

# **STUDENT FORUM – GROUP REGISTRATION / BUDGET ALLOCATION / EVENT PLANNING**

## **IMPORTANT DATES:**

SEPTEMBER 17, 2010 – ONLINE STUDENT GROUP REGISTRATION IS DUE!

SEPTEMBER 17, 2010 – BUDGET ALLOCATION REQUEST IS DUE (TO RM 422)

SEPTEMBER 24, 2010 – BUDGET ALLOCATIONS ARE DETERMINED. STUDENT GROUPS ARE NOTIFIED

OCTOBER 1, 2010 – BUDGET AGREEMENTS ARE DUE

OCTOBER 1, 2010 – EVENT REQUESTS ARE DUE

## **THIS IS HOW YOU START / RENEW A STUDENT GROUP, RECEIVE FUNDING AND SCHEDULE EVENTS**

The student group registration, budget allocation, and event planning process at the GSD can be a new and somewhat confusing process for students who have not participated in forming a new student group in the past. Additionally, the renewal process for existing student groups has been updated this year, as Student Forum is moving toward an online registration form and event calendar to streamline registration and provide a basis for events throughout the GSD. Below are detailed process guidelines for starting a new group and renewing an existing student group for the 2010/2011 school year.

**Student Group Registration** - Regardless of your student group status for the previous school year, ALL STUDENT GROUPS must register their student group by providing an official group name, detailed mission statement, and group officers / contacts. Please refer to the outlined process below to register your student group.

Student group registration forms are found online through the Harvard GSD webpage. Please follow this link to find the “Registration Form.”

[http://www.gsd.harvard.edu/people/students/student\\_forum/groups.html](http://www.gsd.harvard.edu/people/students/student_forum/groups.html)

Once you have accessed the form, please enter the following information:

- Name of Organization
- Purpose / Description (detailed student group mission statement)
- Group Focus (choose between different academic disciplines or other interests)
- Your group’s preliminary budget request (as detailed in the budget request, which will be discussed in the following section)

- Registered and secondary group contact (the student group's president should be listed as the primary contact, VP as secondary contact)
- Faculty Advisor (if applicable)

After you have entered and verified your student group's information, click "Submit" to send the online registration form to Student Forum.

This outlines the process for registering your group for recognition as a student group through Student Forum. If you have additional questions about registration / eligibility, please refer to the FAQ section of the GSD Student Forum website found here:

[http://www.gsd.harvard.edu/people/students/student\\_forum/groupfaq.html](http://www.gsd.harvard.edu/people/students/student_forum/groupfaq.html)

**Student Group Funding** - All registered student groups at the GSD are eligible for funding through Student Forum every fall for each school year. If you would like for your group to be considered for funding for this school year, please refer to the procedural guidelines below.

Access the student group "Funding Request Form" from the GSD Student Forum website ([http://www.gsd.harvard.edu/people/students/student\\_forum/groups.html](http://www.gsd.harvard.edu/people/students/student_forum/groups.html)).

Enter the following information to complete the funding request form. Please remember to be as detailed as possible when completing this form, as Student Forum will use this form when determining your student group's financial allocation for the entire school year. Please feel free to attach additional documentation detailing your funding request if necessary.

- Name of your organization
- Registered student contact (usually the student group's president.  
This will be the only contact that will be able to sign for and receive reimbursements throughout the school year).
- Enter the school year of activity (2010 / 2011)
- Enter all anticipated expenditures for this school year (again, please be as descriptive as possible)

Once you have entered and verified all information on this form, print the form and have the registered student contact sign and date it. The form should be submitted to Student Services (Room. 422) before the budget allocation deadline for this school year.

Student Forum takes into account many factors when determining budget allocations per group for a particular school year. Those factors include group size, previous year's allocation, previous year's activities / events, and current requests.

If you would like to meet with the SF treasurer or members of the budget allocation committee to discuss your budget allocation request, please contact Jason Phipps (jhipps@gsd.harvard.edu).

Please refer to the Student Forum webpage for additional information regarding regulations for funding as well as examples of 'good' and 'bad' funding request forms. Please contact the SF treasurer with any additional questions regarding the process that has been outlined above. (jhipps@gsd.harvard.edu).

**GSD Student Event Process** - The process for student group event planning has been changed this year to create a more fair distribution of event space and time slots among groups, to encourage collaboration, and to avoid scheduling snafos with other events and make the most of scheduling opportunities.

**NOTE:**

- Only events and meetings that have been approved by the Student Event Planning Committee are eligible for reimbursement from Student Forum.

- Step 1: Submit online event request form located at [http://www.gsd.harvard.edu/people/students/student\\_forum/groups.html](http://www.gsd.harvard.edu/people/students/student_forum/groups.html). The deadline for fall semester is October 1; requests for the spring semester will be accepted from January 3-14.
- Event request form will be available online beginning Saturday, September 11.
  - If a student group knows it wants to host an event but doesn't have details, it can still go through this process – it will be most important to know what type of event you are considering (lecture, symposium, reception, etc.) and the scope you have in mind.
  - Event requests submitted after the deadline will be considered on a case-by-case basis, but space/time slot options may be limited or unavailable.)
- Step 2: Student Event Planning Committee (consisting of SF Treasurer, SF Internal Relations Officer, and GSD Events Coordinator) will review all requests and distribute time slots and space based on a) scope of event, b) amount of requests for particular rooms and dates, c) conflicts and/or opportunities presented based on existing events. If two or more groups submit similar or related event requests, the Committee will inform the groups in cases they would benefit from collaborating.
- Step 3: After receiving feedback from the Committee, student groups will work with Committee to confirm best date/time for event and will book space

with Building Services. As events are confirmed, SF will add them to the shared student Google calendar and GSD Event Coordinator will add them to GSD Event Calendar.

- Step 4: Groups will plan for their event and publicize it! A helpful guide for addressing a/v needs, catering, publicity, and so on will be posted online at the student forum student groups' website:  
[http://www.gsd.harvard.edu/people/students/student\\_forum/groups.html](http://www.gsd.harvard.edu/people/students/student_forum/groups.html)

Please feel free to contact the members of the Event Planning Committee with any questions regarding the above process (GSD Events Coordinator – [events@gsd.harvard.edu](mailto:events@gsd.harvard.edu), SF Treasurer – [jhipps@gsd.harvard.edu](mailto:jhipps@gsd.harvard.edu), SF Internal Relations Officer – [jbushman@gsd.harvard.edu](mailto:jbushman@gsd.harvard.edu))

### **\*\*From Laura Snowdon Regarding Student Group Naming Conventions\*\***

## **GENERAL STATEMENTS/PRINCIPLES FOR STUDENT GROUP HANDBOOKS**

### **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*.

## **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 (name of the relevant school).” Also, the identity statement that is used must be compliant with any supplemental guidelines established by the school with which the student organization is associated. 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.

Websites: as is the case with publications, a student group’s website must bear a statement prominently placed on its homepage identifying the group as “an officially recognized (name of relevant school) student organization.” The statement must include the name of the school with which the group is associated and must be compliant with any supplemental guidelines established by the student group’s school. In addition, the website’s homepage 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 (relevant school name).

## **Ordering Apparel or other Items bearing Harvard’s Trademarks**

Any student or student group that wants to have items produced bearing any of the University’s trademarks (e.g., Harvard, Harvard University, Harvard College, Harvard Law School, H, HMS, 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 marks may be used, information about official University licensees, appropriate forms to be completed by the requesting student or student group, and will determine if the items being ordered qualify for royalty exemption.

Requests to have items produced should be submitted via email to [trademark\\_program@harvard.edu](mailto:trademark_program@harvard.edu); the Trademark Program will review the request in light of applicable policies and guidelines and, if the request is approved, will notify provide the manufacturer with written authorization to produce the items.

For further information about the Harvard Trademark Program, please visit the Trademark Program's website: [www.trademark.harvard.edu](http://www.trademark.harvard.edu) or contact the office at [trademark\\_program@harvard.edu](mailto:trademark_program@harvard.edu).