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Helpful Tips
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    GSAS Student Event Worksheet
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INTRODUCTION

Graduate Student Groups (GSG) greatly enhance the graduate student experience by providing an opportunity to connect with a community of students who share common interests and goals. GSAS has groups that gather around topics ranging from cultures, sports, and hobbies, to community service and 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 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 responsibilities for officers
- Cultivating and supporting student leaders
- Assisting with 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

The Office of Student Services works closely with the Graduate Student Council (GSC) to ensure that only active and approved GSGs will receive GSC funding. The Office of Student Services will also publicize active groups and organizations on the GSAS website. The Office also processes the GSC awards to groups and individuals.

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

Sincerely,

J2

Jackie Yun, Janet C. Daniels
Director of Student Services, GSAS Program Coordinator, Student Services, GSAS
STUDENT GROUP CREATION

First steps for students in GSAS who are interested in forming a new Graduate Student Group are:

1. Check the GSAS GSG website to make sure a similar group does not already exist.

2. Organize a first meeting of interested students and take attendance, including name, university affiliation, and department. The majority of the group’s membership needs to be GSAS students.

3. Discuss leadership structure for the group. Groups are allowed to select officers through a process of their own choosing, whether election, appointment, or volunteering. All members of the leadership team must be GSAS students. Each group must have at least two officers on the leadership team.

4. Schedule a meeting with the Office of Student Services (stuserv@fas.harvard.edu; 617-495-5005) to learn about starting a new group, revitalizing an inactive group, and preparations to propose a new group to the Committee on Graduate Education (CGE).

CREATING NEW STUDENT GROUPS

After the initial meeting with the Office of Student Services, the steps to prepare to propose a new group to the Committee on Graduate Education (CGE) are:

1. Students hold an initial meeting with Student Services.

2. Students submit the GSAS New Group Form. There are two sections:

   SECTION 1: Policies and Procedures Section
   Graduate Student Groups (GSG) must confirm that they have read the policies in the GSAS GSG 2018-2019 Handbook.

   SECTION 2: Student Group Information
   To complete the form, please make sure you have the following information/documents at hand:
   - Group's official name
     - All groups need to have “GSAS” in their titles
   - Group email
   - Mission Statement
   - Constitution/By-laws (including officer’s roles and responsibilities)
   - Officer information (name, title, department, email addresses of all officers)
     - All leaders need to be GSAS students
     - Each group must have at least two officers on the leadership team
   - Date of next elections/leadership selection
   - Membership list (and affiliation)
     - A majority of members needs to be GSAS students.
     - Groups need to have at least ten members, not including officers
   - Group website (if applicable)
• Social media accounts (if applicable)
• Group's Tax Employer Identification Number (EIN, also called TIN) issued by the IRS (if applicable)
• Projected budget for 2018-2019
• Faculty/Staff Advisor contact information (if applicable)

3. The Office of Student Services reviews the submitted materials.

4. Students set up a second meeting with the Office of Student Services for the group leaders who will attend the CGE meeting to discuss the group’s materials and prepare for the meeting. The meeting with Student Services should be at least three weeks before the CGE meeting.

5. The Office of Student Services submits the names, leadership title, and students’ degree programs, as well as the mission statement for the meeting agenda at least two weeks before the meeting.

6. Students make final changes to materials, if necessary, 10 business days before the meeting. The Office of Student Services will also send copies of submitted documents to the group for its records.

7. On the day of the CGE meeting, students come to the Office of Student Services at least half an hour before the meeting. Meeting dates for the 2018-2019 academic year:

   **October 19**, 2-4 pm, Dudley House Common Room
   **November 7**, 2-4 pm, Dudley House Common Room
   **March 6**, 2-4 pm, Dudley House Common Room

   Note: The dates above are subject to change.

**APPROVED NEW STUDENT GROUPS**

Once approved by the CGE:

1. The Office of Student Services will inform the Graduate Student Council (GSC) and add the group to the [GSAS Student Group Website](#).

2. The group is then eligible to:
   • Reserve space on campus
   • Publicize as an official GSAS student group and use “GSAS” or “Graduate School of Arts and Sciences” in their group name.
   • Apply for a one-time $200 startup fund
   • Apply for GSC funding. There are four funding cycles throughout the year. [GSC Application Forms](#) are on the GSC website. Please note, at least one member of the leadership team must attend the GSC meeting each funding deadline (see [Graduate Student Council Funding](#)).
   • Apply for a sponsored bank account at the Harvard University Employee Credit Union (HUECU), see [Obtaining a Tax Employer Identification Number (EIN)](#) and [Setting up a]
HUECU Account. GSGs are not permitted to open a bank account with another bank branch.

- Apply for an FAS Sponsored email account. See FAS Sponsored Email Account.

**REATIVATING INACTIVE STUDENT GROUPS**

The Office of Student Services has digital files of Graduate Student Groups that were once active, but didn’t process an annual renewal, and became inactive. GSAS students are welcome to meet with our office to see the list of inactive groups, view historical files in the office, and discuss reactivating a group.

To reactivate a group, leaders will need to submit the GSAS Inactive Group Revitalization Form. There are two sections:

**SECTION 1: Policies and Procedures Section**

Graduate Student Groups (GSG) must confirm that they have read the policies in the GSAS GSG 2018-2019 Handbook.

**SECTION 2: Student Group Information**

To complete the form, please make sure you have the following information/documents at hand:

- Group's official name
  - All groups need to have “GSAS” in their titles
- Group email
- Mission Statement
- Constitution/By-laws (including officer’s roles and responsibilities)
- Officer information (name, title, department, email of all officers)
  - All leaders need to be GSAS students
  - Each group must have at least two officers on the leadership team
- Date of next elections/leadership selection
- Membership list (and affiliation)
  - A majority of members needs to be GSAS students
  - Groups need to have at least ten members, not including officers
- Group website (if applicable)
- Social media accounts (if applicable)
- Group’s Tax Employer Identification Number (EIN, also called TIN) issued by the IRS (if applicable)
- Projected budget for 2018-2019
- Faculty/Staff Advisor contact information (if applicable)

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 that are eligible for funding.
ANNUAL STUDENT GROUP RENEWAL

GSAS Graduate Student Groups (GSG) that wish to remain active must complete the annual renewal process with the Office of Student Services. The deadline for renewal for the 2018-2019 academic year is **October 31, 2018**.

**Inactive Status:** If paperwork is not submitted by the deadline, the GSG will become inactive. Inactive status means that the group will:
- Not be able to receive GSC funding
- Not be able to use GSAS in the group name
- Be removed from the GSAS website
- Cannot reserve spaces on campus

**Questions about Renewal**
Visit Janet Daniels, in the Student Services Office (B-2 in Dudley House/ Lehman Hall) for Drop-In Office Hours, 2-5pm Thursdays in October.

RENEWAL PROCESS

1. Students submit the [GSAS Annual Group Renewal Form](#) by **5:00pm on Wednesday, October 31, 2018**. This form has two sections:

   **SECTION 1:** Policies and Procedures Section
   Graduate Student Groups (GSG) must confirm that they have read the policies in the [GSAS GSG 2018-2019 Handbook](#).

   **SECTION 2:** Student Group Information
   To complete the form, please make sure you have the following information/documents at hand:
   - Group's official name. All groups need to have GSAS in their titles
   - Group email
   - Mission Statement
   - Constitution/By-laws
   - Officer information (name, title, department, email of all officers).
     - All leaders need to be GSAS students
     - Each group must have at least two officers on the leadership team
   - Date of next elections/leadership selection
   - Membership list (and affiliation)
     - A majority of members needs to be GSAS students
     - Groups need to have at least ten members, not including officers
   - Group website (if applicable)
   - Social media accounts (if applicable)
   - A copy of a recent bank account statement (if applicable; download via the [HUECU website](#) or visit the local branch to obtain a physical copy that you can scan)
   - Group's Tax Employer Identification Number (EIN, also called TIN) issued by the IRS (if applicable)
   - Financial statement for 2017-2018
• Projected budget for 2018-2019
• Faculty/Staff Advisor contact information (if applicable)

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 that are eligible for funding.
SAMPLE STUDENT GROUP DOCUMENTS

SAMPLE MISSION STATEMENT

Read mission statements of active Graduate Student Groups on the GSAS website in order to see what constitutes a student group mission statement. Remember to include the group’s full title (with “GSAS”) in the Mission Statement.

SAMPLE CONSTITUTION/BY-LAWS

While organizations may change the specific wording of their constitutions, the general format outlined in the sample constitution below must be included for the group and organization to receive recognition from the Graduate School of Arts and Sciences. Here is a Sample Constitution/By-Laws that can be downloaded and edited.

Constitution and By-Laws of (name of group)

Article One. Group Title Example: “GSAS Debate Club”

The title of this Graduate School Group shall be GSAS Debate Club.

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

The GSAS Debate Club [hereafter referred to as GSAS DBC] is dedicated to the goal of providing public speaking and debating activities for members of the Harvard community and specifically for GSAS students. The activities of the GSAS DBC 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, and participating on a limited level in intercollegiate extemporaneous debating tournaments.

Article Three. Criteria for Membership.

1. Membership in the GSAS DBC 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 GSAS DBC shall be registered in the Graduate School of Arts and Sciences.

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.

Article Four. Officers.

1. The officers 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 GSAS DBC and shall exercise general supervision
and control over its programs, chair its business meetings, and other business including:

- Presides over meetings of the group
- Calls special meetings of the group
- Facilitates officer board meetings
- Prepares and submits Annual Group Renewal
- Maintain contacts with the GSAS GSC and other organizations
- Represents the group to the University and other organizations
- Serves as a secondary signatory on financial accounts
- Assists all executive officers
- Organizes leadership retreats
- Coordinates officer elections and transitions

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 office until the next regularly-scheduled election. The new President shall fill the vacancy in the Office of Vice-President by appointment, and other business including:

- Assumes the duties of the President in their absence
- Directs Constitutional updates and revisions
- Facilitates elections of officers
- Recruits new members
- Serves as Parliamentarian
- Represent the group to the University and other organizations

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 including:

- Obtains appropriate facilities for group activities
- Keeps a record of all members of the group
- Keeps a record of all activities of the group
- Prepares meeting agendas with the President for all meetings
- Notifies all group members of meetings
- Attends all group meetings
- Distributes agendas for each group meeting
- Maintains attendance at each meeting
- Takes and distributes minutes of each group meeting
- Prepares groups calendar of events
- Keeps the group informed of both group and university business
- Maintains the group’s records and materials
- Handles all correspondence of the group
- Collects mail on the 3rd floor of Dudley House
- Represent the group to the University and other organizations

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, submitting financial reports, and other business including:

- Be familiar with accounting procedures and policies
- Serves as the primary signatory on financial accounts
- Serves as chair of the finance committee
- Acts as a liaison to the GSC Treasurer
- Pays group bills
- Collects group dues
• Keeps all financial records of the group
• Prepares an annual budget and all budget requests for funds
• Prepares and submits financial reports to the members
• Maintains a financial history of the group
• Provides advisor with summary of financial records at the end of the academic year
• Advises members on financial matters (i.e. vendors, ticket selling procedures)
• Prepares purchase orders, requisition forms, or supply requests
• Maintains an inventory of all equipment and its condition
• Represent the group to the University and other organizations

Article Five. Elections.

1. Officers shall be elected annually, each spring by the membership of the GSAS DBC. 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 GSAS DBC shall be held at least once each semester.

2. The President shall preside over all business meetings of the GSAS DBC. In the absence of the President, the Vice-President shall preside.

3. Special meetings of the GSAS DBC may be called by any GSAS DBC members, who shall so inform the Secretary at least one week prior to the date of the proposed meeting. 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 GSAS DBC 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 Office of Student Services must be notified of any amendments to this constitution. The number of members entitled to propose an amendment will vary within each organization.

__________________________________________ (Date)
SAMPLE PROJECTED BUDGET

As part of the student group creation and the annual renewal process, student groups will need to supply a projected budget for the upcoming academic year. Budgets need to include both projected expenses and projected income. If helpful, here is a blank Sample Projected Budget Template that can be downloaded and completed.

<table>
<thead>
<tr>
<th>Income</th>
<th>Income Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Party Tickets</td>
<td>$1,240.00</td>
</tr>
<tr>
<td>Refreshment sales</td>
<td>$330.00</td>
</tr>
<tr>
<td>GSC Group Funding</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Total Income:</strong></td>
<td><strong>$1,770.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Expenses Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entertainment</td>
<td>$250.00</td>
</tr>
<tr>
<td>Annual Dinner</td>
<td>$960.00</td>
</tr>
<tr>
<td>Publicity</td>
<td>$300.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$1,510.00</strong></td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td><strong>$260.00</strong></td>
</tr>
</tbody>
</table>

SAMPLE FINANCIAL STATEMENT

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

As part of the annual renewal process, the GSG is required to submit a financial statement from the past academic year. If helpful, here is a blank Sample Financial Statement Template that can be downloaded and completed.
<table>
<thead>
<tr>
<th></th>
<th>17-18 Budget</th>
<th>17-18 Actuals</th>
<th>Variance (Difference between Budget and Actual Income/ Expenses)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Sales</td>
<td>$4,700</td>
<td>$5,000</td>
<td>$300</td>
</tr>
<tr>
<td>Merchandise Sales</td>
<td>$1,800</td>
<td>$2,000</td>
<td>$200</td>
</tr>
<tr>
<td>Member Dues</td>
<td>$500</td>
<td>$500</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>$7,000</td>
<td>$7,500</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$1,900</td>
<td>$2,000</td>
<td>-$100</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$1,900</td>
<td>$2,000</td>
<td>-$100</td>
</tr>
<tr>
<td>Printing</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mailing</td>
<td>$700</td>
<td>$750</td>
<td>-$50</td>
</tr>
<tr>
<td>Posters</td>
<td>$500</td>
<td>$500</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>6,500</td>
<td>$6,750</td>
<td>-$250</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>$500</td>
<td>$750</td>
<td>$250</td>
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</table>
Policies

Graduate Student Groups in GSAS are responsible for understanding and following the policies and procedures in this handbook. Failure to do so could result in deactivation of a student group or individual leaders or members facing the possibility of disciplinary sanctions.

Membership

1. All officers must be GSAS students. Each group must have at least two officers.

2. There must be at least ten members (group officers do not count toward this number).

3. The majority of members must be GSAS students.

4. Members must be Harvard students. Please note that Postdoctoral Fellows, FAS 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.

To keep your group’s records up to date, be sure to fill out the New Leadership Form whenever your group elects a new officer.

Name Use

1. “GSAS” needs to be in each group’s title. Examples:
   - “GSAS Action Coalition”
   - “LGBTQ@GSAS”

2. Groups may use the word “Harvard” only in conjunction with “GSAS” such as “Harvard University Graduate School of Arts and Sciences” or “Harvard GSAS”. Examples:
   - “GSAS Minority Biomedical Scientists of Harvard”
   - “Harvard GSAS Student-Parents Organization”

Insignias

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 Policy on the Use of Harvard Names and Insignias.
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.

RELATION TO OUTSIDE ORGANIZATIONS

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.

GSGs with questions about religious groups are more than welcome to contact members of the Harvard Chaplains for guidance and to discuss questions. See Harvard Chaplains or email chaplains@harvard.edu with any general questions.

SOCIAL MEDIA

1. 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.

2. GSGs cannot use Harvard University’s shield.

3. GSAS Student Groups and Organizations must follow Harvard University Guidelines for Using Social Media found here.

4. A group’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”.

5. If a student group uses the tagline of “a GSAS Graduate Student Group”, it 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.

6. If the GSC provides funds for an event, the group must state that the event is “Sponsored by the GSC” in publications and social media. Groups should include the GSC logo on advertisements as appropriate. See GSC Publicity Expectations.
FILMING ON CAMPUS

Harvard Public Affairs and Communications (HPAC) outlines Harvard University’s restrictions on photography and videography on campus. These restrictions include:

- Any photography or videotaping which portrays official signs, insignia or emblems of Harvard University or its schools needs advance permission of the Trademark Office (exceptions are made for press that are invited to cover University events)
  - Commercial filming anywhere on Harvard’s campus.
  - Filming inside of dormitories, cafeterias, or classrooms.

For a full list of restrictions, visit HPAC’s website:
www.harvard.edu/media-relations/photos-and-multimedia/request-permit

FINANCIAL MANAGEMENT

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:
   i. To whom it may concern:
   ii. 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
   iii. 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. GSG Annual Renewal: GSGs will not be permitted to renew annually 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.
**Sponsorship**

Harvard University and GSAS require that each student organization maintains local autonomy, having no institutional connections with outside organizations. This means Non-Harvard groups may not sponsor events here by using a student group as a vehicle to appear on campus, gain access Harvard spaces, or represent a partnership with the University.

If the group should sign a contract or an agreement with a non-Harvard entity, the group can **ONLY** sign on behalf of the student group. We recommend that student groups require that two of its members sign any contract entered into by the group, and that at least one signer be an officer of the group. Be advised that you **DO NOT** have authority to sign contracts on behalf of Harvard University or GSAS. If a student group fails to meet its contractual obligations, neither Harvard University nor GSAS will assume those obligations. To make this clear to third parties, any contract you sign must bear the full name of your group and must state the following:

“The parties hereto agree and understand that neither Harvard University nor the Graduate School of Arts and Sciences is a party to this contract and neither is responsible under any circumstances for performing any obligation of this contract”

Student groups 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 groups on campus. Any employment recruitment events should be coordinated in conjunction with the [Office of Career Services](#). See **Events with Employers**.

**Separation of Personal and Group Funds**

Please note that each group is expected to keep its funds separate from the personal funds of its officers or members. Groups are not allowed to use a personal checking or savings account for student organization funds. Funds should be deposited in a checking or savings account 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 Tax Employer Identification Number (EIN) issued by the Internal Revenue Service (IRS). See **Obtaining a Tax Employer Identification Number (EIN)** and **Setting up a HUECU Account**. Inactive groups the risk of losing their funds in their group bank account. [Massachusetts state law](#) requires that after three years, unclaimed property needs to be reported and remit to the state.

**Group Salaries**

Earnings of any graduate student groups should not be given to individual members. Some groups pay members for services performed by those members. Groups wishing to pay or provide other forms of remuneration to individual members must first receive approval from the Office of Student Services. It is expected that payment 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 may be asked to present financial reports to the Office of Student Services.
GSG FACULTY OR STAFF ADVISOR

1. Although GSGs are not required to have advisors, they are encouraged to have one. Advisors must be a Harvard faculty or staff member.

2. There are two functions of advisors of groups. First, they will endeavor to make a positive contribution to the growth and functioning of the 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 group they support.

3. Advisors should be familiar with the rules and regulations for the student group.

4. With regard to finances, the advisors have no legal responsibility for debts. Nonetheless, debts incurred by students should always be a matter of concern to the advisors since the debts reflect on the group.

GROUP RECORDS

If interested, groups can file materials with the Harvard University Archives. The Office of Student Services also has digitalized historical student group files that students can review in the office.

DEPARTMENTAL GRADUATE STUDENT ORGANIZATIONS (DGSO)

Departmental Graduate Student Groups (DGSOs) are affiliated with a department, program, or subject. The Office of Student Services collects information from the groups every October and creates a list of DGSOs that have updated their contact information. This list is shared with the Graduate Student Council (GSC) and used to update the GSAS Student Groups website. DGSOs are eligible to apply for funding through the GSC.

UNIVERSITY-WIDE STUDENT GROUPS (USG)

GSAS GSGs and University-wide Student Groups abide by different policies. 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 usg.harvard.edu/home or email Marshall Page (marshall_page@harvard.edu) who oversees the program for the Office of the Provost.
**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:** Harvard has negotiated rental rates and insurance coverage through Hertz, Enterprise, and National at the Cambridge location for which student organizations are eligible. Rental cars can be reserved through Harvard’s Travel Portal.

- **Zip Cars:** Harvard students can become members of Zipcar for $15 and can choose cars that are located right on campus. Zipcar membership includes insurance. See Harvard University Zipcar page.

- **Car Insurance:** Insurance coverage is available to students renting vehicles for the activities of officially recognized groups. Insurance information can be found in Rental Car Insurance Coverage for Student Groups.

A Sample Trip Participation Agreement can be found at the end of this handbook.

**TRAVEL AND ACTIVITY ABROAD**

Harvard Global Support Services (GSS) can provide advice on a variety of overseas operational activities, including safety and security, outbound visas, imports and exports, data security, and more. GSS also manages the University’s International SOS program, which provides 24/7 medical, mental health, and security support and evacuation services to affiliates abroad. To expedite assistance, students should enter their travel itinerary and contact information in the International SOS MyTrips platform before they leave.

Visit globalsupport.harvard.edu to learn more about GSS services, register travel, download the International SOS app, and to contact GSS with any questions. They’re also happy to speak to groups about how they can help students and faculty achieve their goals abroad.

**SERVING ALCOHOL**

**Drinking Age**
The minimum drinking age in Massachusetts is 21. To be served or provided an alcoholic beverage, an individual must show proof of minimum drinking age by presenting a government-issued, photo identification.

**Bartenders**
Whenever the number of people in attendance exceeds 30 for an event where alcohol will be served, the student group is responsible for hiring a bartender(s). Three options for student groups are:

- Dudley House Café can arrange for bartenders with organizing their event. Contact Paula Gaughan,
Manager of Dudley Café, at paula.gaughan@harvard.edu or 617-495-3381.

- Crimson Catering can organize the alcohol and bartender as part of a catered event. Visit their website.
- The Student Event Services (SES) team handles the service of alcohol at student group events. 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 time frame, staffing cannot be guaranteed.

**Liquor License**
A one-day liquor license is required when: attendance is being charged, there is a cash bar, or the event is open to the general public. Student groups are responsible for obtaining a Cambridge Liquor License by contacting the Harvard University on-campus police department in person or at Scheduling@hupd.harvard.edu to obtain the Event Registration forms. Plan to start this process weeks before the event.

**Food and Alcoholic Beverages**
A proportional amount of food and nonalcoholic beverages must be available at any event where alcohol is served.

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**CROWD MANAGEMENT**

Massachusetts Board of Fire Prevention Regulations, if groups hold events with over 100 people, they need to have a Crowd Manager. A police detail through Harvard University Police Department (HUPD) can be arranged by visiting the HUPD website. See Harvard University Police Department (HUPD) Security for pricing. Student groups can also hire the Student Event Services (SES) team to serve as crowd managers.

**Police Presence**
Harvard University requires a Harvard University Police (HUPD) police detail to be present for student-sponsored events whenever alcohol is served and the number in attendance exceeds 100. A police detail can be arranged by visiting the HUPD website. The appropriate number of police officers will be determined by the HUPD. Harvard University Police Department (HUPD) Security for pricing.

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**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 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.

Notwithstanding any other provisions 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 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 use its name or facilities or is known 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 sections seventeen and eighteen to unaffiliated student groups, teams or organizations 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 board 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 higher education 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 are individualized supports to help individuals or the University community participate in campus life at Harvard. These can be considered and 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.

FAS Policy on Quid Pro Quo Harassment:

- The FAS explicitly includes in its prohibition of quid pro quo sexual misconduct 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. The FAS considers the ability to participate in student clubs and organizations to be an important part of access to the resources and programs available for Harvard students.

FAS FREEDOM OF SPEECH GUIDELINES

Policy Guidelines pertaining to Free Speech in the Faculty of Arts and Sciences can be found here.

POLICY FOR THE SAFETY & PROTECTION OF MINORS

Harvard University is committed to providing a safe environment for everyone on its campuses and in its programs. This includes the thousands of minors who participate in programs and activities both on and off campus. Members of the Harvard community who interact with minors in any official capacity are expected to foster and maintain an appropriate and secure environment for minors. The Harvard University Policy for the Safety & Protection of Minors can be found here.

MAILBOXES

All active GSGS are provided a mailbox on the 3rd floor of Dudley House across from the computer station. We request that student leaders check their group’s mailbox twice per month so that mail does not pile up. If mail does pile up, the Office of Student Services reserves the right to take away a group’s mailbox privileges. If a GSG does not want a mailbox, the student leaders should contact the Office of Student Services.

Please note that all checks from the Graduate Student Council to Graduate Student Groups (GSGs) are not distributed into the GSG’s individual mailboxes. Instead, the Office of Student Services can contact your group when a reimbursement check is ready for pickup in Dudley Hall Office B-2 in the basement.

Most of the mail that accumulates in the mailboxes consists of statements from the bank. Groups can switch from paper to electronic statements. Instructions about how to switch to eStatements can be found here.

The address of the mailbox is:
Dudley House/Lehman Hall,
1 Harvard Yard
Cambridge MA 02138
TECHNOLOGY RESOURCES

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.

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.

Create an Email Account:
1. Complete the Request a FAS Sponsored Email Form. To complete the form, please make sure you have the following information/documents on hand:
   - Group’s official name
   - Name of the email account. The name needs to have “GSAS” in it.
   - Names, titles, and email accounts of students who would like to access the email account. Note: Gmail accounts will not work, however g.harvard and fas.harvard accounts will.
2. Student Services fills out the online application, creating an HUIT ticket to create the FAS email account.
3. HUIT processes the ticket, notifying Student Services.
4. Once the ticket is closed, Student Services emails the student group.

Accessing Email Account:
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**
- **Introduction to Office 365 for Harvard**

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)](http://example.com) here.
   - 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 for setting up an account:

- Go to the following web address and put the email account name in red:
  https://outlook.office365.com/owa/nameoftheemailaccount@fas.harvard.edu
  - For example:
    https://outlook.office365.com/owa/groupname@fas.harvard.edu
- Log in with your Harvard Key
- Start a new message and double check that the "from" is the correct email

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).

4. Outlook App for Mobile Devices
   - Instructions for Microsoft devices
   - Instructions from Harvard on how to configure your iphone/ipad

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. Students can attend free trainings and refer to the Community site for support. For upcoming training events, see the Harvard Web Publishing Calendar.

CREATING A LISTSERV

The Harvard Computer Society offers to host listservs for student groups to enable them to email groups of students. To create a listserv, fill out the Make a List form. For any questions, you can email help@hcs.harvard.edu.
FINANCIAL RESOURCES

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

HELPFUL TIPS

1. **Keep your records.** Each group is fully responsible for its own finances and accurate financial records should be maintained at all times. Keep track of your group’s transactions, whether in the form of cash, checks, paid-in-kind, 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. **Be Cautious about monetary donations.** Ask for sponsorship in the form of support. For example, when working with a non-Harvard entity, ask them to pay for space, catering, publicity, and event collateral instead of a cash donation, which might be considered taxable income.

4. **Use a budget.** Prepare a realistic yearly budget, projecting both income and expenses for the year.

5. **Note about tax status.** GSAS Graduate Student Groups are not part of Harvard University and are therefore not covered by Harvard University’s tax-exempt status. Groups must independently comply with federal and state laws, including tax laws and filing requirements both at the federal and state levels.

While some groups could potentially qualify for tax-exempt status based on the nature of their activities, such status can be challenging for groups. The process involves, for some groups, an initial filing with the IRS and, for all groups, ongoing annual filings. And, depending on the type of group, various conditions may apply to tax-exempt status. Given turnover in group leadership, it may be difficult for some groups to ensure compliance with these requirements, in which case tax-exempt status may be impractical. For more information, please visit the websites of the IRS at [Tax Information for Charities & Other Non-Profits](https://www.irs.gov/charities-and-non-profits) and the Massachusetts Attorney General, Division of Public Charities, at [Public Charities or Not-for-Profits](https://www.mass.gov/charity). The GSAS Office of Student Services ([stuserv@fas.harvard.edu](mailto:stuserv@fas.harvard.edu); 617-495-5005) can provide general information or, for specific questions, a referral to an outside legal advisor.

Please see information included regarding [GSAS Policy on the Payment of Bills](#), and [Sample Projected Budget](#) and [Sample Financial Statement](#).
The Graduate Student Council (GSC) provides funding for recognized student groups. GSC Funding is available to support events, group activities, operating expenses, or new group start-up funds. Groups must apply for funding before the event occurs and funded groups will be reimbursed after the event.

The process for applying for funding, holding events, and then requesting reimbursement from the GSC is:

1. **Apply**: Complete the Harvard GSC Graduate Student Funding Application Form on the **Apply for Funding GSC page**. See the GSC website for **Fundable Activities and Expenses**.

   **2018-2019 Funding Request Deadlines**
   - Fall: **September 28, 2018**
   - Winter: **November 16, 2018**
   - Spring: **February 22, 2019**
   - Summer: **April 12, 2019**

   Applications are due at **11:00 pm** on the dates listed above.

2. **Attend the GSC Open Meeting immediately following the application deadline**: At least one student representative from your group must attend the **October, December, March, and May Open Meetings**, where funding decisions are approved by the Graduate Student Council. Failure to attend these GSC Open Meetings will result in loss of funding.

   **2018-2019 Open Meeting Dates**
   - September 5, 2018
   - **October 3, 2018 (Fall Funding)**
   - November 7, 2018
   - **December 5, 2018 (Winter Funding)**
   - February 6, 2019
   - **March 6, 2019 (Spring Funding)**
   - April 3, 2019 (Elections)
   - **May 1, 2019 (Summer Funding)**

3. **Plan and Publicize Event**:
   - Include “Sponsored by the GSC” in publications and social media
   - Email **gsccsecretary@fas.harvard.edu** and **gsccpresident@fas.harvard.edu** to advertise your event on social media or in the GSC Newsletter.
   - Keep copies of all advertisements to submit when filling out the Reimbursement Form.

4. **Submit Reimbursement Form**: Complete the **Harvard GSAS Graduate Student Group Reimbursement Request Form**.

   **Note**: Funding awarded in a given cycle must be used within two application cycles. (for example, if a group was awarded funding at the October open meeting, it must submit all corresponding reimbursement forms by the Spring funding application deadline).

5. **If Needed, Apply for a Tax Employer Identification Number (EIN)**. See section.
6. If Needed, **Submit a W9** to the Office of Student Services. See section.

7. **Pick-Up and Deposit Reimbursement Check:**
   - The Office of Student Services will email group leaders when a check from the GSC arrives to the Student Services office.
   - Student leaders will need to bring ID and fill out the [GSG Check Sign-out Form](#) in the B-2 office.
   - Student leaders can then deposit the check into the group’s bank account and reimburse students who made the original purchases.

If you have questions about funding applications for new or existing groups, please see the GSC [FAQ page](#) or contact the GSC Treasurer at gsctreasurer@fas.harvard.edu.

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**OBTAINING A TAX 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’ [EIN Assistant website](#) 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 and phone number. 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, enter the name of your group, the county (“Middlesex”), state (“Massachusetts”) and the month and year your group was approved by the Committee on Graduate Education. On the next 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). To open an account, your group will need to do the following steps:

1. Fill out the Opening a New HUECU Bank Account Form. You will need to provide:
   - Official Group’s name
   - Group contact email address
   - Group’s EIN
   - Names and titles of students to add to the account as signers

2. The Office of Student Services will then email a letter to HUECU and forward it your group leaders with the following PDFs to complete.

3. One student needs to fill out the attached HUECU Organization Account Opening form for the group. 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 refer 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 Lehman 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.
   - 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.

4. Each signer on the Organization Account Opening form needs to fill out the HUECU Add an Organization Signer form.
   - You will need your account Member Number for this form. If you are submitting both at the same time, 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.

5. Should your group choose to have a debit card, fill out the HUECU Student Organization Debit MasterCard Application form. You can either upload this form with the other forms and wait for the debit card in the mail (it will take about two weeks) or bring this form to the branch (card issued onsite).

6. 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 HUECU Document Uploader.

   One of the IDs per signer should be the HUID, the other a government-issued ID. Foreign passports will work as a government ID. Foreign Driver’s Licenses will not. Groups will be notified when the paperwork is received.

7. A signer who is a group officer needs 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. The group officer should bring the group’s EIN paperwork with them so the bank can put it on file. The officer should also bring a cash or check in the amount of $5.00, which is the minimum deposit for funding membership.

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.

- Find a local HUECU branch
- For more information on HUECU Student Organizations

8. 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 every 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.

For questions about a specific group account, students can set up a phone call with the HUECU student group representative through HUECU’s online scheduler. Choose “Student Organization Account” option.

CHANGING SIGNERS ON THE GSG HUECU ACCOUNT

The steps to change the signer names on the GSG HUECU account are very similar to the steps for setting up an account (see section above). All signers must be group leaders and GSAS students.

To change the signers:

1. Fill out the Changing Signers on GSG HUECU Bank Account Form. To complete the form, please make sure you have the following information/documents at hand:
   - Official Group’s name
   - Group contact email address
   - Group’s EIN
   - Names and titles of students to:
     - Remove from account
     - Keep on account
     - Add to account

2. The Office of Student Services will then email the letter to HUECU and forward it your group leaders with the needed PDFs.

3. Each new signer needs to fill out the Add an Organization Signer form and upload it through the Document Uploader.

4. Each new signer needs to go to the branch and show ID. One of the IDs per signer should be the HUID, the other a government-issued ID. Find a local HUECU branch. For more information on HUECU Student Organizations click here.

5. Keep copies for your files.
For questions about a specific group account, students can set up a phone call with the HUECU student group representative through HUECU’s online scheduler. Choose “Student Organization Account” option.

**SUBMITTING A W-9 FORM**

For Student Groups to receive Graduate Student Council Funding, the group needs to be set up as a vendor with Harvard University. To do this, groups must send a completed W-9 for the group to Student Services. It is helpful to do this as soon as possible. Setting up a vendor can take up to a week and may slow down the process of the group receiving a reimbursement check. Please send a copy of the PDF to stuserv@fas.harvard.edu.

Here is an online version of the form to fill out or download.

Here are some helpful tips to filling it out:

- Fill out the form for the name of the group, not your individual names
- Use our address as the mailing address:
  
  Dudley House, B-2 Office
  Lehman Hall, Basement
  Cambridge, MA 021389-3846
- When you fill it out, mark that the group is an Individual/ sole proprietor or single-member LCC
- Use your EIN number in the Employer identification number section

**GSC REIMBURSEMENT CHECKS COLLECTION**

Group checks are available for pick up in the Office of Student Services. When checks arrive to the office, a staff member will contact the group’s leadership team and the GSC treasurer. Group leaders can collect these checks at the Office of Student Services (B-2 in the basement Dudley House, 617-495-5005, stuserv@fas.harvard.edu) between the hours of 9-5pm, Monday-Friday. To collect checks, group leaders must present their Harvard ID and complete the GSAS GSG Check Sign-Out Form while in the Student Services Office.

**OTHER SOURCES OF FUNDING**

**GSAS Student Engagement Fund**

The GSAS Student Engagement Fund provides grants to support student groups by funding student-initiated activities, programs, and events that create engagement at GSAS and enhance and complement the academic and social experience of GSAS students. Grants may be awarded up to $2,000.

To apply for the GSAS Student Engagement Fund, Graduate Student Groups or students collaborating with a Graduate Student Group must complete a GSAS Student Engagement Fund Proposal Form. This requires a proposal document including:
• **A detailed description** of the proposed program/activity/event, including: how the event will engage GSAS students across programs and interests, proposed date, time, location, and expected attendance. Proposals should state how the event will be publicized to the entire GSAS community. Note if the event has occurred in the previous year.

• **Itemized budget.** Applications should include detailed budgets and plans with specifics on quantity, speakers, flight costs, catering, media services, and publicity plans. You may use the [Budget Template](#).

• **Names and contact information for all individuals** for planning and implementing the event, highlighting relevant expertise and prior experience, if appropriate.

The application should be no more than three pages.

The grants are reviewed three times a year:

- **Fall:** submit by **October 15, 5:00 pm**
- **Winter:** submit by **February 15, 5:00 pm**
- **Spring:** submit by **April 15, 5:00 pm**

**Harvard Graduate Council**
Contact the [Harvard Graduate Council](#) for information regarding support and funding for university-wide student-run events.

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

**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 [Asia-related Centers](#) Common Application for Student Organizations 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 [Student Funding](#).

**COOP Grants for Public Service Projects**
Each year, the Harvard Cooperative Society (The COOP) generously funds student projects aimed at improving Cambridge/greater Boston community. Both immediate and long-term projects are welcome. The awards are expected to range between $1000-2000, depending on the specific funding requests of proposed projects. Grant recipients will be required to submit a short report showing how the funds were spent and what the award allowed the individual or group to accomplish. For more information, see the [COOP Website](#).

**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 [Resources for Students, Student Groups](#).
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 GSAS Research Workshops.

Office of Career Services
The Office of Career Services (OCS) works closely with all the professional-development-related students groups on collaborative career events. Student leaders should contact Heather Law (hlaw@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 Provost Fund for Student Collaboration.

Office for Sustainability Student Grants
The Office for Sustainability at Harvard have Student Grants to support new ideas and innovative projects that address global sustainability challenges with on-campus applications. The Program supports projects that are specifically aligned with the goals, standards, and commitments in Harvard’s Sustainability Plan. Special consideration is given to projects that address climate change and enhance human well-being.

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 Grants for Graduate Student Conferences.

Worldwide Week Funding
The Office of the Vice Provost for International Affairs (OVPIA) welcomes student groups to apply for funding for events for the Worldwide Week at Harvard. To learn more, contact Bailey Payne: bailey_payne@harvard.edu
EVENT PLANNING

The Office of Student Services offers advising and support for Graduate Student Groups wishing to plan events on campus. There are particular issues involving licenses, police coverage, and bartending through Student Event Services (SES) team participation for larger events. Please see below for more information.

HELPFUL TIPS

- Secure a location and date before you plan
- Begin planning well in advance of the event
- Consider your audience when you plan and book locations
- 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
- Write out all the communication and advertising, including thank yous
- Consult Harvard University, GSAS, Dudley House, and possibly the Office of Career Services events for conflicts
- Consult with Graduate Student Group Handbook regarding policies
- 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 Fundable Activities and Expenses

RESERVING SPACE

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

Dudley House

GSAS student groups and organizations can reserve rooms in Dudley House, no more than once a month. If you reserve space in Dudley House outside hours when the House is open, the group or organization may need to pay for a security guard and custodial services through Dudley House. During the week, catering for events in Dudley House needs to be ordered through the Dudley House Café see Arranging Catering. To reserve a room at Dudley House please contact Jeff Shenette (dudhouse@fas.harvard.edu, 617-495-2255). Check the information regarding entertainment and liquor licensing if needed.

FAS RoomBook

Classrooms and event spaces can be reserved through the EMS scheduling system. GSAS students can use the FAS portal and accessed through 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.

To search for an available room in RoomBook:
- select the school (FAS)
- enter Login ID and PIN/Password
- go to Browse on the upper left side
- select Browse for Space
- on the right, scroll down to the Science Center
- use Filter on the upper right side to select specific date
- use the < > 16 Hours to advance the calendar by 16 hours earlier or later
To request a classroom, lecture hall, or arcade in RoomBook:
- select school (FAS)
- enter Login ID and PIN/Password
- go to Reservations
- select Academic Request or Non-Course Request

For additional help using RoomBook, please see roombook.harvard.edu/fas

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.

Outdoor Spaces
GSAS Graduate Student Groups can book outdoor spaces including the Plaza, Dudley House Patio, and Memorial Church Porch for certain events. Request Outdoor Spaces here.

Indoor Spaces
Graduate Student Groups can book indoor spaces in the Richard A. and Susan F. Smith Campus Center through two programs:

1. Collaborative Commons
Through the Collaborative Commons Program groups can host events that should ideally contribute to campus life and also reflect diverse perspectives, innovations, disciplines, and programmatic areas. Groups can host events on select Tuesdays and Saturday nights throughout the inaugural academic year. The Collaborative Commons Program Proposal needs to be submitted at least 30 days before the proposed event date and priority will be given to proposals that include three or more officially recognized student groups.

Collaborative Commons is also home to six meeting rooms with capacities between 4-12 people that can be reserved for Harvard related activity. No room fees apply. Please note, Collaborative Commons is a Harvard I.D. only space.

2. Harvard Commons: Crossroads Series
Graduate Student Groups can also apply to host an event through the Harvard Commons “Crossroads Series”. Harvard Commons is a large multi-story glass space with seating and gathering spaces across levels. Groups can submit a Harvard Commons "Crossroads Series" Proposal Form to host events on select Wednesday and Thursday nights throughout the inaugural academic year.

Harvard Commons has been designed to be a highly flexible space that can shift from a living room to a unique place for programs and events ranging from lectures and films to concerts and performances. Details about the space:
- Audience layout and seating options on the first floor of Harvard Commons can range from informal lounge-style with couches and cafe style tables and chairs for approximately 50-80 people to more formal performance/lecture style seating for approximately 200 people.
- Harvard Commons is equipped with a wood stage measuring 11 feet deep and 28 feet wide and basic adjustable stage lighting.
- Audio-visual equipment includes a large-scale screen and digital projector, height-adjustable podium, wireless microphones, assistive listening devices, and a built-in house sound system with sub-woofer.
Event proposals for the **Spring 2019 term** will be accepted on an ongoing basis through January 31, 2018.

3. **Multi-Purpose Rooms**

In addition, The Smith Campus Center is home to four multi-purpose rooms that can be requested by recognized Harvard student organizations, faculty, and staff. The Isaacson Room (2nd floor), the Mt. Auburn Room (2nd floor), the South Arcade Room (2nd floor), and the Riverview Commons Lounge (10th floor) are great for meetings, lectures, and workshops. No room fees apply.

Questions? **Email commonspaces@harvard.edu or call 617-495-6916.**

**Harvard Law School Pub**

To host an event at the Harvard Law School Pub during its regular hours (Monday-Thursday, 5-10:30 pm), contact Kim Smith at kim_smith@harvard.edu. To host an event during off-hours, visit the [HLS Event Scheduling and Support Page](#).

**Cambridge Queen’s Head Pub**

Located in Memorial Hall, the Cambridge Queen’s Head Pub provides a relaxed and casual environment with a number of amenities including complete food service, flat screen televisions, fully integrated A/V capabilities and a pool table. To submit a request, email Harvard Event Services at events@harvard.edu or fill out the form [here](#).

**Harvard T. H. Chan School of Public Health**

[Here](#) 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.

**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 base comprised of faculty, staff, students and affiliates. Requests are sent primarily via the [eCommons online request form](#) by emailing Room_Scheduling@hms.harvard.edu, or by calling 617-432-2020. Confirmations are sent directly to clients via email.

**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@hsdm.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).

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**ARRANGING CATERING**

**Dudley House**

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. Beer and wine are the only alcoholic beverages served at Dudley House. See [Serving Alcohol](#) about policies.
Crimson Catering
Events that take place at Harvard outside of Dudley House can be catered through Crimson Catering. More information is available here.

Homemade Food
Homemade food may be served at events and activities limited to a group’s membership, although the organization takes on liability in doing so. View more information about food safety at Harvard.

EVENTS WITH EMPLOYERS

The Office of Career Services (OCS) often collaborates with Graduate Student Groups to help groups better manage their relationship with employers and to support career-related events for the Harvard community. Partnering with OCS also enables groups and Harvard to maintain a long-term relationship with invited speakers and employers. In addition, OCS can publicize events related to careers.

Before obtaining space for a members-only or an open event with an employer, student groups are asked to share event information with OCS. Students can quickly and easily provide event information via the OCS Student Group Event Survey.

If your event is open to all GSAS students, OCS may be able to help with:
- Planning and Logistics
- Publicity
- Space
- Employer and Alumni Connections
- Occasional Limited Funds for Employer-Related Events

If student groups receive job opportunities, theses should be emailed to the Office of Career Services to be added to their jobs database.

PROTOCOL INVOLVING HIGH PROFILE GUESTS

Harvard University regularly hosts distinguished visitors to campus. In order to facilitate the necessary official courtesies for distinguished visitors, the Office of Student Services must be notified in advance and then 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 the read the following Visitor Guidelines.

GUEST PARKING

You can find information about parking for a guest speaker at the Harvard Transportation and Parking Website and purchase through the Harvard University Daily Visitor Parking Permits website. As of July 1, 2018, the
weekday rate for a day visitor’s pass on the Cambridge/Allston campus is $18.00 and on the Longwood Campus is $25.00.

MEDIA SERVICES

Media & Technology Services offers free and discounted equipment to GSAS Student Groups.

Free Equipment in Classrooms
As part of the MTS Policies, if student groups book specific rooms on campus, they are able to use the free equipment in the rooms under these 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
- The student group must complete the Service Request form at least three days prior to the event. Students are strongly encouraged to receive instructions on the use of multimedia equipment
- The student group 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 the student group needs equipment that is not built-in or if a technician is needed, regular student group fees will apply
- Any damage, loss, or theft of the equipment will be charged to the student group. This includes the dismantling of equipment racks and cables.

Rooms with free built-in equipment:

- Sever Hall Classrooms on the 1st, 2nd, 3rd floor (except room 113)
- Boylston Hall Classrooms on the 1st floor
- Emerson Hall Classrooms (except rooms 105 and 210)

To book rooms see Reserving Space, FASRoomBook

Discounted Equipment Rental
GSAS students can receive a 50% discount on equipment charges. Groups can borrow projection equipment, sound systems, and an HD video recorder with tripod. The event must be funded by a Harvard source. Labor and materials cannot be discounted. Visit Equipment Rental to learn more.

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 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.)

The following is a list of places to publicize:
**GSAS Communications Team:** GSAS Graduate Student Groups can request that the GSAS Communications Team promote special events, lectures, and performances that are open the GSAS community. GSAS has multiple platforms such as the GSAS Bulletin (web and print), the GSAS website, and GSAS social media accounts.

While regular student group meetings don’t qualify for this type of promotion, groups can submit for the first meeting of each term to be shared. Also, please note that events for inclusion in the print version of the GSAS Bulletin must be received by the first week of the month prior to the issue date (e.g. by October 1 deadline for the November issue).

To submit, fill out [Event Promotion Request Form](#), providing as much information as possible. Groups are encouraged to submit requests for promotion at least a week in advance. Filling out the form is not a guarantee of promotion.

**The Graduate Student Council (GSC):** To contact the GSC about advertising your event via the GSC Newsletter, Facebook, or Twitter, please email gscsecretary@fas.harvard.edu and gscpresident@fas.harvard.edu.

**Dudley House:** Groups can post flyers on bulletin boards that are not designated as spaces for Dudley-House-only 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 the Office of Student Services in the basement can give groups sticky tabs.

**Office of Career Services (OCS):** For events that are in any way related to careers, groups can publicize through OCS. Group leaders can send Heather Law an email (hlaw@fas.harvard.edu) and she will add the event to their calendar. Ideally, these requests should be submitted 3 weeks in advance.

**GSAS Residence Halls:** Student groups can provide posters for the Resident Advisors (RAs) to put up in the GSAS residence halls. Typically, RAs pick up posters on Fridays. Student groups should check with the [GSAS Office of Residential Life](#) before dropping off 26 copies. The deadline to provide flyers for a Friday Pick-Up is Thursday, 3:00 pm.

**Division of Medical School (DMS):** If student groups email DMS Announcements about their events taking place, the event will be sent out via DMS listserv as part of the DMS Announcements and will also be added to the [DMS Events Calendar](#).

**Harvard Medical School:** Students can submit events to the WYSIWYG calendar events.

**The Chan School of Public Health:** Students can publicize events through the Monday’s Student News by submitting to Student News.

**Harvard Graduate of School of Education (HGSE)**
To publicize events in the HGSE weekly newsletter, send details of the event (time, date, location, description, if student will need a Harvard ID. Email: ese@gsc.harvard.edu.

**Harvard Divinity School**
GSAS groups can share their events through the Harvard Divinity School’s online wiki called Virtual Tea. Send event details to studentlife@hds.harvard.edu and ask to post to Virtual Tea. Include flyer or poster as a JPEG for sharing.
School of Engineering and Applied Sciences (SEAS)
Student groups can request for their events to be shared in the SEAS weekly newsletter. Send content to John Girash, jgirash@seas.harvard.edu. For career-related events, email Keith Karasek, kkarasek@seas.harvard.edu. Requests for the week need to arrive by Sunday, 12:00pm.

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.

GRADUATE STUDENT COUNCIL PUBLICITY EXPECTATIONS
Any 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. Student groups are also encouraged to take advantage of the many publicity resources throughout the University. See Publicizing Events.

SOLICITATION
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.

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:
- 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
- Contributions, petitions (other than nominating): Office of Student Services.
- Questionnaires, polls: Faculty Standing Committee on the Use of Human Subjects.

The period during which the above types of solicitation is 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.

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.

Permission of the Registrar must be obtained for solicitation during registration; inquire at the Office of Student Services.

Permission to solicit alumni/ae not formerly connected with that organization must be obtained from the GSAS Alumni Office.
Federal law prohibits the placing of unstamped matter in mail boxes.
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 alcohol or high profile participants are the most common types of events that require police or security.

Rates for the 2018-2019 academic year are as follows:
- Standard rate- $59.30/hour, 4 hour minimum
- Party rate- $70.30/hour, 4 hour minimum

For more information, see Request a Police Detail.

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. Student groups should contact CLC directly for the following:

- **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.
  - For all-alcohol events, $100 fee for events with attendance under 100, $120 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 are not considered games of chance.
  - The license must generally be requested 4-6 weeks in advance.
  - $10 fee

For more information, see One-Day Licenses.
### GSAS STUDENT EVENT WORKSHEET

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

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Event Title</th>
<th>Date/Time of Event</th>
<th>Event Coordinator(s)</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Deadline</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Planning</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Conceptualize Event</strong></td>
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<tr>
<td>Determine purpose, audience, and goals</td>
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<tr>
<td><strong>Budget</strong></td>
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<tr>
<td>Predict expenses; Apply for funding</td>
<td></td>
<td></td>
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<tr>
<td><strong>Reserve location/space</strong></td>
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<tr>
<td>Dudley House spaces: call 617-495-5255</td>
<td></td>
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<tr>
<td>Harvard classroom spaces: roombook.harvard.edu</td>
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<tr>
<td>Outdoor spaces: commonspaces.harvard.edu/spaces</td>
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<tr>
<td>Smith Campus Spaces: commonspaces.harvard.edu/smith-campus-center/secure/request-space</td>
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<tr>
<td><strong>Timeline</strong></td>
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<tr>
<td>Set-up time, event start time, event end time, break-down time</td>
<td></td>
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<tr>
<td><strong>Pre-Event Tasks</strong></td>
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<tr>
<td>Develop an agenda, program, invitations, and room set up</td>
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<tr>
<td><strong>Day-Of Event</strong></td>
<td></td>
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</tr>
<tr>
<td>Set-up, break-down tasks</td>
<td></td>
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</tr>
<tr>
<td><strong>Materials</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Nametags, pens, signage, snacks, water, tablecloths</td>
<td></td>
<td></td>
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<tr>
<td><strong>Communication</strong></td>
<td></td>
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<tr>
<td><strong>Event Blurb</strong></td>
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<tr>
<td>Include who/ what/ where/ when/ why</td>
<td></td>
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<tr>
<td><strong>Publicity Strategy:</strong> Communication and Social Media</td>
<td></td>
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<tr>
<td>GSAS Communications: Fill out the <a href="#">GSAS Event Promotion Request Form</a></td>
<td></td>
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</tr>
<tr>
<td>GSAS Residential Life: bring 26 copies of flyers to Dudley House B-2, submit to weekly email: <a href="mailto:gsasreslife@fas.harvard.edu">gsasreslife@fas.harvard.edu</a></td>
<td></td>
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</tr>
<tr>
<td>Dudley House flyers (see GSG Handbook), email Fellows: <a href="mailto:dudhouse@fas.harvard.edu">dudhouse@fas.harvard.edu</a></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>If related to careers, email Laura Stark at the Office of Career Services (<a href="mailto:lstark@fas.harvard.edu">lstark@fas.harvard.edu</a>)</td>
<td></td>
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</tr>
<tr>
<td>Student group social media account (Facebook, Twitter, Instagram, etc.)</td>
<td></td>
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</tr>
<tr>
<td>Communicate with other student groups: gsas.harvard.edu/student-life/harvard-resources/student-groups</td>
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<tr>
<td><strong>Volunteers</strong></td>
<td></td>
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<tr>
<td><strong>Recruit Volunteers</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Assign Tasks</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pre-event tasks, day-of tasks, post-events tasks</td>
<td></td>
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</tr>
</tbody>
</table>
EVENT TIPS

- Secure a location and date before you plan
- Begin planning well in advance of the event
- Consider your audience when you plan and book locations
- Write out all the communication and advertising, including thank yous
- Consult Harvard University, GSAS, Dudley House, and possibly the Office of Career Services events for conflicts
- Consult with Graduate Student Group Handbook regarding policies

UNIVERSITY CONTACTS

GSAS STUDENT SERVICES

Jackie Yun (Director of GSAS Student Services) and Janet Daniels (Program Coordinator) 617-495-5005,mailto: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 broken glass, spilled liquid, or bodily fluids

DUDLEY HOUSE/ DUDLEY FELLOWS

- Dudley House Administration: 617-495-2255, dudhouse@fas.harvard.edu, Susan Zawalich House Administrator), Jeff Shenette (House Staff Assistant)
- Dudley Fellows: dudhouse@fas.harvard.edu

FOOD AND BEVERAGES

- Dudley Café: If hosting an event in Dudley House, groups cannot bring in outside catering. Contact Paula Gaughan, paula_gaughan@harvard.edu, to have Dudley Café to cater your event.
- Crimson Catering: For events on campus outside of Dudley House: 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 serving alcohol at events 617-495-5107, cqh@harvard.edu, cqh.harvard.edu/bartenders-hire
  * See Graduate Student Handbook for guidelines on serving alcohol

FINANCES

- Harvard University Employees Credit Union: 617-495-4460, fax: 617-812-8401, huecu@harvard.edu, www.huecu.org/
- Graduate Student Council (GSC): The Graduate Student Council provides funding for recognized GSAS student organizations and group on a reimbursement basis: gsc.fas.harvard.edu/gsgs
Crowd Manager Fire and Building Safety Checklist (FP-250) *(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: 20.1.5.6.4.

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

**Any item checked “No” above must be resolved prior to opening**

For questions - contact your local fire department

<table>
<thead>
<tr>
<th>Inspection Item</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the commercial cooking equipment exhaust system been cleaned in accordance with the required frequency? Date of last cleaning? ______________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the commercial cooking fire suppression system been inspected in the last six months? Date of last inspection: ______________________</td>
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</tr>
</tbody>
</table>

**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 #:_________
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.eopsselearning.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: