



Office of Student Affairs

# Student Activities Manual

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**THE POLICIES IN THIS MANUAL APPLY TO OFFICIALLY RECOGNIZED STUDENT GROUPS, AS WELL AS TO ALL STUDENTS WHO WISH TO PLAN EVENTS AT HGSE**

**POLICIES PERTAINING TO HGSE STUDENT ORGANIZATIONS**

**What constitutes a student organization?**

A student organization is defined as a group of HGSE students who unite to promote or celebrate a common interest. While student organizations may include members from other schools, faculty, staff or community members, the majority of the membership of the organization must be HGSE students. Additionally, only currently enrolled HGSE students are permitted to serve as officers/leaders of officially recognized student organizations.

**Why recognize student organizations?**

Each organization leaves its special mark on the cultural, social, and intellectual life of HGSE. The school recognizes the vital contributions that student organizations make to the quality of life on campus and seeks to fulfill its commitment to free inquiry and to an education encompassing the whole person.

**What are the benefits of official recognition?**

Student organizations granted official recognition by the Office of Student Affairs receive benefits that include:

- Eligibility to apply for funding from the Student Organization Fund.
- Use of HGSE space by reserving rooms, halls, etc.
- Permission to publicize, poster and announce events.
- Permission to use the Harvard name with their organization under strict guidelines (please see page 5 for information.)
- Event support from the HGSE Office of Student Affairs

**Recognition of Student Organizations**

The Office of Student Affairs has the responsibility to grant official recognition to organizations and to establish regulations for their governance. OSA assumes that organizations will comply with the understandings reached at the time of recognition. If OSA determines that a student organization has failed to abide by these criteria or the regulations found in this Manual, it may revoke the organization's recognition. Organizations must register each year with the Associate Director in the Office of Student Affairs. The Associate Director will notify the organization if organization recognition is approved or denied.

*Recognition of any organization is not to be interpreted as an endorsement by the school of purpose, activities, partisan political position, or point of view of the organization.*

**GETTING STARTED WITH A STUDENT ORGANIZATION**

**Considerations for organizing a student organization include:**

1. Organize a first meeting of interested students and persons.
2. Discuss officers and/or leaders for the organization. Organizations are allowed to select officers through a process of their own choosing, whether election, appointment, or volunteer.
3. Organizations must convene at least 2 open meetings before leadership can be determined.

**What is the process of recognition or annual registration for organizations?**

In order for HGSE student organizations to become recognized, the following criteria must be met:

1. Completion of the New Organization Recognition Form for Student Organizations through the Student Affairs Website (<http://osa.gse.harvard.edu/student-organizations>) which includes contact and organization information.
2. As part of the New Organization Recognition Form, groups must submit a mission statement or statement of purpose for the organization. Membership of student organizations shall not discriminate on the basis of race, creed, religion, color, sex, sexual orientation, gender identity, physical disability, or any other identity characteristic.
3. The roster for the organization must include a recommended number of ten (10) HGSE students who are interested in being part of the organization. (Students can ask for an exception, given special circumstances). All organizations must notify the Office of Student Affairs of any changes in major officers.
4. Acknowledgement of the Massachusetts Anti-Hazing Statutes must be confirmed as part of the recognition process. Organizations are responsible for disseminating this information to members.
5. Registration forms, mission statement, and the Anti-Hazing agreement must be submitted through the Student Affairs Website.
6. Attendance at a mandatory training/information session for student organization representatives coordinated by the Associate Director of Student Affairs is required for the leadership of each organization. Training sessions are open to all other student members of student organizations on a voluntary basis, and any HGSE student.
7. Observance of all regulations and policies for student organizations, including but not limited to: the use of Harvard's name, proper registration of events, adherence to event planning regulations, including stated funding timelines, and any other policies outlined in the Student Activities Manual.

## What is the timeline for recognition?

The registration process must be completed yearly. Recognition begins immediately with the start of the fall semester, and the deadline for recognition is February 28th, 2019.

## How do I reactivate a group?

To reactivate a group that had existed in a prior year, you must email the Associate Director of Student Affairs with the name of the organization that you wish to reactivate and a list of a recommended number of ten (10) HGSE students who are interested in being a part of the organization. The deadline for group reactivation is February 28th, 2019.

## Naming your Student Group

The use of “Harvard” alone is not permitted (i.e. Harvard Dance Club). Shortening the name in written or electronic correspondence or on other materials where Harvard Graduate School of Education (or HGSE) is omitted is also not permitted. The Associate Director of Student Affairs will counsel student organizations that need assistance with the use of the Harvard name in their student organization name.

## Responsibilities of the Organization

By applying for and accepting recognition as an official HGSE student organization or group, the officers and members of the group accept responsibilities and organizational requirements deemed appropriate by Harvard University and the Harvard Graduate School of Education. Officers and members of student groups who disregard these responsibilities and requirements may be subject to disciplinary action. Please note that all HGSE students are held accountable to the Standards of Conduct Statement that is found in the Student Handbook, posted online at <http://osa.gse.harvard.edu/student-handbook>

## Sponsorship

The University requires that each organization maintain local autonomy, having no institutional connection with outside organizations. This means that non-Harvard groups may not sponsor events on-campus by using a student organization as a vehicle to appear on campus.

*All organization members are responsible for understanding and abiding by the policies and procedures outlined in this manual, including those in the Appendix. Student Organization leaders must certify that their organization has agreed to these policies. The officers of the organizations are responsible for informing their members of such policies and for ensuring compliance. All official student organizations must abide by Harvard University's established policies governing a range of activities, including but not limited to policies regarding non-discrimination, student rights and responsibilities, fundraising, alumni, commercial activities, hazing, and the use of Harvard name and insignia in printed materials, electronic contexts, or merchandise, as outlined herein.*

## POLICIES PERTAINING TO ALL STUDENT ACTIVITIES

### Policies Affidavit

The organization chair/event organizer must be aware of the policies of HGSE and Harvard University and be responsible for ensuring that the organization and its activities adhere to the policies listed below:

- Alcohol Policy
- Non-Discrimination Policy
- Anti-Hazing Policy
- Guidelines for Inviting Guest Speakers

### General Information about the Harvard Trademark Program

The Trademark Program is charged with the protection and licensing of Harvard's trademarks worldwide and the administration of the University's internal Use-of-Name policies and guidelines. The office also provides advice to members of the Harvard community on a wide range of trademark related issues.

In its protection efforts, the office registers Harvard's various trademarks and works to stop their unauthorized use around the world. Through its domestic and international licensing endeavors, the office licenses the University's trademarks (e.g., Harvard, Harvard University, Harvard College, Harvard Medical School, HBS, Harvard Football, the VERITAS shield, etc.) to qualified companies to produce a variety of insignia items; proceeds from the sales of these items are provided to the Faculty of Arts and Sciences for undergraduate financial aid. The office also administers Harvard's Use-of-Name policies, which were established by the University to ensure that the Harvard name and insignias are used appropriately and accurately by the University community and in accordance with the principles contained in the policies.

### Use of Harvard's Trademarks by Students and Student Groups

All Harvard student group names incorporating any of the University's trademarks are owned by the President and Fellows of Harvard College (Harvard University) and are used by permission of the University. In addition, the use of any of Harvard's shields/logos by student groups is by permission of the University. And, any use of Harvard's names/logos by student groups or students must comply with all relevant University policies, including the policy on the Use of Harvard Names and Insignias.

*HGSE does not assume responsibility for anyone who participates in an activity leading to physical injury or property damage. Individuals involved in such activities are fully responsible for their own actions, and are responsible for any damages that occur.*

## Student Group Guidelines

The Trademark Program has established the following guidelines to help student groups ensure that they represent their association with Harvard in an appropriate and accurate manner, as is required of all members of the Harvard community under the Use-of-Name policies. Specifically, the guidelines stipulate that all student organizations must clearly and accurately identify their association with the University in print and electronic publications, on websites, and in promotional materials and related activities:

### Publications

A student group publication must bear a statement on its cover identifying that it is a publication of a student organization and the statement must be prominently placed and include the name of the school with which the student organization is associated, for example: "a publication of (name of the student group), an officially recognized student organization at the Harvard Graduate School of Education." Also, the identity statement that is used must be compliant with any supplemental guidelines established by HGSE. In addition, the copyright page (or corresponding section) of the publication must state that "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 by the student group.

### Promotional Materials and Related Activities

The trademark guidelines also apply to student organization promotional materials and related activities. Thus, 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

event/activity as being hosted by an officially recognized student group from the Harvard Graduate School of Education.

### Ordering Apparel or other Mercantile Items bearing Harvard's Trademarks

Any student or student group that wants to have apparel or other mercantile items produced bearing any of the University's trademarks (e.g., Harvard, Harvard University, Harvard College, Harvard Graduate School of Education, H, HGSE, Harvard Tennis, the VERITAS shield, all other Harvard school and house shields, etc.), including items bearing a student organization's name that incorporates any of Harvard's trademarks and/or logos, must seek approval from the Trademark Program before ordering such items (whether such items are for use by the student, student group, to give away, or to sell). The Trademark Program will provide guidance on how the trademarks may be used on the items, will assist the student or student group in selecting a licensee to produce the items (only official licensees of Harvard are permitted to produce mercantile items bearing the University's trademarks), and will determine if the items being ordered qualify for royalty exemption.

Requests to have apparel or other mercantile items produced should be submitted through the Associate Director of Student Affairs.

*For further information about the Harvard Trademark Program, please visit [www.trademark.harvard.edu](http://www.trademark.harvard.edu).*

### Harvard Insignia Items Do's

Official HGSE student organizations may produce items bearing the name "Harvard Graduate School of Education," "HGSE," and/or the HGSE shield, subject to the following limitations:

- All proposed designs and production and distribution plans must be submitted to the Associate Director of Student Affairs for review and approval prior to production.

### Harvard Insignia Items Don'ts

- The "Harvard Graduate School of Education," "HGSE" and/or the HGSE shield may not appear on items bearing other symbols, phrases, or quotes other than the name of the student group.
- HGSE student organizations may not sell insignia items identical to items currently produced for sale and sold by HGSE.
- Student organizations may not produce more than 500 insignia items.
- Student organizations may not produce: lighters, ashtrays, sports equipment, food items, alcoholic beverages, barbeque grills, or weapons.
- Official HGSE student organizations may not produce any items bearing the identification "Harvard University" or depicting the Harvard University insignia (i.e., the Veritas shield).

Student produced apparel or paraphernalia that does not incorporate the Harvard Graduate School of Education name or insignia are not subject to this policy.

### Use of the Harvard Name: Web space and Other Electronic Uses

As an officially approved student organization at HGSE, you are eligible to have a web presence. All requirements of HGSE's Web Publishing Policies and the Policy on Use of Harvard's Name in Internet Addresses, Domain Names, Web Sites and Other Electronic Contexts must be met. See: [www.provost](http://www.provost).

*Student Organizations utilizing a website are required to comply with HGSE's Information Technology (IT) policies concerning use of websites.*

[harvard.edu/harvard\\_trademark\\_program](http://harvard.edu/harvard_trademark_program).

### Use of the Harvard Name: Miscellaneous

Students are not permitted to utilize the HGSE PowerPoint template. Students may not produce photographs or video recordings of student events bearing visual images of the Harvard/Harvard Graduate School of Education name and/or shield.

### Relationship to Harvard University

- No organization shall be allowed to appear on a commercially sponsored radio or television program.
- No organization shall in any publication, radio or television broadcast, public performance, or otherwise purport to represent views or opinions of Harvard University or its body.
- No organization may act so as to endanger the tax-exempt status of Harvard University.
- No organization may be connected with any advertising medium, including the press or other public forum, which makes use of the name Harvard (see also The Use of the Harvard Name and Insignia, or online at: [http://www.provost.harvard.edu/policies\\_guidelines/names\\_insignias.php](http://www.provost.harvard.edu/policies_guidelines/names_insignias.php)).

### Content of Student Organized Programs

The content of any student organized event should address an academic, cultural or social need. HGSE does not censure student programs, but we do reserve the right to deny funding and the use of facilities on the HGSE campus if a program is potentially offensive, inciting, and does not align with the mission and values of HGSE and the University.

## FUND RAISING

Many student activities will require resources. Resources can include in-kind contributions (food, equipment, space, technical assistance); awarded contracts; pledges; sales of tickets or merchandise; and contributions from people, businesses, and/or foundations (restricted or unrestricted). These resources can be obtained both on-campus and off-campus and through proposals, direct mail, endowments, campaigns, events, and sponsorship.

### **HGSE Policies - Fundraising**

***Students need the permission of the Office of Student Affairs in order to do any fundraising of any kind.*** This includes raising funds from alumni or other individuals; businesses or corporations; foundations; government grants and contracts; and special events (on or off campus). The first step in securing funding from outside sources is to make an appointment to review your fundraising plan with the Associate Director of Student Affairs. Failure to have this meeting may result in an inability to accept requested donations and/or grants. Note: students do not need permission to seek funds from Harvard entities such as the David Rockefeller Center, HUNAP, Hauser Center, etc

Before making an appointment in the Office of Student Affairs about your fundraising ideas, you must develop a project budget for the specific program or event you are planning. Project budgets should include both projected expenses and income.

In order to engage in fundraising, students must be part of an officially recognized organization. Individual students are not permitted to fundraise.

The Associate Director of Student Affairs will advise you on how to proceed with your proposed fundraising plan. Students should not plan to use an event as a venue for raising funds. For more information about ticket sales, see the Event Planning section of this manual.

If you plan to contact alumni, individuals, foundations or corporations, you must first meet with the Office of Student Affairs. Depending on your plans, you may also be required to meet with administrators in the HGSE Development and Alumni Relations Office. Harvard is an active fundraising organization, and these meetings will ensure that outside organizations and persons do not receive multiple requests from Harvard.

### **Disaster Relief, Charity Drives, and Raising Funds for Others**

There are times when HGSE students want to collect goods and money to help domestic and emergency relief drives. Without adequate collaboration with an established relief agency that distributes the collected goods, such efforts can be unfruitful. Collaborating with a relief agency can ensure that goods are collected and a means of distribution is available.

Students are not allowed to collect cash, checks or any currency on campus. For monetary donations, students are required to identify an established relief agency with a fund-raising platform already established. Checks intended for donation elsewhere cannot be made out

to Harvard University or Harvard Graduate School of Education. In addition, students may not establish PayPal accounts on behalf of the university or the student group – this includes a restriction on creating any kind of GoFundMe page or use of a similar platform. HGSE students are required to obtain permission from the Associate Director of Student Affairs before setting up collection points in HGSE buildings. If approval of collection of goods and materials is granted, it is the responsibility of the organization to establish a pick-up date for the goods collected. Due to space constraints, donated goods cannot be stored on campus.

Student organizations that raise funds or collect materials to give to other non-profit organizations must exercise care in selecting their recipient organizations. Student organizations are responsible for accurate representation of the recipient organization to the donors and due diligence in seeing that the donated funds and/or materials are used as represented.

### **Sales, Solicitation, Admission Charges and Raffles**

Student organizations planning raffles, sales of subscriptions, tickets to functions, or sales in general, are required to get permission from the Director of Student Affairs or the Associate Director of Student Affairs.

The City of Cambridge requires a one-day raffle license for raffles or other events where tickets are sold for a chance to win a prize (Massachusetts General Law (MGL) ch.810 Special Acts of 1969). You must also obtain an Entertainment License to hold a party or event for which admission is charged. The Cambridge License Commission is in City Hall at 831 Massachusetts Avenue. Phone: 617-349-6140, ext. 617.

### **Casino Nights/Poker**

Per the City of Cambridge ordinance prohibiting “games of chance,” gambling is not permitted. Because of this city law, the HGSE Office of Student Affairs will not permit any poker tournaments, casino nights, charity benefits or school-wide social events with poker games present.

### **What funding sources are available to HGSE student groups?**

- **Student Organization Fund (SOF)**

The Student Organization Fund at HGSE supports student interests and the involvement of student organizations in student life by funding student-initiated activities, programs and events that will enhance and compliment the academic experience of all HGSE students. To this end, the Student Organization Fund (SOF) promotes the academic, cultural and social development of students as part of the co-curricular experience at HGSE.

- **Diversity and Innovation Fund (DIF)**

The Diversity Innovation Fund supports student-initiated ideas that broaden the conversation around diversity at HGSE. See Appendix A for DIF proposal guidelines.

### **Other sources within Harvard:**

- David Rockefeller Center for Latin American Studies: [www.drclas.harvard.edu](http://www.drclas.harvard.edu)
- Harvard University Center for African Studies: <https://africa.harvard.edu>
- Harvard University Native American Program: <https://hunap.harvard.edu>
- Weatherhead Center for International Affairs: [www.wcfia.harvard.edu](http://www.wcfia.harvard.edu)

### **How does one access Student Organization funding?**

In order to potentially access HGSE funds, student groups must have received official recognition. In order to request money from the Student Organization Fund, student groups must submit a Funding Request along with the New Event Request Form through the Student Affairs Website providing enough time for the proposal to be reviewed two weeks prior to the event date (Please refer to Appendix A for information on applying for Diversity and Innovation Fund resources.)

### **What is the process for submitting a program funding proposal?**

1. Click on “Submit Event Information/Request Funding” on the left navigation menu of the Student Organizations page of the Student Affairs website.
2. Fill out the event information and the funding request form and click through until the form is completed.

The Student Organization Fund Committee may invite the student organization Treasurer (or a designated organization representative) to be present for the meeting where the group’s proposal is reviewed. This allows for prompt clarification of any questions or concerns that may arise and thus minimizes delays in the funding decision-making process.

Funding Proposals may be submitted beginning August 20, 2018. Proposals will be reviewed every Thursday at noon through April of the academic year, or until the fund is depleted, whichever comes first. Notification of funding decisions will be made by the Associate Director of Student Affairs within two business days of the review meeting.

### **What are the guidelines for completing a Program Funding Request?**

Student Organization Funding requests should be based on the following criteria. Each organization should consider these factors when drafting a program proposal to the Student Organization Fund:

- The proposal should address an academic, cultural or social need of the HGSE community.
- Anticipated expenditures must be itemized with costs estimated as accurately as possible.
- The objectives of the proposal should represent the most economical and efficient means of satisfying the stated need.
- If outside funding is received for the program, the proposal must be accompanied by

evidence of support (financial and otherwise) from individuals, groups, and/or organizations other than the Student Organization Fund.

- The deadline to submit a proposal for funding through the Student Organizations Fund is 12:00 p.m. on Thursday, April 18, 2019.

### **Is there a limit on the level of funding a group can receive?**

Depending on the number of groups that register each year, the Student Organization Fund Committee may put a cap on funding for each organization and for each proposal presented. It also recognizes that some groups have traditionally held large-scale community activities for which a greater amount of funding is required. The group(s) holding such activities are encouraged to seek additional funding by co-sponsoring the activity with groups outside of HGSE.

\* **Food and Drink:** Food and drink is a valid category of expense. However, funding will not be provided for internal group meetings. Food and drink as part of a cultural event, a celebration, or at event receptions are considered to be more essential if only to increase attendance and stimulate conversation. Value guideline: \$3-4/person. In addition, we highly discourage having food alone as an event (e.g. going out to dinner).

### **How does one request DIF funding?**

In order to potentially access DIF funds, students must complete a short proposal process (see Appendix A for detailed guidelines). DIF Proposals deadlines for the 2018-2019 academic year are **October 7, November 4, February 3, and March 3**. For questions regarding DIF funding, please contact the Assistant Director for Inclusion and Diversity.

### **Is outside funding handled differently?**

If a student secures funding from a source outside of the Student Organization Fund or DIF, such as from another Harvard fund, they must meet with the Student Affairs Administrator in OSA to discuss the requirements for utilizing these funds before any money is spent. Each funding source will have specific guidelines as to how the money can be spent. It is the responsibility of the student to understand and adhere to these guidelines when planning expenditures and submitting payment paperwork to the OSA. Students should inform the Student Affairs Administrator as soon as funding from an outside source is confirmed.

### **Who can handle money?**

We recommend as a best practice that one member of the organization handle all financial transactions.

### **Is approval required for all funding expenses?**

Yes. Event organizers are required to get event approval, formally request funding, and receive funding approval before any money can be spent.

### **Who keeps track of the event budget?**

Organization treasurers or individual event organizers must create a budget for each event or expenditure, as well as maintain the overall budget. Organization treasurers are responsible for monitoring all funding granted to their organization, as well as all expenditures. The same is true for any individual student receiving funding.

Any student group receiving funding from the Student Organization Fund or the Diversity Innovation Fund (DIF) must designate one key contact who will be responsible for handling all financial transactions related to the event.

### **Is there a University policy on gifts?**

Students should not purchase gift cards/certificates in any amount. Tangible gifts valued at less than \$75 are acceptable tokens of appreciation for invited guests.

### **What if a contract is required?**

Students may not sign contracts; contracts are not valid unless signed by the Director of Student Affairs or the Associate Director of Student Affairs.

### **Expenditure Timeline**

Approved funding must be used within 30 days of event date. Funds that had been granted but are not used more than 30 days from the original event date will revert back to the Student Organization Fund or DIF unless an extension has been granted. (Exception: refreshments approved in a single proposal for a series of regular meetings.)

### **Sales Tax Exemption**

HGSE, Student Council, and student organizations are state sales tax exempt, regardless of whether or not your group activity receives funding from the Student Organization Fund. All vendors will receive the following sales tax exempt number or Form ST-5 when confirming any financial transactions: E-042-103-580. Use of the tax exempt number is strictly limited to expenditures for university-related business.

### **Can student organizations open bank accounts?**

Student organizations may not open bank accounts.

### **Guest Speaker Travel Expenses**

In certain instances, and with prior approval of the Associate Director of Student Affairs, it may be appropriate for a student organization to reimburse a speaker for his or her travel expenses. If the invited speaker is a high profile figure, please read page 25 in the Event Planning section for full instructions on how to make appropriate arrangements.

Students are required to meet with the Associate Director of Student Affairs before discussing travel arrangements with guest speakers or agreeing to pay even a portion of travel expenses. Harvard has strict limits on the airline ticket prices it will reimburse. Coordinate travel plans with speakers early so that you have plenty of time to present your proposal and make any necessary adjustments to the program. Please see Appendix B for full instructions for handling travel, accommodations, and guest reimbursements.

It is the responsibility of the Treasurer/Event Organizer of the host student group to inform invited guests of Harvard University's travel policies outlined in Appendix B. If the traveler will be reimbursed for any expenditures, the Treasurer/Event Organizer must also supply them with Part Two and Part Three (Universal Expense Form) of the Addendum. All expenditure on travel, accommodations, or reimbursements to the traveler must be within the event's budget. These budgetary guidelines must also be communicated with the traveler well in advance of their visit to HGSE.

### **Cash Receipts**

Event organizers should not take cash or checks for any reason.

### **How are invoices paid?**

Vendors should bill the university directly for supplies and services provided. Event Organizers should contact the Student Affairs Administrator in OSA to make other arrangements if vendors are reluctant to do so. Treasurers/Event Organizers must submit outstanding invoices to the Office Administrator in Student Affairs immediately upon receipt. Indicate which funding source will be used to cover your expenses. For example, if you have received funding from both DIF and the DRCLAS to pay for an event, you must track and indicate the breakdown of funding that will cover your expenditures.

### **What if a vendor requests prepayment?**

While direct billing to the university after the event is preferred, some vendors require either prepayment or payment in full on the date of the event. A request for prepayment (or for two checks: a deposit and payment of the balance due) must be accompanied by an official invoice from the vendor on the vendor's letterhead. The invoice must include an itemized explanation of expenses and must specify that prepayment is required. If the vendor is not incorporated, a tax identification number must be included. Treasurers/Event Organizers must submit outstanding invoices to the Office Administrator in Student Affairs immediately upon receipt, and specify which funding source should be used to cover the expenditure. Checks are prepared by the university's central Accounts Payable Office, not by the school.

Requests for prepayments must be submitted to the Office Administrator in Student Affairs several weeks in advance of the date the check is needed. Last-minute requests could result in the cancellation of an event by the vendor. Under no circumstances should a student use personal funds to pay bands, caterers, or vendors.

*The Office of Student Affairs does not keep budgets for individual organizations.*

## REGISTERING AN EVENT AND REQUESTING FUNDING

First, fill out and submit an Event Registration Form through the Student Affairs Website ([osa.gse.harvard.edu/student-organizations](http://osa.gse.harvard.edu/student-organizations)). If funding will be requested, submit a preliminary budget proposal for how the event will be paid for. For full information about funding for student events, see the “Fundraising” portion of this manual.

Event Registration forms will be electronically submitted for approval to the Associate Director of Student Affairs for Event Registration approval. Students must await event approval before moving forward in the planning process.

Once the event has been approved, receive confirmation of your funding from the appropriate representatives (Student Organization Fund, DIF, outside awards) and rework your budget if necessary. (For information about outside sources of funding and regulations regarding fundraising, refer to the financial management section of this manual).

### RESERVING SPACE

To schedule space for an event, a student must be a member of a recognized student group or have sponsorship from an HGSE administrative office. All room reservations are made through EMS, the online room reservations system, available at [www.reservations.gse.harvard.edu](http://www.reservations.gse.harvard.edu). Please check for space availability before planning an event to be sure that your desired event space is available. Additionally, please check the HGSE Community Events calendar to ensure that your event does not conflict with a previously scheduled event. Within the EMS room scheduling application, you should also request

catering (see below for more info), room set-up requirements (such as extra tables for catering, etc.), and any media needs.

Upon submission of your request, you will receive an automatic email response. This does not mean that your space reservation has been confirmed, only that your request has been received. You will receive a second email, which will serve as your confirmation of either the exact space you requested, or the alternate space if your first choice could not be accommodated. Be sure to read this second email, as it may indicate that you have been assigned a space other than the one that you had requested. Students should not advertise an event on campus until the space/date has been confirmed.

If you anticipate that your event will be newsworthy—or if you are planning on inviting the media—please contact Jill Anderson ([jill\\_anderson@gse.harvard.edu](mailto:jill_anderson@gse.harvard.edu)) in the Communications and Marketing Office.

**\*Information Specific to Official University Wide Organizations** - In order to reserve space on the HGSE campus:

- Organizations must have HGSE students as active participants
- HGSE student(s) are required to make the reservation;
- University-wide groups cannot use HGSE facilities during non-operating hours;
- Any proposed events would need to be relevant to the HGSE community in particular;
- University-wide groups need to abide by HGSE conduct policies and room usage policies.

### Purchasing Materials

Student organizations who are approved for funding should create an Amazon wish list with all of the materials that are needed to host the event. This list should then be shared with the OSA Office Administrator, who will place the order. (The Office of Student Affairs has an Amazon Prime account, so all “Prime-eligible” items will be delivered in two days).

### Catering

HGSE policy requires that all events on campus be catered through the HGSE in-house caterer. Students can request catering at the same time space is requested. Within the EMS room scheduling application, indicate that you will be requesting catering. If you need to arrange catering after submitting your room request via EMS, notify the Room and Event Coordinator via [roomrequest@gse.harvard.edu](mailto:roomrequest@gse.harvard.edu) to initiate this process. If you have requested catering, you will be contacted directly by a representative from the caterer to discuss your needs.

It is acceptable to bring food into EMS reservable non-event spaces if the value of the food & beverage for the entire event is less than \$100. If you are planning to do this option, you should indicate that in the “Notes to Scheduler” text box in the EMS scheduling system. Please note that all events being held in Eliot Lyman, Askwith Hall, Askwith Hallway, the Gutman Conference Center, or on the first floor of Gutman Library must be catered through the in-house caterer, regardless of the total cost of the food. There are no exceptions to this rule.

### Ordering catering for small events

As outlined above, student organizations may only self-cater and event when the total cost

of the food for the event will be under \$100 and the event is not taking place in one of the event spaces on campus. To order food for self-catering, contact the OSA Office Administrator to place an order. The Office of Student Affairs has a number of accounts with local food vendors.

### When will staffing charges be incurred?

Depending on the scope of the event, staffing may be required to support the event (even if the food has been donated). Staffing is a \$32.50 hourly charge with a minimum of 4 hours. This cost must be included in the budget for events. Additionally, any events taking place on weekends will be charged for custodial services at the rates listed above. Where possible, charges will be shared amongst groups if there are multiple events taking place on a given weekend.

### Last Minute Setup and Cleanup Needs

Any set-up or clean-up needs that arise after submitting your room request via EMS, send a reply to the room confirmation email with any changes that need to be made.

### When is Security needed?

Security may need to be hired if your event is held when the building would otherwise be closed. Normal operating hours for Larsen and Longfellow are:

Monday-Friday	7:00am-11:30pm
Saturday	8:00am-7:00pm
Sunday	8:00am-9:00pm

The Gutman Library hours change depending on the time of year but can be found at: [www.gse.harvard.edu/library/hours](http://www.gse.harvard.edu/library/hours).



At the discretion of OSA and Operations, security may be required based on size and content of your event.

*Security requests need to be made two weeks prior to your event.*

### **HUPD Security**

The services of the Harvard University Police may be required under the following circumstances:

- When the organization is collecting cash for admissions;
- When the safety of the invited speaker or community members is suspected to be at risk;
- When an event, lecture or speaker is suspected to be controversial in nature;
- When an invited speaker is prominent or “high-profile;”
- When alcohol is served in a cash bar set-up. An open bar does not require HUPD Security.

### **Ticket Sales**

Student organizations may not charge HGSE students for attendance at any student organization-sponsored event. Exceptions will only be made in instances of selling tickets for a reception that follows a student organization-sponsored event. Organizations may charge members of the community and students from other schools to attend organization-sponsored events.

### **Registration Software**

If ticket sales for an event are required, students should consult with the Associate Director of Student Affairs to have a registration page set up through an internal Harvard system. Students should not set

up their own registration pages through Eventbrite or any other registration system.

### **Student Travel**

Students who are planning an event or activity that involves student travel must have each participant sign a waiver form in advance of the trip. Organizations wishing to bring students onto campus must have each student fill out a waiver form.

### **Minors on Campus**

Any student group wishing to bring minors onto the HGSE campus must consult with the Associate Director of Student Affairs before extending any invitations. All events in which minors will be present must be registered through the Harvard Risk Management Office.

## **ACCESSIBILITY**

All events sponsored by HGSE students must be accessible to all those who wish to attend. For special accommodations, you must contact the Assistant Director for Access and Disability Services in OSA. In addition, all publicity posters should contain wording directing anyone who will need special accommodations to contact the Assistant Director.

### **Publicize the Event**

There are a variety of ways to publicize your event on the HGSE campus: With the exception of flyers, events will only be posted for the two weeks prior to the event and will be removed the day after the event occurs. Students should not advertise the event until space/date has been confirmed via the EMS Room Reservation System. Day-of flyers, indicating that an event is currently taking place, should be created through Operations.

- Student Council Listserv: Each year, Student Council typically utilizes an all student listserv for announcements and events. If Student Council decides to utilize this communication method, the student body will be notified.
- HGSE Community Calendar: <http://www.gse.harvard.edu/calendar/form/index.html>. From this form you will be able to choose whether your event listing can be seen by the general public or only by internal groups. Guidelines for this determination are available on the form itself. Event information from the form are used to populate the campus monitors and the Harvard Gazette calendar.
- Flyers: While the preceding ways of publicizing your events will reach the largest number of students, some students may wish to utilize flyers. HGSE’s regulations related to the posting of flyers are listed on page 26.
- Digital Signage: Students wishing to have information about their events included on the digital screens on campus should send a jpeg file to the Associate Director of Student Affairs. Images should be portrait orientation.
- Tabling in Gutman: Setting up a table in Gutman Library allows you to have face-to-face contact with a large number of students. Arrangements can be made through the EMS room reservation system. Food and beverage is not allowed to be served at Tabling events unless purchased through the in-house caterer.
- Two distinct areas inside of Gutman Lobby 1st floor are available and may be reserved for Tabling events
- Table 1 is identified as being near the alcove by the stairs and Table 2 is near the elevator. Students may reserve either table.
- When reserving student tabling times in EMS, 1-3 hours per day are available. This allows multiple student initiatives to be supported throughout the day.
- (1) table, (1) easel, and (4) chairs can be provided per reservation. All tabling materials must fit on the table. Banners overlapping the tables so they show on the front are allowable.
- Whiteboards are not supported based on inventory and space constraints.
- At the end of each reservation, anything left on the table will be recycled

***Please note: All electronic and print publicity for an event must adhere to the use of name guidelines outlined earlier in this manual.***

## Invitations to High Profile Speakers, Distinguished Visitors, Heads of State or Government, High American Officials, and Other Leaders

In order to facilitate the necessary official courtesies for distinguished visitors, the Office of Student Affairs must be notified in advance and appropriate approval obtained so invitations to visit Harvard as guests of a student organization can be issued. Only after this approval has been obtained can invitations to visit Harvard as guests of a student organization be issued to heads of state or governments, past or present, to cabinet members, and/or to ambassadors of foreign nations. The University Marshal's Office, located at Wadsworth House, should also be notified and consulted about plans for distinguished visitors.

If your organization is considering inviting a prominent or famous speaker, including those who may draw a large audience, a government official or head of state, or anyone whose views may draw attention or controversy, please contact the Office of Student Affairs to discuss your plans. The Harvard community honors freedom of speech and expression of all kinds of opinions. There are no political restrictions preventing faculty members, administrators and student leaders from inviting foreign and American visitors to speak or visit Harvard.

In light of this open policy, coordination of invitations and visits to Harvard is essential. This will help avoid significant conflicts such as multiple invitations sent to one person from different areas of the University; the possible appearance of two major international leaders from the same part of the world on the same day; invitations extended without thought to security, travel, housing and other associated costs; and invitations being given to individuals during Commencement week who might overshadow the main Commencement speaker or Honorary Degree recipients.

In order to avoid conflicts, guidelines developed by the Marshal's Office are required to be followed. These guidelines can be found at [www.marshar.harvard.edu/](http://www.marshar.harvard.edu/).

What steps must be taken if a student organization decides to invite someone prominent?

First, contact the HGSE Office of Student Affairs and meet with either the Director of Student Affairs or the Associate Director of Student Affairs, to get preliminary approval. Following that meeting, the Director or Associate Director will contact the Marshal's Office, giving the name and date of the proposed invitation. Once the Marshal's Office has determined there is no conflict with other Harvard invitations, you can then send your invitation. You are required to send a copy of the invitation letter to the Marshal's Office and the Office of Student Affairs. Remember, if the invitation is to a head of state or similar person, the letter must go out from the President of Harvard. In this case, the Marshal's Office will give you specific guidelines for a draft letter, which then will be forwarded by the Office of the President for review and signature.

Other considerations for high profile speakers include:

- Securing a venue that is large enough for an expected audience;
- Arranging transportation from the airport. High profile speakers will expect to be picked up and for transportation arranged far in advance.
- All book sales, merchandise sales, signings, media access, etc. must be approved, in advance, by the Office of Student Affairs, in consultation with HGSE Marketing and Communications.
- All costs associated with the event are paid for by the hosting organization. Do not invite a high profile speaker without sufficient funds to pay for travel and hosting fees.

## Free Speech

Harvard University fully subscribes to the principles of free speech. An excerpt from the Faculty of Arts and Sciences statement of free speech, adopted in 1990 follows:

“Free speech is uniquely important to the University because we are community committed to reason and rational discourse. Free interchange of ideas is vital for our primary function of discovering and disseminating ideas through research, teaching, and learning. Curtailment of free speech undercuts the intellectual freedom that defines our purpose. It also deprives some individuals of the right to express unpopular views and others the right to listen to unpopular views.”

If a student organization is hosting an event where principles of free speech may be compromised, please contact the Office of Student Affairs to ensure that this value is upheld. Also contact either the Director of Student Affairs or the Associate Director of Student Affairs, with any concerns and/or to seek assistance with controversial speakers or programs. The Office of Student Affairs is also available to moderate events that could be controversial.

## Policy on Campaign and Political Activity

*The President and Fellows of Harvard College is a registered 501(c)(3). As such, we must comply with the IRS information below.*

### The Prohibition on Political Campaign Intervention

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. Violation of this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes. Those section 501(c)(3) organizations that are private foundations are subject to additional restrictions that are not described in this fact sheet.

### What is Political Campaign Intervention?

Political campaign intervention includes any and all activities that favor or oppose one or more candidates for public office. The prohibition extends beyond candidate endorsements. Contributions to political campaign funds or public statements of position (verbal or written) made by or on behalf of an organization in favor of or in opposition to any candidate for public office clearly violate the prohibition on political campaign intervention. Distributing statements prepared by others that favor or oppose any candidate for public office will also violate the prohibition. Allowing a candidate to use an organization's assets or facilities will also violate the prohibition if other candidates are not given an equivalent opportunity. Although section 501(c)(3) organizations may engage in some activities to promote voter registration, encourage voter participation, and provide voter education, they will violate the prohibition on political campaign intervention if they engage in an activity that favors or opposes any candidate for public office. Certain activities will require an evaluation of all the facts and circumstances to determine whether they result in political campaign intervention.

## Serving Alcohol at HGSE

Because HGSE is concerned about the welfare of the members of our community, a licensed server and liquor liability insurance are required if you plan to serve alcohol. Both can be arranged through the in-house caterer when you arrange your event. Consult the HGSE Student Handbook for a comprehensive statement of HGSE's alcohol policies. The following guidelines must be observed when serving alcohol at a function at HGSE:

1. Persons wishing to be served alcoholic beverages by HGSE or its agents must demonstrate proof of minimum drinking age by showing a valid ID. The minimum drinking age in Massachusetts is 21.
2. Persons who have been designated to serve alcohol will not serve or provide alcoholic beverages to anyone who appears intoxicated.
3. Any student who knowingly makes a false statement about his/her age, who shows a fake ID, or who makes alcohol legally obtained from the school or its agents available to an underage person is subject to serious disciplinary actions, including probation or withdrawal from HGSE.
4. A licensed bartender must be present and per-guest liquor liability insurance must be purchased through the bartender or caterer.
5. Food must always be available when alcohol is served.
6. A license must be obtained from the City of Cambridge whenever admission is charged or alcohol is sold and police security present when alcohol is served in a cash bar set-up. An open bar does not require HUPD security. For more information visit: <http://www.ci.cambridge.ma.us/~license/permitsandlicenses/>

Each organization is responsible for making all the above arrangements. As stated previously, the Associate Director of Student Affairs must be notified when alcohol will be served.

## International Travel

The assistance program for Harvard travelers abroad is called International SOS. The phone number is 617-998-0000, available 24/7 for emergencies and general medical and security advice. The services offered to eligible Harvard travelers include medical referrals, emergency evacuations and repatriation, as well as access to country specific safety and medical information. For more information, visit [www.traveltools.harvard.edu](http://www.traveltools.harvard.edu).

Before traveling abroad, complete these steps at <http://www.traveltools.harvard.edu/index.shtml>

- Register your itinerary in the MyTrips Portal. Registering is required for students traveling with any type of Harvard sponsorship, and is strongly recommended for all other travelers.
- Learn about International SOS and note the phone number: 1 617-998-0000
- Review country specific emergency and safety information
- Review visa requirements and get application assistance

Traveling abroad on behalf of the University can be exciting and rewarding; however safety is a key component. By registering your travel information and following the other steps above, you'll be prepared for a safe trip.

## Policies on Showing Videos and Films

By law, all motion pictures, pre-recorded videocassettes, DVDs, and electronic media are subject to copyright laws. No films can be rented or purchased from a video store and shown to a group on HGSE property without the proper license, even if no admission is charged. Such showings are considered public performances and are governed by the U.S. Copyright Act, which grants the owner of the copyright exclusive rights to the film or video. It is illegal to show films or videos without the proper license. Student organizations considering the screening of a video or film must obtain permission to do so from copyright owners. This should be initiated at least three weeks prior to the planned screening. A sample letter requesting permission may be obtained at the IT Front Office. Students are urged to consult with HGSE IT early in their planning process. Media personnel can be helpful with distributor contact information, however students will need to place the order for film and video rentals directly with the distributor. Students should never order a film unless the rental fees are either in hand or, if support has been requested from a HGSE funding source, officially approved for reimbursement. It is suggested that organization members meet with Media staff at least three weeks in advance of an intended film showing.

All video requests should be for closed captioned videos.

Violation of the copyright law is a federal crime and is subject to substantial fines and/or a jail term. Harvard University will not defend or be responsible for fines imposed on an individual or individuals who violate the law.

**Please Note: Any films that will be shown for educational purposes are not subject to the above copyright laws.**

## HGSE Bulletin Board and Flyer Policy

**Dated Notices:** Mark all notices with date of event or the date of posting. Notices should be removed the day after an event or three weeks after the date of posting (for non-events). Posters of recurring events should be marked with the posting date and will remain up for one month, regardless of the date of the last event listed.

**Appropriateness:** Place notices on the appropriate bulletin boards. Do not place a notice on a labeled board controlled by a specific office/department without permission of that office. Students may post notices to the bulletin boards in Larsen Hall outside of the elevators on each floor and on the third floor of Gutman Library.

Limit your posting to one copy only on any given board.

All flyers should be posted on bulletin boards only. Do not post notices on painted surfaces, in elevators or stairwells, or on the front doors or sidelights of the Longfellow or Larsen doors. Notices should not be posted on the doors of Gutman Library.

**Thumbtacks Only:** Use only thumbtacks, or pushpins, not staples, on bulletin boards.

**Recycling:** Recycling boxes for out-of-date notices are available throughout HGSE.

**Note:** It is against City of Cambridge ordinances to put posters on utility poles.

## Special Exemption Policy: Donated and Discounted Food

### Donated Food

In special cases, donated food is permitted to be served at student events on campus under the following conditions:

- Any food donations must be approved by the Office of Student Affairs, in consultation with the Department of Operations, two weeks prior to the event.
- Food may only be brought in if prepared by a commercial kitchen and accompanied by a certificate of insurance or catering permit.
- The use of open flame, sterno or hot plates is never permitted to warm food unless the event is staffed by Operations.
- Depending on the scope of the event, staffing may be required to support the event. Staffing is a \$32.50 hourly charge with a minimum of 4 hours.
- In order to maintain the consistency of events across campus and properly protect HGSE facilities, linens may need to be rented, at a cost to the organization.

Alcohol is never permitted to be served without a bartender present.

The student organizer is responsible for entire clean up and disposal of all food, beverage and paper products at the conclusion of the event. Otherwise a clean-up fee of \$30 will be assessed.

### Discounted Food

Students seeking to purchase food from an outside caterer that is offered at a fee significantly below the market rate must first speak with the Associate Director of Student Affairs who will consult with the Director of Events - Operations. The Associate Director of Student Affairs will inform the student whether the special request is approved.

## Diversity Innovation Fund: Funding Proposal Guidelines

Recognizing that students have ideas for programs or activities that would enhance HGSE's attention to diversity, the Diversity Innovation Fund (DIF) supports, with small grants, student-initiated ideas that broaden the conversation at HGSE and allow for more varied perspectives, experiences, and forums for exchange. This fund is available to students through a short proposal process.

### Application Process:

Proposals can be submitted electronically on the Student Affairs website. There are four submission deadlines each academic year. The deadlines for the 2018-2019 Diversity Innovation Fund are October 7, November 4, February 3, and March 3. Please allow up to three weeks to receive a response to a proposal. Accordingly, the scheduling of your event should take this timeline into consideration.

Proposals should be no longer than three typewritten pages, and must include the following:

- A contact at HGSE, including email
- Detailed description of proposed program/activity, including: proposed date, time, location and expected attendance. All proposals must include a line item budget.
- Listing of individuals responsible for planning and implementation, highlighting relevant expertise and prior experience, if appropriate.
- Statement of purpose describing how and why this activity will broaden the conversation around diversity at HGSE.

### Program Guidelines:

1. In the interest of broadening the conversation on diversity, proposals should clearly address how the project will engage students across programs and interests. Events must be widely publicized and open to the entire HGSE community. If space for an event is limited, at least half of the seats must be

available to members of the HGSE community.

2. Within two weeks of the conclusion of the event, sponsoring groups must submit a formal report to the Office of Student Affairs outlining how the event met the goals outlined in the Statement of Purpose. All outstanding receipts and reimbursement requests must be submitted with the final report.
3. Activities must be student-initiated and have an educational component. Events that are primarily social in nature will not be funded.
4. In the spirit of the Fund's key emphasis on innovative programming and activities, priority will be given in the funding of new initiatives.
5. Events must not have scheduling conflicts with other school-wide HGSE-sponsored events.
6. Diversity Innovation Fund grants may not be used for honoraria. However, they can be used for travel costs for speakers.
7. Diversity Innovation Fund grants may not be used for groceries, catering, or other food expenses.
8. The average award ranges between \$300 and \$800. If the request is greater than \$1,000.00, it is highly recommended that you meet with the Assistant Director for Diversity and Inclusion in advance of submitting a proposal. No award will be granted in excess of \$2000.00.
9. Once granted an award, event leaders and organizers must attend a student training session with the OSA Office Administrator on HGSE Fiscal and Event Planning before initiating the planning process.
10. All funded activities must conclude no later than April 30th. Receipts for reimbursements and financial requests must also be turned in to the Office of Student Affairs by this date, with accompanying paperwork.

## Travel Policy and Procedures: Organization Guidelines

In certain instances, and with prior approval of the Director of Student Affairs, it may be appropriate for a student organization to reimburse a speaker for his or her travel expenses. Student groups are required to meet with the Associate Director of Student Affairs before discussing travel arrangements with guest speakers or agreeing to pay even a portion of travel expenses. Harvard has strict limits on the airline tickets prices it will reimburse. Coordinate travel plans with speakers early so that you have plenty of time to present your proposal and make any necessary adjustments to the program.

It is the responsibility of the representative of the host student group to inform invited guests of Harvard University's travel policies outlined in this addendum. If the traveler will be reimbursed for any expenditures, the representative must also supply them with Part Two and Part Three (Universal Expense Form) of this Addendum. All expenditure on travel, accommodations, or reimbursements to the traveler must be within the student organization's budget. These budgetary guidelines must also be communicated with the traveler well in advance of their visit to HGSE.

### Submission of Paperwork

The following must be submitted within seven days of completion of the travel: (1) Universal Expense Form signed by the person being reimbursed; (2) the name and date of the event; (3) the name, legal address, and social security number of traveler; (3) the mailing address to which the check should be sent; (4) original receipts for lodging, meals, all purchased transportation expenses of \$75 or more (including air, train, and bus fares, taxis and car rental charges), and other expenses of \$75 or more. Credit card payment forms and travel agency invoices are not acceptable receipts for transportation, lodging, or car rental. For air and train fare, the actual ticket stub is required. It is the responsibility of the representative to collect all paperwork from the traveler and follow-up on any missing or incorrect information. After accounting for this expenditure from the student organization's budget, the representative should then submit this paperwork to the Student Affairs Administrator in the Office of Student Affairs.

### Travel

There are two options for booking travel plans (including both air and train fare).

1. We prefer students to direct bill flights and train fare to Harvard University to reduce out of pocket expense and to take advantage of reduced rates. The representative of the host student group should arrange with the Student Affairs Administrator to call the BCD (Harvard Travel Center) at (617) 496-8000, Monday-Friday, 9:00 a.m.-6:00 p.m. to make the reservation on behalf of the invited guest\*.

\*The representative **must** contact the Student Affairs Administrator in the Office of Student Affairs at least three days in advance of this transaction to ensure the completion of the ticketing. Once the travel plans have been booked, the student must immediately notify the Administrator as payment must be processed through the OSA on the same business day for the itinerary to be confirmed. Time sensitivity in booking travel requires that a payment request be submitted for payment and confirmed by the Finance Office, or the travel itinerary will not be held. The representative must then confirm the itinerary with BCD after receiving approval from the Finance Office.

2. The traveler may book a flight through their preferred travel agency and be reimbursed after the program. Please refer to the enclosed Travel Expense Reimbursement Guidelines. This expenditure must be within the budget of the host student organization. Travelers are expected to use the most economical mode of transportation that is consistent with the purpose of the trip.

**\*Please note:** Once travel fare is booked and paid for, changes cannot be made to the itinerary. Should the traveler have an urgent need to change the travel itinerary, all associated fees must be paid for by the traveler.

### Accommodations

The representative of the host student group is responsible for working with the Student Affairs Administrator to make hotel reservations for invited guests. Harvard will cover hotel room and tax; all other charges are the responsibility of the traveler. Students may select from one of the below hotels with which Harvard has a preferred vendor relationship and established direct billing, or may seek other arrangements.

The Sheraton Commander Hotel  
16 Garden Street  
Cambridge, MA 02138  
Telephone: (617) 547-4800  
Website: [HUwww.sheraton.com/commanderU](http://www.sheraton.com/commanderU)

Harvard Square Hotel  
110 Mount Auburn Street  
Cambridge, MA 02138  
Telephone: (617) 864-5200  
Website: [www.harvardsquarehotel.com](http://www.harvardsquarehotel.com)

Inn at Harvard  
1201 Massachusetts Avenue  
Cambridge, MA 02138  
Telephone: 617-491-2222  
Website: [www.theinnatharvard.com/](http://www.theinnatharvard.com/)

## Travel Expense Reimbursement Guidelines for Speakers and Invited Guests

The following information outlines Harvard University policies and requirements for processing reimbursements. By following these instructions, your reimbursement will be expedited. Please keep these guidelines in mind as your receipts and other documents are prepared. Our standard procedure is to reimburse you, not your organization, for eligible travel expenses. It is extremely important that you submit all **original** receipts as soon as the travel has been completed.

**Airline Travel:** *Harvard University will pay **coach fare only** for airline travel. There are two methods for which your travel can be arranged.*

1. Your travel can be arranged by the host student organization, and tickets will be billed directly to the University. You will receive an email confirmation with your itinerary that you should bring to the airport.
2. You may make your own travel arrangements through your preferred travel agency, you will be reimbursed **after the visit**. For internet bookings, make sure to submit the e-receipt for reimbursement (not the page confirming your ticket or the itinerary).

**Train/Bus:** Harvard will reimburse coach fare for train and bus travel. The original, canceled ticket stub or passenger receipt must be submitted for reimbursement.

**Car/Cabs:** Mileage is reimbursed at \$0.55 per mile. Tolls, parking fees, taxi and airport shuttle fares will be reimbursed if receipts are submitted. We will not reimburse valet parking or a car rental fee.

**Hotel:** Harvard will arrange to bill your hotel room and tax directly to the University. You are responsible for all other hotel charges.

**Meals:** Depending on the budget of the host student group, it may be possible for some meals to be reimbursed. This information should be clearly communicated to you by the representative of the host student group in advance of your trip. Meals will be reimbursed with an itemized credit card receipt or itemized cash register receipt (restaurant tear tabs are not acceptable).

**Harvard and/or the Office of Student Affairs does not reimburse:**

- Hotel phone charges, laundry services, non-event related alcoholic beverages, or entertainment
- Fees associated with itinerary changes after travel has been booked
- Travel and/or living expenses for guests of the traveler
- Luggage or personal possessions lost during travel
- Automobile rental (without prior approval) or limousine service
- Local state sales tax

**Massachusetts Tax Law:**

Due to Massachusetts Withholding Tax Law, Harvard University is required to withhold 5.3% income tax regardless of whether the payment is made to an individual or an entity. The tax applies when payment from one or more Harvard University departments totals more than \$5,000.00 during the calendar year. For answers to general questions, visit [Hhttp://vpf-web.harvard.edu/ofs/tax\\_services/emp\\_perf\\_with.shtml](http://vpf-web.harvard.edu/ofs/tax_services/emp_perf_with.shtml).

**Submission of receipts**

A signed and dated Universal Expense Form, enclosed as Part Three, and all original receipts must be submitted to the representative of the host student organization.

***All original receipts and requests for reimbursement must be submitted no later than 7 days from date expense was incurred.***

## STUDENT TRIP PARTICIPANT AGREEMENT

*THIS IS A RELEASE OF LEGAL RIGHTS –  
READ AND UNDERSTAND BEFORE SIGNING*

Name of Participating Student: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Date(s): \_\_\_\_\_

“Harvard” refers to President and Fellows of Harvard College (including its constituent schools and departments) and its officers, directors, faculty, staff, representatives, employees and agents. “Trip” is understood to include all activities at destinations, and all travel to and from such destinations.

Student hereby acknowledges that participation in the Trip is voluntary and is not a requirement for graduation from Harvard. In doing so, Student is fully aware of and understands the risks inherent in such a trip – risks generated by the fact of travel, or the destination and activities in question. Further, Student recognizes and accepts the element of uncertainty which necessarily surrounds travel in general.

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

Student agrees to abide by such other regulations or instructions which the leaders of the Trip may decide are necessary during the Trip for Student’s safety or comfort. Student also agrees to comply with Harvard’s policies, standards and instructions for student behavior and agrees that Harvard has the right to enforce its standards of conduct with respect to Student’s actions while participating in the Trip.

Student confirms that he/she carries valid and current medical insurance and has a valid insurance identity card to bring. Student has determined that this insurance is adequate to cover injuries or illnesses that Student may sustain while participating in the Trip. Student hereby authorizes Harvard to provide emergency medical treatment, in the event of accident or illness during the Trip that may require such emergency medical care. Student further agrees to hold harmless and indemnify Harvard for any and all actions taken by Harvard to provide necessary emergency medical care to Student during the Trip.

Knowing the risks described above, Student agrees, on behalf of his/her family, heirs and personal representative(s), to assume all the risks and responsibilities involved in his or her participation in the Trip. To the maximum extent permitted by law, Student releases, holds harmless and agrees to indemnify Harvard, and its officers, directors, faculty, staff, representatives, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which Student may suffer, or for which Student may be liable to any other person, related to Student’s participation in the Trip (including periods in transit to or from Student’s destination), resulting from any cause, including but not limited to ordinary or gross negligence.

I certify that I am age 18 or older. I have carefully read and freely signed this Student Trip Participation Agreement. I understand and agree that no oral or written representations can or will alter the contents of this document. I agree that this agreement shall be governed by the laws of the Commonwealth of Massachusetts (excluding its conflict of laws principles), which shall be the forum for any lawsuits filed under or incident to this agreement or the Trip.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student Participant Name (print) \_\_\_\_\_

Emergency contact information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If Student is under age 18, the parent and/or legal guardian must sign below:

I, the undersigned parent and/or legal guardian of the Student listed above (the "Student"), do hereby consent to his or her participation in the Trip. I, as the parent of the Student and on behalf of the Student, release, hold harmless and agree to indemnify Harvard, and its officers, directors, faculty, staff, representatives, employees and agents, from and against any present or future claim, loss or liability for injury to person or property which I or the Student may suffer, or for which the Student may be liable to any other person, related to the Student's participation in the Trip (including periods in transit to or from the Student's destination), resulting from any cause, including but not limited to ordinary or gross negligence.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_