



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.
- Permission to publicize, promote, 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 (OSA)

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 Office of Student Affairs. OSA 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 HUB (<https://communities.gse.harvard.edu/hgsehub/s/groups>) 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 should 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 Hub.
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.

How do I reactivate a group?

To reactivate a group that had existed in a prior year, complete the group reactivation form located in the Groups tab of The Hub.

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/support-services>

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 by using a student organization as a way to access the HGSE community.

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 Senior Associate Director of Student Affairs.

For further information about the Harvard Trademark Program, please visit 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 Senior 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.harvard.edu/policies_guidelines/names_insignias.php.

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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).

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 HGSE-sponsored technologies if a program is potentially offensive, inciting, and does not align with the mission and values of HGSE and the University.

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

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. The first step in securing funding from outside sources is to make an appointment to review your fundraising plan with the Senior 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 Senior 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 physically collect cash, checks or any currency. 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 Senior Associate Director of Student Affairs before setting up collection points. 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 Senior 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 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
- 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

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 Groups page within The Hub, 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 Innovation Fund resources.)

What is the process for submitting a program funding proposal?

1. Click on “Funding Requests and Policies” within your groups page in The Hub.
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 30th. 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 Senior 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 15, 2021.

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:** Given the fact that student organization events will primarily, if not exclusively, take place virtually, funding for food and drink will only be provided in rare circumstances. Organization leaders must make a compelling case for why food and drink is required for the success of the event, as well as outline the procurement and delivery plan for any food and drink being purchased.

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 are **October 7, November 4, February 3, and March 2**. For questions regarding DIF funding, please contact the Office of Student Affairs.

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 only 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 an authorized member of the Office 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.

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.

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

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.

REGISTERING AN EVENT AND REQUESTING FUNDING

First, fill out and submit an Event Registration Form through your organization page on The Hub. 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).

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) in the Communications and Marketing Office.

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).

When will staffing charges be incurred?

Depending on the scope of the event, staffing may be required to support the event. Examples of additional staffing that may incur charges includes captioning for an event and/or additional IT support if the event is large and technically complicated.

***Information Specific to Official University Wide Organizations -**

- Organizations must have HGSE students as active participants
- 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.

ACCESSIBILITY

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

Publicize the Event

There are a variety of ways to publicize your event to the HGSE community. 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 details such as delivery format, platform, and date have been confirmed.

- HGSE Weekly Newsletter - Sent to students every Monday. To include event announcements, information should be sent to ese@gse.harvard.edu at least 2 weeks prior to the event date.
- The Hub - All student organization sponsored events should be posted in The Hub and tagged appropriately.

Ticket Sales

Student organizations may not charge HGSE students for attendance at any 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.

Please note: All 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

Due to the disruptions caused by the Covid-19 pandemic, Harvard and institutions around the world are facing unprecedented challenges to the ways we gather together to share ideas and address the pressing issues of our time. The University Marshal's Office has previously issued university-wide Invitation Protocol & Visitor Guidelines which pertain to invitations to heads of state, dignitaries and other high-profile visitors for speaking engagements on Harvard's physical campus. Today, the Marshal's Office would like to remind the university community of the original intent of these guidelines, and how they still should be adhered to in the current, virtual environment.

Any invitation to a current head of state or government to participate in a virtual, Harvard-sponsored event must first be cleared with the University Marshal's Office. This applies to any school, department, center, institute, program or Harvard-affiliated organization. The Marshal's Office will provide advice and consult with the Office of the President on any such invitation.

The Marshal's Office should also be the first point of contact for any school, department, center, institute, program, or organization that would like to invite any other senior US or foreign government officials to speak at a Harvard-sponsored virtual event. This is to avoid conflicting invitations, to ensure a proper historical record is kept, and to allow the Marshal's Office to provide advice and assistance on matters of protocol and appropriate procedures for issuing such invitations.

In order to ensure that all events sponsored by Harvard are executed at the highest level, 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.

Other terms and conditions may apply, so it is always advisable to consult with the Marshal's Office in advance on invitations to dignitaries or high-level officials, both foreign and domestic, to appear virtually on a Harvard platform. For example, an invitation to individual(s) actively campaigning for public office at the time of the proposed event would require additional discussion, as would an invitation to an individual who is under investigation or indictment for criminal activities.

Our goal is to support the Harvard community in adapting to this new set of circumstances, while protecting the university's interests, and ensuring that our virtual guests have a positive, comfortable experience. We look forward to the day when we are able once again to welcome special guests to our marvelous campus; until then, we appreciate your collaboration and support for these shared objectives.

In order to avoid conflicts, guidelines developed by the Marshal's Office are required to be followed. These guidelines can be found at <https://marshal.harvard.edu/visitor-guidelines>.

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 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 statement.

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.

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 via HGSE platforms 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 from HGSE IT. 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.

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 to apply for funding are October 7, November 4, February 3, and March 2. 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.