



HARVARD
T.H. CHAN
SCHOOL OF PUBLIC HEALTH
Office for Student Affairs

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The Office for Student Affairs reserves the right to revise this handbook as needed to reflect changes in information or policy.

Student Organization Officers will be notified of any revisions



INTRODUCTION

Student organizations are a vital part of the Harvard T.H. Chan School of Public Health and greatly enhance the cultural, social, and intellectual life on campus. Student organizations provide rich opportunities for networking, peer learning, and professional and personal growth and support. **The purpose of student organizations are to enrich the student experience and bring together students with similar interests, values, and beliefs outside of the classroom and across departments and programs at the School.**

The benefits of official recognition by the Office for Student Affairs (OSA) include:

- Support to plan programs, activities, and events that support the mission of your student organization
- The opportunity to serve in a student leadership position
- Ability to participate in student organization officer trainings, events, and networking opportunities
- A student organization advisor who will support the group in fulfilling its objectives
- Funding from OSA to support student organization programs and events
- Use of Harvard Chan school space and ability to reserve rooms on campus
- Permission to use the Harvard T. H. Chan School of Public Health name in compliance with guidelines from the TradeMark Office (see Appendix A)
- Access to utilize the Harvard Chan Engage platform for active student organizations

The Office for Student Affairs formally recognizes student organizations on campus and establishes regulations for their governance. The Student Organization Handbook is designed to introduce you to these policies and procedures that will enable your organization to function as part of the Harvard T.H. Chan School of Public Health. It will also provide you with practical information regarding meeting and event planning at Harvard.

OSA serves as a liaison between student organizations and Harvard Chan administrative offices; we can assist you with your goals, program planning, and vetting new initiatives. We welcome your ideas and suggestions. Your experiences and feedback are valuable sources of information for fellow students. Please share them with us!

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APPLYING AS A NEW STUDENT ORGANIZATION

To apply as a new student organization, please follow the steps below:

Step 1: Log into [Harvard Chan Engage](#) and view the list of student organizations to see if the organization already exists, if it does not proceed to step 2.

If it does, please reach out to the student organization via the join or contact button on their individual page.

Step 2: Click the Register an Organization button and submit your application by the following deadlines:

- **Fall Registration: Friday October 9, 2020 at 5:00 pm**
- **Spring Registration: Friday February 12, 2021 at 5:00 pm**

OSA recommends holding a meeting prior to submitting your application with interested students to collect information needed for the application and to discuss the organization's mission, leadership structure, events and programs for the year, and potential advisors for the organization.

You will need to provide the following on the application:

1. Student organization name
2. Student organization email address (if applicable)
3. Mission statement and objectives
4. Proposed schedule of programs and events planned throughout the year (event description, date, and budget)
 - Student organizations must plan at least 2 programs for the fall semester and 2 programs for the spring semester
5. Officer information (name, Harvard email address, HUID, expected graduation, and position description of each officer)
 - All organizations must have at least 3 officers
 - *Please note:* there must be an officer responsible for: budgeting and finance, your Harvard Chan Engage organization page, summer communications from OSA – Summer Liaison.
6. Membership list (and affiliation)
 - Student organizations need to have at least 10 current Harvard Chan students, not including officers (name, Harvard email address, and HUID)
7. Student organization logo (if applicable)

8. Student Organization Advisor information (name and Harvard email address)

Step 3: A Student Organization Advisor form will be emailed to the advisor you indicate in your application and it must be completed by your advisor. This form must be completed by:

- [Fall Registration: Wednesday October 14, 2020](#)
- Spring Registration: Wednesday February 17, 2021

The Office for Student Affairs will review the Student Organization Recognition form and contact applicants with a status by:

- [Fall Registration: Friday October 16, 2020](#)
- Spring Registration: Friday February 19, 2021

Step 4: Attendance at a mandatory training for student organization officers led by the Office for Student Affairs.

- [Fall Registration: Monday October 19, 2020 from 1:00-1:50 pm via zoom](#)
- Spring Registration: Monday February 22, 2021 from 1:00-1:50 pm via zoom

All new student organizations must have at least 1 student organization officer attend the training.

Once all forms have been completed and reviewed, if your student organization is registered and you have completed training, you will receive your budget allocation and your organization will become active and visible in Harvard Chan Engage.

APPLYING FOR STUDENT ORGANIZATION RE-REGISTRATION

Each academic year, student organizations that would like to remain active must complete the Re-registration process with OSA. The annual renewal process for the 2021-2022 academic year begins on **Thursday April 1, 2021** and the deadline is **Friday April 30, 2021**.

Inactive Status: Student organizations that are not approved for re-registration by the deadline will become inactive. Inactive status means that the group will:

- Not be able to receive OSA funding
- Not be able to reserve space on campus
- Not be able to organize events using the student organization name
- Be removed from Harvard Chan Engage

Inactive organizations may apply for recognition during the next registration cycle.

Step 1: Complete the **Re-registration 2021-2022** process by logging into [Harvard Chan Engage](#) and clicking the **Register an Organization** button to submit your application by the following deadline:

- **Friday April 30, 2021** for the 2021-2022 academic year

This process includes the following sections:

1. Instructions
2. Acknowledging Harvard Chan and University Policies
 - Harvard T.H. Chan School of Public Health student handbook
 - Student Organization handbook
3. Organization Profile
 - Student Organization name **Must follow the handbook guidelines*
 - Organization's description, which can be same as the mission statement
4. Student Organization Advisor information
5. Upload Constitution/bylaws
 - Enter student organization mission statement and objectives
6. Organization Roster
 - Officer information **All officers must be enrolled in a degree-seeking program at the Harvard Chan School and be in good academic standing. Each organization must have at least three officers; one must be a budgeting and finance position. One officer should have responsibilities for your Harvard Chan Engage organization page, and another officer should be a summer liaison to OSA.*

- Membership roster **At least 10 members need to be active Harvard Chan students, not including officers*
7. Organization Interests
 8. Organization Categories
 9. Organization Profile Picture
 10. Proposed programming ideas for fall and spring

Step 3: A Student Organization Advisor form will be sent to your advisor and must be signed by:

- **Wednesday May 5, 2021**

Step 4: Review of applications and notifications from OSA sent by:

- **Friday May 7, 2021**

Step 5: Attendance at a **mandatory training** for student organization officers led by the OSA.

All new student organizations must have at least 1 student organization officer attend the training.

Once all forms have been completed and reviewed, if your student organization is recognized and you have completed training, you will receive your budget allocation and your organization will become active and visible in Harvard Chan Engage.

POLICIES AND PROCEDURES

Student Organization Name Guidelines

The name of your student organization should communicate the purpose of your organization and meet Harvard's and Harvard Chan's student organization name guidelines.

- The use of the word "Harvard" alone in the name is not permitted
- (For more details about using the Harvard name, please see guidelines from the Harvard Trademark Office in Appendix A.)
- "Harvard Chan" or "Harvard T.H. Chan School of Public Health" must be in the name
- "Student" must be in the name
- "Organization," "Club," "Forum," "Society," "Committee," "Consortium," or equivalent must be in the name
- Occasionally student organizations may be affiliated with larger pan-Harvard groups, in which case "Chapter" may be used
- Cannot include "Fund," "Institute," "Academy," or "Center" or other such words as these imply that the organization is an official activity of the School or University

Please provide contact information (names, phone numbers, and email addresses) for any non-Harvard Chan organizations with which the organization will be affiliated. This includes other Harvard student organizations.

All communication external to the Harvard Chan School, including the general Harvard community and/or the general public, must use the entire student organization name. This includes communication with any other part of Harvard University.

For communication within the School where there is a reasonable expectation of familiarity, groups may use

- 1) an approved abbreviation which shortens the name by omitting Harvard Chan or Harvard T.H. Chan School of Public Health, or
- 2) an acronym which abbreviates the full, approved name of the student organization.

Note: hybrid acronyms, which spell out Harvard while abbreviating the remainder of the name, are not permitted in any context.

Please see Appendix A: Trademark Policy for additional details about the use of the Harvard name and insignias.

Student Organization Mission Statement and Objectives

Each student organization is required to have a mission/purpose statement and objectives that distinguish your student organization and activities from other organizations, school departments and programs. Student organizations must support Harvard Chan's mission of learning, research and education and the interests of the Harvard Chan student community.

As a student organization, your mission should be targeted primarily to students, represented by students, and should be achievable within the resources available to student organizations. The mission statement should be a clear and focused 2-3 sentence description of your purpose, scope and activities. Student Affairs does not allow student organizations to replicate missions or purpose. Each organization must bring something new to campus and demonstrate a broadly recognized need that is not currently being met on campus; organizations with similar or overlapping missions will not be recognized, but instead will be encouraged to collaborate. In addition, your student organization must comply with all local, state and federal laws, and university policies.

Please see Appendix F: Sample Mission Statement and Objectives

Student Organization Membership

Student organizations must have at least ten active Harvard Chan student members, not including officers. Membership in all Harvard Chan student organizations must be open to all current Harvard Chan students who are interested in supporting the mission of the student organization. This includes GSAS students in programs based at the Chan School who should not comprise more than 50% membership of any one student organization.

Student organizations should recruit broadly and advertise their organization to the entire Harvard Chan student community. Membership and activities should reflect the diversity of degree seeking students at the School and shall not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity or physical ability and abide by Harvard University's nondiscrimination policy.

The purpose of student organizations is to serve the needs of the student community. However, all student organizations may also be open to all Harvard Chan affiliates, which are defined as: Harvard Chan alumni, faculty, staff and students' spouses and partners, postdoctoral fellows, visiting fellows, visiting scholars, GSAS students in programs based at the Chan School.

Student Organization Officers

The Office for Student Affairs is committed to a fair and transparent student organization leadership selection process. We aim to have all student organization officers chosen by election or consensus by the group's membership. In the event that this is not possible, OSA permits some leadership positions to be chosen via application.

All officers must be enrolled in a degree-seeking program at the Harvard Chan School or GSAS students in programs based at the Chan School [hereafter Harvard Chan student] and be in good academic standing. Officers who graduate or otherwise end their Harvard Chan student status automatically relinquish their

position as an officer of the organization. Typically, each officer is elected for one academic year period (September/November to May) for fall semester. MPH-65 and SM-80 students who are elected in the fall semester and who will graduate in the spring semester (March) must find a replacement officer by December. Any officers may be re-elected for any of the offices in subsequent years as long as the candidate is still a Harvard Chan student. If a change in leadership has occurred, please submit the Primary Contact Change Form in the Organization Leader Resource Center in Harvard Chan Engage.

All organizations must have at least three officers. Each organization must have at least three officers; one must be a finance position and another must be a summer liaison to OSA. Leaders with titles President, Vice-President, Treasurer, and Other can be changed in Engage by current student leaders in the roles and by the Primary Contact. This is done through the Roster in the “burger widget” in the Mange page of the group.

Many organizations choose to have additional leadership positions (beyond the 3 officers needed for student organization recognition). These positions may be filled via an application process and details about the positions included in the annual student organization recognition documents. Please note that Postdoctoral Fellows, Visiting Fellows, and Visiting Scholars are not considered students and cannot hold an officer position but may be a non-voting student organization member.

Student Organization Officer Election Procedures

- The officers for fall recognized student organizations will be elected within the first four (3) weeks of the new academic year. Nominations for officers will occur one (1) week before election.
- The officers will be current Harvard Chan students; elected offices are open to all returning/new students at Harvard Chan who become members of the student organization.
- The elections will take place during a General Meeting and will be publicized to all members through email and at General Meetings. All potential candidates will be informed of office responsibilities.
- All voting members can nominate candidates and self-nominate.
- Each potential candidate will be informed of their nomination and will be given the choice to accept or decline the nomination.
- Each voting member may vote once through a secret ballot.

Campaign Procedures

- Campaigning is any activity by a candidate or supporter that is intended or likely to affect how a voter casts a ballot. This includes the placement of any signs or the like on display and the solicitation of the vote of any Harvard Chan student.
- Campaigning includes, but is not limited to, the following: distributing printed material, posting notices on campus bulletin boards; making speeches to groups, attending and/or speaking at parties or other gatherings sponsored for, or intended to promote one's candidacy for office; door-to-door solicitation;

e-mail notification; telephone solicitation; and other forms of verbal and written expression of one's candidacy for office and qualifications/ experience ambitions/ platform for that office.

- Candidates are expected to conduct themselves in an ethically appropriate manner.
- A candidate or supporter may under no circumstances intentionally interfere with the campaign of another candidate in any way, including but not limited to the destruction of campaign materials.
- A candidate is responsible for the actions of anyone campaigning on his or her behalf; candidates will be held responsible for their supporter's conduct.
- Student Listservs, including but not limited to, Student News and Student Association, departmental and program lists may not be used for campaigning or lobbying in support of candidates.
- All campaign materials must be removed within 24 hours of the end of voting period.
- Only current Harvard Chan Students are eligible to vote.

Removal of Member or Officer

If a member or officer is not fulfilling their position requirements and expectations there is the possibility of removal. To begin this process, please contact OSA to provide details. The process for removal will be determined by the circumstances. The process may include a closed meeting between the organizations' officers and OSA staff or a general meeting of all student organization members to discuss a vote of no-confidence. A reasonable attempt must be made to ensure participation (i.e. 24-hours' notice) by all student organization members and a majority vote is required to remove an officer from their elected position. A replacement then must be found for the position.

If any officer is unable to perform their position requirements and wishes to resign, they are allowed to do so. A replacement for any official positions will require an election during a general meeting, whereas an appointed position will simply require a new appointee, as granted by the collection of Officers.

OSA must be contacted before removal of officer procedure begins.

Student Organization Decision-Making Procedures

Major decisions, defined as those involving the expenditure of two hundred dollars (\$200) or more of the organization's budget, correspondence with groups or significant individuals (dignitaries/influential officials/invited guests) outside the organization, planning for special or large scale events, or a decision equivalent in magnitude or scope to the previous examples, will require group decision making procedures.

Items requiring a major decision will be discussed and voted on at General Meetings and all Harvard Chan student members of the organization are able to vote. All meetings where major decisions will be made will be announced one week prior to discussion and voting. All votes on major decisions will require a quorum, which is defined as 50% of all voting members. Major decisions will be published to all organization members, the student organization advisor, and OSA within one week of ratification.

Role of the Student Organization Advisor

All Student Organizations are required to have an Advisor. The primary role of the Advisor is to serve as a resource person for the organization. The Advisor must be a faculty member, senior administrator (such as Dean, Associate Dean, Vice Dean, Director of Administration, Associate Director, Executive Director or Deputy Director, or Research Scientist (with department chair approval)) who is not on sabbatical and whose primary appointment is at the Harvard T.H. Chan School of Public Health.

Student Organizations must meet with their Advisor at least once per semester.

Generally Advisors for student organizations:

- Provide informal advisement
- Support and possible recommendations for programming efforts
- Meet with their student organization leaders a minimum of once a semester

Programming and Budget Guidelines

To remain active, organizations must meet **a minimum of twice a semester**. All programming and sponsorship of events must support the mission of the student organization. Organizations must provide the details of these events and programs as well as budget information in a **Mid-Year Report to be submitted no later than Friday December 11, 2020 and an End of Year Report to be submitted no later than Friday May 14, 2021**. Failure to abide by these programming and reporting policies will result in funding being immediately withdrawn from the organization.

Events must be initiated, led, and implemented by student organization officers in consultation with OSA and your student organization Advisor. Events must be primarily targeted to Harvard Chan students. The sponsoring student organization must demonstrate sufficient resources to successfully plan and run the event.

Student organization members and officers agree to abide by the policies and procedures of the Harvard T.H. Chan School of Public Health and of Harvard University as outlined in the Harvard Chan Student Handbook, the Harvard Chan Student Organization Handbook and other University publications. The Office for Student Affairs reserves the right to withdraw recognition and funding from a student organization if they are found to be in violation of any of the policies outlined.

Please see Appendix F: Sample Mission Statement and Programming

FINANCIAL MANAGEMENT

Officially recognized Harvard Chan student organizations receive funding from the Office for Student Affairs. While OSA administers these funds, student organizations are responsible for managing their own budget and tracking expenses. If a debt is incurred by a student organization that is not reimbursable by OSA, the student officers of that organization are responsible for paying that debt.

Funding

Student Organization Annual Budget

Student organizations officially recognized for 2020-2021 academic year will be allocated five hundred dollars (\$500) from the Office for Student Affairs for events and activities.

[Student Organization Supplemental Funding Application](#)

Active student organizations may apply for additional funds. Applications for the Supplement Fund should be submitted to OSA no later than **March 15, 2021**. Each application will be reviewed and additional funding will be awarded on a case-by-case basis. Student organizations may apply to this fund once per semester. Please contact studentaffairs@hsph.harvard.edu for more application details.

The Supplemental Funding Application must include:

- Purpose/intent of requesting additional funding
- A description of the proposed events and activities
- Proposed date(s)
- Itemized budget for each proposed event and activity
- Other funding sources and amounts
- Year-to-date income and expense report

Additional Funding Sources within Harvard

Student organizations may seek additional funding from sources at Harvard University external to the Harvard T.H. Chan School of Public Health. Student organizations may also apply to the Supplemental Fund managed by the Office for Student Affairs (OSA). Student organizations may *not* approach any other Harvard T.H. Chan School of Public Health centers, programs, departments, and offices for additional funding.

1. Harvard University potential funding sources:

- a. Harvard Graduate Council (HGC)- The Harvard Graduate Council can co-sponsor events with a Harvard Chan student organization. More information: <https://hgc.harvard.edu/cosponsor>
- b. David Rockefeller Center for Latin American Studies- <http://drclas.harvard.edu/>

- c. Harvard University Center for African Studies- <http://africa.harvard.edu/for-students/student-groups/harvard-student-organization-grants/>
- d. Harvard University Native American Program- <http://hunap.harvard.edu/>
- e. Weatherhead Center for International Affairs- <http://wcfia.harvard.edu/funding/student/graduate>
- f. EcoOpportunity's Sustainable Student Organization Event Fund - <https://green.harvard.edu/sustainable-student-organization-event-fund>

Commitments for funding from Harvard sources must be transferred to the organizations account before any expenditure by the organization. The funder should contact OSA directly to make these arrangements. Unless permission is given in writing to do otherwise, funds received for specific events must be used for that event only and remaining funds will be returned to the grantor.

Collaborating with other Student Organizations

A student organization can contribute financially to another student organization provided that their mission and objectives align with the event or activity which the funds will be applied to.

Guidelines for Fundraising Outside of Harvard, including School Alumni

Harvard is committed to ensuring that students experience is not overly commercialized. Therefore, it is important that student organizations structure relationships with corporations, businesses, and other supporters effectively and appropriately in order to align with University and School's policies.

Before contacting potential donors, student organizations must first have a conversation with OSA staff to receive approval for fund raising.

1. OSA will determine if it is appropriate for this organization to be raising funds:
 - a. Is this a Harvard Chan-recognized organization in good standing,
 - b. What is the purpose and proposed amounts of the fund raising,
 - c. What is the proposed method of fundraising (personal solicitation, mailing/email, event/activity),
 - d. Will there be anything tangible given in exchange for the gift, etc.? Any amount given in excess of the fair market value received is considered a gift and may be tax-deductible.
2. If approved by OSA, the organization can work to identify potential donors (alumni, individuals and/or organizations).
 - a. The organization must provide a complete list containing potential donor names and addresses as well as proposed amounts and purposes of the gifts.
 - b. For an organization or company, the organization's name as well as the name of a representative must be included.
 - c. All information should be provided in English.
 - d. These potential donors will be reviewed by the Office of External Relations; **students may not approach potential donors until approval has been given from OER.**

3. Instructions for making a gift to the organization at the Harvard T.H. Chan School of Public Health:
 - a. Harvard accepts gifts made by credit card (on line or by phone), check, bank wire, and securities.
 - b. The donor should send an email or a letter with their gift and specify the purpose for which the funds are being donated; OSA will provide language for organizations.
 - c. Funds will be available to Student Organizations only after they have been received by the Office for Sponsored Programs. OSA approves and has oversight of the account.
4. Student organizations may send an acknowledgement (“thank you” letter or note) for the gift to the donor, but should not include any language regarding a tax deduction. A receipt from the Recording Secretary will be sent directly to the donor that can be used for tax purposes. The Office of Resource Development will also send their acknowledgement.
5. The gift can be acknowledged and the donor thanked by the student organization orally and in written material using appropriate language, such as “This event has received funding support through the generous donation of XXXX.” “Thanks to our supporters...” “Without the generous support of XYZ, this lunch would not have been possible...”
 - a. You may acknowledge them as “supporters”, do not list them as sponsors.
6. No logos or links to external donor web sites should be used in any student organization material.
7. Once the account is set up, the Office for Student Affairs will manage all income and expenses in accordance with the gift purpose and in keeping with other financial guidelines for Harvard Chan student organizations.

Fundraising for Charities

Because of Harvard University’s status as a non-profit institution, the IRS prohibits certain activities. Student organizations may not use funds granted to them by the Harvard T.H. Chan School of Public Health to contribute or donate to charitable organizations, either inside or outside of the Harvard Chan School.

Students need prior approval from the Office for Student Affairs to fundraise for charities. Recipient organizations must also be vetted and approved by the School. In general, we prefer that organizations work across schools and via pre-selected Harvard channels to contribute funds to charitable causes. Student organizations are responsible for accurately representing the charitable organization to the donors and exercising due diligence to see that the donated funds are used as represented.

Any monetary donations collected by student organizations for a charitable organization must be made out directly to the organization. Ways to raise funds include collecting checks made out to the charitable organization or encouraging people to donate directly to the charity’s website. Students may not collect cash donations. Students may not establish external financial accounts on behalf of the School, University or student organization. Harvard Chan students are required to obtain permission from the Office for Student Affairs before setting up collection points in the Harvard Chan buildings.

Sales and Admission Charges

Because of the inherent difficulties in ensuring proper control and oversight of cash receipts, Harvard Chan affiliates (e.g. students, staff, faculty, post docs. etc.) are prohibited from collecting cash for any purpose. Student Organizations wishing to sell tickets or merchandise must collect checks (made payable to the Harvard T.H. Chan School of Public Health) or use Eventbrite via the OSA account. Two Eventbrite credit card swipers are available in OSA. All funds collected must be deposited with OSA at the end of each business day.

Expenses

- Student organizations may use their funding to create programs that address an academic, cultural or social need of the Harvard Chan community. All programming should support the mission of the student organization and its members and be for the greater good of the School community.
- Student organizations should designate one officer to be the officer responsible for budgeting, finance and reimbursements, to manage all organization expenses.
- Students should never incur any expense without clear confirmation that the expense is reimbursable and compliant with Harvard University financial procedures.
- Students planning an event expected to total more than \$300 are required to meet with the Office for Student Affairs. These events are typically (but not exclusively) complex and large events such as conferences or guest speakers expected to draw a large crowd.

An organization can spend three ways from its budget:

1. Internal-to-Harvard payments using a 33-digit code. In such instances, the student organization facilitates the transaction by providing contact information for the recipient to OSA.
2. External-to-Harvard payments using OSA's Harvard credit card. Again, the student organization facilitates the transaction by providing the vendor's contact information to OSA.
3. Reimbursement for out-of-pocket expenses from itemized receipts.

Payment to External Vendors

Student organizations may use outside vendors to pay for goods or services. Students must first determine if the external vendor has a tax ID number. The best way to learn this information is to ask the vendor directly. There are two ways to pay an external vendor:

1. Vendors should bill the university directly for supplies and services provided. The student organization must send an itemized invoice to the Office for Student Affairs. Additionally, the student organization must let the vendor know that they will receive a 'supplier' invitation and should follow the instructions to complete registration. Once registration is successfully completed, the vendor will be approved, as a 'supplier' and a check will be mailed to the vendor in approximately 30 days.
2. With the OSA, credit card. Student organizations must notify OSA that they are planning to use the OSA credit card to pay a vendor. OSA must receive an itemized receipt from this purchase within seven (7) business days of the expense.

Student Organization Reimbursement Policies

To be reimbursed for out of pocket expenses from receipts, the officer responsible for budgeting, finance, and reimbursements must be set up as a supplier in the Harvard accounting system. To be set up as a supplier, students will receive a supplier invitation and follow the instructions to complete registration. International students will also need to need to submit [GLACIER](#) documentation to complete supplier registration via an email invitation. Forms and additional information are available at: <http://hsph.me/studentorgdocs>

Once a purchase is made, submit the following paperwork to OSA within seven (7) days of the purchase date:

1. Reimbursement Request Form.

- a. Make sure to include an explanation of the expenses (Who, What, Where, When and Why expenses occurred)
2. Original and itemized receipts for all purchases.
 - a. An itemized receipt is a receipt that lists all items purchased and the price for each item. The receipt must also include the name of the vendor.

Please note it can take 6 weeks or more from signing your reimbursement paperwork to receive a check to your local mailing address.

Sales Tax Exemption

Harvard University and all student organizations are tax exempt. Students should give all vendors the following sales tax exempt number or Form ST-5 when making any financial transactions: E-042-103-580.

The use of this tax-exempt number is strictly limited to university related expenditures.

Examples of Generally Allowable Expenses for Student Organizations

- Copying and printing
- Film rental expenses (Please see film guidelines on page 24)
- Food/Catering. All events on Harvard Chan campus must be catered through Sebastian's Catering
- Media Services expenses and fees
- Modest travel expenses for guest speakers
- Party supplies- decorations, props, etc. are allowed to a reasonable limit
- Security
- Videotaping- provided the authorization is obtained from the speaker(s)

Examples of Generally Disallowed Expenses, regardless of funding source

- Alcohol that totals more than 50% of the event budget or alcohol that is not served by a TIPS certified bartender. See Alcohol Policy in Appendix B.
- Cash prizes
- Uber or Lyft rides for student organization members
- Computer equipment or software
- Conference attendance fees
- Dues or fees to professional organizations
- Excessive food/drink requests
- Expenses without original or itemized receipts
- External vendors without a tax ID number and who were not approved in advance of the event by OSA
- Extraordinary transportation or accommodation expenses for speakers (no car or limousine rental, hotel phone charges, first class or overseas accommodations or flights)
- Food and beverages purchased for an internal group meeting that is not open to all organization members or the wider Harvard Chan community (i.e. a lunch or dinner for officers of a student organization)
- Gifts or prizes, including gift cards and certificates. Gifts for guest speakers over \$75.
- Honoraria or speaker fees. Invited speakers are not paid a fee.
- Individual movie, theater, or sporting event tickets
- Student travel expenses

- Transportation, meals, and lodging for political candidate or work on behalf of a political candidate

Guest Speaker Expenses

While we encourage student organizations to invite guest speakers to their events, student organizations may not pay honoraria or speaker fees. On occasion speakers may be reimbursed for travel and lodging.

Organizations may request that an exception be made for speakers from non-profit or community organizations, please contact OSA.

Due to tax implications, student organizations are prohibited from giving gift certificates and any gifts totaling more than \$75. Please check with OSA before you invite your speaker.

MEETINGS AND EVENTS

As of July 28, 2020 all in person events are prohibited and travel and catering costs restricted until further guidance from the School and University.

All events at the Harvard T.H. Chan School of Public Health are subject to approval. The Harvard Chan School reserves the right to disallow events that it believes will pose a risk to safety or the learning environment of the school. There are particular details for events involving alcohol, travel, conferences and films. Please see below for more information.

In general, student organization **meetings are open to all student organization members**, and student organization **events are open to the Harvard Chan community**. If you wish to open your event to the **public**, please consult with OSA first because of security issues. Please do not include the phrase “open to the public” on your promotion materials until you have spoken with OSA.

The last day to request a student organization meeting or event (e.g book space, order food) is May 7, 2021.
The last day to hold a meeting or event is May 14, 2021.

STEPS TO PLANNING AN EVENT

STEP ONE: FINANCING AND FUNDRAISING (see Page 11 for details about Student Organization funding)

- Create a budget for your event. Include cost of items such as catering, media/AV, room rental, security, printing of posters or other event costs.
- Ensure that you have funding in place before making any arrangements
- If you need additional funding beyond your student organization budget, consider collaborating with another student organization or applying to the OSA Supplemental Fund
- Harvard T.H. Chan School of Public Health entities who provide non-financial support to a student organization should be acknowledged in event material and their department or office logo may be used.

STEP TWO: RESERVING VIRTUAL OR PHYSICAL SPACE

A student must be a member of a recognized student organization to reserve space or submit events to Harvard Chan Engage.

- **Virtual Events**
 - Check Events in Harvard Chan Engage and the School’s master calendar to see if the time of your event conflicts with another event.

- Submit an Event through Harvard Chan Engage by going to Explore view then entering your organization, click “manage organization” then in the left hand corner click on the burger widget and then click Events under Organization Tools. Next click the blue “Create Event” button and complete the Event request form.
- **Harvard T.H. Chan School of Public Health**
 - **July 28, 2020 All in person events are prohibited and travel and catering costs restricted until further guidance from the School and University.**
 - Classroom availability can be viewed through **BookIt**: Go to the Harvard Chan main web page > search BookIt, <https://www.hsph.harvard.edu/registrar/book-it/>
 - Students cannot book rooms themselves. Submit an **Event Request Form** so OSA can book a classroom on the behalf of your student organization, <http://hsph.me/eventrequestform>
 - In your Event Request Form indicate the title, description, date, time and preferred location. Indicate whether you will be needing catering, AV, media services, security, guest speaker parking and visitor passes. Also, include the name and biography of any invited guest speakers.
- **Harvard Medical School**
 - [The Room Scheduling Department](#) is responsible for scheduling most HMS South Quad common spaces, including amphitheatres, classrooms, conference rooms, labs, the Quad, and other special event locations, contact room_scheduling@hms.harvard.edu or 617 432 2020.
- **Off-Campus Events**
 - When possible events should be held in a public setting, exceptions may be made, please contact OSA.
 - Search for local venues and check their availability for a group of your size on the date and time you want to hold your event
 - If alcohol will be served at this event then please see Serving Alcohol about policies

Accessibility

- All in person events should be held in a **wheelchair-accessible location**.
- Event publicity should invite individuals with disabilities to notify event organizers of any accommodation. For example, *“If any disability accommodations are needed, please contact Colleen Cronin, Associate Director for Student Affairs, at ccronin@hsph.harvard.edu. Requests should be made as soon as possible or at least two weeks in advance prior to the event.”*

STEP THREE: INVITE A SPEAKER(S)

- Indicate in your Event Request Form that you plan to invite a guest speaker and include their biography and a link. OSA will review your Event Request Form and guest speaker information.
- After approval from OSA, extend an invitation to the individual(s) you would like to speak.

- All members of the Harvard community pursuing high-level invitations to speaking engagements on campus should keep in mind [The Office of the University Marshal's](#) Visitor Guidelines.
 - The University Marshal will:
 - Check to see if another group has an invitation out to the same person.
 - Ensure that there are no competing invitations once your invitation has been extended.
 - Determine whether the President of Harvard or the Dean of The Harvard T.H. Chan School of Public Health should personally invite an individual.
- If the speaker or any of the invited guests needs accommodations for a disability, please contact the Office for Student Affairs.
- If the guest speaker is, a prominent or high profile speaker then proper protocols must be followed. This may including enhanced security at a cost to the student organization for in person events.
- Political Candidates & Speakers Guidelines:
 - The President and Fellows of Harvard College is a registered 501(c)(3). Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. The prohibition applies to all campaigns including campaigns at the federal, state and local level.
- For virtual events, in addition to the above we urge virtual event hosts to make every reasonable effort to ensure that these events include:
 - A requirement that all guests pre-register, to ensure that only those who are eligible receive the link to participate
 - A moderator for the event with whom the speaker is comfortable
 - An opportunity for Q&A with the audience following the speaker's remarks
 - A professional backdrop and setting
 - Ample time and effort devoted to pre-production to minimize risk of technical glitches (a rehearsal with the speaker in advance is strongly advised)
 - Appropriate technical platform management to allow events to be both inclusive and secure, including adherence to the University's [Digital Accessibility](#) standards and [Multimedia Accessibility](#) guidelines
 - Realistic thought given to the duration of online events
 - Clear communication with participants about the use and ownership of content after the event concludes

STEP FOUR: PUBLICIZING EVENTS

Student organizations can publicize on campus. If you wish to open your event to the **public**, please consult with OSA first because of security issues. Please do not include the phrase "open to the public" on your promotion materials until you have spoken with OSA.

All publicity should refer to the Trademark Policy guidelines when creating materials.

Before posting promotional material, please review [Social Media Accessibility Best Practices](https://guidelines.hwp.harvard.edu/social-media-accessibility-best-practices), <https://guidelines.hwp.harvard.edu/social-media-accessibility-best-practices>

Publicity for events and meetings should include the following

- Title of the event, program or activity
- Title of the student organization/co-sponsoring organizations
 - Events may not include Harvard Chan in the title and should note the sponsoring organization
 - i.e. ‘Medical and Welfare System of Japan, as a “Leading” Country in Rapid Aging and Low Birthrate’ sponsored by the Student Club of Japan;
 - ‘Decolonizing Global Health sponsored by the Harvard Chan Student Committee for the Decolonization of Public Health’
 - *All communication and publicity must use the entire student organization name. This includes communication with any other part of Harvard University.*
 - All promotional materials must state that the event is “Sponsored by the Office for Student Affairs”. Organizations should include the OSA logo on advertisements as appropriate.
- Date and Time (am/pm)
- Location
- Who to contact for additional information (Engage, website, Eventbrite, email address, etc.)
- Accessibility considerations
 - Event publicity should invite individuals with disabilities to notify event organizers of any accommodation needs.
 - *If any disability accommodations are needed, please contact Colleen Cronin, Associate Director for Student Affairs, at ccronin@hsph.harvard.edu. Requests should be made as soon as possible or at least two weeks in advance prior to the event.*
 - If your event is serving food, you should invite your participants to notify you of any dietary restrictions so arrangements can be made.

Thank you to supporters

- Harvard T.H. Chan School of Public Health entities who provide non-financial support to a student organization should be acknowledged in event material and their department or office logo may be used.
- If your event has received funds from an external donor, you may acknowledge the support and thank them by the student organization orally and in written material using appropriate language, such “This event has received funding support through the generous donation of XXXX.” “Thanks to our supporters...” “Without the generous support of XYZ, this lunch would not have been possible...”
- You may acknowledge them as “supporters”, do not list them as sponsors
- Unobtrusive visuals at an event, a scrolling PowerPoint of slides thanking various supporters

- No logos or links to external donor web sites should be used in any student organization material. Please see the [Guidelines for Fundraising Outside of Harvard, including School Alumni](#)
- Small signs indicating the source of in-kind donations. For example, a food table with a small placard that states “Lunch generously provided by XYZ.”
- Line item mentions in the agenda or program. For example, if lunch is underwritten by a supporter, the agenda might say, “Lunch made possible with the support of XYZ.”

Suggested ways to publicize your event

- **Harvard Chan Engage platform:** Publicize your event on your student organization page within the Harvard Chan Engage platform. Harvard Chan Engage: <https://harvardsph.campuslabs.com/engage/events>
- **Student News:** Students can publicize events through Student News at <http://hsph.me/submitstudentnews>. Student News is sent out Mondays, Wednesdays, and Fridays. You may submit your announcement to appear twice. In your Student News announcement, include the title, date, time, description and contact information for your event.
- **Harvard Chan Master Calendar:** Students can submit events to <http://hsph.me/mastercalendar>. Make sure to list it as a Student Event.
- **Harvard Chan Student Facebook Group:** Publicize your event on the current Student Facebook Group, <https://www.facebook.com/groups/HarvardChan20>
- **Create a flyer:** All flyers (physical or electronic) must include the full name of your student organization as well as information about your event. OSA can print up to 20 color physical flyers for student organizations. Physical flyers can be posted on the various bulletin boards around campus. Please be considerate and remove your event flyers afterwards, the boards can become cluttered.
- **Large poster:** If you wish to make a large poster to display on foam-core on a tri-pod easel, you can contact Harvard Printing, Staples or Walgreens. Easels may be borrowed from OSA. 1 Poster may be displayed at the Kresge entrance up to 7-10 days prior to the event providing there is room. Please be considerate and remove your poster after the event.
- **School digital screen advertising:** Publicize your event on the Kresge plasma screens by submitting your electronic flyer to OSA a single PowerPoint slide of the poster, in a 16x9 horizontal layout. The layout for the PowerPoint slide can be found: <http://hsph.me/studentorgdocs>
- **Harvard Chan listserv:** Communicate your event to your student organization members through the Harvard Chan listserv. To request a listserv account go to: <http://www.hsph.harvard.edu/mailman-list/index.html>
- **Your Student Organization website:** Student organizations can request to have a website for their student organization if deemed necessary for functionality or promotional purposes, please contact OSA

to arrange this. Student organization websites must be updated periodically throughout the year and include all officer names and contact information.

STEP FIVE: EVENT LOGISTICS

On your Event Request Form via Harvard Chan Engage indicate the title, description, date, time and preferred location. Indicate whether you will be needing catering, AV, media services, security, guest speaker parking and visitor passes. Also, include the name and biography of any invited guest speakers.

Virtual Events

DATE/TIME

- Keep in mind physical location and time zone of your intended audience. Additionally, be cognizant of state and federal holidays, traditional observances, and major days of religious significance.
- Please refer to the holidays, holidays <https://www.interfaith-calendar.org/2020.htm>

MEDIA SERVICES

- If you are hosting an virtual event please refer to Zoom FAQs: <https://www.hsph.harvard.edu/information-technology/frequently-asked-questions/zoom-faq/>

EXPENSES

- All expenses for virtual events must be preapproved, please contact OSA.

SPEAKERS

- Review step three.

RECORDING AN EVENT

- Please share the following with all speakers and attendees who will be recorded during your event.
 - That you are recording the event
 - How you plan to use the recording, including who will be able to see or hear it
 - That the speakers/attendees have no obligation to appear or speak in the recording
 - That the speakers/attendees can turn off video and participate under an alias, if they choose
 - That if anyone chooses to participate in an identifiable way, they are consenting to the disclosure of the recording as you have described it
- External speakers that are recorded must sign a Model Speaker Consent Form for Audio/Video Recordings. Under Massachusetts law, it is necessary to get a speaker's permission to make such a recording. You will receive your recording approximately one week after the event.
- Internal speakers that are members of the Harvard community and are recorded do not need to complete a Model Speaker Consent Form.
- All attendees should be notified that the event will be recorded and that they have no obligation to appear or speak in the recording. An attendee can turn off video and participate under an alias, if they choose. Please let them know that if anyone chooses to participate in an identifiable way, they are consenting to the disclosure of the recording as you have described it.

- If your attendees are external to the Harvard community and are recorded then a consent form is needed by those attendees before posting your recording.

SECURITY

- When setting up your event we recommend having attendees RSVP and then send the zoom link or setting a zoom password.

Harvard T.H. Chan School of Public Health

ARRANGING CATERING

- **July 28, 2020 All in person events are prohibited and travel and catering costs restricted until further guidance from the School and University.**
- You will need to indicate on your Event Request Form if you are planning to have food at your event. All events held on campus are **required to be catered through Sebastian’s Catering** and your order must be placed a **minimum of 1 week in advance** of your event. See Alcohol Policy in Appendix B.
- You may not bring in outside food for events, including homemade food, even after hours.
 - To view current Sebastian’s Catering menus visit: <http://www.dining.harvard.edu/campus-dining/cafes/locations/sebastians>
 - Email Student Affairs with your catering order. Include the following information: name of student organization, date of event, time of event, location of event, guest count and quantity of food you would like to order. OSA will contact Sebastian’s on your behalf and email you a copy of the invoice once it is received.
 - Continuing in 2020-2021, the Dean’s Office will subsidize student organization catering orders from Sebastian’s by 20%.
 - All catering orders have a “Compostable/Disposable Item” fee of \$0.85 per person for utensils, cups, plates and napkins.

ROOM SET UP

- Email OSA directly with any specific room set up details two weeks before your event including panel presentations and special table and chair set-up. Depending on the time and size of your event, custodial services may be required at an additional cost. Student organizations must provide volunteers to clear up after an event.

MEDIA SERVICES

- On your Event Request Form, enter any Audio/Visual or Media Service needs two weeks before your event. This includes any events that need to be recorded.
- Best practice is for all speakers to use a microphone, which ensures accessibility needs are met.
- Please see page 25 about Recording an Event.

SECURITY

- Arrange security for your event (if needed). Contact OSA to discuss if security is needed at your event; typically events with attendance over 75 people, events that are open to the public or with a large

number of outside guests, events after normal business hours, controversial speaker events or events with alcohol may require additional security.

- If your event is open to the public, you must notify OSA before advertising this event. Please note: events that are open to the public or have outside guests invited may require HUPD to be present at a fee of \$250 or more. Collect the names, email addresses of all non-Harvard affiliates, and email this information to OSA 24 hours before your event. OSA will send this guest list to security.

GUEST PARKING

- Request parking for guest speakers by emailing OSA with the name of the driver, vehicle information, and date when parking is needed. Parking costs \$25 a day at the 200 Longwood Garage on weekdays only. Parking costs will be billed directly to your student organization account.

VISITOR PASS

- If your event has attendees or presenters from outside of HU then a Visitor pass must be requested at least 24 hours before the event.

Off-Campus Events

OFF-CAMPUS AND FOOD

- **July 28, 2020 All in person events are prohibited and travel and catering costs restricted until further guidance from the School and University.**
- Determine if you would like to place the food order ahead of time and use the OSA credit card to pay. If so, determine a menu, email this to OSA along with the date/time of your restaurant reservation, and contact information for the restaurant.
- If you would like to pay for the food at the restaurant yourself, then notify OSA how much money you plan to spend on this event and once the event occurs bring all itemized receipts to OSA within 7 days of the event to get reimbursed.
- For events with alcohol see the Alcohol Policy in Appendix B

FOOD AND TIPPING ETIQUETTE

- When budgeting your off campus food orders remember to factor in an amount for delivery fee and gratuity/tip
- Check your receipt to know whether a delivery fee or gratuity/tip is included in the total. If you are paying a tip then please be sure it is reflected on the receipt.
- Delivery fee, a minimum delivery fee is not the same as a tip. Since delivery fees rarely, if ever, go to drivers, it should not be considered as part of your tip. We recommend leaving a 15 percent tip.
- Food pick up/take out, we suggest leaving a 10 to 15 percent tip
- Online ordering, if you want to add a tip, be sure your tip has been added before paying
- In restaurant, we suggesting leaving a 15 to 20 percent tip when eating at a sit-down restaurant

Travel Policies

- **July 28, 2020 All in person events are prohibited and travel and catering costs restricted until further guidance from the School and University.**

Student organizations may choose to travel domestically or internationally as part of their organization's activities. OSA will advise student organizations on best practices to ensure the safety and well-being of all participants. All participants planning to travel both domestically or internationally with a recognized student organization on a trip must sign an Assumption of Risk and General Release Form provided by OSA.

- **Shuttle and van service:** Contact Harvard's [Transportation Services](#) to discuss your needs and inquire about preferred vendors (617) 495-0400.
- **Rental cars:** When traveling by car, it is recommended that students rent vehicles rather than use personal vehicles. Rental cars must have comprehensive insurance. If using a personal vehicle, the owner assumes all liability.
- **Zip cars:** Visit the [Harvard Zipcar page](#) and see how Harvard students can become members of Zipcar and choose cars that are located on campus. Insurance is included in membership.

Automobile Insurance

The University does not provide automobile insurance for students using personal vehicles for student organization business. If an incident or accident occurs, the owner of the vehicle would be required to use personal automobile insurance to cover the incident. If the owner of the vehicle does not have adequate limits of insurance, a claim could be made against the individual operating the vehicle. The personal owner of the vehicle, and the driver, can both be held financially liable for damages in situations where the insurance available does not adequately cover claims.

Students using their own vehicles, family vehicles, or vehicles of friends should be aware of this prior to agreeing to drive for a student activity. Student organizations that are uncomfortable with this personal responsibility are encouraged to rent a car or van through preferred vendors. As a benefit to registered student organizations, the University has negotiated rates and certain levels of insurance coverage with Enterprise/National that are available to student organizations. Additional information can be found under the Transportation Options on the following page.

Vehicle Maintenance

Any vehicle used to transport students should be in good working order and be properly and professionally maintained. Individuals choosing to drive personal vehicles for student organization trips, rather than rent transportation to drive, should be aware that they are exposed to greater personal liability for this reason.

Travel Abroad

All students traveling abroad on a recognized student organization trip are required to register directly with Harvard Global Support Services (GSS). All Harvard students traveling abroad must watch the Harvard GSS [online pre-departure orientation](#) intended to help you think through key considerations, requirements, and resources before, during, and after your trip. To expedite assistance, it is vital each individual student registers in the [International SOS MyTrips platform](#) **before** they leave. Students are responsible for keeping their itinerary up-to-date the International SOS MyTrips platform. This includes updating any changes to contact information.

To learn more about GSS services, register travel, and contact GSS with any questions for individuals or student organizations visit globalsupport.harvard.edu/.

Resources for Travel Abroad

GSS offers guidance on a variety of matters abroad, including safety and security, visas and immigration, technology, health and global operations. GSS also manages the University's International SOS program, which provides 24/7 medical, mental health, and security support and evacuation services to eligible Harvard students, faculty, and staff. International SOS can be reached from anywhere in the world 24/7 by dialing +1-617-998-0000 or by connecting through the International SOS Assistance App with Harvard's membership number.

Conferences

- In general, conferences should be planned several months in advance (at least three months in advance)
- If you would like to plan a conference, schedule a meeting with the Office for Student Affairs before planning gets underway to ensure you are aware of the relevant resources and policies.
- Please refer to Steps for Planning an Event on page 20

Showing Films on Campus

Harvard student organizations are required to follow a number of rules regarding movies shown on campus.

Harvard Regulations for Showing Movies

- If admission is charged, any surplus revenue shall be used to further the educational goals of the sponsoring organization, as outlined in its charter.
- Advertising must be restricted to the Harvard community

Public Performance Rights

Commercial films and DVDs have copyrights that restrict the manner in which they can be shown. Two specific restrictions raise issues for students or student organizations wishing to show films on campus.

The first is more commonly an issue with DVDs but also applies to films as well. This first issue is “home” versus “public” viewings. If you rent a film or a DVD, you always have permission to show it in your home. Harvard residence halls (including Shattuck) meet the requirement of homes. However, no other Harvard buildings qualify.

The second issue is charging an admission (or viewing) fee. Charging always requires explicit public performance rights. If your organization wishes to show a film or DVD outside of a residence hall and/or charge money, your organization must have acceptable public performance rights. There are several ways to obtain these rights:

- Renting the film from an official distributor. (The cost of this solution varies with the popularity of the movie.)
- Owning a copy of the movie that comes with public performance rights.
- Getting written public performance rights from the copyright holder. (We will accept a letter from the company, filmmaker, producer, or director of the film.)

Performance Rights for a Course

When movies are shown for a course, different rules apply. Several major production and distribution companies (Columbia, MGM, Paramount, Orion, and others) have stated that arrangements to show their films publicly on university campuses can be made. OSA can help you with this.

APPENDIX A: TRADEMARK POLICY

General Information about the Harvard Trademark Program

The Trademark Program is charged with the protection and licensing of Harvard's trademarks worldwide. The Trademark Program also administers Harvard's Use-of-Name policies, which were established by the University to ensure that the Harvard's names and insignias (including those of its schools and units) are used appropriately and accurately by the University community and in accordance with the standards contained in the policies. The office also provides guidance to members of the Harvard community on a wide range of trademark related issues.

Use of Harvard's Trademarks by Students and Student Organizations

The Harvard names, insignia, and logos are trademarks of the University and are used by members of the Harvard Community, including student organizations, with the permission of the President and Fellows of Harvard College. Their use is governed by the University's use-of-name policies, which are administered by the Harvard Trademark Program on behalf of the Provost and the University. Those policies' primary Standard of Accurate Representation states that "The University and its members have a responsibility to ensure that any implied association with the University is accurate."

In short, student organizations must make it clear, in all instances and contexts, that they and their related activities are student activities, and not activities of the School or the University as a whole.

Failure of a student organization to abide by the University's use-of-name policies and trademark standards, as set forth in these guidelines, can result in the University's revocation of the use of the Harvard name by the student organization.

Logos and the Harvard T.H. Chan School of Public Health Shield

Student organizations are permitted to use the Harvard T.H. Chan School of Public Health shield for organizational purposes. For questions regarding shield images, please contact trademark_program@harvard.edu.

Use of other shields, including the University's Veritas shield, is not permitted.

The shield cannot be altered or edited in any way, including modifying the colors of the shield or changing the lettering on the books. Additional design elements may be added around the shield, provided they do not touch, overlap, or otherwise subsume the image.

Student organizations may also create their own shields and logos, provided they are consistent with the University's *Guidelines for the Creation of a New Shield Design or Logo by Harvard Departments, Units, and Officially Recognized Organizations for Themselves or Their Activities*. These guidelines contain specific instructions for designing a new shield or logo, including design criteria and the proper review and approval process. New or redesigned logos cannot be used before receiving final approval by the Office for Student Affairs and the Harvard Trademark Program.

Domain Names and Email Addresses: Domain names or email aliases which contain any form of "Harvard" require prior, written approval from the Harvard Trademark Program. The organization's domain name and email address should accurately reflect the full approved name of the organization.

Any domain name that includes the word Harvard must be owned by the University and registered to "The President and Fellows of Harvard College." External domain names which do not include the word "Harvard" should belong to the student organization and not an individual.

Website Content and Social Media: In all electronic contexts, including social media and organization websites, student organizations may only use an accurate representation of their full approved organization name, and the appropriate Harvard shield or organization logo. They must also have a statement of affiliation, such as "an official recognized Harvard T.H. Chan School of Public Health student organization," clearly and prominently displayed.

Student organization **websites** must include the following on the main page of their websites:

- The full, approved organization name in a prominent location, typically in the header of the website. Subsequent references may use an accurate abbreviation or acronym.
- A statement of affiliation ("a student-run organization at the Harvard T.H. Chan School of Public Health") in a prominent location and in a font size and color comparable to other fonts being used on the website, typically directly under the name in the header or in descriptive text in the body.
- This statement on use of name and Trademark, typically in the footer of the website: "The Harvard T.H. Chan School of Public Health name and/or shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University."

Student organizations should accurately represent themselves on **social media platforms** so that anyone publicly viewing a profile can easily determine its relationship to the Harvard Chan School. To the best of their abilities, the organization must:

- Choose an account name that is an accurate representation of their full, approved name, or an accurate abbreviation or acronym.
- Include the full, approved organization name and a statement of affiliation in the About section
- Include a link to the organizational website in the appropriate field
- Create events through an account linked to the organization, such as an organization's Facebook Group or Page, so that the event connects back to the hosting organization

Publications: Publications by student organizations must prominently state their affiliation on the cover or front page of the publication. This statement of affiliation must include 1) the full approved name of the organization, 2) that it is a student-run publication, and 3) the name of the School with which the organization is affiliated. For example: “a publication of (name of student group), an officially recognized student organization at the Harvard T.H. Chan School of Public Health.”

The copyright page (or relevant section) of the publication must state: “The Harvard name and the VERITAS shield are trademarks of the President and Fellows of Harvard College and are used by permission of Harvard University.” This statement can be modified to reflect the exact Harvard trademarks being used.

Events and Activities: The trademark guidelines also apply to student organization events and activities. All brochures, posters, publicity materials, etc. related to any student group event or activity, whether taking place in the U.S. or abroad, must clearly identify the full, approved name of the sponsoring student organization, in addition to including a clear statement of affiliation.

The use of the name “Harvard” in the name of an event without additional context can create the inaccurate impression that an event is an activity of or is sponsored by the College or the University as a whole. Therefore, special care must be taken to create accurate event names. Since student organizations are recognized through the Harvard T.H. Chan School of Public Health, “Harvard” in an event title must always be within the context of the phrase “Harvard Chan” or “Harvard T.H. Chan School of Public Health”.

Although student organizations can collaborate with offices, departments, or centers on broader initiatives, use of “Harvard” alone in an event title is only permitted when **ALL** of the following are true:

1. The program or activity is university-wide, meaning its structure and governance has substantial faculty involvement from at least three separate schools.
2. It has institutional accountability in that it reports formally to university-wide officers, such as the President or Provost or a group of Deans from several Faculties.
3. There are not significant issues of confusion with activities elsewhere in the University (for example "the Harvard Project on Government" or "the Harvard Health Project" would raise concerns of this nature).

The phrases “held at Harvard University,” “at Harvard University,” and “at Harvard” may be used as a general geographic designation for activities held on campus, as long as it is accompanied by language that makes it clear that the activity is being run by a student organization and not the University or any other Harvard school or unit.

Ordering Apparel or other Mercantile Items bearing Harvard’s Trademarks

Requests by Student Organizations to have apparel or other mercantile items produced should first be submitted to the Office for Student Affairs via studentaffairs@hsph.harvard.edu. Student Organizations must also follow up with the School’s Communication Office to obtain the correct digital files for representation as well as style guidelines.

If an organization wishes to include its organization name on merchandise, it must go through the licensing process; only official licensees of Harvard are permitted to produce mercantile items bearing the University's trademarks. The Trademark Program will assist the student or student group in selecting an official licensee to produce the items and will determine if the items being ordered qualify for royalty exemption. The Trademark Program will also provide guidance on how the trademarks may be used on the items.

For any graphic representation that includes the Harvard name or insignia (including "Harvard" as part of the Official Organization Name, or the name or insignia of any of its Schools or units) the organization must receive written approval from the Harvard Trademark Program before ordering the product. Insignia product designs are subject to the University's use-of-name policies, primarily those policies' standard of accurate representation. Each design is reviewed on a case-by-case basis, but general design criteria for an accurate graphic representation for student organizations can be found in Section 2 of the University's *Guidelines for the Creation of a New Shield Design or Logo by Harvard Departments, Units, and Officially Recognized Organizations for Themselves or Their Activities*.

Further information about the Harvard Trademark Program, please visit the Trademark Program's website: www.trademark.harvard.edu or contact the office at trademark_program@harvard.edu.

APPENDIX B: ALCOHOL POLICY

In an effort to maintain an environment that promotes and reinforces healthy, responsible living, respect for the well-being of the members of the Harvard Chan community, and compliance with state and federal laws and Harvard University regulations, Harvard Chan has established and will enforce the following policies regarding alcohol at Harvard Chan student organization events or activities. These guidelines represent minimum standards; for specific events, Harvard Chan may require additional precautions.

- Students may not self-cater alcohol at any student organization event.
- The serving of all alcohol must be stopped at least thirty minutes before the expected conclusion of the event.
- Drinking games are illegal and prohibited. Kegs or common source are not allowed.
- Alcohol costs may not exceed 50% or more of the cost of your event before tax, tips, and fees.

Drinking Age

All guests will be asked to provide a government issued photo ID showing proof of age before being served an alcoholic beverage (the minimum drinking age in Massachusetts is 21).

Food and Alcoholic Beverages

Alcohol must be served in an illuminated area, and there must be food and nonalcoholic beverages available throughout the event. Once the food runs out, the service of alcohol must stop.

Events with alcohol on campus

A license to sell beer and wine is held by the school for events taking place in Harvard Chan buildings. Additionally, the school's contract with Harvard University Dining Services (HUDS) specifies Sebastian's as the sole caterer permitted to provide food and beverages, including alcohol, for functions held in Harvard Chan buildings. For events held in Harvard Chan buildings, all food and beverages, including beer and wine, must be purchased from Sebastian's. If alcohol is served:

- Sebastian's will charge \$12 per guest, which covers beer and wine and the services of a bartender. Other wait-staff will be required for food service, and may incur overtime costs.
- You will be charged for a Harvard University Police Department (HUPD) detail officer per 75 people at a minimum cost of \$250 for four hours.

Bartenders

Harvard Chan Student Organization events with alcohol held on Harvard property not included in Sebastian's contract, or off campus are **required to hire a TIPS certified bartender** for that event. Alcohol must be attended at all times and served by a trained, TIPS certified bartender who, by Massachusetts law, will refuse to serve anyone who appears to be intoxicated. Alcohol may not be left open for self-service.

APPENDIX C: HAZING POLICY

The Commonwealth of Massachusetts prohibits hazing. A copy of the Massachusetts Law regarding hazing can be found at <http://www.hsph.harvard.edu/registrar/handbook/hazingstatute.pdf>.

The definition of hazing and its punishments imposed by the Commonwealth are as follows:

The term “hazing” 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.

Massachusetts law requires institutions of higher education like Harvard to make sure that all student organizations receive copies of these statutes and distribute them to their members.

Massachusetts General Laws Chapter 269, Section 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.

Massachusetts General Laws Chapter 269, Section 18. Failure to report hazing

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.

Massachusetts General Laws Chapter 269, Section 19. Copy of Secs. 17 to 19; issuance to students and student organizations, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student organization, 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 organization, 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 organizations, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student organizations, teams or organizations. Each such organization, 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 organization, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such organization, 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 organization, 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 organizations, 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.

What the law means for you

Hazing organizers and/or participants may face criminal or civil liability. ANY person who either organizes OR participates in an activity that meets the above definition may be prosecuted and potentially fined and/or sent to jail. Both individuals and organizations also may be subject to civil law suits and resulting financial liability. Witnesses to hazing may face criminal or civil liability. Witnesses who do not report hazing activities also may be criminally prosecuted. Simply opting out and standing on the sidelines during dangerous or harmful activities is not enough. In addition, witnesses may be subject to civil law suits.

Harvard must obey the hazing laws. Harvard cannot and will not extend a protective bubble around student organizations or athletic teams and allow them to engage in criminal conduct. If a particular activity appears to break the law, faculty, officers, and staff of Harvard College MUST report it to the police.

Hazing victims have rights. For a student who is the victim of hazing, the law provides a source of redress. Individuals may report allegations of hazing to the police. They may also bring a civil claim for damages if they have been harmed by hazing activities.

APPENDIX D: SEXUAL AND GENDER-BASED HARASSMENT

Harvard University is committed to maintaining a safe and healthy educational and work environment in which no member of the University community is, on the basis of sex, including sexual orientation or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any University program or activity. Sexual harassment, including sexual violence, is a form of sex discrimination in that it denies an individual equal access to the University's programs or activities.

The University has adopted two interim policies that address sexual harassment and misconduct:

- [Harvard University Interim Title IX Sexual Harassment Policy](#)
- [Harvard University Interim Other Sexual Misconduct Policy](#)

For information on the University's interim sexual harassment and misconduct policies and procedures, contact:

Harvard University Title IX Office

Smith Campus Center
Suite 901
1350 Massachusetts Avenue
Cambridge, MA 02138
Phone: (617) 496-0200
Email: titleix@harvard.edu
Title IX Website: titleix.harvard.edu
Title IX Resources: titleix.harvard.edu/options

Title IX Resource Coordinators

Harvard encourages those who have been impacted by or know someone who has been impacted by sexual harassment and/or other sexual misconduct to speak to the Title IX Resource Coordinator for their School or unit. Resource Coordinators, who serve in a neutral role, are available to speak in depth about the resources and options available.

Title IX Resource Coordinators are specially trained to handle sensitive information relating to incidents of possible sexual harassment, including sexual assault, and other sexual misconduct with appropriate discretion and to help arrange supportive measures which allow an individual to continue with studies or work and take advantage of all that Harvard has to offer. Resource Coordinators also facilitate access to confidential resources.

Sharing information with the Title IX Resource Coordinator is not the same as filing a formal complaint. As described in the Policies, it is ordinarily up to you to decide whether you wish to file a formal complaint, although in very rare circumstances, where a community safety concern has arisen, the Title IX Resource Coordinator may need to take steps to initiate a formal complaint with the University Title IX Coordinator.

Title IX Resource Coordinators can facilitate support from your School or unit. They also consider whether there are issues related to the disclosed incident that may need to be addressed for the safety of the community.

Title IX Resource Coordinators can:

- Provide information about available resources
- Help arrange supportive measures — individualized supports that help members of the Harvard community continue with their studies and work and to participate in campus life
- Facilitate informal resolution, as appropriate, between the involved parties, with a goal of reaching a mutually agreeable resolution
- Provide information on the University’s policies pertaining to sexual harassment and other sexual misconduct and the applicable procedures, as well as any additional School or unit policies
- Provide information about the formal complaint process

Harvard T.H. Chan School of Public Health Title IX Coordinators for Students

Robin Glover
Associate Dean for Student Services
677 Huntington Avenue, Kresge G4
Boston, MA 02115
617-432-4703
rglover@hsph.harvard.edu

Luke Sutherland
Housing and Resident Life Coordinator
677 Huntington Avenue, Kresge G4
Boston, MA 02115
617-432-5290
sutherland@hsph.harvard.edu

APPENDIX E: DISPLAY OF RELIGIOUS SYMBOLS AND DECORATIONS

Policy regarding student organization sponsored displays of religious symbols and decorations.

Religious displays in a public space outside or inside campus buildings should be sponsored by recognized student organizations rather than the School.

OSA will determine appropriate areas for groups to erect displays of religious symbols for a limited time during religious holidays. Such displays must clearly identify the sponsor, explain the purpose and meaning of the display, and note that the display is not sponsored by the School.

Religious displays will normally be placed in a public area for no more than two weeks and sponsors are responsible for maintaining and removing them.

Displays not meeting these criteria will be removed by the School at the sponsor's expense.

Organizations wishing to place a religious display in a public space on campus should contact studentaffairs@hsph.harvard.edu.

Such requests will be evaluated on the basis of criteria unrelated to content, such as the location of other displays and events, availability of electrical power, public safety concerns and so on.

APPENDIX F: SAMPLE MISSION STATEMENTS, ELECTED OFFICERS, AND PROGRAMMING

SAMPLE MISSION AND OBJECTIVES

Harvard Chan Black Student Health Organization:

MISSION:

The Harvard Chan Black Student Health Organization (BSHO) is a student-run organization that is committed to pursuing issues that affect students from the African Diaspora. BSHO strives to improve the student life at Harvard Chan through service, academic, social, and professional activities and opportunities. In the pursuit of BSHO's mission and objectives, BSHO collaborates with faculty, staff, administration, alumni and other student groups within the Harvard Chan and wider Harvard Community, in addition to community members and organizations.

OBJECTIVES:

- Plan and executive one-time and ongoing opportunities for community service in response to long-term and immediate health-related needs
- Plan and executive activities that promote inclusion and the improvement of student life
- Establish or strengthen relationships with Harvard Chan administrators, faculty, staff, and student affinity groups as well as student affinity groups across the Longwood campus and broader Harvard Community
- Launch independent, mission-driven initiatives that promote members' interests or strengths and that provide opportunities for leadership development

Mental Health Student Alliance:

MISSION:

The mission of the Harvard Chan Mental Health Student Alliance (MHSA) is two-fold:

- (1) To create an academic forum for all students to engage with relevant and current issues in public mental health research, practice and policy;
- (2) To promote a positive and inclusive environment for student mental health at Harvard Chan.

OBJECTIVES:

- (1) To provide a space where Harvard Chan students with an interest in public mental health can come together to support each other, improve their research and practice, and develop professionally;
- (2) To connect across schools and departments with Harvard students, faculty, staff, and affiliates doing research and practice in the field of public mental health;
- (3) To connect with other mental health-relevant organizations across Harvard's schools and the wider Boston area;
- (4) To promote student mental health including developing a culture of self-care, peer support, and institutional resources.

Native American Student Association:

The Harvard Chan Native American Student Organization (NASO) is a collaboration of Harvard School of Public Health students who aim to support Native American (American Indian/Alaska Native/Native Hawaiian) students in their academic, professional, and personal development in the field of public health. NASO also aims to create safe spaces for conversations around, and raise awareness of, Native American and Indigenous health issues within the wider Harvard Chan School community.

We hope to accomplish this goal through the following objectives:

- 1) To serve as a resource for prospective, current, and former Native American Harvard Chan students, as well as prospective, current, and former Harvard Chan students interested in Native American health issues
- 2) To create space for conversations around, and advocate for greater exposure to Native American health concerns across the Harvard T.H. Chan School of Public Health; and
- 3) To connect current Native American students, alumni, and current students and alumni interested in Native American health issues, to provide opportunities for mentorship and professional development for the benefit of both students, alumni and the communities with whom they work.

SAMPLE ELECTED OFFICERS:

President:

The President shall be the principal liaison to the Office for Student Affairs (OSA). The President will chair all meetings, delegate responsibilities to members and oversee all non-social and social events. The President will assume the responsibilities of any vacant office. The Vice President will act as President in the President's absence. The Treasurer will act as President in the President and Vice President absence.

The President for 2020-2021 is Jane Doe (jane@mail.harvard.edu; 617-123-4567).

Vice President:

The Vice President shall schedule the rooms for meetings, maintain an updated list of all members, maintain an updated copy of the Harvard Chan-SSC's Constitution, maintain the group listserv, maintain the Harvard Chan-SSC website, distribute information to members through email announcements and coordinate publicity for all events.

The Vice President for 2020-2021 is John Doe (john@mail.harvard.edu; 781-123-4567).

Treasurer:

The Treasurer shall maintain the accounts of the Harvard Chan-SSC, provide regular updated financial reports, order food for events, and serve as the principal liaison for fiscal matters to the Office for Student Affairs.

The Treasurer for 2020-2021 is Janet Doe (janet@mail.harvard.edu; 978-765-4321).

SAMPLE PROGRAMMING:

YXQ book & life discussion subgroup – Program coordinators: Julia and Sharon

- To provide materials and information for those who are interested in the in-depth learning of the Chinese Traditional Qigong
- To support each other in terms of learning, schooling, daily life and well-beings at all levels.
- Will have lunch meetings bi-weekly or based on sub-group members' schedule
- Cost: None

YXQ scientific journal paper learning subgroup – Program coordinators: Shun-Chiao and Julia

- A journal club to discuss peer-reviewed scientific papers that explore the scientific nature of the Yan Xin Qigong
- Will meet bi-weekly
- Cost: None

Programming for 2020-2021 Academic Year:

Major Events:

- SEASA Newsletter (published in late Fall semester): Publish articles about health issues in SEA region written by Harvard Chan students and faculties or health professionals working in the region. The newsletter also provides health facts from a chosen SEA country of focus and interviews of students or faculties working in SEA.
- South East Asia Night (spring semester): Host a night of celebration for SEA cultures and cuisines. Showcases musical, dance, and martial art performances from the region performed by Harvard Chan students and other SEA Community in Boston area. Serves food from SEA restaurants in Boston. This event would be open to all Harvard community and friends.
- SEA Global Chat (once every semester): Invite health professionals working in SEA to speak in the Student Voices through the Office for Student Affairs.

Other Events:

- SEASA General Meeting to meet and greet new members and officers, discuss direction of the organization and future event programming.
- South East Asian Country's Month hosting small discussion with at least 1 faculty working in that month's particular country of interest.
- South East Asian Film Screenings
- Poster session for Harvard Chan students working in research project in South East Asia