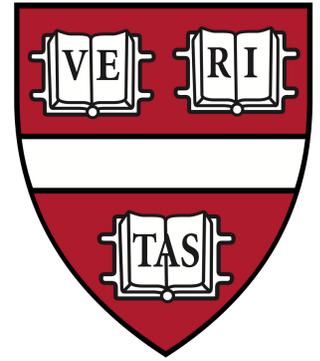


Graduate Student Groups



AND

Departmental Graduate Student Organizations

HANDBOOK 2016-2017

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Introduction

Graduate Student Groups (GSG) and Departmental Graduate Student Organizations (DGSO) greatly enhance the graduate student experience in providing an opportunity to connect with a community of students who share common interests and goals. Whether those interests are related to culture, sports, or advocacy, student groups create spaces where students can engage in activities that promote personal growth, develop leadership skills, and build community.

The Office of Student Services recognizes the vital contributions that GSGs and DGSOs make to the quality of life of graduate students and offers its support for student leaders in developing initiatives that engage students at GSAS.

The Office of Student Services is glad to assist groups with:

- Creating new groups
- Developing group mission, charter, roles and responsibility for Board Members
- Cultivating board and leadership transition
- Developing programs, event planning, communications, and publication strategies
- Obtaining and updating a bank account at the Harvard University Employee Credit Union
- Obtaining a FAS sponsored email account

While DGSOs primarily are supported and funded at the department level, the Office of Student Services will collect renewal information each year.

The Office of Student Services will work closely with the Graduate Student Council (GSC) so that only active and approved GSGs and DGSOs will receive GSC funding. The Office of Student Services will also publicize active groups and organizations on the GSAS website.

We are excited to work with GSAS students interested in and energized by student leadership.

Sincerely,



Jackie Yun,
Director of Student Services, GSAS



Janet C. Daniels
Program Coordinator, Student Service, GSAS

Registration and Renewal

GSG Registration

Getting Started

Considerations for organizing a student group:

1. Check the [GSAS GSG website](#) to make sure a similar group does not already exist.
2. Organize a first meeting of interested students. The majority of GSG membership needs to be GSAS students.
3. Discuss officers and/or leaders for the group. Groups are allowed to select officers through a process of their own choosing, whether election, appointment, or volunteer. **All** leadership must be GSAS students.
4. Meet with the Office of Student Services (stuserv@fas.harvard.edu; 617-495-5005) to learn about starting a new group or revitalizing a dormant group.

Required Steps and Forms

1. Read the Massachusetts Hazing Law, Overview of FAS Policy on Sexual and Gender-Based Harassment, and Policies sections of the *GSAS GSG and DGSO Handbook 2016-2017*
2. Submit the Online [Policies and Procedures Form](#)
This form requires reading and digital signatures of:
 - Massachusetts Hazing Law
 - Overview of FAS Policy on Sexual and Gender-Based Harassment
 - Policies
3. Submit the Online Form: [GSAS GSG Registration Form 2016-2017](#)
This form requires uploads of:
 - Mission Statement for the GSAS website
 - Constitution/ By-laws
 - Projected Budget
4. Prepare to send two representatives of your group to attend the next scheduled Committee on Graduate Education (CGE) meeting to present your group for approval. The Office of Student Services will help you prepare for the CGE meeting. Meeting dates for the 2016-2017 academic year:
October 26, 2-4 pm, Dudley House Common Room
November 2, 10-11:30 am, Dudley House Common Room

February 22, 2-4 pm, Dudley House Common Room

5. Once your group is approved by the Committee on Graduate Education (CGE), you may apply to the Graduate Student Council for start-up funding of \$200 (See **Graduate Student Council (GSC) Funding**). For more information see <http://gsc.fas.harvard.edu/funding-guidelines>. You may also use the “Harvard University Graduate School of Arts and Sciences” name and your group’s name in publicity as an official GSAS student group.
6. In order to receive funds for your organization, you must have a group bank account or establish a new one at the Harvard University Credit Union (HUECU). To open an account you must have a TAX ID number. See **Obtaining an Employer Identification Number (EIN)**. Before going to HUECU, contact the Office of Student Services to have them write you a letter stating that your group is an officially-recognized Harvard student group. Then take the letter to the Credit Union to open an account. Follow the steps in **Setting up a HUECU Account**.

Contact the Office of Student Services with any questions (stuserv@fas.harvard.edu, 617-495-5005).

Sample Mission Statement

To write a mission statement, read mission statements of active [Graduate Student Groups on the GSAS website](#).

Sample Constitution/By-laws

[PLEASE NOTE: While organizations may change the specific wording of their constitutions, the general format outlines in the sample constitution below must be included in order for the group and organization to receive recognition by the Graduate School of Arts and Sciences.]

Constitution and By-Laws of
(name of organization)

Article One. Name.

Example: “GSAS Debate Club”

The name of this Graduate School Group/ Departmental Graduate Student Organization shall be _____.

Article Two. Mission Statement. (The purposes outlined below are for a debate and public speaking organization.)

The (name of GSG/DGSO) [hereafter referred to as _____] is dedicated to the goal of providing public speaking and debating activities for members of the Harvard community and specifically for graduate students. The activities of the _____ shall include, but not be limited to:

providing instruction in public speaking and debate, conducting practice sessions, sponsoring debates at Harvard, organizing a debate tournament for Harvard students, and participating on a limited level in intercollegiate extemporaneous debating tournaments. The ___ also use its resources to inform the Harvard community of the various programs it will be sponsoring.

Article Three. Criteria for Membership.

1. Membership in the _____ shall be open to all students currently enrolled in Harvard University, regardless of sex, race, creed, age, color, national origin, physical disability, or sexual orientation.
2. A majority of the members of the _____ shall be registered in the Graduate School of Arts and Sciences.
3. Once attained, membership shall continue until a student severs connections with the University, whether by graduation or withdrawal. Membership shall therefore not be terminated by the taking of a leave of absence. Any member may formally withdraw by so informing in writing one of the officers.
4. A majority vote of the membership shall be required before any membership fee shall be assessed. Such a vote shall authorize a membership fee for the current academic year.

Article 4. Officers (Note: Some organizations combine the offices of Secretary and Treasurer into the position of Secretary-Treasurer.)

1. The officers of shall be the President, the Vice-President, the Secretary, and the Treasurer. Any student currently registered in the Graduate School of Arts and Sciences is eligible to serve as an officer.
2. The President shall be the chief executive officer of the ___ and shall exercise general supervision and control over its programs as well as chair its business meetings.
3. The Vice-President shall assist the President in the duties of that office. Should the President leave the office prior to completing the term, the Vice-President shall assume the office until the next regularly-scheduled election. The new President shall fill the vacancy in the Office of Vice-President by appointment.
4. The Secretary shall be responsible for distributing information about the organization, handling correspondence, notifying members of the organization's meetings, maintaining written records of meetings and other business.
5. The Treasurer shall be responsible for keeping the financial records, collecting dues which the organization may have, handling other financial matters as they occur, and submitting financial reports.

Article Five. Elections.

1. Officers shall be elected annually by the membership of the _____. Elections shall be held in

(month). The term of office shall commence one week after the date of the election.

2. Students interested in serving as officers shall so inform the Secretary prior to the day of the elections. In electing officers, each member shall have one vote, and members shall be entitled to vote by written proxy. Candidates must obtain a majority of all votes cast in order to be elected to office. In the event that no candidate attracts the requisite number of votes for election, a run-off shall be held between the two candidates with the highest number of votes.

Article Six. Meetings.

1. Regular meetings of the _____ shall be held at least once each semester.
2. The President shall preside over all business meetings of the _____. In the absence of the President, the Vice-President shall preside.
3. Special meetings of the _____ may be called by any* ____ members, who shall so inform the Secretary at least one week prior to the date of the proposed meeting. *Note: the number of members who may call a special meeting will vary within each organization.
4. The Secretary shall be responsible for informing the membership of the date, time, place, and agenda of all regular and special meetings.
5. For the purpose of voting at business meetings, a quorum shall be defined as a majority of the membership. Each member shall have one vote, and may vote by written proxy if necessary.

Article Seven. Amendments.

Any* _____ member(s) shall be entitled to propose amendments. These proposed amendments shall be communicated to the Secretary, who shall schedule a meeting for the purpose of voting on these amendments. If the date of submission of these amendments is near the date of a regular or special business meeting, then no additional meeting need be scheduled. A two-thirds majority of all votes cast shall be required for any changes to this constitution. The Dudley House Office must be notified of any amendments to this constitution. *Note: The number of members entitled to propose an amendment will vary within each organization.

_____ (Date)

Checklist for Registering a GSG

- Look at existing [GSAS GSG website](#) to make sure similar group does not already exist
- Come visit the Office of Student Services to talk about your group
- Organize a first meeting of interested students and persons and elect officers
 - All officers are GSAS students
 - Have at least 10 members
 - Majority of members are GSAS students
- Read the polices in the *GSAS GSG/DGSO Student Group Handbook 2016-2017*
- Devise your group's mission statement, constitution/by-laws, and a projected budget for the upcoming year.
- Submit the [Policies and Procedures Form](#) and [GSAS GSG Registration Form 2016-2017](#) online
- Attend the next-scheduled Committee on Graduate Education meeting to present your group for approval
- Set up a bank account at the Harvard University Credit Union and apply for funding to the Graduate Student Council
- Optional:
 - Create a FAS sponsored email account
 - Create a student group OpenScholar website

GSG Renewal

Continuing **GSAS Graduate Student Groups (GSG)** that wish to receive GSC funding, must submit a **Renewal Form** and paperwork described below to the Student Services Office. The deadline for renewal is **October, 28, 2016**. If paperwork is not submitted by the deadline, the GSG will be assumed to be inactive for this academic year. This means that the group will be not be able to receive GSC funding or use the GSAS name. Additionally, the group will be removed from the GSAS website.

Required Steps and Forms

1. Read the Massachusetts Hazing Law, Overview of FAS Policy on Sexual and Gender-Based Harassment, and Policies sections of the *GSAS GSG and DGSO Handbook 2016-2017*
2. Submit the Online [Policies and Procedures Form](#)
This form requires reading and digital signatures of:
 - Massachusetts Hazing Law
 - Overview of FAS Policy on Sexual and Gender-Based Harassment
 - Policies
3. Submit the Online Form: [GSAS GSG Renewal Form 2016-2017](#)
This form requires uploads of:
 - Mission statement for the GSAS website
 - Constitution/by-laws
 - Financial Statement for 2015-2016
 - Projected Budget for 2016-2017
 - A copy of your latest bank statement, if you have an account open
4. Once the Office of Student Services receives the submitted forms, they will email a copy (PDF) to the group's leadership for the group's records. The Office will then update the GSAS website and provide the GSC with a list of active GSGs who are eligible for funding.

Sample Financial Statement

Once every year, at the time when officers change, the outgoing treasurer should prepare a financial statement. This statement can also be an important part to the group's annual report, which can help document the group's work and ease transition to new leadership.

As a part of the Renewal process, the GSG is required to submit a financial statement from the past academic past.

Financial Statement Academic Year 2015-2016							
Income		15-16 Budget	15-16 Actual	Variance			
Ticket Sales	\$	4,700	\$	5,000	\$	-40	
Merchandise Sales	\$	1,800	\$	2,000	\$	200	
Member Dues	\$	500	\$	500	\$	-	
	Subtotal	\$	7,000	\$	7,500	\$	160
Expenses							
Supplies	\$	1,900	\$	2,000	\$	-150	
Entertainment	\$	1,900	\$	2,000		-	
Printing	\$	1,500	\$	1,500	\$	35	
Mailing	\$	700	\$	750	\$	-73	
Posters	\$	500	\$	500	\$	25	
	Subtotal	6,500	\$	6,750	\$	-120	
Net Income	\$	500	\$	750	\$	40	

Checklist for Renewing a GSG

- Review the polices in the *GSAS GSG and DGSO Handbook*
- Update your group's mission statement and constitution/by-law, devise a projected budget for the upcoming year, and file a copy of your financial statement from 2015-2016.
- Submit the [Policies and Policy Form](#) and [GSAS GSG Renewal Form 2016-2017](#) online by **October 28, 2016**.
- Optional:
 - Create a FAS sponsored email account
 - Create an Open Scholar webpage.

DGSO Registration/Renewal

Getting Started

Considerations for organizing a Department Graduate Student Organization (DGSO) include:

1. Make sure your department does not already have a DGSO. If you are starting a new DGSO, contact the Office of Student Services to make sure your information is on file. You may also want to organize a first meeting of interested students and persons.
2. Discuss the leadership of the DGSO. While the leadership positions need not be as formal as in GSGs, there needs to be an appointed person who serves as the group's contact with the Office of Student Services.
3. Determine the department contact (faculty or staff).

Renewing an existing DGSO follows the same steps as Registering a new DGSO.

Required Steps and Forms

1. Read the Massachusetts Hazing Law and Overview of FAS Policy on Sexual and Gender-Based Harassment sections of the *GSAS GSG and DGSO Handbook 2016-2017*
2. Submit the Online [Policies and Procedures Form](#).
This form requires reading and digital signatures of:
 - Massachusetts Hazing Law
 - Overview of FAS Policy on Sexual and Gender-Based Harassment
3. Submit the Online Form: [GSAS DGSO Registration/ Renewal Form 2016-2017](#)
This form requires uploads of:
 - Mission statement for the GSAS website
 - Student representative contact information
 - Department contact information
4. Once the Office of Student Services receives the submitted forms, they will email a copy (PDF) to the student representative for the organization's records. The Office will then update the GSAS website and provide the GSC with a list of active DGSOs who are eligible for funding.
5. If desired, apply to the GSC for supplemental funding. The majority of funding for a DGSO should come from the department or program.

Checklist for Registering/Renewing a DGSO

- Review the polices in the *GSAS GSG and DGSO Handbook*
- Establish/confirm student and departmental contacts
- Submit the [Policies and Procedure Form](#) and [GSAS DGSO Registration/ Renewal Form 2016-2017](#) by **October 28, 2016**, if you are renewing an active DGSO. This includes the organization's mission statement and student and department repretative contact information.
- Optional:
 - Apply to the GSC for supplemental funding

Policies

Massachusetts Hazing Law

GENERAL LAWS 269: 17, 18, 19

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term 'hazing' as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced 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.

Notwithstanding any other provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such a crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and section seventeen and eighteen to unaffiliated student groups, teams, or organization shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver

annually, to the institution an attested acknowledgement stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

(Massachusetts General Laws, ch. 269, Sections [17](#), [18](#), [19](#))

Overview of FAS Policy on Sexual and Gender-Based Harassment

The Faculty of Arts and Sciences (FAS) prohibits sexual and gender-based harassment as part of its commitment to maintaining a safe, healthy, and equitable educational and work environment. The FAS Policy fully incorporates the University Sexual and Gender-Based Harassment Policy. The FAS policy also contains additional provisions that prohibit certain relationships between individuals of different university status and defines categories of sexual misconduct in student organizations and off-campus, even when the conduct may not affect someone in the Harvard community.

Harvard University's Sexual and Gender-Based Harassment Policy: The University Policy places sexual assault within a wider spectrum of sexual harassment. It also prohibits harassment based on sexual orientation or gender identity. Sexual harassment is defined as “unwelcome conduct of a sexual nature” when either:

- submission to or rejection of such conduct is made a condition of an individual's employment or academic standing or is used as the basis for academic decisions (“quid pro quo” harassment); or
- such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities (“hostile environment” harassment).

When is conduct considered unwelcome? Conduct is unwelcome if:

- the conduct was not requested or invited, and
- the unrequested or uninvited conduct was undesirable or offensive.

The University Policy makes the following important points about unwelcome conduct:

- If a person welcomes some sexual contact, it does not necessarily mean that person welcomes other sexual contact. Similarly, if someone willingly participates in conduct on one occasion, it does not necessarily mean that the same conduct is welcome on subsequent occasions.
- When a person is so impaired or incapacitated as to be incapable of requesting or inviting the conduct, conduct of a sexual nature is deemed unwelcome, provided that the accused party knew or reasonably should have known of the person's impairment or incapacity.

Interim measures:

- Interim measures designed to support and protect individuals or the University community may be considered or implemented at any time, including during a request for information or advice, informal resolution, or a formal complaint proceeding.

Confidentiality and the role of Title IX Coordinators:

- The University Policy outlines the need for university officers to notify a Title IX Coordinator if they are informed of an instance of possible sexual or gender-based harassment. The reason for this notification is to help the University identify any concerns and work to address them. Such notification will allow any person affected to be supported by the School, and will allow

School and University officials to consider whether there are broader issues for the community that need to be addressed.

FAS Policy on Other Sexual and Gender-Based Misconduct:

- The FAS may ask ODR to investigate allegations of sexual and gender-based misconduct directed at people outside our community even if the conduct occurs off-campus and as a consequence falls outside of the jurisdiction of the University policy.
- The FAS includes student organizations in its prohibition of quid pro quo sexual harassment. The FAS prohibits unwelcome conduct of a sexual nature when submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's acceptance into or standing within a student organization or club.

FAS Policy on Relationships between People of Different University Status:

- The FAS policy prohibits romantic or sexual relationships between its faculty and any undergraduate student at Harvard College, regardless of whether the instructor is currently supervising or teaching that student. FAS Policy also prohibits romantic or sexual relationships between faculty and graduate students or DCE students whom the faculty member is teaching or supervising.
- The FAS policy does not expressly forbid other kinds of romantic or sexual relationships, but it warns against the possibility of complications in relationships between people of different university status. The policy states that it is the person in a position of greater authority who will be held responsible for problems that emerge from such relationships.

Sample Projected Budget

To Register or Renew Graduate Student Groups (GSG) leadership needs to supply a projected budget for the academic year. Upload this budget along other required information in the online forms.

Projected Budget for Academic Year 2016-2017	
Expenses	Expenses Amount
Entertainment	\$ 250.00
Annual Dinner	\$ 960.00
Competition	\$ 220.00
Publicity	\$ 300.00
Total Expenses	\$ 1,730.00
Income	Income Amount
Party Tickets	\$ 1,240.00
Refreshment sales	\$ 330.00
Grant	\$ 200.00
Total Income:	\$ 1,770.00

GSG Name and Insignias Guidelines

All GSAS GSGs must comply with Trademark Policies of the University. They are required to represent themselves appropriately and accurately regarding Use-of-Name compliance (along with all other Harvard schools). For more details see: trademark.harvard.edu/policy-on-use-of-harvard-names-and-insignias

For all new and continuing GSAS GSGs: Please be sure that the following requirements are in place on your websites and other communications:

1. GSAS needs to be in each group's title. This can be done through a tagline of "a GSAS Graduate Student Group". The identity tagline needs to be placed in a prominent location on the group's website (typically in conjunction with the student organization's name) and in a font size comparable to other fonts being used on the website.
2. Active and approved GSGs can use the GSAS shield in documents, but **cannot alter** or edit the shield. Request a high-resolution image of the GSAS shield from the Office of Student Services.
3. GSGs **cannot use** Harvard University's shield.
4. GSG's main webpage must add a Trademark Notice generally used as a footer: "The Harvard Graduate School of Arts and Sciences name and/or shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University."

GSG Membership

1. All officers must be GSAS students
2. There must be at least ten members
3. The majority of members must be GSAS students
4. Members must be Harvard students. Please note that Postdoctoral Fellows, Visiting Fellows, and Visiting Scholars are not considered students. Membership of student groups shall not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, or physical abilities.

GSG Faculty or Staff Advisor

1. Although GSGs are not required to have advisors, they are encouraged to have an advisor. Advisors must be a FAS Harvard faculty or staff member.
2. There are two functions of advisors of recognized groups. First, they will endeavor to make a positive contribution to the growth and functioning as a group by giving constructive advice and aid of various kinds. Second, they can provide groups information about the history of the group. Advisors are not directly responsible for the conduct of the organization they support.
3. Advisors should be familiar with the rules and regulations for GSG
4. In the matter of finances, the advisors have no legal responsibility for debts. But debts incurred by students should always be a matter of concern to the advisors since the debts reflect on the good name of the organization and ultimately of the University.

GSG Relation to Harvard University

1. Until approved, a group shall not be permitted to use the "Harvard" or "GSAS" name, or imply through its title or otherwise a connection with the University.
2. No group may be connected with any advertising medium which makes use of the Harvard name.
3. No group shall, in any manner or media, purport to represent the views or opinions of either Harvard University or its student body.
4. No group shall be allowed to appear on a commercially-sponsored radio or TV program.
5. Student groups are not tax-exempt. See **Financial Management and Funding Section**.
6. The Office of Student Services must be notified of any change in the constitution and by-laws or the leadership of the organization.

GSG Relation to Outside Organizations

1. GSGs must maintain local autonomy. This means that they must have no institutional connection with outside organizations and that all policy decisions must be made without obligation to any organization.
2. GSGs with questions about religious groups are more than welcome to contact members of the Harvard Chaplains for guidance and to discuss questions. See <http://chaplains.harvard.edu/> or email chaplains@harvard.edu with any general questions.

University-wide Student Groups (USG)

GSAS GSGs and University-wide Student groups abide by different sets of rules. For example, University-wide Student Groups must:

- Have officers from a minimum of three different Schools
- Be composed of at least 20 currently enrolled degree-seeking students from a minimum of three Harvard Schools
- Identify a supporting unit (Harvard center or office)
- Make a compelling case for University-wide recognition

The Harvard University-wide Student Groups are overseen by the Provost's Office. For more information on University-Wide Student Groups policies and application procedures see <http://usg.harvard.edu/home> or email universitystudentgroups@harvard.edu

FAS Sponsored Email Account

Active GSGs can create an FAS sponsored email account through the Office of Student Services that will link to one or more existing Harvard email accounts.

1. Fill out the [FAS Authorized Department/ Group Accounts Account Request Form](#)
2. Send the form to Student Services (stuserv@fas.harvard.edu). The Office of Student Services will then sign and submit the form on behalf of the group.
3. Provide Student Services with the Harvard email addresses of student leaders who will have access to the group sponsored email account. Gmail accounts will not work, however g.harvard accounts will work.

Student Services will email you when the email account is set up.

A Note About Access to Email Account

As the Office of Student Services is hosting the account, the office will have access to it. That said, Student Services staff won't access the account unless there is a lapse in leadership and at that point the Office staff would only access it in order to help with the transition of this account.

4. Once the email account is live, you will need to have access to Office 365 for Harvard.

If you haven't already, there are many ways for you and your group to do this. Below are instructions to access Office 365. Please let the Office of Student Services know if your group members are having any issues with these instructions.

Overview:

- **MSO Home:** <http://mso.harvard.edu>
- **Introduction to Office 365 for Harvard:** http://mso.harvard.edu/Email_Calendar.

Ways to Set up and Access the Sponsored Email Account:

1. Microsoft Outlook Application

- This is often already installed on a PC computer
- You can also get a free download of Office ProPlus (part of Office 365) here: <http://mso.harvard.edu/office-proplus-overview>
- To set up the account: In Outlook, go to the **File** tab, and open **Account Settings**, and then **click Account Settings** again. Double click on your email account and go to **More Settings**, and click on the **Advanced** tab. Click on **Add**, and type "[group name]" in the box. It will search and come up with the group name account (among others). Select the correct name for the email account. Click **OK**, click **Apply**, click **OK**, click **Next**, click **Finish**. Close Outlook and reopen it, and the account should be there in the folder list. It may take a while to populate.

2. Web-based Outlook Application

- You can access the email account from any computer with Internet. Here are the instructions to setting up an account:
Go to mso.harvard.edu. Select **Office 365 for Harvard** as the log in type. Below that select the **365 Outlook Web App**. Sign in using your regular Harvard email credentials (Harvard Key). In the folder column on the left, you should see your name. If not, click on **More**. Right-click on your name (control-click on some Macs), and select Add shared folder. Put in the acronym as the search name, and it should find the group's name account. Click **Add**, and it should add the account as a folder in the left column.

3. Configuring Mobile Devices

- This page gives you lots of useful guides as how to configure Office 365 to different devices (Android Devices, Apple Mail, Blackberry, iPhone or iPad, Surface Table, and Windows Phone): http://mso.harvard.edu/Email_Calendar

4. Outlook App for Mobile Devices

- Instructions from **Microsoft devices**: <https://support.office.com/en-us/article/Set-up-Office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f?ui=en-US&rs=en-US&ad=US>
- **iPhone and iPad**
Instructions from Harvard how to configure your iPhone/ iPad to it: <http://mso.harvard.edu/configuring-your-iphone-or-ipad-0>

Issues with Sending from the Account

If you have issues sending email from the sponsored account, see if you can change the "from" field

- **Microsoft Outlook Application**: create a new message, click on **From**, click on **Other E-Mail Address...**, search for the name of your email account, click **OK**, choose the right email address from the drop list
- **Web-based Outlook Application**: Go to the profile image in the top right, click on the image, choose **Open another mailbox...**, search for the name of your email account, click **Open**. Create a new message, click on **...**, choose **Show From**, click on **From**, choose the right email address from the drop list

Harvard OpenScholar Website

Harvard University students can create a Harvard OpenScholar website for their groups and organizations through [OpenScholar at Harvard](#). Student can attend free trainings and refer to the Community site for support. For upcoming training events see the [Harvard Web Publishing Calendar](#).

Financial Management and Funding

Graduate Student Groups seek funds from a variety of sources which include membership dues, funding by the Graduate Student Council, fee paying events, and fundraising.

1. **Keep your records.** Each group is fully responsible for its own finances and accurate financial records should be maintained at all times. This means keeping track of your organization's transactions, whether in the form of cash, checks, or vouchers. Complete records will simplify the task of writing a year-end financial statement.
2. **Don't disburse, reimburse.** Give out money only when presented with a receipt clearly documenting the nature of the expense. Keep all such receipts for at least four years.
3. **Use a budget.** Prepare a realistic yearly budget, projecting both income and expenses for the year.

Please see information included regarding **GSAS Policy on the Payment of Bills, Guidelines for Financial Officers**, and **Sample Balance Sheet and Income Statement**.

Guidelines for GSG Financial Officers

This section is designed to help groups organize and maintain its finances. If at any time further information or advice is needed, please contact the Office of Student Services.

Separation of Personal and Group Funds

Please note that each group is expected to keep its funds separate from personal funds of its officers or members. Groups are not allowed to use of a personal checking or savings account for student organization funds. Funds should be deposited in a checking or savings account (if there are minimal financial transactions) in the name of the organization. See **Setting up a HUECU Account**.

Bank accounts

To receive funds from Harvard University (including the GSC), Graduate Student Groups need a group bank account. Student group bank accounts must be at the Harvard University Employee Credit Union (HUECU).

To open an account, a group will need a Employer Identification Number (EIN) issued by the Internal Revenue Service (IRS). See **Obtaining an Employer Identification Number (EIN)** and **Setting up a HUECU Account**.

Group Salaries

Earnings of any graduate student groups should not be given to individual members. Some groups pay salaries to members for services performed by those members. Groups wishing to pay such salaries or other forms of remuneration must first receive approval from the Office of Student Services. It is expected that salaries will ordinarily conform to the going wage in student employment, although special consideration may be given to managers of organizations.

Request to Review Group Finances

While groups are responsible for their own finances and for keeping their own financial records, under the conditions of recognition such groups will be requested to present financial reports to the Office of Student Services.

GSC Reimbursement Checks Collection

Group checks cannot be mailed to individual's addresses and will be collected from a GSAS office. When checks arrive to the University office, a staff member will contact the GSC treasurer and the group's leadership team.

- From October 2016 until January 2017, all reimbursement checks from the GSC will be picked up at the Dudley House Administrative Office (3rd floor Dudley House, 617-495-5522)
- As of January 2017, checks can be collected at the Office of Student Services (B-2 in the basement Dudley House, 617-495-5005)

Obtaining an Employer Identification Number (EIN)

An Employer Identification Number (EIN) is a nine-digit Taxpayer Identification Number (TIN) for groups and businesses that the Internal Revenue Service (IRS) uses in the administration of tax. Your group will need an EIN to open a bank account. To apply for an EIN, visit the IRS website: <https://sa.www4.irs.gov/modiein/individual/index.jsp> and click “Begin Application”.

Here are helpful hints during the process:

- On the **What type of legal structure is applying for an EIN?** page, most types of Graduate Student Groups fit the description: **View Additional Types, Including Tax-Exempt and Governmental Organizations**
- Next, on the **Additional Types** page, most groups choose the type **Social or Savings Club**. A Social Club is defined as a club that is organized for leisure, recreation, or other similar non-profitable purposes. Some types of social clubs include sailing clubs, hiking clubs, art groups, etc.
- On the **Please tell us about the Responsible Party** page, groups will need to supply the name and a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) of an officer or member of the group.
- For the **Where is the Responsible Party physically located?** page, groups must provide a mailing address. This address cannot be a student’s address. If your group does not have a non-residential address, use the Office of Student Services’ address: Office B-2, 1 Harvard Yard, Cambridge, MA 02138. **Note:** Groups need to enter in the group name in the **If yes, please enter name** field.
- On the **Tell us more about the Social or Savings Club** page, most groups choose “No” for all answers.
- For the **What does your business or organization do?** page, most groups choose “Other.”
- On the following **You have chosen Other** page, most groups choose “Organization (such as religious, environmental, social or civic, athletic, etc.)”.
- On the next page, **You have chosen Other: Organization**, most groups choose **Social or civic** and then the group must provide details.

Setting up a HUECU Account

Once you have an EIN, your group can apply for a bank account with the Harvard University Employee Credit Union (HUECU). All Graduate Student Group accounts need to be opened with the HUECU. To open an account, your group will need to do the following steps:

1. Request a letter to the bank from the Office of Student Services. We will need:
 - The group's EIN
 - The names and titles of two student signers **who are group officers** on the account to include in this letter.

The Office of Student Services will then email the letter to HUECU and forward it your group leaders with instructions for next steps.
2. Fill out the attached HUECU **Organization Account Opening** form for your group (https://www.huecu.org/assets/New-Organization-Account_fill.pdf). Some important information about filling out the Organization Account Opening form and the group account:
 - The Organization Account Opening form asks for both the group's Organization Tax ID # and requires your group to certify the Tax Identification Number (TIN). These both are referring to your group's EIN.
 - Accounts cannot be opened with a student's personal mailing address. Groups may use the Office of Student Services address: Office of Student Services, 1 Harvard Yard, B-2 Leman Hall/ Dudley House, Cambridge, MA 02138.
 - There need to be at least two signers **who are group officers** on the account
 - Only one debit card will be issued for the account and will have the name of one of the signers and an acronym of the group. Debit cards will be issued at the branch (step 4).
 - A specific checking account for organizations will be opened when this form is submitted. It will take about two weeks for checks to arrive, should you choose to order them.
3. Each signer on the **Organization Account Opening** form needs to fill out the **Add an Organization Signer** form (<https://www.huecu.org/assets/Add-an-Organization-Signer-Tweak.pdf>).
 - You will need your account Member Number for this form. If you are submitting both at the same time (step 4), you can leave this blank and a bank representative will add this number.
 - This form will also be used later to change the account signers when the group leadership changes.
4. Should your group choose to have a debit card, fill out the **Student Organization Debit MasterCard Application** form (https://www.huecu.org/assets/Student-Org-Debit-Card-App_fill.pdf). You can either upload this form with the other forms (step 5) and wait for it in the mail (it will take about two weeks) or bring this form to the branch (card issued onsite).

5. Upload the completed **Organization Account Opening** form, **Add an Organization Signer** form for each signer and copies of two forms of IDs for all signers, and if desired, **Student Organization Debit MasterCard Application** form through: www.huecu.org/upload.
 - One of the IDs per signer should be the HUID, the other a government issued. Foreign passports will work as a government ID. Foreign Driver's Licenses will not.
 - Groups will be notified when the paperwork is received.

6. Two signers who **are group officers** need to go in person at a branch to finish up setting up an account, obtain the HUECU Member number, and process the debit card and order checks, if desired.
 - Should you prefer to deliver all the documents in person, your group may also bring the required paperwork and IDs (physical IDs for present signers, and copies of IDs for signers not present) to a branch to set up an account.
 - To find a local HUECU branch visit: www.huecu.org/locations.
 - For more information on the process visit: www.huecu.org/student-banking/student-organizations

7. Don't forget to keep copies for your files. All GSGs should submit a financial statement for the school year to the Office of Student Services as part of annual review in the fall. Financial statements will be kept on file for record keeping and audit purposes because officers change frequently. If your organization expects to pay wages to employees then quarterly statements must be filed with the IRS

A Note about Tax Exemption

GSAS Graduate Student Groups are **not** tax exempt under Harvard University's Tax Exempt status. While groups can apply to be a 510(c)(3), which is recognition from the IRS of exempt status and GSAS does not recommend it. The process involves substantial paperwork (including filing a Form 1023), quarterly filing with the IRS, and turn-over in group leadership can cause difficulty for groups. If you are interested in filing to be a 501(c)(3), please speak with the Office of Student Services. If interested, visit the IRS website: www.irs.gov/Charities-&-Non-Profits/Application-for-Recognition-of-Exemption.

Changing Signers on the GSG HUECU Account

The steps to change the signer names on the GSG HUECU account are very similar to setting up an account. The group will need to:

1. Email Student Services (stuserv@fas.harvard.edu) the following:
 - The names and titles of the former officers who will be removed from the account
 - The names and titles of officers who will be added to the account

The Office of Student Services will then email the letter to HUECU and forward it your group leaders with instructions for next steps.

2. Each new signer needs to fill out the **Add an Organization Signer** form and upload it through the Document Uploader:
 - <https://www.huecu.org/assets/Add-an-Organization-Signer-Tweak.pdf>
 - <https://www.huecu.org/upload>
3. Keep copies for your files

To find a local HUECU branch visit: www.huecu.org/locations

For more information on the process visit: www.huecu.org/student-banking/student-organizations

Graduate Student Council (GSC) Funding

The Graduate Student Council provides funding for recognized GSG and DGSO. Group funding works on a reimbursement basis. These guidelines are intended to assist groups or individuals who wish to request reimbursement or start-up costs from the GSC for events and annual operating expenses. Each request is considered on its own merits and is subject to the budgetary constraints of the GSC.

A prospective GSG must be approved by the Committee on Graduate Education (CGE) in order to be officially recognized. GSG and DGSO are encouraged to participate in GSC open meetings as non-voting members. The GSC considers group funding requests three times each academic year. All applications are due at midnight Eastern Time.

The GSC considers funding reimbursement requests in three steps:

1. **Submission:** Prior to incurring expenses, funding requests are made to the GSC. gsc.fas.harvard.edu/upload-application

The GSC considers group funding requests for student groups three times each academic year. For the 2016-2017 academic year, the deadlines to submit funding request applications are:

2016-2017 Funding Request Deadlines

- For the October meeting: **September 23, 2016**
- For the December meeting: **November 18, 2016**
- For the March meeting: **February 24, 2017**

All applications are due by midnight Eastern Time

2. **Recommendation Presented for Vote at GSC Open Meeting:** In each of the three open meetings, the Funding Committee and the GSC Treasurer present the proposed funding for each group. The GSC determines the reimbursement commitments that will be made, based on a vote from all the members present. In addition to submitting a complete application by the deadline, at least one student representative from each group must attend the GSC meeting when funding decisions are announced in order to secure the funding. Failure to attend will mean loss of funding.

2016-2017 Open Meeting Dates

- For October funding: **October 5, 2016**
- For December funding: **December 7, 2016**
- For March funding: **March 1, 2017**

3. **Reimbursement:** Upon submission of original receipts (when applicable, both the merchant receipt and the credit card receipt) must be submitted to the GSC Treasurer (dropped in the

GSC mailbox, 3rd Floor Dudley House), the GSC submits vouchers for reimbursement in the group's name (not in an individual's name) to the University offices in Smith Center. All recognized GSC Student Groups must have a EIN and bank account. Because payments to groups must be reported to the Internal Revenue Service (IRS) as income, the social security number of individuals is not accepted. Moreover, Smith Center will only mail the reimbursement check to a university address.

If you have questions about funding applications for new or existing groups please contact the GSC Treasurer at TreasurerHarvardGSC@gmail.com or see the [GSC website](#). For information about forming an official GSAS student organization, contact the Student Services Office, Dudley House, B-2.

Other Sources of Funding

The Asia-related Centers at Harvard University

Graduate Student Groups are encouraged to apply for funding for projects relating to individual or multiple countries in Asia. These grants are offered on an ongoing basis. For more information, see- <http://southasiainstitute.harvard.edu/student-organization-grants/>

Center for African Studies

The Center offers grants for student groups to fund Africa-related activities. Examples of activities that may be funded includes lectures, performances, workshops, conferences and Africa Week events. Center grants cannot be used to fund social activities and dinners. For more information see- <http://africa.harvard.edu/for-students/student-groups/harvard-student-organization-grants/>

David Rockefeller Center for Latin American Studies

Grants are issued to GSGs for substantial publications, conferences and events at Harvard University related to Latin America or Latino populations in the United States. For more information, see- <http://drclas.harvard.edu/pages/student-organizations>

GSAS Research Workshops

Student groups who want to hold workshops on scholarly works that are in progress, such as prospectuses and dissertations, can apply for grants of up to \$5,000. For more information see- <https://gsas.harvard.edu/academics/research/gsas-research-workshops>

Harvard Graduate Student Council

Contact the Harvard Graduate Student council (exec@hgc.harvard.edu) for information regarding support and funding for university-wide student-run events.

Office of Career Services

The Office of Career Services (OCS) works closely with all the professional development related students groups on events, and, on a case-by-case basis, provides limited funding for student group

events. Student leaders should contact Laura Stark (lstark@fas.harvard.edu) with questions about how OCS can work with their group.

Office of the Provost

The Provost Fund for Student Collaboration (PFSC) supports extracurricular academic collaborations that bring together students from at least three Harvard schools to explore a particular subject. The Fund will typically support a network or consortium of student organizations engaged in collaborative academic activities, such as a conference, a speaker series, or other similar activities. To be eligible, the working group must consist of representatives of at least two recognized student organizations and show meaningful student participation from at least three different schools. For more information see- <http://provost.harvard.edu/provost-fund-student-collaboration>

SEAS Graduate Student Council

The [SEASGC](#) supports graduate student groups and SEAS Connect – the graduate student advisor program. To contact members of the SEASGC, please email seas-gc@seas.harvard.edu.

Weatherhead Center for International Affairs

Grants are issued for graduate student conferences and workshops at Harvard that relate to international, transnational, global, and comparative national issues. For more information see- http://wcfia.harvard.edu/funding/student/graduate_conferences

GSAS Policy on the Payment of Bills Owed by GSG to University Departments

1. **Payment in advance:** Graduate groups should ordinarily pay in advance for services provided by University departments.
2. **Charges:** Should you not be able to afford such payments, the group may be permitted to charge for services provided by University departments with the written permission of the Office of Student Services. It is understood that in providing such permission the Office of Student Services does not guarantee payment but does certify the ability of the organization to pay. In cases where this ability is in doubt, student or alumni guarantors will be required to sign a contract with the University which will hold them individually liable for any debt incurred. In the case of student guarantors, any amount overdue by 60 days will be placed on their term bills.
3. **Guarantors:** Guarantors will be asked to sign the following agreement:

To whom it may concern:

We individually assume responsibility for all expenses incurred by _____ . In regard to University bills, we acknowledge that we

understand the University policy that students will not be permitted to register for the fall or spring term until all debts are paid. In addition, a student otherwise entitled to receive his/her degree will not receive it until all debts are paid to the University.

Alumni guarantors will be required in the case of charges that are likely to exceed \$500. In those cases, they will be asked to provide a certified check to the University and to be held as security against a possible debt.

4. **Annual Renewal of GSG and DGSO:** GSG and DGSO will not be permitted to register officially at the beginning of the academic year unless all debts are paid or an agreement is made with the approval of the Dean for Student Affairs on the payment of those debts.

Event Planning

The Office of Student Services offers advising and support for graduate student groups wishing to plan events on campus. The guidelines for social functions held at Dudley House are also available in the Dudley House Office. There are particular issues involving licenses, police coverage, and Student Event Services (SES) team participation for larger events. Please see the following information below for more information.

Financing and Fundraising

- Create a budget for your event. Include the cost of items such as catering, media/AV, room rental, security, printing of posters, or other event costs.
- Ensure that you have funding in place before making any arrangements.
- If you need additional funding beyond your student group budget, consider contacting offices or departments on campus to receive co-sponsorship for your event.
- If using GSC funding, read the [GSC Funding Guidelines](#).

Co-Sponsoring Events

GSAS requires that each student organization maintain local autonomy, having no institutional connections with outside organizations. Co-sponsorship of an event with non-Harvard organizations or individuals is not permitted on the Harvard campus.

Student organizations should be cautious about co-sponsoring on-campus events with external or unrecognized organizations (e.g., non-profit organizations; businesses; independent contractors) and be thoughtful about collaborating with unrecognized student organizations on campus. Any employment recruitment events should be coordinated in conjunction with the [Office of Career Services](#).

Reserving Space

A student must be a member of a recognized student group in order to reserve space.

Common Spaces at Harvard University

The Common Spaces initiative seeks to bring the Harvard community together through spaces, programs, and events that foster connection, nourish a sense of place, and inspire new encounters. Through [Common Spaces](#) registered graduate student groups can book outdoor spaces including the Plaza, Dudley House Patio, and Memorial Church Porch for certain events.

Email: commonsplaces@harvard.edu.

Dudley House

Student groups and organizations can reserve rooms in Dudley House. If you reserve space in Dudley House outside working hours, the group or organization will need to pay for a security guard through Dudley House. To reserve a room at Dudley House please contact Jeff Shenette, (shenette@fas.harvard.edu, 617-495-2255).

FAS RoomBook

Room space can be reserved through the EMS scheduling system, accessed through [FAS RoomBook](#). Please check this calendar before planning an event to be sure that your desired event space is available. For larger spaces, contact the Office of Student Services for assistance.

Rooms - Harvard School of Dental Medicine

Room reservations for both the Main Building and the Research and Education Building are managed by the Office of Dental Education. Rooms should be reserved in advance of all courses, meetings, and special events. Room requests should be sent via email to rooms@hsgm.harvard.edu at least 3 days in advance. Requests for recurring activities (e.g. courses, committee or department meetings, etc.) should be submitted at least one month before the start date to ensure room availability. Recurring room requests will be booked through the end of the academic year (July 01- June 30).

Room Schedule Department- Harvard Medical School

[The Room Scheduling Department](#) is responsible for scheduling most HMS South Quad common spaces, including amphitheaters, classrooms, conference rooms, labs, the Quad, and other special event locations. Requests for space are submitted directly to the Room Schedule Department from a client based comprised of Faculty, staff, students and affiliates. Requests are sent primarily via the [eCommons online request form](#) but can also be sent via [email](#) and by calling 617-432-2020. Confirmations are sent directly to clients via email.

Space Available - Harvard T. H. Chan School of Public Health

[The following is a list](#) of available conference / meeting rooms, classrooms and auditorium available to the School's community for use. To make reservations please call the contact person listed for that particular space. This list includes square footage and maximum capacity.

Publicizing Events

Active student groups can advertise on campus. The publicity a group distributes reflects on that group, its members, and the broader Harvard community. Publicity should be in good taste and reflect the values of the organization. Publicity for events and activities should include the following:

- Title of the event, program, or activity
- Title of the group/ organization hosting the event
- Date and Time (am/pm)
- Location
- Who to contact for additional information (website, email address, etc.)

Graduate Student Council Publicity Expectations

Any GSG or DGSO event sponsored by GSC must indicate GSC's sponsorship in their publicity efforts. Failure to do so will be a factor in determining future GSC support of a group or activity.

Graduate Student Groups are also required to make an effort to publicize their events to the entire GSAS community, including advertising their events in the GSAS Bulletin whenever possible and to poster on the appropriate bulletin boards in [Dudley House](#). GSG and DGSO are also encouraged to take advantage of the many publicity resources throughout the University.

Ways to Publicize

1. **The Chan School of Public Health.** Students can publicize events through the Monday's Student News by submitting to: <https://www.hsph.harvard.edu/student-affairs/studentcommunication/>
2. **Dudley House.** Groups are able to post notices on bulletin boards that are not designated as spaces for Dudley House flyers.

Please do not post flyers on the wall with tape because it causes damage to paint and woodwork. The Dudley House Administrative Office on the 3rd floor or Office of Student Services in the basement can give groups sticky tabs.
3. **GSAS Residence Halls.** Feel free to let the Office of Student Services know about events in order for them to assist the GSAS GSG and DGSO publicize their events. You can also bring 26 copies of flyers to the Student Services and Residential Life Office, Dudley House B-2, for the Resident Advisors (RAs) in the Residence Halls to put up on bulletin boards. Deadline for each week is **Thursday, 3:00 pm**. Flyers are picked up by RAs on Fridays.
4. **The GSC.** We especially encourage GSG and GDSOs to publicize on [GSC calendar](#), which we share with the [Harvard Graduate Dormitory Council](#). You may also contact the GSC about

possibilities of advertising your event via e-mail and getting web page access. For more information, please contact harvardgsc@gmail.com.

5. **Harvard Medical School.** Submit [WYSIWYG calendar events](#).
6. **Posters on University Kiosks.** Posters must be placed only on bulletin boards and kiosks, not on doors, fences, entry posts, gates, poles, sidewalks, or other similar places. Failure to comply with this regulation will make an organization liable for a fine of \$25.00 and loss of privileges. It is against city ordinance to affix posters and notices on utility poles. Do not use glue to affix posters. Posters shall not remain on bulletin boards and kiosks for longer than two weeks. Please note that Facilities Maintenance removes all posters on outdoor kiosks on Monday and Thursday mornings every week and daily in bad weather.

Group Records

If interested, groups and organizations can file materials with the [Harvard University Archives](#).

Social Media Guidelines

GSAS Student Groups and Organizations must follow Harvard University Guidelines for Using Social Media found [here](#).

If the GSC is providing funds for the event, please state that the event is “Supported by the GSC” in publications and social media.

Solicitation Guidelines

1. No firm, agency, organization or individual shall solicit, circulate petitions, post notices, or distribute information in a University Residence Hall at any time, for any purpose.
2. Solicitation in University buildings and on University property must have prior approval of the proper authority. Permission for each of the following activities must be obtained from the appropriate office:
 - a. Sales of subscriptions to recognized publications, sales of tickets to functions given by recognized organizations, and sales of recordings, provided all such sales are conducted in the immediate vicinity of the College: Office of the Dean of (College) Students, GSAS Office of Services.
 - b. Contributions, petitions (other than nominating): Office of Student Services.
 - c. Questionnaires, polls: Faculty Standing Committee on the Use of Human Subjects.

3. The period during which the above types of solicitation are approved will ordinarily be the first three weeks of the academic year. All solicitation and canvassing must be carried out between the hours of 9:00 a.m. and 9:30 p.m. on weekdays only.
4. Resident Deans and the Office of Student Services have the right to deny permission to carry out the above in Houses and the GSAS Residence Halls, respectively.
5. Permission of the Registrar must be obtained for solicitation during registration; inquire at the Office of Student Services.
6. Permission to solicit alumni/ae not formerly connected with that organization must be obtained from the GSAS Alumni Office.
7. Federal law prohibits the placing of unstamped matter in mail boxes

Arranging Catering

GSAS policy requires that all events that take place at Dudley House be catered through the Dudley Café. To order food through Dudley, contact Paula Gaughan, Manager of Dudley Café, at paula_gaughan@harvard.edu or 617-495-3381.

All events that take place at Harvard outside of Dudley House should be catered through Crimson Caterers. More information is available [here](#).

Homemade food may be served at events and activities limited to an organization's membership, although the organization takes on liability in doing so. View more [information about food safety at Harvard](#).

Serving Alcohol

The Student Event Services (SES) team handles the service of alcohol at student group events. Team members also staff student groups' late-night social events and serve as crowd managers as required by the Massachusetts State Fire Code.

In order to request an SES team, please complete their [online form](#). The SES rates are \$21.50 per person per hour, with a four hour minimum charge. For more information, please contact ses@fas.harvard.edu.

Please note that all event requests must be finalized at least 48 hours prior to the scheduled event. If a request is received under this timeframe, staffing cannot be guaranteed.

Harvard University Police Department (HUPD) Security

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

Rates for the 2016-2017 academic year are as follows:

HUPD

- Standard rate- \$57.30/hour, 4 hour minimum
- Party rate- \$70.30/hour, 4 hour minimum

For more information see <http://www.hupd.harvard.edu/request-event-detail>

Protocol Involving High Profile Guests

Harvard University regularly hosts distinguished visitors of many different nationalities, backgrounds, and beliefs and, in doing so, encourages intellectual and educational enrichment while also honoring the principles of free speech and open inquiry. In order to facilitate the necessary official courtesies for distinguished visitors, the Office of Student Services must be notified in advance and appropriate approval obtained so invitations to visit Harvard as guests of a student organization can be issued.

The [University Marshal's Office](#) is the point of contact for the University and can offer advice and assistance on matters of protocol and appropriate procedures for issuing invitations to heads of state and other high-level dignitaries and officials. All members of the Harvard community pursuing high-level invitations to speaking engagements on campus should see the read the following [guidelines](#).

Licensing with the City of Cambridge

The City of Cambridge License Commission (CLC) issues a variety of one-day licenses to student organizations for their events:

- **One-day Entertainment License**
 - Required when there is an admission charge
 - Not required for events that have program fees (e.g. conferences)
 - Not required for events that have a suggested donation
 - Sanders Theatre, Lowell Lecture Hall, Agassiz Theatre, Loeb Drama Center, Farkas Hall, and the Dance Center all have annual licenses, no one-day license is needed
 - Most off-campus venues already have appropriate licensing
 - The license must generally be requested two weeks in advance
 - \$50 fee

- **One-day Alcohol License**
 - Required when alcohol is served at an event with an admission charge, when there is a cash bar, or when alcohol is served at an event open to the general public
 - The license must generally be requested two weeks in advance.
 - For Beer/Wine, \$55 fee for events with attendance under 100, \$75 fee for events with attendance of 101 or more

- **One-Day Vendor's License**
 - Required for the sale of goods at an event or on the Science Center Plaza
 - Sale of books is allowed without a license
 - The license must generally be requested two weeks in advance
 - \$10 fee

- **Raffle**
 - 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.
 - The license must generally be requested one month in advance
 - \$10 fee

(Does Student Services request from the CLC on behalf of the student groups or do they contact CLC directly? OSL does it for undergraduates)

For more information see <http://www.cambridgema.gov/license/newonedayliquorrules>

Arranging Transportation

Student groups may choose to travel as part of their group activities. The Office of Student Services is available to help advise students regarding best practices to ensure the safety and well-being of all participants.

- **Shuttle and van service.** It is best whenever possible to hire a professional and reputable transportation provider particularly when traveling longer distances or with larger groups. Please contact [Harvard Transportation Services](#) to discuss your needs and inquire about preferred vendors. Special rates have been negotiated for the benefit of student organizations.
- **Rental Cars.** When traveling by car, students are encouraged to rent vehicles rather than use personal vehicles. Harvard has negotiated rental rates and insurance coverage through Enterprise/National at the Cambridge location for which student organizations are eligible. Rental cars can be reserved through Harvard's [Travel Portal](#).

Event Planning Resources

GSAS Office of Student Services and Dudley House have several resources to help you plan and host safe and well-run events. Please see:

- **GSAS Event Guide** for assistance in planning events and helpful resources.
- **Crowd Manager Fire and Building Safety Checklist** produced by The Commonwealth of Massachusetts Department of Fire Services
- **Massachusetts Board of Fire Prevention Regulations, Harvard College** for safety guidelines and tips when holding events.
- The **Trip Participant Agreement** for events that take place off campus and involve travel



Student Event Guide

Student organizations are required to comply with all University and GSAS policies.

Group Name _____

Event Title _____ Date/ Time of Event _____

Event Coordinator(s) _____ Location _____

Task	Responsible	Deadline	Notes
Planning			
Conceptualize Event Determine purpose, audience, and goals			
Budget Predict expenses			
Reserve location/space Dudley House spaces: call 617-495-5255 Harvard spaces: Roombook.fas.harvard.edu (HU PIN needed)			
Timeline Set-up time, event start time, event end time, break-down time			
Pre-Event Tasks Develop an agenda, program, invitations, and room set up			
Day-Of Event Set-up, break-down tasks			
Materials Nametags, pens, signage, snacks, water, tablecloths			
Communication			
Event Blurb Include who/ what/ where/ when/ why			
Publicity Strategy Communication - Contact GSAS; Ann Hall annhall@fas.harvard.edu - GSAS Residential Life weekly email, gsasreslife@fas.harvard.edu - Dudley Fellows, email Edlyn Levine, edlynlevine@fas.harvard.edu Social Media - GSAS Facebook, email annhall@fas.harvard.edu - Student group social media account (Facebook, Twitter, etc.) Residential Life Facebook, gsasreslife@fas.harvard.edu Posters (Dudley House, GSAS Residence Halls) Communication with other student groups: www.gsas.harvard.edu/current_students/student_organizations.php			
Volunteers			
Recruit Volunteers			
Assign Tasks Pre-Event tasks, day-of tasks, Post-events tasks			



Event Tips

- Secure a location before you plan
- Beginning planning well in advance of the event
- Consider your audience when you plan and book locations
- Strategically plan your advertising
- Consult Harvard University, GSAS, and Dudley House events for conflicts
- Consult with *GSG and DGSO Handbook* regarding policies

University Contacts

GSAS STUDENT SERVICES

Jackie Yun (Director of GSAS Student Services) and **Janet Daniels** (Staff Assistant)
617-495-5005, stuserv@fas.harvard.edu, B-2 Dudley House/ Lehman Hall

EMERGENCIES

Harvard University Police (HUPD): 617-495-1212

Fire: 617-495-1212

Harvard Operations Center: 617-495-5560

Call if you have a facilities accident such as a broken glass, spilled liquid or bodily fluids

DUDLEY HOUSE/ DUDLEY FELLOWS

Dudley House Administration

617-495-2255, dudhouse@fas.harvard.edu

House Administrator: Susan Zawalich, House Staff Assistant: Jeff Shenette

Dudley Fellows

Dudley Coordinating Fellow Eliza Gettel, egettel@fas.harvard.edu

FOOD AND BEVERAGES

Dudley Café

If hosting an event in Dudley House, you cannot bring in outside catering. Contact Paula Gaughan, paula_gaughan@harvard.edu, to have Dudley Café to cater your event.

Crimson Catering

617-496-6000, fax: 617.496.6722, crimson_catering@harvard.edu

www.dining.harvard.edu/crimson_catering/index.html

Student Event Services-Provides bartending services for events with alcohol

* See *GSG and DGSO Handbook* for guidelines on serving alcohol at events

617-495-5107, cqh@harvard.edu

cqh.harvard.edu/bartenders-hire

FINANCES

Harvard University Employees Credit Union

617-495-4460, fax: 617-812-8401, huecu@havarad.edu, www.huecu.org

Graduate Student Council (GSC)

gsc.fas.harvard.edu/how-receive-funding

The Graduate Student Council provides funding for recognized GSAS student organizations and group on a reimbursement basis.



The Commonwealth of Massachusetts
Department of Fire Services



Crowd Manager Fire and Building Safety Checklist
(to be completed on each day of operation prior to opening the facility to patrons)

Date: _____

Required for nightclub, dancehall, discotheque or bar as defined in 527 CMR 1.00 Section 20.1.5.6.1.1

<i>Inspection Item</i>	<i>Yes</i>	<i>No</i>
Is there one crowd manager on duty for every 250 occupants as identified on the Certificate of Occupancy? <i>Note – copies of crowd manager Certificate of Successful Completion should be kept on site.</i>		
Are employees trained to direct occupants to an exit in the event of an emergency and the other duties contained in the emergency plan?		
Are all egress paths maintained in a manner to provide a clear, unlocked, accessible path?		
Are all exit doors operable?		
Is all exit sign lighting operable?		
Is all emergency lighting operable?		
Are fire extinguishers in working order? Last inspection date: _____		
Are exterior stairways and means of egress free of snow and ice?		
The person responsible to make Exit announcement in accordance with 527 CMR 1.00 Section 20.1.5.8.3 is: _____		
The person responsible to ensure no one enters in excess of the posted occupant load limit, which includes all employees, guests and performers, is: _____		
Is the Certificate of Inspection posted? Maximum Capacity: _____ Expiration Date: _____		
Has the sprinkler system been inspected within the last year? Most recent automatic sprinkler inspection/test date: _____		
Has the fire alarm system been inspected and tested within the last year? Most recent fire alarm system inspection/test date: _____		

Any item checked “No” above must be resolved prior to opening
For questions - contact your local fire department

Has the commercial cooking equipment exhaust system been cleaned in accordance with the required frequency? Date of last cleaning: _____		
Has the commercial cooking fire suppression system been inspected in the last six months? Date of last inspection: _____		

Any item checked “No” above must be resolved within 24 hours.
For questions – contact your local fire department

Signed by Crowd Manager: _____ Crowd Manager Certificate #: _____

HARVARD COLLEGE



OFFICE OF STUDENT LIFE

UNIVERSITY HALL, GROUND FLOOR
CAMBRIDGE, MASSACHUSETTS 02138

Massachusetts Board of Fire Prevention Regulations

Following the Station Night Club fire in Rhode Island in February of 2003, there have been sweeping changes to fire safety requirements in Massachusetts and several other states, particularly with regard to bars and nightclubs.

On June 1, 2011 a new Crowd Manager regulation went into effect in Massachusetts. In short, this regulation requires that trained personnel manage fire safety in certain venues and at specific types of events. Although the law is directed primarily at bars and nightclubs, for certain events held in the Houses (i.e. dances, formals, etc.), we are also required to comply. A brief description of the requirements and our compliance plan follows.

1. Characteristics of Venues or Events that Require Crowd Managers

- a. "Any facility that features entertainment by live band or recorded music generating above normal sound levels and has a specific area designated for dancing." [527 CMR 10.13(2)(d)]
- b. Any venue where the occupancy load is 100 people or more (as determined by the posted Certificate of Inspection).
- c. One Crowd Manager is required for every 250 people, as determined by *room capacity* and **not anticipated attendance**.

2. Crowd Manager Qualifications, Training and Responsibilities

- a. Crowd Managers must be 21 years of age or older
- b. Crowd Managers must:
 - i. Complete an online training course: <http://public.eopsslearning.com/>
 - ii. This training takes approximately 30 minutes and is good for 3 years
- c. Crowd Manager Event Responsibilities
 - i. Complete the Fire and Building Safety Checklist
 - ii. Remain on site for the **entire** event to:
 1. Monitor capacity and ensure that it does not exceed the occupant load limit (Certificate of Inspection on the wall lists the maximum occupancy);
 2. Maintain clear paths of egress;
 3. Initiate a fire alarm if necessary and direct occupants to exit;
 4. Ensure that audible announcements are made regarding emergency exits prior to the start of programs or performances (this applies specifically to theatrical performances).

3. Who Will Need to Complete Crowd Manager Training?

To meet Harvard's obligation under this law, the following employees will need to be trained:

- a. House Building Managers and Tutors (and others if they wish); and
- b. Student Event Services Team personnel

Note: Training should be completed as soon as possible with a suggested deadline of August 31 to be prepared for the year. House Administrators should maintain a list of trained personnel in the House to ensure that events are adequately covered.

House Committee chairs and student organization leaders hosting events (particularly those who are 21+) will be encouraged to take the training to ensure that they are aware of the law and are actively working to ensure safety at the event.

4. Additional Requirements for Theatres, Movie Theatres, and Live/Recorded Performances

- a. In addition to the audible announcements about egress that are currently required, the new regulations further require that any written program, playbill, or similar document distributed prior to each program or performance must include a diagram of the location of all egress routes and areas of rescue assistance for use by persons with disabilities.

5. Next Steps for the Houses

- a. House Building Managers and Tutors should complete the training by August 31.
- b. House Administrators are responsible for maintaining a list of trained tutors.
- c. House Building Managers will ensure appropriate Certificates of Inspection for occupancy load, regularly check fire equipment according to the required checklist prior to events, and work with the students and Tutors to ensure that the checklist is completed, issues are addressed, and documentation is properly filed in the House.

Trip Participation Agreement

Name of Participant

Destination(s)

Purpose of the Trip

Date

"Harvard" in this agreement is understood to refer to President and Fellows of Harvard College, Harvard University (including its constituent schools and department) and its officers, employees, agents, and instructors. "Trips" is understood to include all activities at destinations, and all travel to and from such destinations.

Participants hereby acknowledge that participation in the Trip is voluntary. In doing so, Participant is fully aware of and understands the risks inherent in such a Trip-- risks generated by the fact of travel, or the destination and activities in question. Further, Participant recognizes and accepts the element of uncertainty which necessarily sounds travel in general.

Harvard assumes no responsibility for accident, illness, or disabilities incurred by Participant during the Trip, or for conditions he/she will experience in during the Trip. Further, Participant understands that Harvard can make no representations about the accuracy of information supplied by tour organizers, or others who are not agents or representatives of Harvard and over whom Harvard have no control. Harvard also assumes no responsibility for personal effects, either in transit or at final destinations.

Participant agrees to abide by such other regulations or instructions which the leaders of the Trip may decide are necessary during the Trip for Participant's safety or comfort.

Participant hereby authorizes Harvard to provide emergency medical treatment, in the event of accident or illness during the Trip which may require such emergency medical care. Participant further agrees to hold harmless and indemnify Harvard for any and all actions taken by Harvard to provide necessary emergency medical care to Participant during the Trip.

Accordingly, Participant releases Harvard from any and all liability or claims arising out of property damage, personal injury (including death), charges, actions, expenses or other losses that Participant may suffer or incur as a result of his/her participation in the Trip.

Signature of Participant

Date