Amenities	Capacity
Cinema	Conferences, concerts, large meetings, rehearsals, and more. The SOCH Cinema is not wheelchair accessible. It is not available for events that are open to the entire College community or the public.	2 XLR microphone inputs, projector (with VGA and 1/8" audio inputs) and screen, DirectTV, BluRay/DVD player	Stadium Seating: 110
Event Hall (104)	Late night social events, conferences, concerts, large meetings, rehearsals, fairs, meals and more	6 XLR microphone inputs, 2 wireless receivers with lavalier microphones, projector (with VGA and 1/8" audio inputs) and screen, 12-input mixing board, speech reinforcement speakers, party/concert speakers, party lights	Standing Room: 499 Theatre Style Rows: 300 Round Tables: 200
Community Hall (105)	Conferences, concerts, large meetings, rehearsals, fairs, meals, workshops, and more	4 XLR microphone inputs, 2 wireless receivers with lavalier microphones, projector (with VGA, 1/8" inch audio, and HDMI inputs) and screen, speech reinforcement speakers, 18 collapsible tables, and 48 wheeled seminar chairs	Standard Tables & Chairs: 48 Theatre Style Rows: 110
Conference Room 105A	Meetings	Display screen (with VGA and 1/8" audio inputs); 8 wheeled tables; 20 wheeled seminar chairs	Standard Tables & Chairs: 20
Conference Room 106	Meetings	Conference table, 14 chairs, whiteboard	14
Conference Room 107	Meetings	Conference table, 14 chairs, whiteboard	14
SOCH Cafe	Receptions	4 square tables, 2 long counter tops, 20 chairs, 10 stool; food vending machine, drink vending machine, coffee vending machine, microwave	~30

First Floor Living Room	Social events, receptions, special TV showings, and many others	1 80" LED TV and 1 70" LED TV (both with DirectTV, BluRay/DVD players, and an HDMI input), 4 XLR microphone inputs and speaker system; 4 couches, 24 chairspool table, shuffleboard table, billiards table, 80's arcade game machine	~50
Second Floor North Collaborative Zone	Meetings	Conference table, 21 chairs	21
Third Floor North Collaborative Zone	Meetings	Conference table, 15 chairs	15
Performance Hall (P-02)	Late night social events, conferences, concerts, large meetings, rehearsals, fairs, meals, and more	2 XLR microphone inputs, 1 wireless receiver with wireless handheld, microphone available on request, projector (with VGA and 1/8" audio inputs) and screen, speech reinforcement speakers, DirectTV	Standing Room: 200 Theatre Style Rows: 150 Round Tables: 100
Small Function Room (P-14)	Large meetings, rehearsals, fairs, meals, and more	2 XLR microphone inputs, projector (with VGA and 1/8" audio inputs), speech reinforcement speakers 10 wheeled, collapsible tables; 32 wheeled seminar chairs, glassboard	Standard Tables & Chairs: 32 Theatre Style Rows: 60 Round Tables: 60
Conference Room (P-09)	Meetings	Conference table, 14 chairs, chalkboard, glassboard	14
Conference Room (P-10)	Meetings	Conference table, 14 chairs, chalkboard, glassboard	14
Conference Room (P-11)	Meetings	Conference table, 14 chairs, chalkboard, glassboard	14
Conference Room (P-12)	Meetings	2 wheeled, collapsible tables; 8 wheeled seminar chairs, glassboard	8
Conference Room (P-12)	Meetings	6 wheeled, collapsible tables, 20 chairs, glassboard	20
Coffee Bar	Social events, large meetings, receptions, meals and many others	Display screen (with HDMI, VGA, and 1/8" audio inputs), DirectTV, XM radio and speakers; 4 couches, 6 chairs, 5 roundtables	50

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 Manager or Fellow. 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. Please refer to the chart on the next page for more information regarding the SOCH Advising Process for different event types.

Event Type	Event Advising Notes
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.
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 <i>three weeks in advance</i> of the requested date. In addition to the advising conversations, please expect to have a social event staffing walk-through the week of the event. Please thoroughly review the How to Host a Social Event in the SOCH document prior to your advising meeting with SOCH Staff. This document also includes possible social event expenses (HUPD, Licensing through the City of Cambridge, Student Event Services, etc.) to help you create an accurate budget.
Social Events with Alcohol	Student leaders hosting events where alcohol is being served must meet with a SOCH staff member at least <i>three weeks in advance</i> 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 20). 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 members.
Other Events Requiring Furniture or AV Use	If your student organization is planning any other type of 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 Involvement Fair, the Student Leaders Forum (as part of Annual Registration), and the Visitas Extracurricular Fair. Please see the chart below for further information regarding each event.

Event	About	More Information
Student Involvement 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. While previously held at the SOCH and in Radcliffe Quad, this event has been moved to Harvard Yard to better accommodate student organizations. Student Organizations, Club Sports, and several University Offices share opportunities for involvement. The Fair is held on the first Friday of classes.	All recognized Harvard College student organizations in good standing are provided one half of an eight-foot table. NO need to sign up. Questions about the Fair can be directed to SOCH@fas.harvard.edu
Student Leaders Forum	At the beginning of every Fall semester, as part of Annual Registration requirements, the Student Engagement Team hosts two Student Leader Forums where student leaders engage in meaningful conversation. One executive officer (e.g. president, vice president) from every ISO is expected to participate in one of the two offered Student Leaders Forum sessions to satisfy this requirement. The participant must also be listed as an officer on theHub in the organization's portal. Please note that each student leader is only allowed to represent one organization at each session and that all attendees should be filling out their own RSVP forms. 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 accommodations, or information regarding accessibility should contact the Accessible Education Office at 617-496-8707 or aeo@fas.harvard.edu.

Event	About	More Information
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 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. Due to the high levels of use by undergraduates, we are not always able to accommodate other Harvard constituencies. 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 but don't want to be trained, you can reach out to the trained SOCH Sound Engineers. For more information, email SOCH@fas.harvard.edu.

Room	About	Equipment on Site
Recording Studio	To use the Recording Studio equipment, you must have a trained SOCH engineer recording your session, or be trained yourself. Trainings are available throughout the semester, 3-4 training sessions are required. All Harvard affiliates are able to be trained. The Studio can be reserved by any student who has undergone the mandatory training. Once you have become a trained engineer, you can contact the SOCH at to reserve the Recording Studio: SOCH@fas.harvard.edu	<ul style="list-style-type: none"> • Focusrite Dual Mono Mic Preamp • Audient ASP880 Mic Preamp • Presonus HP60 Headphone Mixer • Radial Monitor Control • KRK Systems Monitors (2) • Audio Technica Headphones (4)
Practice Room	The SOCH Practice Room, located on the Penthouse level of the SOCH, is a large, acoustically isolated room that can be used for recording, for band practice, or as a practice room for single individuals. If you do not wish to learn how to use the Recording Studio, you can still gain access to the Practice Room. To use the Practice Room, email SOCH@fas.harvard.edu with your name, the start and end time of the session, and any other information we might need to know. You will be notified if your time has been approved via email.	Drum set, upright piano, assortment of mics: AKG C214- Large diaphragm condenser (2), Shure KSM 141 - Small diaphragm condenser (2), Shure SM81 - Small diaphragm condenser (2), Shure SM57 - dynamic (4), Shure SM48 - dynamic (1), AKG D112 - Kick drum mic (1), Audio Technica AT4040 - Large diaphragm condenser (1), Shure Beta58 - dynamic (2)

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, there is also a large amount of portable AV and furniture equipment that can be used by student organizations hosting events in the SOCH free of charge. This equipment cannot leave the SOCH.

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 hosting events in the SOCH have free access to furniture that is available in storage closets for use throughout the building.

Cambridge Queen's Head (CQH)

CQH Mission

It is the mission of the Cambridge Queen's Head to help build community on campus by providing for 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

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 CQH has functioned as a student-run pub and campus social space since 2007. The CQH holds a liquor license, allowing it to serve beer and wine all days of the week, and also has an entertainment license that allows it to run a large variety of programs in the space.

The CQH is open for regular operations during the academic year on Wednesday-Saturday evenings. There are some opportunities to use the space for private events from Sunday-Tuesday, in the early afternoons before the CQH opens for regular operations Wednesday-Saturday, and most days of the week when classes are not in session. For up-to-date hours of operations please visit [CQH website](#).

Student organizations looking to host events in the CQH should keep in mind that the staff is almost exclusively Harvard College students, and there are limitations to the requests the staff can execute.

CQH Facilities & Features

The CQH can host events with an attendance of up to 300 people. Most furniture can be reconfigured (with the exception of the pool table, shuffle board, and some decorations in the space) to accommodate a variety of events including seated events, presentations, cocktail receptions, parties, dances, etc.

The CQH has the following equipment and capabilities that can be used by student organizations interested in hosting an event:

- 2 house sound systems
- 1 karaoke system (can only be used at CQH)
- 3 mounted TVs (can show cable, karaoke, trivia, simulcasted events, presentations)
- 1 mounted projector screen (can show cable, karaoke, trivia, simulcasted events, presentations)
- 1 pool table
- 1 shuffle board game
- an assortment of board games and interactive games including cornhole & giant jenga
- theatre lighting & light board (must be run by CQH staff)
- a sound mixing board for live performances (must be run by CQH staff)

- a variety of mics, audio chords, video chords, etc. (must be set up by CQH staff)
- access to an acoustic piano set for performances CQH (must be set up by CQH staff)
- access to a drum set for performances in CQH (must be set up by CQH staff)

Programming at CQH

The CQH runs a variety of different programs throughout the year, and are always interested in collaborating with student organizations to create new programming, or having students organizations co-sponsor programs. Past programs at the CQH include:

- karaoke nights
- trivia nights
- food and beverage tastings
- dances
- interactive/creative art nights
- dance lessons
- live bands
- coffee houses, open mic nights
- game nights
- talent shows
- spoken word performances
- comedy/stand up performances
- seasonal holiday parties (Halloween, Oktoberfest, Mardi Gras, Valentine's Day)

Hosting an Event at CQH

There are opportunities for ISOs to plan events, co-sponsor programming, get discounted rates on food and event fees, and even opportunities for performance based ISOs to perform at CQH. If you are interested in learning more about these options please email cqh@harvard.edu.

Please note, events held at CQH will require advising from the CQH management staff and the Office of Student Involvement in the planning process. When using CQH you will be expected to follow all of the guidelines regarding responsible use of campus spaces, and responsible event planning outlined in this Resource Guide. Failure to comply can result in termination of programs, discontinued benefits for students organizations, and potential loss of recognized status for your student organization.

Visit the [CQH website](#) for more information, or reach out via email at cqh@harvard.edu.

Travel Policies

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 HUPD at 617-495-1212 to notify the College 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 accommodations, 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 advisers 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 Policies

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 traveling longer distances or with larger groups. Please contact Harvard Transportation Services at 617-495-0400 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 weigh carefully 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 take into account whether or not the driver will be properly rested at the time of travel)

Student Drivers Should

Student Drivers Must

- | | |
|---|---|
| <ul style="list-style-type: none">• have a valid driver's license• 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)• ensure all passengers are wearing seat belts | <ul style="list-style-type: none">• 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 will be 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• ensure all passengers are wearing seat belts |
|---|---|

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 a 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 Policies

As students traveling with student organizations, you are responsible for understanding the Harvard College International Travel Policy, which states that Harvard-sponsored or Harvard-affiliated travel to high-risk regions is prohibited, and travel to elevated-risk regions requires an in-person orientation with Global Support Services (GSS), and the completion of the Travel Safety Questionnaire and Elevated Risk Travel Waiver (in addition to other pre-departure requirements). GSS maintains travel risk ratings which are updated regularly. It is your responsibility to refer to this list to ensure that the country/region to which you are traveling is permitted by the College. GSS also manages the University's International SOS program.

Student organizations traveling abroad must also register their trips with both the Student Engagement Team and the University's International SOS MyTrips platform.

- Organization leaders should complete the International Travel Registration form available in the theHUB's Student Involvement portal.
- Each individual traveler should register directly with GSS using the the International SOS MyTrips platform to make sure all travel and emergency contact information is correct. 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 2017).
- Once the group form and roster have been received, the Student Engagement Team will issue International SOS membership cards for each participant. These wallet-sized cards have emergency resources for students to reference abroad.
- Students are responsible for keeping their itinerary up-to-date with the Student Engagement Team and the International SOS MyTrips platform. This includes updating any changes to contact information.

Resources for International Travel

Harvard University's International SOS membership provides medical and security advice and referrals, and emergency evacuation services to eligible Harvard travelers abroad. Harvard Global Support Services (GSS) manages the International SOS program. To ensure access to the services, it is essential that all international travel be registered in the International SOS MyTrips platform and with the Student Engagement Team. International SOS can be reached from anywhere in the world 24/7 by dialing +1-617-998-0000 or by connecting through the International SOS Assistance App with Harvard's membership number.

The Student Engagement Team recommends the following resources for student organizations planning international trips:

- [Harvard Global Support Services website including :Travel Tools; Travel Risk Ratings; Harvard College Policy on Undergraduate Travel Abroad; International Programs and Activities Planning Checklist; and Country-specific information](#)
- [Office of International Education](#)

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, in order 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 traveling 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 transportation options that can be used by officially recognized student organizations in order to minimize travel risk.

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

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

- 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.

Zimride

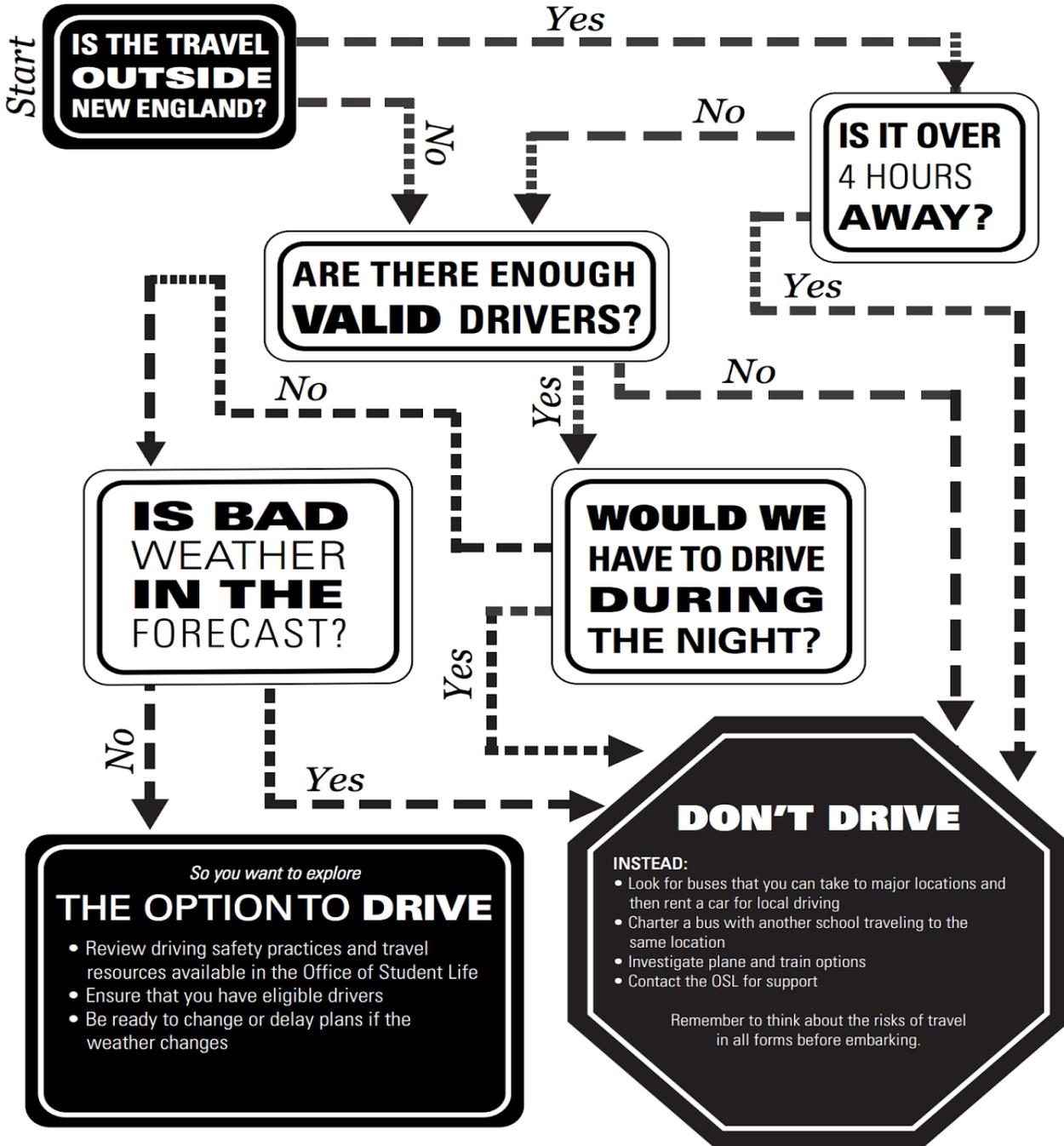
[Zimride](http://zimride.com/crimson) (zimride.com/crimson) is an easy-to-use service that allows Harvard affiliates to find others with similar commuting patterns or one-time travel needs. Zimriders can view profiles for common networks, interests, and friends before deciding to share a ride. To reduce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

Charter Services

Whenever possible, hire a professional and reputable transportation provider, particularly when traveling 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.

Contemplating Domestic Travel Options

SHOULD WE DRIVE THERE?: Initial Considerations on Safer Travel



Financial Management

Student organizations at the College raise and manage their own 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 Portal in theHub.

Financial Statement and Budget for Academic Year 2017-2018					
Income	Prior Year Actual	Current Budget	Current Year Actual	Variance	
Ticket Sales	\$ 4,700	\$ 5,000	\$ 4,960	\$ (40)	
Merchandise Sales	\$ 1,800	\$ 2,000	\$ 2,200	\$ 200	
Member Dues	\$ 500	\$ 500	\$ 500	\$ -	
Sub Total	\$ 7,000	\$ 7,500	\$ 7,660	\$ 160	
Expenses					
Supplies	\$ 1,900	2,000	2,150	(150)	
Entertainment	1,900	2,000	2,000	-	
Printing	1,500	1,500	1,465	35	
Mailing	700	750	823	(73)	
Posters	500	500	475	25	
Sub Total	6,500	\$ 6,750	6,913	\$ (163)	
Net Income	\$ 500	\$ 750	\$ 747	\$ (3)	
Approvals					
Reviewer 1				Date	
Reviewer 2				Date	

Have all executive board members work together to develop a budget in order 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, and upload their own, in theHUB under the Files tab.

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, UC grants, departmental funds, and any other planned revenue sources. Calculate projected income and as a general rule, subtract 10% in case a funding source falls through. Expenses include any funds the organization plans to spend throughout the course of 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, it is important that more than one person understands 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 theHub 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, checkbook, copies of paid invoices, etc.

Budget



- Prepare 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 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 budget format
- Compare current year actual results to budget and prior year's actual results
- Prepare financial reports throughout the semester and share with management/board



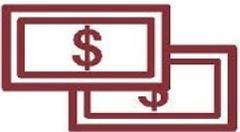
Cash Receipts



- Restrictively endorse checks "for deposit only, organization name" upon receipt
- Secure checks and cash in a locked area prior to 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 prior to 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



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

- Review draft contracts early in the process
- Have two officers review and sign all contracts
- Refer to Student Involvement Resource guide for contract best practices
- While OSL Student Involvement team cannot provide legal advice, contracts can be sent for review to osl@fas.harvard.edu



Check Pick-Up Policy

The Student Engagement Team will email the officers whose positions in theHub are President, Vice President, and Treasurer (or their equivalent), that a check has been received for your student organization. Checks can be picked up Monday-Friday, 9am-5pm, at the DSO (located in University Hall, Ground Floor South). In order for the Student Engagement Team to release the check the student organization must:

- Send a listed officer to pick up the check
- Have the student present their Harvard ID or a valid state ID at the request of the Student Engagement staff member
- Properly fill out the necessary information on the check sign out sheet.

An officer who is not properly listed as an officer of the organization on theHub will not be able to pick up the check from the DSO. Please keep in mind that only an officer who is listed as an account signer for your organization's HUECU account can deposit the check. All checks should be deposited promptly.

Harvard University Employees Credit Union (HUECU) Accounts

All recognized student organization bank accounts must be setup 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.

Establishing A New HUECU Account

Establish a bank account at HUECU for your student organization by following these steps:

1. Email a request for an authorization letter for opening a new student organization bank account to soch@fas.harvard.edu. Requests may take 3-5 business days to process.
2. Acquire a Tax Identification/Employee Identification Number (TIN/EIN) for your organization via the [IRS website](#). A TIN/EIN is like a social security number for an organization and ensures any tax or financial responsibilities belong to the organization and not an individual student. This number is unique to the organization and should be kept confidential, unless requested on a W-9 tax form. The [form to acquire the TIN/EIN](#) can be completed online; once completed, the TIN/EIN is generated and a certificate is provided. Organizations will need to print the certificate and bring it to HUECU. When applying for a TIN/EIN, please select the following as you go through the application form:
 - When asked "What type of legal structure is applying for an EIN?" Select "View Additional Types"
 - On the following page, select "**Other Non-Profit/Tax-Exempt Organizations**"
 - The following page will give you an option to change your selection, but you may continue
 - You will confirm that you are applying for an EIN for "**Banking Purposes**"
 - When instructed to select who is responsible for organization, select "**Individual**"
 - From here, you will put in your personal information and complete the application
3. Determine which officers will be signers on the account. An account signer is an individual that is authorized to perform transactions and request information on the account. Only treasurers or financial officers of a student organization are eligible to request and make changes to account signers. This can be done upon completing Annual Registration or when changes to the organization's treasurer has been identified in theHub. Once the treasurer's information has been updated, the HUECU Account Request Form will be automatically sent to the treasurer's email address. A minimum of two signers are required to open a bank account, order a debit card, and perform any needed transactions on the account. You can have up to four signers on the account, but no more than that. All signers must be listed as officers in the Positions feature of your organization's portal in theHub.

This form is where you can elect to create a HUECU Account, make changes to signers or state that no action is needed in regards to your HUECU Account or lack thereof.
4. Once your request form has been submitted and approved by the Student Engagement Team, you will receive further instructions and forms to complete for HUECU. New accounts must be opened in person. Not all signers must come in person. You must complete, print, and bring the following to HUECU (located at 104 Mount Auburn St) at your earliest convenience:
 - a. HUECU Organization Account Opening Form
 - b. Add an Organization Signer
 - i. Opening a HUECU account requires a minimum of two signers (maximum of four) on the account in order to request a debit card
 - ii. All signers must complete an "Add an Organization Signer" form
 - iii. All signers must bring a valid government issued ID (Driver's license or other state photo identity

- card, military ID or, a passport) and their Harvard ID
- c. TIN/EIN certificate
- d. Minimum of \$5.00 deposit

5. If you have any questions, you can set up a phone appointment in advance of visiting HUECU or submitting paperwork online. In order to set up a phone appointment:

- Go to this website-<https://secure.scheduleonce.com/HUECU-All>
- Select “Student Organization Account”
- Select “Book Now”
- Select your time zone
- Select a date and time for the phone appointment

Changing Signers on an Existing HUECU Account

An account signer is an individual that is authorized to deposit checks and make withdrawals and deposits from a bank account. Keep in mind that each student organization bank account must have a minimum of two authorized signers. To be an authorized signer on a student organization account, you must be:

1. a current officer of that organization and
2. listed as an officer in the **Positions** feature of your organization's portal in the Hub

Below are instructions on how to add signers to an existing HUECU Account. *Please be aware this process is completed entirely online and does not require a visit to the Credit Union.*

1. Only the current treasurer or financial officer listed in theHUB can complete the HUECU Account Request Form to request changes to authorized signers. This form will be automatically sent to the treasurer’s email address upon completing Annual Registration or whenever a change to the organization’s treasurer has been made in theHub. Treasurers can go into their portal and resubmit their own email address to resend the form to their email address for any changes that need to be made outside of Annual Registration or office elections.
 - a. All students listed as signers on the Request Form **must be listed as officers in the Positions section of the organization’s portal on theHUB or the request will be denied.**
 - b. When completing the form, please include the names of new signers, as well as current signers who would like to remain on the account. Any prior signers not listed on this form will be removed from the account when the new signers are added to the account.
 - c. Remember a minimum of two signers on the account are required, and only four signers maximum.
2. Requests take 3-5 business days to process. The Student Engagement Team will notify all signers via email when the changes have been processed.
3. Upon receiving DSO notification of approval, **only new signers** must complete the [Add an Organization Signer Form](#). Upload the form, along with an image of a valid government-issued ID and Harvard ID, to the [HUECU Web Uploader](#). **Failure to include the two valid forms of ID will delay the process.**
4. All new signers will receive a communication from HUECU once they have been added to the account.

HUECU Account/Signers FAQ

The Student Engagement Team denied my request to change account signers, why?

First, check the request was submitted by an officer of your organization who is also listed as an officer on theHub. Did you list anyone for signer approval who is not an officer of your organization and listed as such on theHub? If so, it is likely the entire request was denied. Please remember, processing these requests can take up to 3-5 business days.

How do I know if my organization already has a bank account? How do I know if we have already established a TIN/EIN?

Executive officers of your club (president(s), treasurer) should be able to see this information on your organization’s page on theHub. Visit the SOCH office any time during business hours and we can also help you locate this information. Since TIN/EINs are confidential, we prefer in-person inquiries.

Can you expedite my request to add signers to my organization’s bank account? I need to withdraw/deposit funds by tomorrow.

No, we cannot expedite requests. This is because this process requires cooperation between your organization, the Student Engagement Team, and the Credit Union. If it is an emergency, contact the Student Engagement Team and we will do our best to help, but there is no guarantee.

If I am an account signer, can I write a check made out to myself from my student organization’s account in order to reimburse myself?

No. This is why a minimum of two signers are required on the account. Have the other signer write and sign the check.

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, 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 that have done so already. Instead, a student organization may establish a gift fund in order 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.**

The Student Engagement Team will consider requests to establish gift and endowment funds for student organizations with proven and sustained contributions to the College community, and whose history at the College suggests long-term existence. Rarely will gift or endowment requests be approved for new student organizations. For more information on gift accounts and endowment funds contact the Student Engagement Team at soch@fas.harvard.edu.

Gift Funds

Student organizations may wish to establish a gift account if they have regular donations/fundraising income and they would like to offer their donors tax deductible donations. A gift account is a Harvard University owned account, meaning the University receives donations on behalf of the organization which allows the donations to be applicable with Harvard's 501(c)(3) tax-exempt status. Donors will receive a gift acknowledgement from the Alumni and Development Services (ADS) office that they may use for tax reporting.

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.

Students with a Gift Fund can view their balance by doing the following:

- Go to your organization's portal in theHub >Select "More" >Select "Treasury">Select "Manage Checkbooks"

Endowment Funds

Endowment funds are established with a long-term goal of providing yearly income to subsequent members of the student organization. Funds are held in perpetuity and only the income generated by investing the endowment principal and the interest earned may be spent.

Students with an Endowment funds can view their balance by doing the following:

- Go to your organization's portal in theHub >Select "More" >Select "Treasury">Select "Manage Checkbooks"

Establishing a New Gift Account or Endowment Fund

In order to establish a gift fund, student organizations must demonstrate a foreseeable long-term contribution to the College community and a need for such a fund. In addition, organizations must provide evidence of a successful history of fundraising. To begin the process, an organization completes the Fundraising and Gift Account Request form. Then submit the form, along with a current organization budget, solicitation/donor letter (if fundraising), and any other relevant supporting documents the organization wishes to include, via email to soch@fas.harvard.edu. Once the documents are reviewed, a meeting will be scheduled with the Associate Director of Student Organizations and Resources, JonRobert Bagley, and student organizations leaders to review the request.

Student organizations that wish to establish an endowment account must also demonstrate a foreseeable long-term contribution to the College community and a need for such an account. In addition, organizations wishing to open an endowment fund will need \$100,000 in order to establish the fund. The organization will work with the Student Engagement Team to outline legally binding terms of the endowment that describe how the fund and its income will be used in perpetuity. All terms must be approved by the student organization president, the Associate Dean for Student Engagement, and the Recording Secretary, in coordination with the Alumni & Development Office, if necessary. For more information on endowment accounts, email the Student Engagement Team at soch@fas.harvard.edu.

If approved for a gift fund or endowment fund, student organizations must submit an initial deposit in order to establish the fund. The process for requesting gift accounts involves several steps and offices throughout the University. Student organization leaders should allow at least 8-10 weeks for the fund to be fully established and ready to receive donations.

Once the fund is established, student organization leaders can monitor balances by emailing Marlon Cummings, the Assistant Director of Finance and Administration, at marloncummings@fas.harvard.edu. Please see the, "Financial Reports Available for Student Organizations with Gift and Endowment Funds" (page 49.)

Withdrawals from 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. All withdrawal requests must be processed by the Student Engagement Team. Only executive organization officers listed as such on theHub can request withdrawals from gift accounts or endowment funds. To submit a request, login to theHub, download and complete the Fund Withdrawal Request Form in the Finances folder under the Files tab in your organization's portal. Submit the form to the Student Engagement Team for approval, soch@fas.harvard.edu.

All withdrawal requests should include an itemized explanation of how requested funds will be spent or, receipts if the withdrawal is being requested to provide reimbursements. For example, if the funds are being used for student organization travel, the request should include purpose of the trip, travel dates, number of travelers, and cost per ticket. All itemized receipts and invoices should be kept, as these may be requested during an IRS audit.

Requests will be processed within one week and **can take up to four weeks** for the Student Engagement Team to receive a check from the Accounts Payable Office. 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 which will require the withdrawal of gift account and endowment funds far in advance.** Please pay attention to reminders and deadlines the Student Engagement Team shares throughout the year.

Once processed, the check will be delivered directly to the Student Engagement Team and the requestor will be notified once it is ready for pick up. Only students who are listed on theHub as an organization's officer may pick up the check. You must present a valid ID (state-issued or Harvard) before signing out the check. Checks must be picked up and deposited into the organization's HUECU account within 30 days. Checks will be redeposited after 30 days and the organization must initiate a new request to receive the funds.

Deposits to Gift Accounts

Donations can be received via check or online via credit card donations. All donations should be delivered to the Student Engagement Team in a timely manner, within six months of the check date, and *always* within the calendar year of the date on the check. Please remember to drop off checks before leaving for any extended break.

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 29).

Once received by a student organization, checks must be promptly delivered by a Hub-registered officer to the SOCH, Office 110. Checks should be submitted with a completed Fund Deposit Request Form, which is found in the Finances folder under the Files tab of an organization's portal on theHub.

In order 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.**

In summation, 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 School", choose "Harvard College"
2. Under "Select a Fund", choose "OTHER - Harvard College"
3. In the "Other Fund Name" box, enter "Name of Fund" "Fund #"
 - a. Student organizations should provide donors with their gift account numbers to be used in step two.
4. Please mention if this is a donation from an individual or a donation made by an individual on behalf of a corporation
5. Select the "My and/or my spouse's employer will match my/our gift" if appropriate
 - a. Please refer to the Matching Gifts Program section for more information (page 48)

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.

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 on-line, direct them to contact Alumni and Development Services at 617-495-1750 or ads@harvard.edu for assistance.

In accordance with the University's Data Security policies and vendor credit card certification compliance rules, no member of the Harvard community is permitted to store SSN's, credit card, 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](#).

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:

Harvard University Alumni and Development Services
Matching Gifts Program
124 Mount Auburn Street
Cambridge, MA 02138-5795

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 Marlon Cummings, the Assistant Director of Finance and Administration at marloncummings@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 Account

The following reports may be requested by student organizations with gift and endowment accounts by contacting Marlon Cummings, Assistant Director of Finance and Administration, at marloncummings@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: FY19 begins on July 1st, 2018 and ends on June 30th, 2019.

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

Here are the list of 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, it is possible your organization will 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 provided guidance on how to complete a W-9 for your student organization, please find the online version of the [W-9 form](#).

1. Line 1: Official Student Organization Name.
2. Line 3: Student officers should select the federal tax classification originally selected on the SS-4 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.
3. Line 5-6: Your organization's SOCH Address:
Student Organization Center at Hilles (SOCH)
59 Shepard Street, Box ###
Cambridge, MA 02138
4. Enter your organization's Employer Identification Number.
5. Officer signs and dates the form.

Note: your organization's SOCH mailbox address, EIN, and Official Name can be found on your organization's page in theHub.

Tax Reporting

Tax-Exempt Status

ISOs do not qualify for use of 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, for the benefit of an ISO, and may use Harvard's tax-exempt status.

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 for 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 exceeds \$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 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 for the purpose of soliciting donations should contact the Student Engagement Team early in the planning process to receive additional support and take advantage of resources from the [Harvard College Fund](#) and [Harvard Alumni Association](#).

Student organization fundraising generally follows these steps:

1. Planning and budgeting
2. Identifying potential sources of funding
3. Receiving funds
4. Acknowledging gifts

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 in order to consider supporting it financially. Consult the Financial Management section (page 42) 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

Purpose	Descriptions
General/Annual Use	Student organizations often raise funds to support their annual operations, events, and activities. Annual appeals are helpful in keeping alumni 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	<p>Student organizations should exercise care and intention when selecting a beneficiary or partnering organization. For 501c (3) organizations, this includes confirming 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. Student organizations are responsible for accurately representing charities or beneficiaries they work with to donors who wish to contribute.</p> <p><u>Charity Drives:</u></p> <ol style="list-style-type: none"> 1. 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. 2. Collection of cash is discouraged: instruct donors to donate directly (online, via text, etc.) or write checks payable to the agency with which you are partnering. 3. 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. <p><u>Disaster Relief:</u></p> <ol style="list-style-type: none"> 1. Historically, the most successful relief efforts on campus are collaborations between student organizations and Harvard offices, departments, and centers. 2. 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 Kate Colleran, Senior Director for Student Organizations and Resources, at kcolleran@fas.harvard.edu.

Maintaining Financial Records

It is particularly important for organizations 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 (page 42) section for more information.

Alumni & Individual Donors

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

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.

Please note that student organizations may not ask for more than \$5,000 from any individual donor. Special permission must be obtained from the Harvard College Fund to solicit larger gifts.

Alumni

Organizations engaging alumni for the purpose of soliciting donations should be in contact with the Student Engagement Team early in the planning process so they can receive additional support and take advantage of a variety of [resources from the Harvard Alumni Association \(HAA\)](#) and [Harvard College Fund \(HCF\)](#). Visit the Engaging with Alumni Appendix for additional information and tips from the Harvard Alumni Association on how to successfully engage alumni including building your alumni network, email marketing strategies, social media engagement, in-person alumni events, and publicity.

Tagging Alumni Records

Student organizations provide membership information (first name, last name, and class year) and the Alumni Records Office tags individuals as having belonged to an organization. Student leaders can then use contact information, which is regularly updated, in reaching out to their alumni. It is recommended organizations submit the information of their graduating members on a yearly basis. Please refer to “Build Your Network” section of the Appendix for information on how to submit membership information.

Emailing Alumni

The HAA assists student organizations in sending out email communications to tagged alumni in their database. For an outline on the information needed in order to create and send your email and the guidelines that govern the process, see the “HAA Email Marketing” section in the appendix. All proposed outreach needs to be reviewed and approved by Kate Colleran (kcolleran@fas.harvard.edu). Once approved, outreach messages will be submitted to the HAA for review, final approval, and distribution. Approvals from the Student Engagement Team may still receive edits from the HAA depending on message complexity, format, and scope.

Grants at Harvard

Student organizations should use the Common Grant Application (CGA) (<https://cga.fas.harvard.edu>) to apply for one or more grant(s) funded through several Harvard University departments. Note: These grants are intended to support Independent Student Organizations (ISOs). Department-Sponsored Student Organizations (DSSOs) must go through the Student Activities Fee committee.

While one submission of the CGA is used to apply for these grants, keep in mind that each department independently runs their grants and awards funding based on their own requirements. 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.

Grant	Description	Department
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.	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.	Office of BGLTQ Student Life

Grant	Description	Department
<u>Club Sports</u>	Officially recognized Club Sports are eligible to apply for an Annual Club Sports Grant every fall.	Department of Athletics
<u>COOP Public Service¹</u>	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.	The COOP
<u>Committee on Center for African Studies</u>	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.	Center for African Studies
<u>DAPA (Drug and Alcohol Peer Advisors)</u>	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.	DAPA
<u>David Rockefeller Center for Latin American Studies</u>	Grants are issued for substantial publications, conferences and events at Harvard University related to Latin America or Latino populations in the United States.	David Rockefeller Center for Latin American Studies
<u>Harvard Foundation for Intercultural and Race Relations</u>	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.	Harvard Foundation for Intercultural and Race Relations
<u>Institute of Politics (IOP)</u>	IOP Grants are available to Harvard undergraduate organizations for projects and/or events that promote political awareness and involvement in the Harvard community.	Institute of Politics
<u>Office for the Arts (OFA)</u>	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.	Office for the Arts
<u>President's Public Service Fund (PPSF)</u>	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.	President's Public Service Fund
<u>Student Organization Center at Hilles (SOCH)</u>	The Student Organization Center at Hilles (SOCH) offers grants to registered student organizations at the College for events held at the SOCH that are OPEN and FREE to all undergraduates and promote the mission of the SOCH. 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.	Student Organization Center at Hilles (SOCH)
<u>UC Funding</u>	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.	Harvard College Undergraduate Council
<u>Weatherhead Center for International Affairs</u>	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.	Weatherhead Center for International Affairs

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 and informal organizations of 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 adviser 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 Forms page on theHub).

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 Governing Commercial Activities. Therefore, it is important that student organizations structure relationships with corporations, businesses, and other supporters effectively and appropriately in order 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 in accordance to Harvard policy. Read more about appropriate types of Corporate Support here-<https://osl.fas.harvard.edu/corporate-support>.

Sale of Goods

The direct sale of goods, including at an event or on the Plaza, requires a vendor's license from the City of Cambridge. Printed reading materials (e.g. books, magazines, etc) are exempt from this requirement. To obtain a vendor's license (\$10/day), register the sale with the Student Engagement Team as an event. 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. See a list of House staff. 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 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 Dean of Freshmen 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 ISOs 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 poster 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 (e.g. 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 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 use of 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 a concern of those with latex allergies.

For more policies on Publicity, visit the [Student Handbook](#).

Publicity Opportunities

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

theHub Calendar

Log in to [theHub](#) and add an event to your organization's portal, selecting “Harvard College” as the visibility and the “Portal Sharing” checkbox. This will list your event on the main calendar, which is viewable by all undergraduates.

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 portal, selecting “Harvard College” as the visibility and the “Portal Sharing” checkbox.

Sandwich Boards

Sandwich Boards are located in the walkway between the Yard and the Science Center. ISOs and DSSOs can reserve one side of a sandwich board through [FAS RoomBook](#). Use the “Sandwich Board” form under the Reservations menu.

Yard Postering/Yard Kiosks

ISOs and DSSOs are able to 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-5pm). 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 are free for any ISO or DSSO and reservations are accepted on a first-come, first-served basis. Groups are limited to one advertisement of 75 words or less per semester, and may be accompanied by a logo if space permits. 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 in regards to the date, time, and location of your event or performance. Failure to include all of the required information may delay your poster’s run time.

Plaza Tabling

Recognized student organizations can reserve space on the Plaza through [FAS RoomBook](#). Tabling is permitted after 10am, only with battery-operated devices for sound amplification (no devices with cords).

Student Engagement Team Directory

Student Engagement Team

Main Location: 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

Main Phone Number: 617-495-1558

Student Engagement Staff:

- Alex Miller, Associate Dean for Student Engagement, amiller1@fas.harvard.edu, 617-495-1558, Suite 016
- Kate Colleran, Senior Director of Student Organizations and Resources, kcolleran@fas.harvard.edu, 617-496-9300
- Katie Steele, Senior Director of Student Engagement and Leadership, kwsteele@fas.harvard.edu, 617-495-1576
- Jennifer Holleran Chapman, Director of Wintersession and Parent and Family Programs, jhalloran@fas.harvard.edu, 617-496-3657
- Paul “Coz” Teplitz, Director of the Experiential Learning Center, teplitz@fas.harvard.edu, 617-495-7935
- JonRobert Bagley, Associate Director of Student Organizations and Resources, jonrobert_bagley@harvard.edu, 617-496-9300
- Tomika Smith, Assistant Director of Student Involvement, tdsmith@fas.harvard.edu, 617-496-3356, Suite 014
- Marlon Cummings, Assistant Director of Finance and Administration, marloncummings@fas.harvard.edu, 617-496-1305
- Eugene Chan, Administrative Coordinator for Student Engagement, eugenechan@fas.harvard.edu, 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

ISO Advisor Roles and Responsibilities

ISOs are required to have an adviser 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 advisers regarding organizational issues and activities.

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

Both advisers 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 advisers at any time and should notify the Student Engagement Team of such changes.

Questions for organizations and advisers to consider:

- How much involvement is expected or needed?
- How often does the organization meet and is the adviser 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 adviser? Is there someone at the University who has particular interest or experience in this area?
- What skills does the adviser bring the organization? How do these skills match those of your organization?
- Are there areas in which the organization needs specific assistance from the adviser and/or are there areas that are hands-off for the adviser?
- If the adviser has concerns about activities of the organization, how should the adviser present constructive feedback to the organization?

Adviser Functions and Responsibilities

Student organization advisers 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 adviser 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. Advisers 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 advisers and organization leaders should consult with Dean Alex Miller (amiller1@fas.harvard.edu).

Travel Registration

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

Adviser Agreement

Advisers 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 [Adviser Form](#) signed by each adviser stating that the adviser has read this statement and agrees to serve the organization in this capacity. The form can be found on the Forms page of the Student Engagement Team each year through the organization's portal on theHub, and is considered a required part of the Annual Registration each fall term.

Expectations for Organizations and Advisers

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

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

Service	Vendor	Website
Audio Visual	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	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	Appleton Rentals	www.rlappleton.com/tent-rentals
	Atent for Rent	www.atent4rent.com
	Peterson Party Center	http://petersonpartycenter.com/tents/
Staging	Peterson Party Center	http://petersonpartycenter.com/products/
	Bay State Sound	www.baystatesound.com
	United Staging & Rigging	www.unitedstaging.com
Novelties	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:

Training	Office	Contact
Bystander Intervention	CARE, Office of Sexual Assault Prevention and Response	Email: osapr@fas.harvard.edu Telephone: 617-496-5636
Gender 101	Harvard College Women's Center	Email: hcwc@fas.harvard.edu Telephone: 617-495-4292
Party Savvy	Drug and Alcohol Peer Advisors (DAPA)	Email: HarvardDAPA@gmail.com Telephone: 617-496-0133
Diversity Training	Diversity Peer Educator, Office for Equity, Diversity, and Inclusion	Email: diversity@fas.harvard.edu Telephone: 617-495-1942

Engaging with Alumni: HAA Resource

The Harvard Alumni Association has provided the following information to help student organizations engage successfully with alumni.

Why Connect with your Alumni

Alumni 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 construction of a database featuring names and contact information. Synchronizing this process with the Harvard Alumni Association (HAA) will allow you to make full use of the services that they provide to connect you with your former members. The steps below outline how to get started:

1. Compile all existing records of previous student group members. It may be useful to reach out to former student leaders for contact information.
2. Format your database 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, Other)
3. Compile information for current members, especially graduating seniors. It may be helpful to use a Google form.
4. Send database via email to haa_collegealumniprograms@harvard.edu annually so that the HAA has the most up-to-date information. 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.

Even if you choose to not utilize the HAA's resources, this format is helpful for keeping your database easily understandable.

Collaborating with the HAA

A closer relationship between student organizations and the HAA is mutually beneficial because:

- Students can keep in touch with alumni and can easily send out mail and email communications to their groups.
- Staff from across the University can keep track of alumni interests and student group affiliation.
- The HAA will have updated contact information to reach out to tell alumni about opportunities to connect.

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 hundreds of alumni at once. 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. Once the required information is received, the HAA will build your email and submit it for your approval before sending it to all of the recipients.

Best Email 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.
- Layout: Alumni may view your newsletter from their mobile phone. Prevent formatting issues by avoiding overly complex designs with many graphics, images, and background colors.

- **Timing:** Timing of when emails are sent out can greatly affect how your alumni engage with your newsletter. Newsletters sent during the middle of the week (Wednesday and Thursday) around noon receive the greatest number of opens and engagements.
- **Subject lines:** Subject lines should be short and descriptive, and pique the interest of your alumni. Subjects should invite the reader to open your email and play off of their curiosity.
- **Content:** The content of your email newsletter should be interesting to alumni. Content could be:
 - Updates about current activities and events
 - Relevant articles or discussions based on group focus
 - Student or alumni spotlight
 - Advertisement for upcoming alumni functions

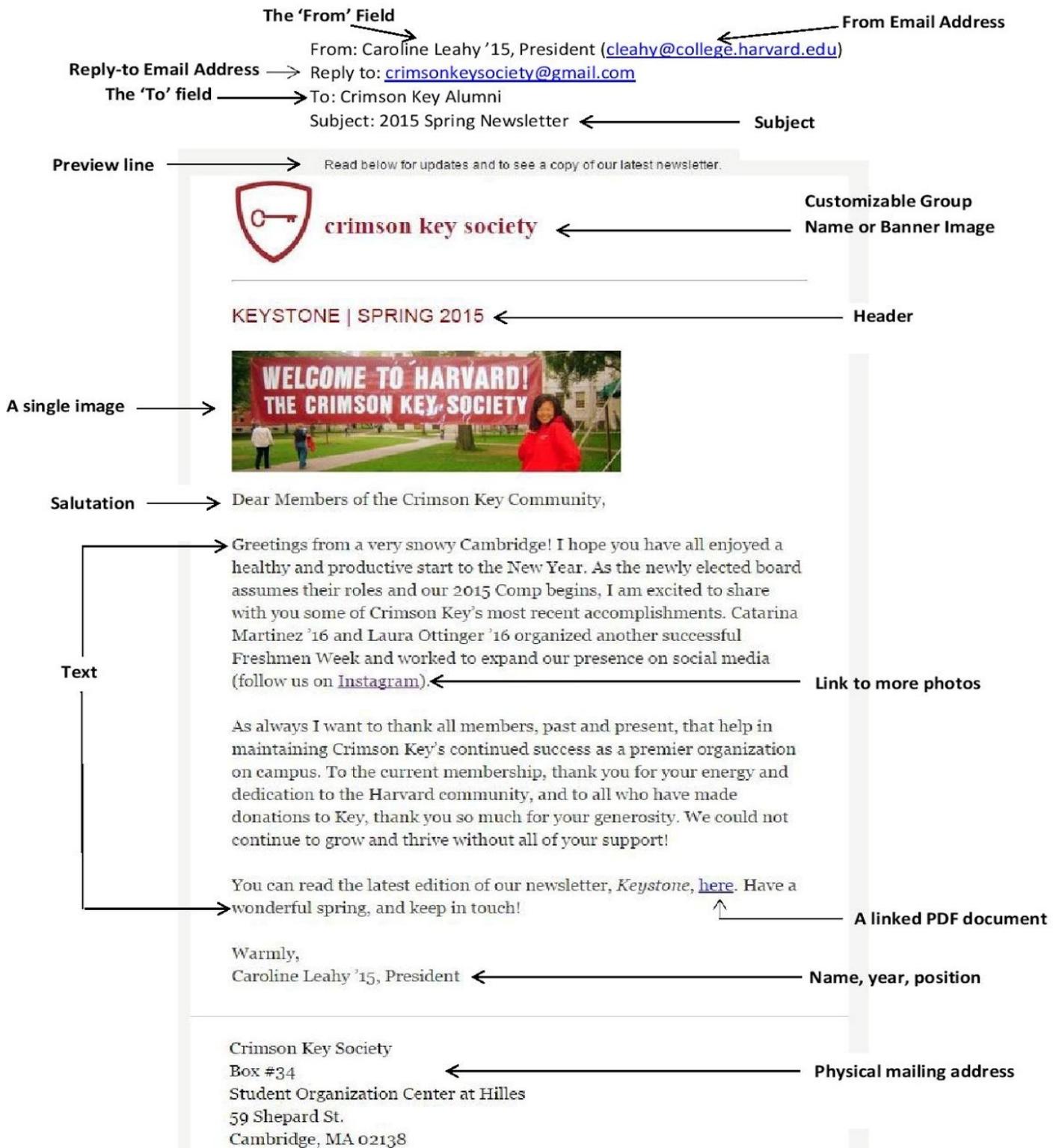
Required Information

Please see the sample HAA-formatted email on the next page for reference. Customized templates, including multiple images or other formats are not accepted.

- **Recipients:** the population you'd like to receive the email (all alumni from Crimson Key Society)
- **Subject:** the subject line (50 characters or fewer (i.e. "2017 Spring Newsletter" or "Attend our upcoming Reunion"))
- **From:** the sender(s)/signer(s) of the email
 - Name, "Mike Smith '17, Crimson Key Alumni Outreach Coordinator" for example (must include class year and title of sender)
 - Email address (must be @harvard.edu address of individual or group name)
- **Reply-to Email Address:** this could be a personal email address or a group email address (i.e. "rleahy@college.harvard.edu" or "crimsonkeysociety@gmail.com")
- **To:** You may address the recipients by their first name at the beginning of the email. You may also address a group ("Tom Smith" v. "Crimson Key Alumni")
- **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 as a way to brand your messaging (i.e. "Crimson Key Society")
- **Header:** this optional line appears at the top of the email before the salutation or image (i.e. "Keystone | Spring 2015")
- **Salutation:** address your recipients (i.e. "Dear [First Name]" or "Dear Members of the Crimson Key Community")
- **Text:** the body of the email
- **Signature:** sender of email, which must also include class year and title of sender
- **Address of Group:** Physical mailing address of student organization

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

Sample Formatted Email



Website

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:

- Email list signups
- Information regarding social media channels
- Events calendars
- Material featured in email newsletters
- Donation section

Facebook

Through Facebook, there are a number of ways to connect with alumni.

Organization Pages

A Facebook page for your organization is a good way to establish a clear organizational source of information. Help setting up a Facebook page can be found here: www.facebook.com/business/learn/set-up-facebook-page. Posting strategy on your page should follow the same guidelines as email marketing: concise updates at an acceptable, regular frequency with relevant information. Weekly to monthly posts are generally acceptable on organization pages.

Groups

An organization member and alumni 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.

LinkedIn

LinkedIn is the most widely used professional social network and as such is another reliable channel for engaging your alumni network. Given its similarities to the modes of engagement via Facebook, your group may opt to use one or the other.

Organization Pages

A LinkedIn page for your organization is a good way to establish a clear organizational source of information. Posting strategy on your page should follow the same guidelines as email marketing: concise updates at an acceptable, regular frequency with relevant information. Monthly posts are generally acceptable on organization pages.

Groups

An organization member and alumni LinkedIn group is a useful tool to allow organic interaction between current members and students with your alumni for primarily career and professional interests. In your group, you can post relevant content and allow members to directly connect with alumni of similar interests.

In-Person Alumni Events

Depending on the size of your group and the distribution of your alumni globally, you may opt to host an in-person gathering. These events are excellent opportunities to enable reconnection between your alumni, by strengthening the connection between current members and leadership with those who have graduated. Events can take many forms; we have outlined general considerations for you to take into account throughout this process.

Timeline

Planning for a successful alumni event needs to be organized and done with adequate preparation time. Depending on the size and type of the event, timelines may require more or less advance planning but generally 6 months should be allotted. Venues and “Save the Dates” should be reserved and sent as soon as possible during the planning process to enable alumni to mark the event on their calendars.

Publicity

Upcoming alumni gatherings should be adequately posted through all of your communication channels (email newsletter, social media, etc...). In addition, the HAA can aid student groups in sending out paper mailings to alumni whose addresses are known to advertise upcoming events.

Paper Mailings

For smaller mailings, students may submit a request to the HAA to have labels prepared, and once they are ready, they can come to the HAA offices at 124 Mount Auburn Street, 6th Floor to do their mailing. All mailings must be assembled in and mailed from the office (due to the alumni privacy policy). The student organization must provide their own stamps, envelopes, and other materials—the HAA will only provide the labels with alumni contact information.

For larger mailings, students should use the Harvard Mail House. Before utilizing the Mail House, students must first contact the HAA for approval and then they will send alumni contacts lists directly to the Mail House to assemble mailings. Students will need to pay for all processing and mailing costs through the Harvard Mail House.

HAA Contact Information

- Record Keeping and Updating Lists with HAA: haa_collegealumniprograms@harvard.edu
- Mail or Email Communications through HAA: haa_collegealumniprograms@harvard.edu
- Donation-related Questions: molly_stansik@harvard.edu
- Communications Approval
 - For student organizations: Student Engagement Team or Dean Miller, amiller1@fas.harvard.edu
 - For club sports: Harvard Club Sports or Alexander Carras, alexander_carras@fas.harvard.edu

