GRADUATE STUDENT GROUP HANDBOOK

2019-2020

OCTOBER 2019
# POLICIES AND PROCEDURES

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INTRODUCTION

Graduate Student Groups (GSGs) 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.

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

The GSAS Student Center staff is glad to assist groups with:

- Creating new groups
- Developing group mission, charter, roles, and responsibilities for officers
- Accessing and utilizing the Engage platform to support your groups work
- Cultivating officers and leadership team 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
- Connecting student groups to additional university offices who actively support student leadership

The GSAS Student Center staff works closely with the Graduate Student Council (GSC) so that only active and approved GSGs receive GSC funding and processes the awards to groups and individuals. We also provide access to the Engage platform for active groups.

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

Sincerely,

J²

Jackie Yun
Executive Director, GSAS Student Center

Janet C. Daniels
Program Coordinator, GSAS

GSAS Student Center | The Graduate School of Arts and Sciences, Harvard University
1 Harvard Yard, Lehman Hall/ GSAS Student Center, Cambridge, MA 02138-3654
STUDENT GROUP CREATION

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

1. Check the current list of GSAS GSG organizations 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 GSAS Student Center (janetdaniels@fas.harvard.edu) 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

Establishing a New Student Group
The steps to prepare to propose a new group to the Committee on Graduate Education (CGE) are:

1. Students hold an initial meeting with the GSAS Student Center.

2. Students conduct the GSAS New Group Registration process. All forms for student groups can be found by signing in with your HarvardKey and password on the Harvard Campus Labs Engage website. The process has the following sections:

   SECTION 1: Instructions

   SECTION 2: Acknowledging GSAS and University Policies
   - GSAS GSG 2019-2020 Handbook
   - Massachusetts Hazing Law
   - Overview of the FAS Policy on Sexual and Gender-Based Harassment

   SECTION 3: Organization Profile
   - Group’s official name *All groups must have GSAS in their titles
   - Organization's description, which can be the same as the group’s mission statement
   - Acronym for the group must be provided, if applicable

   SECTION 4: Upload Constitution/bylaws
   - Including officer’s roles and responsibilities

   SECTION 5: Organization Roster
   - Officer information *All officers need to be current GSAS students, each group must have at least two officers on the leadership team
• Member Roster *A majority of members need to be active GSAS students, groups must have at least ten members, not including officers
• *If your group has a large roster, this step may take a few minutes to load

SECTION 6: Organization Interests

SECTION 7: Organization Categories

SECTION 8: Organization Profile Picture

SECTION 9: Additional Information
• Group contact email, this can be the personal email of an officer
• Date of next elections/leadership selection
• Faculty/Staff Advisor contact, if applicable

SECTION 10: Additional Information-Financial Documents
• Projected budget for 2019-2020, click here for a template

3. The GSAS Student Center reviews the submitted materials and send feedback to the group’s leadership team. The group will be inactive on the site until approved by the CGE.

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

5. The GSAS Student Center 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 GSAS Student Center 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 GSAS Student Center at least half an hour before the meeting. Meeting dates for the 2019-2020 academic year:

   November 6, 3-5 pm, GSAS Student Center, Common Room
   December 18, 2-4 pm, GSAS Student Center, Common Room
   February 5, 2-4 pm, GSAS Student Center, Common Room
   April 1, 2-4pm, GSAS Student Center, Common Room

* Note: The dates above are subject to change

Next Steps for Newly Approved Student Groups

Once approved by the CGE:

1. The GSAS Student Center will inform the Graduate Student Council (GSC) and make the group active and visible on Engage.

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
• Apply for a one-time GSC $200 startup fund.
• Apply for GSC funding. There are four funding cycles throughout the year. [GSC Application Forms](#) are on the GSC Engage site. Please note, at least one member of the leadership team must attend the GSC meeting each funding deadline (see the section on [Graduate Student Council Funding](#) in the [GSAS Graduate Student Group Resources](#)).
• 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 [Request a FAS Sponsored Email Account form](#) on Engage.

### Reactivating Inactive Student Groups

The GSAS Student Center has digital files of Graduate Student Groups that were once active, but didn’t process an Annual Student Group 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.

1. Students hold an initial meeting with the GSAS Student Center.

2. Students conduct the [Re-Registration process](#). All forms for student groups can be found by signing in with your HarvardKey and password on the [Harvard Campus Labs Engage website](#). The process has the following sections:

#### SECTION 1: Instructions

#### SECTION 2: Acknowledging GSAS and University Policies
- GSAS GSG 2019-2020 Handbook
- Massachusetts Hazing Law
- Overview of the FAS Policy on Sexual and Gender-Based Harassment

#### SECTION 3: Organization Profile
- Group’s official name *All groups must have GSAS in their titles*
- Organization’s description, which can be the same as the group’s mission statement
- Acronym for the group must be provided, if applicable

#### SECTION 4: Upload Constitution/bylaws
- Including officer’s roles and responsibilities

#### SECTION 5: Organization Roster
- Officer information *All officers need to be active GSAS students, each group must have at least two officers on the leadership team*
- Member Roster *A majority of members need to be active GSAS students, groups must have at least ten members, not including officers*
- *If your group has a large roster, this step may take a few minutes to load*

#### SECTION 6: Organization Interests
SECTION 7: Organization Categories

SECTION 8: Organization Profile Picture

SECTION 9: Additional Information
- Group contact email, this can be the personal email of an officer
- Date of next elections/leadership selection
- Group's Tax Employer Identification Number (EIN, also called TIN) issued by the IRS, if applicable
- HUECU account number, if applicable
- HUECU account signers, if applicable
- Faculty/Staff Advisor contact, if applicable

SECTION 10: Additional Information-Financial Documents
- Projected budget for 2019-2020, click here for a template

Once approved, the office will then make the group active and visible on Engage, which the GSC will use in determining funding eligibility.

OTHER STUDENT GROUPS

Departmental Graduate Student Groups (DGSOs)
Departmental Graduate Student Groups (DGSOs) are affiliated with a department, program, or subject. The GSAS Student Center collects information from the groups every October and shares this information on the GSAS Engage site. Once Engage is updated annually, DGSOs are eligible to apply for funding through the GSC.

University-wide Student Groups
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 Harvard 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 the University-wide Student Groups website or email Marshall Page, who oversees the program for the Office of the Provost.
ANNUAL STUDENT GROUP RENEWAL

GSAS Graduate Student Groups (GSGs) that wish to remain active must complete the Annual Student Group Renewal process with the GSAS Student Center. The renewal process begins on October 1, 2019 and the deadline for the 2019-2020 academic year is October 25, 2019.

Inactive Status: If process is not completed 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 Engage
- Cannot reserve spaces on campus

RENEWAL PROCESS

Students submit the GSAS Annual Group Renewal Process on Engage by 5:00 pm, Friday, October 25, 2019. This process has the following sections:

SECTION 1: Instructions

SECTION 2: Acknowledging GSAS and University Policies
- GSAS GSG 2019-2020 Handbook
- Massachusetts Hazing Law
- Overview of the FAS Policy on Sexual and Gender-Based Harassment

SECTION 3: Organization Profile
- Group’s official name *All groups must have GSAS in their titles
- Organization’s description, which can be the same as the group’s mission statement

SECTION 4: Upload Constitution/bylaws
- Including officer’s roles and responsibilities

SECTION 5: Organization Roster
- Officer information *All officers need to be current GSAS students, each group must have at least two officers on the leadership team
- Member Roster *A majority of members need to be active GSAS students, groups must have at least ten members, not including officers
- *If your group has a large roster, this step may take a few minutes to load

SECTION 6: Organization Interests

SECTION 7: Organization Categories

SECTION 8: Organization Profile Picture

SECTION 9: Additional Information
- Group contact email, this can be the personal email of an officer
- Date of next elections/leadership selection
• Group's Tax Employer Identification Number (EIN, also called TIN) issued by the IRS, if applicable
• HUECU account number, if applicable
• HUECU account signers, if applicable
• Faculty/Staff Advisor contact, if applicable

SECTION 10: Additional Information-Financial Documents
• A copy of a recent bank account statement, (download via the HUECU website or visit the local branch to obtain a physical copy that you can scan), if applicable
• Financial statement for 2018-2019, click here for a template
• Projected budget for 2019-2020, click here for a template

SECTION 11: Feedback Survey

Once Engage process is submitted, the office will review the submission and send feedback to the group’s leadership team. The Office will then update Engage and provide the GSC with a list of active GSGs that are eligible for funding.
SAMPLE STUDENT GROUP DOCUMENTS

SAMPLE MISSION STATEMENT

For examples of mission statements, read the About pages of active Graduate Student Groups on Engage. 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 perform other business
including:

- Preside over meetings of the group
- Call special meetings of the group
- Facilitate officer board meetings
- Prepare and submit Annual Group Renewal
- Maintain contacts with the GSAS GSC and other organizations
- Represent the group to the University and other organizations
- Serve as a secondary signatory on financial accounts
- Assist all executive officers
- Organize leadership retreats
- Coordinate 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 perform other business including:

- Assume the duties of the President in their absence
- Direct Constitutional updates and revisions
- Facilitate elections of officers
- Recruit new members
- Serve 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:

- Obtaining appropriate facilities for group activities
- Keeping a record of all members of the group
- Keeping a record of all activities of the group
- Preparing meeting agendas with the President for all meetings
- Notifying all group members of meetings
- Attending all group meetings
- Distributing agendas for each group meeting
- Maintaining attendance at each meeting
- Taking and distributing the minutes of each group meeting
- Preparing groups calendar of events
- Keeping the group informed of both group and university business
- Maintaining the group’s records and materials
- Handling all correspondence of the group
- Collecting mail on the 3rd floor of GSAS Student Center
- Representing 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:

- Being familiar with accounting procedures and policies
- Serving as the primary signatory on financial accounts
- Serving as chair of the finance committee
- Acting as a liaison to the GSC Treasurer
- Paying group bills
- Collecting group dues
• Keeping all financial records of the group
• Preparing an annual budget and all budget requests for funds
• Preparing and submitting financial reports to the members
• Maintaining a financial history of the group
• Providing advisor with summary of financial records at the end of the academic year
• Advising members on financial matters (i.e. vendors, ticket selling procedures)
• Preparing purchase orders, requisition forms, or supply requests
• Maintaining an inventory of all equipment and its condition
• Representing 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 GSAS Student Center must be notified of any amendments to this constitution. The number of members entitled to propose an amendment will vary within each organization.

__________________________ (Date)
As part of the student group creation and the Annual Student Group 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 Projected Budget Template that can be downloaded and completed.

### Projected Budget for Academic Year 2019-2020

<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>
</tbody>
</table>

**Net Income** $260.00
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 Student Group Renewal process, GSGs are 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>Financial Statement Academic Year 2018-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
</tr>
<tr>
<td>Ticket Sales</td>
</tr>
<tr>
<td>Merchandise Sales</td>
</tr>
<tr>
<td>Member Dues</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
</tr>
</tbody>
</table>

| Expenses | 18-19 Budget | 18-19 Actuals | Variance |
| Supplies | $1,900 | $2,000 | -$100 |
| Entertainment | $1,900 | $2,000 | -$100 |
| Printing | $1,500 | $1,500 | $0.00 |
| Mailing | $700 | $750 | -$50 |
| Posters | $500 | $500 | $0.00 |
| **Total Expenses** | 6,500 | $6,750 | -$250 |
| **Net Income** | $500 | $750 | $250 |
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.

LEADERSHIP

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

2. Leaders with titles President, Vice-President, Treasurer, Secretary, and Other can be changed in Engage by current student leaders in those roles and by the Primary Contact. This is done through the Roster in the “burger widget” in the Manage page of the group.

3. The Primary Contact for your group must be manually updated by the GSAS Student Center. Please complete Change in Primary Contact to request the change.

MEMBERSHIP

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

2. The majority of members must be active GSAS students.

3. 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.

NAME USE

Group Titles

1. “GSAS” needs to be in each group’s title. Examples:
   - “GSAS Early Music Lab”
   - “W.E.B. Du Bois Graduate Society of 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 (Using the Harvard Shield)

1. 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.

2. 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 GSAS Student Center.

3. **GSGs cannot use** Harvard University’s shield.

**Social Media**

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

2. 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”.

3. 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.

4. 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. 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.

**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.

   All student organizations are required to operate as non-profit organizations that do not generate income for individuals and/or the organization itself. Student organizations, however, are not automatically registered as 501(c)3 organizations, and do not, therefore, automatically receive tax-exempt status. See [Financial Resources Helpful Tips](#) in the **GSAS Graduate Student Group Resources**.

6. The GSAS Student Center must be notified of any changes in the constitution or by-laws or in 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.

ONLINE ACCESSIBILITY ON ENGAGE

Many people with disabilities use adaptive software programs to navigate the internet. For example, someone who has a visual disability may use screen reader software. The following guidelines will help ensure that the information you put on Engage will be accessible to all:

Event Images
- Avoid images that have text or logos. Screen readers cannot read text that is embedded in an image. If the event has a poster, instead of uploading the poster, use the background image of the poster as the image.
- If you must use text in an image, make sure to include the complete text in the image description.

Gallery Images
- Avoid images with text on them. If you must use text in an image, make sure to include the complete text in the image description.
- When adding images to an organization’s Gallery, make sure to add a photo description.
- The photo description should be brief, but informative to someone who cannot see the image itself. For example, the photo below could be described as: “Three students chat while standing on a balcony outside Child Hall.”

Website Links
- It is better to embed hyperlinks than to write out the full website address. For example GSAS Engage is preferable to https://engage.gsas.harvard.edu/

For more information on accessibility, visit Harvard’s Online Accessibility website 10 Essentials article or view this presentation from HUIT on web accessibility.

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.

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, these 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 on campus. In order to facilitate the necessary official courtesies for distinguished visitors, the GSAS Student Center 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.

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.

FINANCIAL MANAGEMENT

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 the group 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 GSAS Student Center. It is understood that in providing such permission, the GSAS Student Center 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 debts.

Sponsorship

Harvard University and GSAS require that each student group 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 to 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.

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 risk losing the 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 GSAS Student Center. 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.

Fundraising
Students need the permission of the GSAS Student Center in order to conduct fundraising in any form. This includes raising funds from alumni or other individuals, businesses or corporations, foundations, government grants and contracts, and special events (on or off campus). Before making an appointment in the GSAS Student Center about your fundraising ideas, you must develop a project budget for the specific program or event you are planning. Project budgets should include both projected expenses and income. Please note: GSAS and Harvard University coordinate and limit solicitation of alumni and certain corporations and foundations for funds to support basic needs of the University and should not be assumed to be an easy source of funding. Any request for funds from GSAS or Harvard alumni and certain corporations and foundations requires prior approval.

Note: students do not need permission to seek funds from Harvard entities such as the David Rockefeller Center, SEAS Graduate Student Council, The Asia-related Centers at Harvard University, Committee on African Studies, COOP Grants for Public Service Projects, GSAS Research Workshops, etc.

Please keep in mind the following guidelines as it pertains to fundraising:
• The purpose for which the funds are raised must be consistent with the purpose of the recognized student organization.
• Funds must be used for the specific event or purpose for which they were raised.
• Funds should be given directly to the student group.

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 GSAS Student Center.

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)

If you have questions or would like to discuss options, support, and resources, connect with a GSAS Title IX Coordinator here.

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.

“If you have questions or would like to discuss options, support, and resources, connect with a GSAS Title IX Coordinator here.”

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 GSAS Student Center 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 GSAS Student Center 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 GSAS Student Center.

Please note that all checks from the Graduate Student Council to Graduate Student Groups (GSGs) are not distributed into the GSG’s individual mailbox. Instead, the GSAS Student Center will contact your group when a reimbursement check is ready for pickup in the GSAS Student Center 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:

GSAS Student Center/Lehman Hall
1 Harvard Yard
Cambridge MA 02138
FINANCIAL PROCEDURES

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 GSAS Student Center.

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 GSAS Student Center’ 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
  *We recommend updating these in the Additional Information section of the About page on the group’s Engage site.

2. The GSAS Student Center will then email a letter to HUECU and forward it your group leaders with the following PDFs to complete.
  *We recommend saving this letter to the group’s Documents in Engage and making them only visible to the group leaders.

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 GSAS Student Center address: GSAS Student Center, 1 Harvard Yard, B-2 Lehman Hall/GSAS Student Center, 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 GSAS Student Center 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 GSAS Student Center will then email the letter to HUECU and forward it your group leaders with the needed PDFs.
   *We recommend saving this letter to the group’s Documents in Engage and making them only visible to the group leaders.*

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 upload copies of their IDs through the Document Uploader. One of the IDs should be the HUID and the other a government-issued ID.

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.
CLOSING A HUECU ACCOUNT

To close a HUECU account, Student Groups fills out the Fill out the Closing a HUECU Bank Account Form providing the following information:

- Name of group
- Contact information
- Reason for account closing
  - Group is inactive
  - Other: ____
- Name of student who will either go and withdraw funds (and date when), name and address

GSAS Student Center then contacts HUECU to close the account. Student group leaders will be forwarded the email from HUECU confirming closure of the account.

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 GSAS Student Center. 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 W-9 PDF to janetdaniels@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:
  GSAS Student Center/ Lehman Hall
  1 Harvard Yard
  Cambridge, MA 02138-3846
- When you fill the PDF 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 GSAS Student Center. 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 GSAS Student Center between the hours of 9-5 pm, Monday-Friday. To collect checks, group leaders must present their Harvard ID and complete the GSAS GSG Check Sign-Out Form while in the GSAS Student Center Office.
GRADUATE STUDENT GROUP RESOURCES

This GSAS Graduate Student Groups Resources PDF contains the following resources that can help student leaders with group organization, finances, and events:

FINANCIAL RESOURCES
- Helpful Tips
- Graduate Student Council Funding
- Other Sources of Funding

TECHNOLOGY RESOURCES
- Engage Website
- FAS Sponsored Email Account
- Harvard OpenScholar Website
- Creating a Listserv

EVENT PLANNING RESOURCES
- Helpful Tips
- Reserving Space
- Harvard Student Vigil Request
- Arranging Catering
- Serving Alcohol
- Crowd Management
- Harvard University Police Department (HUPD) Security
- Licensing with the City of Cambridge
- Media Services
- Publicizing Events
- Solicitation
- Guest Parking
- Travel and Activity Abroad
- Student Event Guide

EVENT PLANNING FORMS
- Massachusetts Board of Fire Prevention Regulations
- Crowd Manager Fire and Building Safety Checklist
- Trip Participation Agreement
- Event Summary

If you have any questions or need support, contact the GSAS Student Center or Janet Daniels, janetdaniels@fas.harvard.edu.