



# Acceptable Forms of an Organization Name

	<b>Official Organization Name</b> Full and complete organization name	<b>Abbreviated Organization Name</b> Must drop “Harvard” “Harvard Graduate School of Education” or “HGSE” and cannot include “Harvard”	<b>Official Acronym</b> Complete acronym for the Official Name
<b>When To Use</b>	Should always be used when representing the organization to the broader Harvard Community and the general public.	Only appropriate for use within the context of the School, where there is some familiarity with the group. May be used as a subsequent reference after the use of the Official Organization Name.	Only appropriate for use within the context of HGSE, where there is some familiarity with the group. May be used as a subsequent reference after the use of the Official Organization Name.
<b>Example 1</b> 	Harvard Graduate School of Education Student Journalism Club <i>or</i> HGSE Student Journalism Club	Student Journalism Club <i>or</i> Journalism Club  <i>Not acceptable:</i> Harvard Journalism Club	HGSESJC <i>or</i> SJC <i>or</i> JC  <i>Not acceptable:</i> Harvard GSE Student Journalism Club <i>or</i> Harvard GSESJC <i>or</i> Harvard SJC
<b>Example 2</b> 	Association of HGSE Baking Students	Association of Baking Students <i>or</i> Baking Association  <i>Not acceptable:</i> Association of Harvard Baking Students, Harvard Baking Association	AHGSEBS <i>or</i> ABS <i>or</i> BA  <i>Not acceptable:</i> Harvard BA, Harvard ABS, Harvard GSE Baking