STUDENT ORGANIZATION

TIPS AND TRICKS FOR SUCCESS

Fall Training 2019 - 2020
GOALS

- Introduce Ourselves
- Explain Harvard Chan Policies & Procedures
- Outline Resources
- Answer your Questions
- Get to Know Other Student Organization Officers
INTRODUCTIONS

- Name
- Program/Department
- Organization’s Name
OUR MISSION

To support and enrich the student experience at the Harvard T.H. Chan School of Public Health through a wide range of educational, cultural, and social programs.
OSA STAFF

Leah Kane  
*Director*

Colleen Cronin  
*Associate Director*  
*Local Disability Coordinator*

Luke Sutherland  
*Housing Coordinator*  
*Title IX Coordinator*

Katherine Worthington  
*Program Coordinator*

Amy De La Cerda  
*Program Coordinator*

Callan Krevanko  
*Student Worker*
VALUE OF STUDENT ORGANIZATIONS
ROLE OF ADVISOR

- Generally, Student Organization Advisors provide:
  - Informal advisement
  - Support and possible recommendations for programming efforts
  - Meet with their student organization leaders a minimum of once a semester
ROLE AND RESPONSIBILITY OF STUDENT ORGANIZATION OFFICERS

- Represent the student organization, Harvard T.H. Chan School of Public Health, and Harvard University
- Plan events, programs, and activities that support the mission of your student organization
- Enrich and enhance the student experience and campus community
- Uphold all student organization, school and university-wide policies
- Work as a team, be collaborative
- Serve as a leader
- Develop skills
EVENTS 2018-19

NSA: World AIDS Day
Epi Methods Forum: Monthly journal club
HEAL: Health Equity and Leadership Conference
Hiking Club: Hikes to local mountains
WOCC: How to Invest in your Community
Japan Club: Spring Break Japan Trip
NASO: Native American Heritage Month
QSA: National Coming Out Day
PHIT: Hacking Public Health
WIL: Spring Symposium
EVENT REQUEST FORM

- Complete the Event Request form found on the OSA website
  - http://hsph.me/eventrequestform

- OSA will follow up with next steps on budget, catering, food order, room booking, media, visitor passes etc.

**TIP:** Plan in advance, space books up quickly
  Request time according to the Course Time Block schedule
AVAILABLE SPACE

- To see available Harvard Chan School spaces (Kresge and FXB Classrooms only) visit: hsph.harvard.edu/registrar/book-it/

- Other Harvard Chan space reserved through OSA:
  - Kresge Cafeteria
  - Kresge Atrium
  - Kresge 110 – Dean’s room
  - FXB Atrium

- Other Harvard facilities to book after consultation with OSA:
  - JBM Lounge in Vanderbilt Hall @ HMS
CATERING AND FOOD

- All events held on Harvard Chan property must order through Sebastian’s
  - Must contact OSA to place food order
  - 20% discount from Dean’s Office
  - 7 days in advance, absolute minimum of 48 hours before event starts
- Any event held on other Harvard property can use external, approved, vendor
- Events held at local restaurant or bar
ALCOHOL POLICY

- Alcohol may not exceed 50% of event budget before tax/tip
- Events with alcohol are required to hire a TIPS certified bartender for that event
- Students may not self-cater alcohol at any student organization event
- Events on Harvard Chan property with alcohol require a Harvard University Police Department (HUPD) officer
- Drinking games are illegal and prohibited
- No common sources of alcohol such as kegs
If you are considering inviting a guest speaker to the Harvard Chan School, please notify OSA in your Event Request Form **before** extending an invitation.

**TIP:** For big-name guest speakers send out a formal invitation letter and plan far in advance as speakers’ calendars book up quickly.
VISITOR PASSES AND PARKING

- On Event Request Form indicate you need visitor passes and parking
  - OSA will follow up with details
- Anyone entering Harvard Chan buildings without a HUID must get a visitor pass
- Visitor passes must be requested 24 hours before event
- Occasionally guest speakers request parking and if it is available parking can be provided in Longwood Garage for $25
SECURITY

- General Guidelines:
  - Events with 75 people or more will require a Harvard Chan security officer
  - Events where:
    - Open to the public (non HUID holders)
    - Take place after normal business hours
    - Speaker or topic may be controversial
    - There is alcohol
  - Will require at least one officer from HUPD

- HUPD officers are hired for a minimum of 4 hours and cost approximately $200
CUSTODIAL SERVICES – AFTER HOURS

- Student Organizations may be charged for custodial services if breaking down and resetting an area is required.
- Student Organizations must provide volunteers to clean up after an event.
- After-hours or weekend events may require special arrangements for heating, ventilation, restroom cleaning and air conditioning that result in a charge to your organization.
FILMS

- Commercial films and DVDs have copyrights that restrict the manner in which they can be shown
  - Rent or buy a DVD you may show it in your ‘home’
    - Shattuck or Harvard residence halls
  - Advertising must be restricted to the Harvard community
- Need public performance rights to charge admission to a viewing of a film.
  - If admission is charged, any surplus revenue shall be used to further the educational goals of the sponsoring organization, as outlined in its charter
- If Org funds are used to purchase a DVD, it must be stored in OSA

TIP: Harvard Libraries have lots of DVDs
FINANCIAL FUN!
REQUIREMENTS FOR FUNDING

- Renew your organization status annually
- Responsible for your own finances and financial records
- Officer responsible for finance must submit two budget reports for the year, one in December and the other in May
- Meet as a student organization at least twice a semester
- Meet with student organization advisor at least once a semester
- Maintain active membership of 10 or more students
- Should any debt be incurred by a Student Org., responsibility rests equally on the shoulders of all Student Organization officers
EXPENSES

- Internal-to-Harvard payments using a 33-digit code
- External-to-Harvard payments using OSA’s Harvard credit card
- Reimbursement for out-of-pocket expenses from *itemized* receipts.
  - All reimbursements must be submitted by May 15, 2020 for the 2019-2020 academic year
Students may request reimbursement for out-of-pocket miscellaneous expenses, such as supplies and photocopying for up to $200.

Students should never incur any expense without clear confirmation that the expense is reimbursable and compliant with Harvard University financial procedures.

Requests for reimbursement must be accompanied by the original, itemized receipt.

TIP: Make sure expense is reimbursable BEFORE spending your own money.
ALLOWED V. DISALLOWED EXPENSES

Generally Allowed Expenses

- Food/Catering. All events on Harvard Chan campus must be catered through Sebastian’s Catering
- Film rental expenses. Please see film guidelines in the Student Organization Handbook
- Copying and printing
- Videotaping - provided the authorization is obtained from the speaker(s)
- Security
- Party supplies - decorations, props, etc. are allowed to a reasonable limit
- Modest travel expenses for guest speakers

**TIP:** Gifts for guest speakers could be a thank you note or a small item purchased from the Harvard COOP.

Please see Handbook for full list.

Generally Disallowed Expenses

- Conference attendance fees
- External vendors without a tax ID number
- Alcohol that totals more than 50% of the event budget or alcohol that is not served by a TIPS certified bartender. Excessive food/drink requests
- Computer equipment or software
- Personal expenditures on behalf of one member of the organization or outside parties
- Honoraria or speaker fees
- Extraordinary transportation or accommodation expenses for speakers
- Gifts or prizes, including gift cards and certificates
- Expenses without original or itemized receipts
- Food/beverages for an internal group meeting
CONTRIBUTIONS TO CHARITY

- Funds provided by the School to support a Student Organization **may not** be contributed to charity.
- Orgs wishing to make a contribution to a charitable institution **may**
  - Hold a special event
  - Sell merchandise
- Such activities must be approved in advance by OSA
- Cash collection boxes are **not** allowed at the Harvard Chan School
ADDITIONAL FUNDING SOURCES

- May apply to the Supplemental Fund managed by OSA
- May **not** approach other Chan centers, programs, and offices
- Other Harvard or corporate funding sources must be confirmed in writing and forwarded to OSA
- Funding must be event-specific
- Harvard University Centers and Research Institutes
- Provost’s Fund for Student Collaboration (PFSC)
SUPPLEMENTAL FUNDING

- Only complete applications meeting all criteria are considered
- Intended as supplemental funding
- One grant per group per semester
- November 15 – March 15, reviewed monthly

**TIP:** Apply early for Supplemental Funding
FUNDRAISING/GIFT GUIDELINES

- Fundraising should be event or activity specific
- Need approval for fund raising from OSA before approaching any potential donors including alumni
- More details can be found in the student organization handbook
USE OF STUDENT ORG NAME

- Must use full official student organization name when communicating with Harvard or the world at large (including social media)
- Can create student organization logo
PROMOTION

EventBrite

February 8 2019
Harvard T.H. Chan School of Public Health

DECOLONIZING GLOBAL HEALTH

Description
Decolonizing Global Health 2019 is a student-organized conference taking place on February 8th, 2019. The conference emerged out of frustrations with how “global health” is usually taught in depoliticized, un-critical and ahistorical ways, and a desire to bring together students interested in Indigenous health who are at odds with the institutional frameworks they find themselves in.

We want to ask reflexive and difficult questions: What does it mean to engage in this field without acknowledging and tackling the history of colonial plunder? What does it mean to not acknowledge the role of global capitalism in generating the unequal conditions that manifest as health and disease? How can we as practitioners of ‘global health’—a debatable term that either needs redefining or abandonment—learn, know, teach and do based on the kind of society we want to see, not the one that we currently have?

The mission of our conference is to convene students, practitioners, researchers, and community members to engage with the impact of colonialism and neo-colonialism on the manifestation of health in bodies and communities, working towards a vision of global health that is anti-colonial and non-exploitative in nature.

Find out more on our website.

Date & Time
Fri, February 8, 2019
8:30 AM – 8:00 PM EST
Add to Calendar

Location
Harvard T.H. Chan School of Public Health
677 Huntington Avenue
Boston, MA 02115
View Map

Refund Policy
Refunds up to 7 days before event

Poster

Celebrate Native American Heritage Month with the HSPH Native American Student Organization (NASO)
Learn about the resilience and living cultures of Native American peoples this November

Thursday, November 13th
HarvestFest
NASO and the Office of Student Affairs come to you with smoked salmon, poi, and Tanks bars!
Kresge Cafeteria, 5:30-7:30pm

Monday, November 17th
Multicultural Film Series
Join NASO and the Office of Diversity and Inclusion for a showing of "Two Spirits" followed by discussion
ODI (35 Wigglesworth), 5:30pm

Thursday, November 20th
SACNAS Discussion
NASO-sponsored discussion of starting a chapter of the Society for Advancement of Hispanics/Chicanos and Native Americans in Science
Kresge 203, 12:30-1:20pm

Monday, November 24th
AlterNATIVE Thanksgiving
Listen to an invited speaker discuss this holiday from a Native perspective and enjoy Indian food.
FXB G13, 12:30pm
NEXT STEPS IN RECOGNITION PROCESS

- Acknowledgement of the Harvard Chan Student Organization Policies and Procedures, signed by all student organization officers

- Student Organization Advisor form must be completed by your advisor
IMPORTANT DATE REMINDERS

Upcoming Events

- **HCSA and Student Organization Officers Networking Lunch:** October 3 at 1:00 pm in the FXB Atrium
- **CultureFest:** October 10 at 5:30 pm in the Kresge Cafeteria

Deadlines

- **Mid-Year Report:** December 13, 2019
- **Last Day to Apply for OSA Supplemental Funding:** March 15, 2020
- **Last day to Request Meeting or Event for Year:** May 8, 2020
- **Last day to Hold Meeting or Event and Use Funds:** May 15, 2020
- **All Reimbursements submitted:** May 15, 2020 for the 2019-2020 academic year
ACTIVITY TIME

- Within your small group plan an event that speaks to the mission statements of your different student organizations.
  - What is the event?
  - How will you fund the event?
  - How does this event support each of your mission statements?
HOW TO REACH US

Studentaffairs@hsph.Harvard.edu
(617) 432-1036
Located in Kresge G-4

- Send us your event pictures for our end of the year celebration!