



MIT STUDENT
ORGANIZATION
HANDBOOK

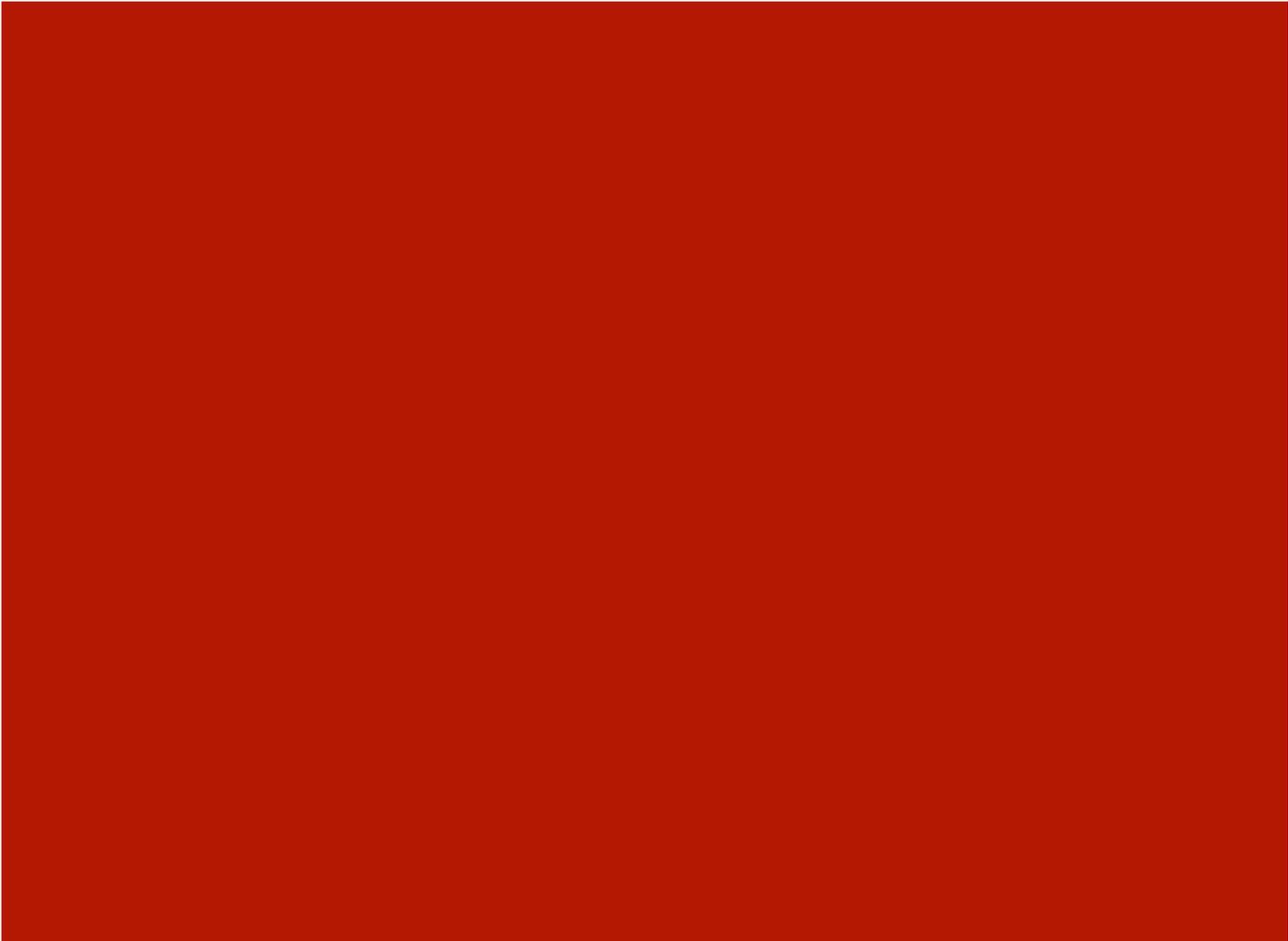


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INTRODUCTION

Handbook Purpose

This handbook outlines the procedures and guidelines of the Institute and services offered throughout various departments within and outside the Division of Student Life, with the goal of providing information needed to navigate the management of your student organization and to engage in successful student leadership at MIT.

Student Organization & MIT Relationship Statement

The Massachusetts Institute of Technology views its students' involvement in campus organizations as an integral piece of their college experience. Research has demonstrated that "involvement in clubs and organizations...to be strongly correlated with several areas of psychosocial development including: developing purpose, educational involvement, career planning, lifestyle planning, cultural participation, and developing academic autonomy" (*Kuk et al., 11*). The opportunity to become engaged with student organizations provides opportunities for identity development, personal growth, and rich connections to the broader community. Furthermore, student organizations contribute greatly to the MIT community, and are essential entities on campus.

Definition of a Student Organization

A student organization is defined as an ASA and SOLE registered group/organization which is directed and controlled by students whose programs and activities affect the educational process, promote cultural understanding and student welfare, and/or contribute to the enrichment of the overall community at MIT.

Student organizations are to be initiated by, organized, comprised of and led by MIT undergraduate and graduate students. There are certain privileges awarded to MIT alumni and our Cambridge community members where they may be able to participate in student organization activities but not to manage finances, space, events, etc. If there are is ever a question to as the level of involvement of students vs. non-students in student organizations, it is at the discretion of the ASA and SOLE to review and assess the club's current standing and membership for possible de-recognition.

Characteristics and Expectations of a MIT Student Organization:

- Student organization leaders and members make decisions and act on behalf of their respective organization.
 - As a result, group leaders and members are responsible for all their actions regarding observations of policy, procedures and guidelines, as well as following through on obligations and commitments.

- Conduct violations reflect on the student organization, and could lead to organizations being directed to applicable student governing or conduct bodies.
- As outlined in the [Mind & Hand Book](#), “Freedom of expression is essential to the mission of a university. So is freedom from unreasonable and disruptive offense.”
 - Student organizations, views, and opinions do not represent the views and/or opinions of the Institute.
 - Student organizations have the ability to express viewpoints that contribute to the educational discourse that takes place in the open market of ideas found on campus, and are encouraged to do so in ways that are conducive to civil and respectful dialogue.
- Student organizations are granted high levels of independence and autonomy, and are formally reviewed through processes set forth by the Association of Student Activities (ASA), the Undergraduate Association (UA), the Graduate Student Council (GSC), and the Student Organizations, Leadership, and Engagement Office (SOLE).
- The Division of Student Life (DSL) empowers student organizations to operate within these above expectations

Institutional Support:

- DSL recognizes student leaders as representatives and advocates of their organizational members.
- DSL collaborates with student organizations to develop programs that effectively and responsibly maximize campus resources
- DSL recognizes the innate risk-management characteristics of offering excellent, inclusive, and forward-thinking campus programs
 - DSL is mindful of reducing risk when possible, but is also willing to take calculated risks when the educational rewards/benefits are significant for the students involved
 - These risks need to be agreed upon, approved of by necessary stakeholders, and discussed collaboratively in order to help facilitate programs that accommodate safety concerns
- DSL supports the independent nature of student organizations, and their respective programs.
 - This level of autonomy is based on the trust that student leaders gather all the necessary information, consider all options, make decisions in line with their individual and organizational values, and understand the consequences of decisions.
- DSL provides student organizations high-levels of independence, and trusts that they understand accountability and responsibility set forth in MIT’s code of [Responsible and Ethical Conduct at MIT](#)

References

Kuk, Linda & Thomas, David & Banning, James. (2018). Student Organizations Framework

@BULLET 9 Student Organizations and Their Relationship to the Institution: A Dynamic Framework.

Inclusivity

[As stated in the Mind & Hand Book:](#)

*The Massachusetts Institute of Technology is committed to the principle of equal opportunity in education and employment. The Institute does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other Institute administered programs and activities, but may favor US citizens or residents in admissions and financial aid.**

Student organizations are required to follow set MIT nondiscrimination policies, and may not limit membership, or discriminate along these designated classes.

OFFICE CONTACTS

Student Organizations, Leadership, and Engagement Office (SOLE)

As thinking partners, we challenge and support student organizations to take risks and experiment while upholding the importance of student autonomy as a key component of leadership development. As a hub for student leadership development, the Student Organizations, Leadership, and Engagement Office collaborates with student-governing bodies and departments across the Institute to provide co-curricular programming that enhances the student experience. We support our 500+ student-led organizations by providing individualized guidance, tools, expertise and resources. We help students navigate Institute policies, implement solutions, and practice financial stewardship.

We intentionally thread social justice and cultural competencies throughout our programs and work with students to optimize their leadership development. We provide a space for students to be themselves, build community, and find a home on campus.

Location:

Stratton Student Center (W20) Suite 500
84 Massachusetts Ave
Cambridge, MA 02139-4307.

Website:

Visit: <http://studentlife.mit.edu/SOLE>

Contact SOLE:

Phone: 617-253-6777

Fax: 617-253-8391

Email: SOLE-desk@mit.edu

Office Hours:

[Available by appointment here](#)

Association of Student Activities (ASA)

The ASA is a joint student committee of both the Undergraduate Association (UA) and the Graduate Student Council (GSC) and assists in granting recognition of student organizations. The ASA Executive Board advocates on behalf of student groups, allocates resources, and arbitrates among student groups and any other involved parties. The ASA is also responsible for recognizing new organizations and derecognizing organizations that have violated policy.

LOCATION:

84 Massachusetts Ave
W20-401

Cambridge, MA 02139

WEBSITE:

<http://web.mit.edu/asa/index.html>

CONTACT ASA:

Executive Board List: asa-exec@mit.edu

President: asa-president@mit.edu

Treasurer: asa-treasurer@mit.edu

Secretary: asa-secretary@mit.edu

EXECUTIVE BOARD MEMBERS:

You can find a listing of the current ASA Board Members here:

<http://web.mit.edu/asa/about/board-members.html>

RECOGNIZED STUDENT ORGANIZATIONS

Requirements of Recognition

An ASA-recognized student group has access to all the resources and privileges provided by the ASA, and are considered to be recognized by MIT. Being a recognized group is a privilege and entails certain responsibilities. These responsibilities are detailed in the next section.

[The process of being a recognized organization can be found here](#)

After at least one year of being a recognized organization, organizations are able to apply to be funded by the ASA. Organizations can apply to become a funded organization by completing the "[New Group Application](#)".

Membership

The definition of membership for student organizations are students considered regular or active participants in organizational business and/or activities. Core membership are those most directly responsible for the continuing success of the organization, usually the leadership or executive committee.

A student group may never have more than 50% non-students constitute their membership, and all group activities must be organized and initiated by current MIT students.

Membership rosters must be reported through Engage@MIT at the beginning of every year to ensure that the group is still active. Only SOLE and ASA Officers will have access to rosters unless the individual organization decides to make membership information public. Membership numbers are shared with funding boards (GSC, UA, LEF/ARCADE- see funding page) for groups that apply to those sources.

Benefits/Privileges of Recognition

The Association of Student Activities (ASA) facilitates the registration of student organizations. An ASA Recognized student group has access to all the resources and privileges provided by the ASA, which includes, but is not limited to:

1. Use of MIT name in association with organization
2. Scheduling of MIT classrooms through the Schedules Office, as prioritized by the ASA Executive Board. Funded student groups may additionally schedule time in CAC-administered spaces.
3. A financial account with the Student Organizations, Leadership, and Engagement Office.
4. An Athena locker and Engage site.
5. ASA's membership consists of all active recognized student activities in good standing. Each ASA-recognized group is entitled to a vote at ASA General Body Meetings.
6. Inclusion at ASA Activities Midway: Fall (Orientation) Spring (CPW Johnson Ice Rink)

Student Space Allocation

Office and storage spaces (including lockers) are allocated every other year by the ASA.

- **Office space** is intended as space that is consistently and regularly used by members of a student group. Such activities that could qualify as satisfactory use of office space include: regular group meetings, production for your group, office hours, etc.
- **Storage Space** is intended as a space to store group property - either temporarily (leading up to or during an event) or permanently (materials for recurring meetings/events).

Student groups interested in requesting space must complete the ASA Space Allocations Application by contacting asa-exec@mit.edu. More information about the space allocation process can be found in the [ASA Operating Guidelines here](#).

Leadership Opportunities

The SOLE is committed to providing opportunities for students and student organizations to practice their leadership skills; celebrate community experiences and diversity in a variety of ways. Students gain the skills and feedback necessary to sharpen and define their abilities and strengthen their student organizations

Student Organization Leadership Trainings

Treasurer Trainings

Fall and Spring semester Treasurer Trainings are required for treasurers (or primary financial signatories) that are granted funded status by the ASA. These sessions provide information regarding financial management, policies and procedures related to finance for student organizations.

Regular Financial Trainings

SOLE offers specialized financial trainings throughout the academic year. These trainings are intended to explain financial processes as well as assisting in the navigation of the MIT systems as it pertains to student organization financial transactions. The trainings cover topics such as RFP's, deposits, financial stewardship, and sponsorships.

Student Organization Leader Summit

A day-long required training for all student organization president-level members. Usually taking place in the beginning of the Fall semester, the training's goals are multifaceted, and focus on student organization officer development, diversity and inclusion, transition work, and MIT policies. Additional questions may be directed to studentleadership@mit.edu

Student Leader Awards

Each spring the SOLE, in collaboration with offices throughout the Division of Student Life and beyond, honor select student leaders and student groups for their outstanding contributions to the MIT community during the Awards Convocation. Students and staff of all years are encouraged to nominate and/or participate in the selection process in the early spring. [View previous award recipients or to submit a nomination here.](#)

Leadership Opportunities and Retreats

The SOLE also offers a number of leadership programs for any current MIT Student. We also encourage student leaders to organize meaningful, educational retreats for their organization with consultation from a SOLE staff member.

LeaderShape

Open to undergraduate and graduate students.

A 4-day retreat that brings students from across schools and years together to learn how to lead with integrity and develop a vision based on your own values and beliefs, engaging with topics such as apathy, diversity, social justice, education, and technological innovation.

First Year Leadership Program (FLP)

Open to first-year students only

A 5-day retreat for first year students to explore your worldview, and engage with topics such as race, sexuality, privilege, and other social issues.

Community Catalyst Leadership Program (CCLP)

Beginning in the Sophomore year and lasting until the Senior year, participants are paired with an MIT alumnus/a in a coaching relationship designed to meet each student's personal development goals. There are four components of the program: one-on-one coaching, educational sessions, leadership planning, and personal reflection.

Diversity Leaders Retreat (Bringing Others Together, BOT)

Open to undergraduate and graduate students

This is a weekend long retreat focused on growing students' ability to discuss and engage in conversations and initiatives of diversity and leadership within their organizations.

How to Adult

Open to undergraduate and graduate students

A workshop series, in partnership with multiple MIT departments and offices, offered annually to support students in developing skills for life, from dinner etiquette to stress relief to financial planning.

[Find a full listing of these offering and other retreat planning resources, here.](#)

EVENT PLANNING

Step 1 - Reserving a Space

Space Reservation Process

The first step to planning your event is reserving a space. Student members of MIT-recognized student organizations may reserve facilities such as classrooms, multipurpose rooms, auditoriums, barbecue pits, and athletic facilities.

Many different offices are responsible for scheduling facilities on campus, but most rooms may be reserved through one of three departments: Schedules Office, DAPER (Athletics), and the Campus Activities Complex. All events are reviewed for appropriate use of space.

Guidelines:

1. Your organization must have recognition from the Association of Student Activities (ASA). [Refer to ASA guidelines for additional information on recognition](#)
2. Your organization may authorize up to six members (must have MIT ID) to reserve facilities on behalf of the organization as the “reservation signatory”.
3. Organizations are required to update their Engage@MIT roster to designate members with this “reservation signatory” status. Only those with this status may reserve rooms on behalf of the organization.
4. Non-MIT members may not reserve rooms on behalf on the organization.
5. ASA recognized student organizations are restricted from holding events once Orientation begins until the Activities Midway (throughout the week of Orientation). Requests for exceptions to this rule must be emailed and approved by the ASA by emailing asa-exec@mit.edu.
6. Events may not be marketed or advertised until the Atlas Event Registration is formally approved by MIT.
7. Student organizations may only request a total of three (3) dates per term in any of the major CAC facilities on a Thursday, Friday, or Saturday night.
 - a. Requests for consecutive weekends for Main Kresge, Little Theater, Lobdell, Sala de Puerto Rico, Wong Auditorium, and Morss Hall will not be granted.

Reserving a CAC Managed Space

CAC Facilities

- [Kresge Auditorium](#)
- [Stratton Student Center](#)
- [Walker Memorial](#)
- [Wong Auditorium](#)
- [Stata Center](#)
- [MIT Chapel](#)

- [Religious Activities Center](#)
- [Memorial Lobby](#)
- [Lobby 13](#)
- [CAC Outdoor Spaces](#)

CAC Reservation Steps

1. **Create Online Account** - Request a CAC-DAPER Virtual Scheduling account if your group does not already have one.
 - a. If you are unsure if you have an account, contact CAC at campus-activities@mit.edu or by phone (617) 253-3913.
 - b. You can complete a request for an account by [completing the form provided for students on this site](#).
 - c. If your organization already has an account, come to the CAC office to receive your password
2. **Access Online Account** - Request space by using the CAC-DAPER Virtual Scheduling system.
 - a. [Access to the system is found on CAC's website](#).
 - b. Please note that submitting a virtual space request to CAC does not ensure that you have the space.
 - c. You do not have the space until you have received an email confirmation from CAC.
3. **Submit Space Request** - Submit virtual space requests to CAC:
 - a. [“Regular” events](#):
 - i. Should be submitted 1 month out, at the latest two (2) business days, in advance of your requested date.
 - b. [“Large” or “Prominent” events](#):
 - i. Should be submitted 2-3 months out, or at least ten (10) business days, in advance of your requested date.
 1. This is necessary, as additional time is needed to register your event, arrange technical details, and approve any contracts.
 - c. Last Minute Space Request:
 - i. If the event is within 2 business days, call CAC (617)-253-3913 to request a paper application, as the virtual system will not accept requests within this window of time.
 - ii. Requests for event support in the Stratton Center also require a call to CAC within 2 business days of the event.
 - iii. Event approval operates on a case by case basis.
4. **Setup Publicity & Online Ticket Sales**
 - a. Publicity, as well as ticket sales via [AdMIT One](#) are allowed ONLY AFTER you receive an email confirmation from CAC.
 - b. Event should not be marketed until the event is formally approved by MIT.
5. **Event Cancellation** - If an organization cancels an event or chooses not to use a facility after it is reserved, the event organizer should cancel the event using the CAC-DAPER Virtual Scheduling System.

- a. Events In: Sala de Puerto Rico, Lobdell, Morss Hall, Main Kresge Auditorium, Little Kresge Theater, and Wong Auditorium.
 - i. Must be cancelled at least three (3) weeks in advance
 - ii. Otherwise the group will be charged a fee equal to all costs associated with setting up and taking-down the setup of the facility and/or be fined the cancellation fee of \$200 per booking.
- b. All other event spaces:
 - i. Can be cancelled up to 2 business days on the scheduling site and Atlas.
 - ii. Failure to cancel a space within the proper time frame as stated on the event confirmation may result in fines.

Reserving a Classroom Space

Classroom facilities are reserved by the Registrar's Office (5-115).

Classroom Reservation Steps

1. **Decide on Room** – Refer to the [classroom inventory](#) to decide on your room.
2. **Submit Reservation** – Utilize the [online form](#) to formally submit your reservation request.

Classroom Policies

- Reservation requests can be submitted up to a year in advance and are confirmed according to the [reservation timeline](#).
- All reservations must comply with the [classroom rules of use](#) and [event registration](#) protocol.
- Alcohol and overnight events are not permitted in classrooms.
- At the conclusion of your reservation the classroom must be returned to its original condition.
- Any additional support services (Audio-Visual, Custodial Services, etc.) must be directly coordinated with the appropriate offices.

Reserving an Athletic Space

Athletic facilities may be reserved by student organizations for recreational, athletic, and special events.

Athletic Reservation Steps

Please contact the DAPER Reservations Office (W35-297W, (617) 253-4916) for major event planning. [Check the MIT Athletics website for additional information.](#)

Additional Facilities

More information about other spaces available for reservation [can be found here](#).

Step 2 - Event Registration

Registering Your Event

Event registrations refers to the act of formally registering the event (and all that it entails) with MIT and receiving the necessary approvals.

Student organization event requirements are based on their size, scope, and nature – and are categorized as either “Regular”, “Large”, or “Prominent”. Descriptions and protocols are below:

Regular Event

- Event has fewer than 100 attendees
- Event does not require any additional logistics to function (Ex: AV, police, extensive catering/room setup, VIP attendance)
- Registration not required, but recommended

Large Event

- Event has more than 100 attendees
- Event requires additional logistics to function
- Event has 3rd party vendors

Events that Require Registration

1. All on campus events where alcohol will be served
2. All on campus events where money will be collected during the course of the event
3. On campus events in facilities, where attendance will exceed 100 people
4. All events where more than 20% of the audience is (or participants are) expected to be non-MIT community members, including conferences
5. All events that involve working with a non-MIT organization (as co-sponsor or guests)
6. All events that involve working with non-MIT student minors (less than 18 years old)
7. All events when required by appropriate campus department or under special circumstances
8. All events with a VIP in attendance

Duration

No events are allowed to take place after 1 am, and all events must end by the stated closing time on the event registration.

Admissions

All registered events must utilize one of the following admission policies:

1. Open to only the student organization group and its guests
2. Open to the MIT/Wellesley community with a MIT/Wellesley ID required for entrance
3. College ID required (all metal detector events and events with alcohol)

Special Events and Regulations

Please reference the [Special Events and Regulations](#) section of this handbook if your event fulfills any of the event registration requirements, or involves metal detectors, city licenses, co-sponsorships, wristbands, waivers, or cashbox rentals.

Additional Policies

[You can use the guide found here for a full list of all regulations for events](#)

Event Registration Process

Registration must be completed at least ten (10) business days prior to the event.

1. [Log into Atlas](#)
2. Navigate to the “Event Planning” section
3. Click on “Register Event” to view and complete the online registration form
4. Provide details such as:
 - a. the name and nature of the event
 - b. event host who is responsible for the majority of the planning and/or paying of the event
 - c. date/time
 - d. space details
 - e. expected attendance
5. Select any of the characteristics listed that are relevant to your event (ex: food, alcohol, minors, entertainment)

STUDENT ORGANIZATION FINANCIAL PROCESSES

Financial Stewardship

Student organizations that are recognized by MIT are given the autonomy and responsibility to spend their funds as the organization sees fit (providing they do not break Institute policy, State, or Federal law). The Treasurer and Financial Signatories of any student organization have a responsibility to the group to manage the accounts ethically and to use funds in line with the organization's mission. Depending on a group's status as granted by the ASA, a student organization can apply for different sources of funding.

[Please see here for a list of funding opportunities](#)

Financial Signatory

In order for a student organization member to gain access to the student organization financial account:

1. The member must first be registered in the organization's Engage@MIT roster as a "Financial Signatory" by an organization officer. [Instructions on how to do so may be found here.](#)
2. The member must then e-mail SOLE-desk@mit.edu to request that access is formally enabled.

Access enables the signatory to submit payment requests, access money in account, view accounts online, and submit inquiries about account details to the SOLE. Reporting access is granted for one academic year. If you continue as a financial signatory beyond the academic year (June 30) you will need to request authorization again.

Process for becoming a Signatory

- For ASA recognized groups,
 - Currently listed President must go online to [Engage@MIT](#) to update information
- Non-ASA Organizations
 - Email SOLE-desk@mit.edu with your group name, and the Kerberos IDs for the new officers.

Request for Payment (RFP) – Payment to Supplier/Artist via Check

For amounts less than \$5,000 to pay suppliers for goods and services, or to pay a student prize/award. Requires a [W-9](#) from the vendor if they are not registered with MIT.

Student organizations are asked to submit a request for payment *at least* fifteen (15) business days before payment is due.

[Instructions may be found here](#)

Request for Payment – Reimbursement to Individual

An RFP Reimbursement is submitted when personal funds were used to make a purchase on behalf of a MIT student organization. Must be submitted within sixty (60) business days of purchase. Failure to do so may result in additional time added for reimbursement to be processed, or in extremely tardy cases, reimbursement not being issued.

[Instructions may be found here](#)

Buy-to-Pay (B2P) - Purchase Orders

A Purchase Order (PO) is used for goods and services - excluding travel - as a commitment to pay the vendor. PO's are not requests for a check payment. Please note, depending on the level of complexity in the PO, it could take anywhere from fifteen (15) business days to over forty-five (45) business days for it to be completed. SOLE strongly recommends meeting with a staff member if a PO involves contracts, liability forms, or other specialized paperwork.

Purchase orders are used when:

- Total payment exceeds \$5,000
- Is for a computer in excess of \$1000
- Is for a piece of equipment in excess of \$3,000
- Total calendar year aggregate, in excess of \$5,000
- Contracts need to be reviewed

Required Documents:

- Payments in excess of \$10,000 must also have a filled out [Selection of Source Form](#)
- A formal invoice (not a quote/estimate)
- Additional documents from vendor

[Additional instructions may be found here](#)

Registering Your Vendor

All vendors/suppliers need to be registered with MIT. In order to do this, vendor would need to provide:

- If Domestic
 - [New Supplier Registration Form - Domestic \(U.S.\)](#)
 - Completed W-9
- If International –
 - [New Supplier Registration Form - International](#)
 - Completed W-8 Form

Once these forms are received, student organization should forward these documents to b2p@mit.edu to complete the registration.

Additional Purchasing Options

For additional information on the range of purchasing options at MIT, please set up a time to [speak with a member of the SOLE team during office hours](#).

Contracts

All student groups planning on utilizing a service of a person or company outside of their group should utilize the [MIT Student Group Contract](#). Contracts are an important way for you to protect yourself, your group, and the Institute from possible liability resulting from an event. Contracts also serve as a standardized method of outlining what services a contract will provide to you or your group and the agreed upon remuneration.

Important Policies:

- **DO NOT SIGN ANY CONTRACTS** on behalf of MIT. Your signature does not represent the Institute and all liability will fall on the unauthorized signatory.
- **Student Group Contract** – The [Student Group Contract](#) is effective immediately upon signature by the contractor. Only send to the vendor when the event is approved of by MIT and your student organization. This contract does not require a signature by MIT personnel.
- **Social Security Numbers** - Independent Contractors are required to provide their Social Security Number, but may provide it confidentially by calling SOLE at (617)-253-6777. Do not receive or send social security numbers over e-mail.
- **External Contracts** - Should an outside organization require using their own (Non-MIT) contract, please allow at least fifteen (15) business days for review and an MIT signature. Contracts may require additional time for negotiation, so please begin this process as soon as possible. Examples include hotels, conference sites, and established performers. Contact the SOLE for assistance in beginning and managing this process.

CVC (Controlled Value Card)

Student organizations have the opportunity to apply for one Controlled Value Card (CVC) per organization. The CVC operates like a credit card but cannot be used for travel costs, vendor services, individual purchases higher than \$3,000, etc.; purchases any larger must use B2P. If your application for a CVC is approved, you will be required to attend a training as having a CVC necessitates additional financial responsibilities.

[Application and instructions may be found here](#)

Internal Transfers

This process allows student organizations to transfer money to other student organizations and MIT departments for specific expenses. Transfers may be used to pay a bill to another student group, correct an accounting error when allocating expenses to a particular account (main vs.

funding), or when sharing revenues and/or expenses while collaborating with another student group. This process is completed by submitting a Transfer form to the SOLE and must have documentation in the form of a transaction report. Contact the SOLE for more details.

[Transfer Form may be found here](#)

Donations

Donations may be given specifically for a student group and are generally tax- deductible – but must meet specific requirements. All gifts must be officially accepted by MIT through the Recording Secretary’s Office, who will provide a tax receipt to the donor. All donations accepted and acknowledged by MIT are for student group events and program expenses and may not be used for donations to outside organizations. For details on making a donation to an outside organization, please contact the SOLE.

Donations cannot be made via Venmo, Cash App, Zelle, or other non-authorized financial platforms.

- **STANDARD GIFTS**
 - Donors can give online at <https://giving.mit.edu/> or with a hard copy check.
 - Organizations that wish to receive gifts via the Giving@MIT portal [must set up a time to speak with the SOLE team during office hours](#).
 - If the donor is writing a check, please ask donor to include a [MIT Contribution Form](#) with their check.
 - You will be required to provide your main account number to your donors.
 - Groups should advise donors to make their checks payable to “*MIT (student group name)*”
- **GOODS/SERVICES**
 - Contact the SOLE in advance for equipment or services that may be donated to a student group.
 - Instructions for reporting a “gift in kind” [appear on the VPF website](#).
- **ALUMNI**
 - Donations of single gifts less than \$2000 from Alumni need to be directed and processed by the Alumni Association.
 - Please contact the Alumni Association (617-258-7886) before soliciting donations from alumni.
 - The Recording Secretary processes all gifts greater than \$2000.

Travel Costs

For details on processing reimbursements and/or payments for travel, please reference the [Travel Section of this handbook](#).

Preferred Vendors

MIT utilizes a variety of Vendors or Suppliers during the course of business. However in order to expedite processes and provide goods and services to the Institute MIT has a list of [Preferred Vendor](#) including our newest preferred Vendor Amazon. Based on community feedback [Amazon](#) has been added to the MIT preferred vendor list and can be found in MIT's [Buy-to-Pay \(B2P\)](#)

SPONSORSHIPS

Sponsorship Process

Sponsorships are funds provided to a group in which the sponsor is receiving set benefits. This differs from a gift – as gifts mandate that no benefits are received.

If your organization is holding an event for which you want to solicit sponsors, please contact the [Assistant Director of Financial Operations for Student Organizations at SOLE](#) prior to finalizing your solicitation materials and sponsorship levels.

- All sponsorships need to be formally reviewed and approved of by MIT before funds can be accepted. MIT and SOLE require at least thirty (30) business days to review your sponsorships.
- If you are co-sponsoring your event with a non-affiliated group, please [reference the Co-Sponsoring an Event with a Non-Affiliated Group section of the handbook](#).
- Alcohol donations/sponsorships are not allowed.

Sponsorship Documents

Student organizations are required to vet all sponsorship documents through MIT. In order to make this process easier, the Office of General Counsel (OGC) has created two standard documents to act as a contractual template with outside sponsors.

These documents will be provided to students upon meeting with a member of SOLE to discuss next best steps. A brief summary of the two documents may be found below:

- Sponsorship Terms Letter – This is a standard, simple document that is the preferred mechanism for finalizing sponsorship details. It does not require a student signature, only a signature from the sponsoring entity
- Event Sponsor Agreement – For sponsorships that require/request a formal contract. This document acts as an official MIT contract, and has vetted language by OGC. This document requires a signature from both the sponsor *and* a MIT signatory (not a student).

These documents have sections for customized event details, and therefore must be reviewed by MIT before being sent out to sponsors.

Guidelines for Sponsorships

1. Use of MIT template (either “Sponsorship Terms Letter” or “Event Sponsor Agreement”). is preferred. Letter can be sent as an offer.
2. MIT students should run the event. Sponsors or external members should not be the official and primary managers of the program.

3. If your program has sponsorship level tiers, these must be stabled in advance, posted, and followed consistently.
4. No customization of sponsorship level tiers unless also established prior to communicating with all sponsors and posted.
5. “Benefits” offered must be consistent with MIT’s status as a non-profit and in compliance with policies pertaining to the use of the MIT name and MIT facilities/resources
6. Students are not authorized to make changes to the official “Sponsorship Terms Letter” nor the “Event Sponsor Agreement”. This is a fully vetted document, and can only be modified by the Office of General Counsel.
7. Students are not authorized to sign on behalf of MIT – and therefore, cannot sign the “Event Sponsor Agreement”.
8. Students are not authorized to make additional promises to sponsors that are not covered/outlined in the “Sponsorship Terms Letter” or the “Event Sponsor Agreement”.
9. Students should avoid agreeing to sponsorships casually over e-mail. Instead, all confirmations should be referred to the “Sponsorship Terms Letter” or the “Event Sponsor Agreement”.
10. Students are requested to submit information via the official [SOLE Sponsorship Form](#)

Sponsorship Form

Before meeting with a member of SOLE, student leaders are required to fill out the [SOLE Sponsorship Form](#) at least thirty (30) business days ahead of the event/program. Not all sponsorships will be approved of by the institute – so, student leaders are recommended to submit sponsorship information as far in advance as possible.

Sponsorship approval authority rests with the Institute – and not student leaders. Questions on this process may be directed to SOLE.

TRAVEL

Requirements

MIT Travel is defined as travel by any member of the MIT community on MIT business. MIT business is defined as any program or activity that is required or run by MIT, or financially supported through any MIT account - including Student Organizations accounts.

General Policies

- Recognized student organizations traveling on behalf of MIT must follow all MIT policies, including those outlined in the [Mind and Handbook](#).
- All trips must be reported to the SOLE by submitting either the [Domestic Travel Form](#) or the [International Travel Form](#) *prior* to the trip and must have a registered event on Atlas.
- **Failure to register your trip with SOLE/MIT could result in loss of group privileges and/or reimbursements for group travel.**
- Student organization travel that is less than 25 miles outside of the Greater Boston area does not need to submit paperwork to the SOLE.

Traveling by Car Policies

- When traveling, the student organization's trip leader (a student who is the main point of contact for the trip) should maintain:
 - a list of trip participants
 - the driver's name
 - phone number and occupants for each car
 - the general itinerary of the trip
 - the name and phone number of Dean on Call, MIT Police and the ICC
- Anyone driving on behalf of MIT must have a current, valid driver's license and proof of comprehensive automobile insurance. Drivers must obey all traffic and safety laws.
- In the event of an accident, please contact the Dean on Call to report an accident and follow up with local authorities as needed. [The MIT Office of Insurance outlines what is covered](#)
- When renting automobiles, please work directly with the SOLE, as MIT has a relationship with Budget in Cambridge that is walking distance from campus. Discounted rates may be available.
- Student organizations are not allowed to rent 12-passenger vans or trucks/U-Haul.
- When renting charter buses, the organization must ensure that proper levels of insurance is provided. MIT strongly recommends **Peter Pan, Boston Coach and Planet Train**.

Flight Bookings/Arrangements

- The SOLE *strongly* advises you book with an MIT preferred travel vendor: Travel Collaborative [via the Concur site](#) and/or Key Travel/OTT (international)
- Key Travel specializes in lower cost fares. If you use a preferred vendor, these vendors feed the e-tickets into the Concur Risk platform of the registry environment automatically.
- Please reach out to SOLE-desk@mit.edu to book an appointment to discuss travel.

Domestic Travel

When traveling domestically the following items need to be completed:

- Complete the [Student Domestic Travel Form](#) on Engage
- Submit finalized roster of participants at least 5 days in advance of trip to the SOLE
- Review [MIT Travel Risk Policy](#)
- Review Safety Procedures with the Assistant Director for Student Activities and Finance

International Travel

When traveling internationally the following items need to be completed:

Per Group/Trip

- Complete the [Student International Travel Form](#) *4 weeks in advance of your trip* and review with a SOLE staff member at the beginning of the planning process.
- Submit finalized roster of participants at least 2 weeks in advance to the Student Organizations, Leadership, and Engagement Office and ensure that each traveler has registered online via the MIT Travel registry.

Per Traveler

- Submit an [International Conduct Agreement](#)
- Register your travel online on MIT's Travel Registry. A SOLE staff member will send a link to complete your group's trip registration.
- Review the International Travel Risk [International Travel Risk Policy](#) on guidelines and warnings about travel
- Complete [Risk Policy Waiver](#) or the [High Risk Policy Waiver](#) if travelling to region on MIT's high or extreme risk list
- [Review additional resources and checklist](#) through the MIT International Coordinating Committee

Paying for Travel

Payment for Hotels/Airfare/Rental Cars/Transport:

It is required that students use the SOLE travel card to book and pay for hotels, airfare, and rental cars. In order to gain access to this card, contact the [Assistant Director for Financial Operations for Student Organizations](#).

Payment for Conference Registrations:

To pay for Conference Registrations students should use the [RFP-Payment system](#).

Travel Reimbursement:

In order to be reimbursed for costs related to student organization travels:

- All travel reimbursements for MIT Students and Staff should be completed on [Concur](#).
- All receipts, invoices, boarding passes, etc must be uploaded through the Concur site.
- Concur submissions must be completed by the individual being reimbursed and require a note from the authorized signatory approving the expense.

To process a Travel Reimbursement

1. Log into Concur
2. Select “Start a Report” complete with all required information, before clicking “Next”
 - a. Report Name
 - b. Trip Purpose
 - c. Cost Object
 - d. Trip Start and End Dates
 - e. Destination
 - f. Trip Classification
 - g. Comment Field (any information for approver or MIT Travel Services)
3. Click “New Expense” to add in specific purchases being reimbursed, complete all required field (marked with a red tab)
4. Click “Receipts” to attach receipt images
5. Use the “Details” button to double check accuracy of report header
6. With complete header, all expenses entered, and receipts for all purchases uploaded, click “Submit”
7. If any edits are needed after submission, click “Recall”

ALCOHOL POLICY

MIT Alcohol Guidelines and Policies

In compliance with state and federal laws, MIT prohibits any persons under the age of 21 from possessing or consuming alcohol. Additionally, MIT prohibits persons from providing, serving, or selling alcohol to any person, except as expressly allowed in Institute policy 9.11.2.

MIT also prohibits inappropriate behaviors that result from the use of alcohol by persons of any age, including but not limited to public intoxication, driving while under the influence of alcohol, vandalism, and behaviors that require an intervention by Institute staff, cause a disturbance, or are a danger to persons (self or others) or property.

MIT also adheres to the provisions concerning alcohol under the federal Drug-Free Workplace and Drug-Free Schools and Communities Acts (DFSCA), more information about [MIT policy on a Drug-free campus can be found here](#).

Other alcohol-related behaviors prohibited by MIT include but are not limited to: the possession or use of false identification to purchase alcohol, possession of open containers of alcohol in public spaces, consumption from quantity dispensing sources (e.g. kegs, punch bowls, water coolers, beer balls or garbage cans) on campus (except for events receiving the approval specified on the [Event Regulations](#) webpage) or in Institute-approved housing, engaging in drinking games or other activities involving rapid and/or excessive consumption of alcohol on campus or in Institute-approved housing, and hosting events where alcohol is present or consumed without prior approval, as required by the [Event Regulations](#).

The Institute does not intend through its guidelines or policies to restrict the responsible use of alcohol by members of the MIT community who are at or above the legal drinking age of 21. However, efforts to observe existing laws and regulations in an environment where the majority of the undergraduate student body is not of legal drinking age will impose some constraints on those who are of legal drinking age.

Other alcohol-related behaviors prohibited by MIT include but are not limited to:

- The possession or use of false identification to purchase alcohol.
- Possession of open containers of alcohol in public spaces, consumption from quantity dispensing sources (e.g. kegs, punch bowls, water coolers, beer balls or garbage cans) on campus (except for events receiving the approval specified on the [Event Regulations](#) webpage) or in Institute-approved housing.
- Engaging in drinking games or other activities involving rapid and/or excessive consumption of alcohol on campus or in Institute-approved housing.
- Hosting events where alcohol is present or consumed without prior approval, as required by the [Event Regulations](#).

Alcohol Event Procedures

- Undergraduate student organizations must register events where alcohol will be served with the Student Organizations, Leadership, and Engagement Office; the Fraternities, Sororities, and Independent Living Groups Office; or the Residential Life Programs Office.
- Graduate student organizations must register events where alcohol will be served with the Graduate Students Office or a designee of the Dean for Graduate Students.
- All “Event Hosts” (generally referring to both the point-of-contact, and student organization executive board and/or officers) may not consume alcohol during the event.
- The event must be confined to the assigned room or facility. Alcohol must remain within the event facility.
- Proof of age must be checked at all entrances to an event. Guests must wear a wristband or other non-duplicate proof of legal drinking age. Proof of age should be checked again when alcohol is served. 3rd party bartenders are required to check ID’s. Hosts are required to make sure that attendees wear wristbands confirming their age.
- MIT students may not distribute alcohol – only a third-party bartending service may handle and distribute alcohol.
- If admission is charged at the door - alcohol, if provided, must be dispensed from a cash bar. Massachusetts general laws prohibit free drinks at licensed events.
- Alcohol must be attended at all times. Guests must never be able to help themselves to drinks.
- A server may not serve more than two drinks to one person at any one time. Pitchers may not be served.
- Alcohol may not be served to any individual who is under 21 years of age.
- Alcohol may not be served to any individual who is intoxicated.
- Non-alcoholic beverages and food must be available.
- “Last Call” must be made at least one half-hour prior to the event closing time.
- All student organizations must complete an Event Registration along with the Alcohol Proposal Form via the Atlas registration for the event
- For graduate student organizations, a signature from the Dean for Graduate Education must be provided as well
- A liquor license may also be required if alcohol is being sold at the event (i.e. cash bar). Reference the below section on City licenses for cost and process on receiving a liquor license

Procuring Alcohol & Use of Institute Funds

- Student organizations may not use Institute funds, including "house taxes" and student activities fees to purchase alcohol, though such funds may be used to hire bonded bartenders and/or party monitors.
 - The prohibition may not be waived when the sponsoring organization is student-run, unless the student organization has prior signed approval from a relevant and respective dean.

- Student organizations that wish to use academic or departmental funds for purchasing of alcohol, must register their program as a “Departmental Event”, not a “Student Org Event” in the Atlas Registration Form.
- By state law and MIT Policy, alcohol donations are not allowed – and no donated funds can be used to cover the cost of alcohol purchases. But, if a sponsor wishes to *directly* cover the costs of alcohol, please contact the SOLE to discuss whether this could be allowed.

Advertising

Marketing for an event where alcohol is served must focus on the event, not the alcohol. Advertising may not offer free alcohol, provide details on the type or brand of alcohol to be served, or include phrases such as “All You Can Drink.”

Serving

All student organization events must hire third-party licensed servers/bonded bartenders to card/verify age and distribute alcohol. ***Students may not serve attendees, nor check ID's.*** Age verification must be managed and done by the 3rd party distributor that holds the ABC license.

Wristbands

Wristbands are required for all events where alcohol will be served. Wristbands will be provided by the SOLE free of charge for groups whose events fall under this required category. Attendance numbers must be shared with the SOLE to ensure the proper number of wristbands are provided.

SPECIAL EVENTS AND REGULATIONS

Tickets

When charging admission for an event, either in advance or at the door, tickets should be used.

By Institute policy:

- Admission tickets are limited to campus sales location and may not be offered for sale at commercial booking offices.
- Student organizations must use the [adMIT ONE Event Ticketing service](#) for online ticket sales.
- Tickets will be posted for sale at <http://tickets.mit.edu> and event organizers may choose general admission or assigned seating ticket sales.
- All ticket revenue must be deposited into an MIT internal account.
- Tickets may not be sold until the event is formally approved of by MIT
- Ticket sales through EventBrite, Venmo, or other electronic sites is not permitted.

Minors

MIT is committed to protecting the safety of all members of its community, including minors who are on campus and/or participating in Institute programs. MIT's goal is to provide a safe environment that protects children from abuse or neglect by encouraging its earliest possible detection and reporting.

A minor is defined as someone of 17 years of age or younger.

- **All events with minors must be registered with MIT and the SOLE.**
 - This excludes minors who are currently registered and enrolled MIT students.
- Instructions on event registration may be found in [this section of the handbook](#)
- Students organizations are required to complete the [Minors Risk Assessment Form](#) at **least two (2) months prior** to the planned activity.
- After the form has been completed, event leaders are required to contact SOLE (SOLE-desk@mit.edu) and make an appointment to discuss the program.
- Additional Forms - The following forms will also need to be sent to the student planner and must be completed before the event:
 - [Liability Waiver](#) – All guardians must sign the Liability Waiver in order for their minor to participate
 - [Volunteer Code of Conduct Form](#) - Volunteers that are interacting with minors are required to sign the MIT Code of Conduct Form
 - [Photo/Media Release Form](#) - If photos/videos are to be taken of minors, a signed media release form is required

Metal Detectors

The Metal Detector Policy addresses safety concerns on campus during student social events.

1. The use of metal detectors is required for any on-campus student party/dance event which meets **all 3 the following criteria**:
 1. **Attendance**- The organizers anticipate 250 or more persons will attend or the Police at MIT, in their sole discretion, believe there is substantial likelihood that 250 or more persons will attend; **AND**
 2. **Admission**: Open to non-MIT students **AND**
 - a. Exceptions: a function where MIT students are accompanied by a single non-MIT guest per MIT student, and a function with a limited number of non-MIT guests on a guest list
 3. **Event Specifics**: Alcohol will be served **OR** there is a live band or other form of musical entertainment.
2. Student group sponsors are required to meet with staff from the SOLE, CAC, and Police at MIT **two weeks prior** to the event to discuss safety issues and develop a safety plan. On the night of the event, student sponsors will meet with the CAC manager and MIT Police officer on duty to implement the plan. For more information contact the Student Organizations, Leadership, and Engagement Office.
3. All metal detector events must use a “college ID required” for admission policy.
4. No more than two events subject to the metal detector policy will be held per night.
5. Student groups will advertise on tickets and other promotional materials: “Student id required< no bags, no cameras” and “Metal detectors in use”
6. Unless restrooms are located outside of venue, no re-admittance is allowed to metal detectors events.
7. Wristbands are required for all metal detector events – which can be provided to the student organization free of charge by SOLE.
8. Student organizations may request financial support via the [SOLE Supplemental Funding Request](#) to help cover part of the cost of the metal detectors

Safety Plans

Student-run or student-initiated event that include equipment, power-tools, chemicals, or safety-procedures may require advance approval of project plans as well as a safety plan to [DSL Environmental Health and Safety](#).

- Student organization events that have inherent risk are required to complete and submit the [Activity Safety Proposal Form](#)
- Form should be submitted at least ten (10) business days ahead of event

Career Fairs/Employer Recruiting Events

A recruiting or networking event, such as a career fair, is one in which employers and recruiters meet or otherwise connect (through interviews, networking, resume books) with students to discuss and share information on job openings or potential employment opportunities. Please note that MIT follows the [National Association of Colleges and Employers \(NACE\) guidelines regarding employer recruitment on campus](#).

Student organized career-related events are an important component of MIT's career services efforts. To best serve MIT students and to maintain effective working relationships with interested companies, student organizations are required to follow the below guidelines:

- **Timeline & Event Registration**
 - Student orgs are required to submit their career fair via the official [MIT Career Fair or Career Event Registration Form \(2019-2020\)](#) 4-6 months ahead of their event start time
 - Approval of your event may be contingent upon combining with another already approved career-related event and additional meeting with CAPD staff
- **Resources**
 - The [MIT Career Advising & Professional Development \(CAPD\) Office](#) is the first point of contact for organizations wishing to put on a career fair
 - Student groups with questions about employer recruitment events at MIT are encouraged to contact capd@mit.edu to discuss any related issues
 - CAPD offers guidance on promoting approved events to employers, strategizing the approach for your event, interview room space in E17-294, and more

Waivers

Waivers are required for all programs, trips, or other activity that poses a danger or risk to student safety. Examples include hiking trips, skydiving, and overnight programs

- Student organizations are required to set up a meeting with SOLE to discuss waivers.
- **Event organizations should never draft their own waivers nor sign 3rd party waivers.** SOLE, in conjunction with the Office of the General Counsel and [MIT Environmental Health and Safety](#) can work with student organizations to coordinate waiver logistics and review.

Co-Sponsoring an Event with a Non-Affiliated Group

At times, student organizations may co-sponsor an event with a non-affiliated organization/entity.

Co-Sponsorship Policies:

- Student organizations working with non-affiliated groups ensure that the co-sponsored event is predominantly planned, financed and directed by MIT student leaders.
 - Student leaders should be involved in all areas of event planning, event promotion, and event execution.
- Non-affiliated groups cannot use MIT student groups as a means to gain access to MIT facilities. If the program is not primarily being run by the student organization, this is considered “fronting” and would lead to the event registration being denied.
 - Fronting non-affiliated groups has serious consequences such as loss of reservation privileges and/or referral to ASA.
- Financing for any co-sponsored event must also reside with the MIT student organization.
 - Proceeds from ticket sales (on site or online), contracts and other expenses must be routed through the MIT student organization account. Money cannot be collected by the non-MIT organization.
- Student organizations that are co-sponsoring an event must work in concert with the CAC as well as the SOLE to ensure that the proper event support logistics are arranged.
- Student organization leaders must be aware of all the event needs, and they should work directly with MIT staff regarding those logistics.
- MIT student organization leaders directing the co-sponsored event must work with staff members from the CAC and SOLE offices prior to the event to ensure that all logistical issues and concerns have been addressed.
- Student leaders directing co-sponsored events are required to be present from set-up to clean-up of the event
- If a student group is not found to be in control of the event, advertising not lodged on the student group's website, running finances and revenues through their student group account, or knowing the details of event logistics, the student group's event will be investigated by the Student Organizations, Leadership, and Engagement Office.
- If fronting is found, the student group may be referred to the Association of Student Activities, prevented from holding the event, have to pay event support fees, and/or lose the ability to book space. If you have questions or concerns about your event, check with the Student Organizations, Leadership, and Engagement Office early in your event planning process to avoid a charge of fronting.
- Co-sponsored events must comply with [all financial sponsorship policies as outlined in the Student Organization Handbook](#).

Co-Sponsoring an event alongside a MIT Department

Outside groups may be hosted on the MIT campus if an MIT faculty or staff member serves as sponsor, with the approval of their Department Head. It is the responsibility of the MIT sponsor to ensure that the programming is in line with MIT's mission of education. The sponsor must also agree to assume financial risk for the event.

[More information for non-MIT event planners may be found here](#) or by contacting MIT Conference Services at conferences-www@mit.edu.

Cash Box Rentals

Cash boxes must be reserved for all events where money will exchange hands.

- To reserve a cash box, submit a [Cash Box Request Form](#) at least two days prior to the date of the event.
- Cash boxes may be picked up at the SOLE office.
- Money must be deposited into the student group account.
- Deposits should be made on the day of the program - or daily if the program extends over multiple days.
- Sales cannot be made via Venmo, Cash App, Zelle, or other non-authorized financial platforms.

International Dignitaries or Domestic VIP Attendees

MIT welcomes international visitors and domestic VIPs seeking meaningful dialogue and academic connections/collaborations with members of the MIT community. The Institute hosts a variety of visitors including government officials, university leaders, and distinguished professionals in various fields, and the stakes are particularly high for visits from international dignitaries or domestic VIPs. These often involve complicated issues of diplomacy, security, media coverage, coordination, and logistics. MIT strives to work with student organizations to ensure such “state visits” go smoothly for all involved.

Definitions:

- **Dignitary** - The Office of the Associate Provost for International Activities (OAPIA) defines a “dignitary” as an incumbent head of state/government (visits by the partner/spouse of an incumbent head of state/government are also covered by these guidelines) or royalty.

- **Domestic VIP** - A domestic VIP is an individual who holds a political office, or a public figure whose visit would require a range of additional levels of support, or coordination with MIT and/or MIT Police.

Invitation Process:

All MIT student organizations who are considering extending invitations to international dignitaries or domestic VIPs to visit campus or participate in an off-campus MIT event (e.g. conference) must complete the below two steps at least twenty-five (25) business days before the invitation is sent out:

- E-mail SOLE (SOLE-desk@mit.edu) to set up an initial meeting with campus partners
- [Fill out the official International Dignitary or VIP Invitation Request Form](#)

[Additional guidelines and details on MIT policies regarding *international* visits may be found on the Global MIT Website, under “Resources”](#)

HACKATHONS, CONFERENCES & CASE COMPETITIONS

Protocol Introduction

The following protocols for student-led conferences, case competitions, and hackathons are intended to set students up for success with these events. We encourage prospective organizers to review these criteria carefully and to maintain close contact with the Student Organizations, Leadership, and Engagement Office (SOLE). These events are *always* considered major events regardless of the number of participants.

Approved Conferences, Case Competitions, and Hackathons will have access to MIT facilities, resources, and approval to use the MIT name for both sponsorship and marketing purposes.

Application Process

Proposed student-led Conferences, Case Competitions, and Hackathon events that involve 100+ attendees, promotion to non-MIT guests, and/or solicitation of sponsorship (financial or gift-in-kind) **must apply** for approval from SOLE before moving forward with planning and gaining access to MIT resources.

[**SOLE Hackathon/Conference/Competition Application May Be Found Here**](#)

Application Timelines

- First-Time Conferences/Case Competitions/Hackathons
 - Application must be submitted at least six (6) months in advance of proposed event date.
- Recurring Conferences/Case Competitions/Hackathons
 - Application must be submitted for renewal at least three (3) months in advance of proposed event date.

Application Criteria

- Event must follow all financial policies as listed in the Student Organization Handbook
- Event must be **fully managed by MIT student executive board members or leaders**
- Non-MIT organizations will *not* be given approval to host events on campus or have approval to use student club accounts
- Sufficient funding via confirmed sponsorship must be proven at least three months in advance of event date. The event must be cancelled if there is insufficient funding.
- A list of potential sponsors must be vetted by the SOLE before the companies are solicited for event sponsorship.
- It is *strongly* recommended that conferences and hackathons have departmental, faculty, or staff advisement and support.
- Hackathons/Conferences, like other office programs, are required to end before 1:00AM

Procedures

- Registration Process
 - Step 1: Fill out [SOLE Hackathon/Competition Application](#)
 - Step 2: [Register the event](#) on Atlas
- Event Approval Steps
 - *Primary Meeting*
 - Hackathon organizers are required to meet with a SOLE staff member to discuss the program, scope, audience and timeline
 - SOLE needs to be notified of any potential [external sponsorships and/or gifts](#) at least thirty (30) business days before the organization plans to reach out to sponsors
 - *Space Logistics*
 - Organizers should arrange a meeting with [CAC staff](#) to discuss room logistics and requirements
 - *Technology Support*
 - IS&T - If the event will require increased access to the MIT network, organizers are encouraged to contact [IS&T](#) to discuss bandwidth, capacity, and additional solutions
 - A/V – If additional A/V equipment is required, organizations are recommended to [contact A/V Services](#) at least twenty (20) business days out. Last minute requests to MIT A/V could result in support request being denied.

CITY LICENSES

License Requirements

At times, student events require a formal city license from either the City of Cambridge or Boston. This process is fully handed by city policies, and MIT has limited ability to provide flexibility or alter procedures. Licenses are required for events that fall within the city-provided guidelines below.

One Day Entertainment License:

Generally speaking, an entertainment license from the City of Cambridge is required if the event will have entertainment rather than academic learning as its main purpose.

Per additional guidelines from the city of Cambridge, a license may be required if the event includes:

- Amplification
- Live performance
- Theatrical exhibition/play
- Film screening
- Dancing by patrons
- A dynamic audio/visual show

One Day Alcohol License:

Events with alcohol require approval from the Student Organizations, Leadership, and Engagement Office, and may require a license from the respective city.

- **Alcohol license requirements:**
 - The Event Host(s) must be 21 years of age with a valid form of identification.
 - The Event Host(s) must remain present and may not consume alcohol at any time during the event
 - If alcohol will be sold and served through a third-party vendor cash bar, the Event Host may be still be responsible for confirming the vendor's ABC license.
- **Alcohol license costs:**
 - \$55- One Day Beer/Wine License for 100 Persons or Fewer
 - \$75- One Day Beer/Wine License for Over 100 Persons
 - \$100- One Day All Alcohol License for 100 Persons or Fewer
 - \$120- One Day All Alcohol License for Over 100 Persons
- **Alcohol licenses may not be needed if the event:**
 - Is on private property (indoor or outdoor), **AND**
 - Is closed to the public (it cannot be advertised on social media), **AND**
 - Does not request a cover charge/entry fee

One Day Hawker-Peddler/Vending License:

If you are selling goods at your event (EXCLUDING: tickets, printed material, CDs or other recorded materials) you must obtain a One Day Hawker-Peddler License. A license is required for each calendar day you are selling goods.

Carnival License

- On-Campus
 - Contact the City of Cambridge's Executive Officer of the License Commission at least one month in advance of proposed event date at 617-349-6143
- Off campus
 - Apply to City of Cambridge City Special Events Committee
 - [Information regarding MIT's carnival procedure and the new amusement policy may be found here](#)

Raffles and Game Nights License

- Events that include raffles where tickets are being sold necessitates a raffle permit.
- [More information about applying for a raffle license click here.](#)

How to Obtain a License

- In order to obtain a license, [the event must first be registered and approved by MIT](#).
- Upon the event receiving approval from MIT, event organizers should request a license through the [City of Cambridge's online portal](#)
- Per City of Cambridge guidelines, license must be requested and purchased at least 2 weeks before the event.
- License must be posted/available in printed form at the event location

Further questions on license requirements may be directed to the Cambridge License Commission at 617-349-6140.

PROMOTION AND PUBLICITY

General Publicity Guidelines

- When naming and advertising your event, you must clearly state that the event is sponsored by a student organization.
- Publicity should have clear contact information, such as organization's e-mail address
- Publicity should be translated into English to be accessible to entire MIT community

ASA Poster Policy

For posters on ASA managed spaces on the MIT campus, please refer to the below guidelines:

- Identification:
 - Advertisement must clearly note the program is sponsored by a student organization.
- Location:
 - No posters, flyers, or other announcements shall be placed on any wall, door, window, pillar, floor, chalkboard, ceiling, tree, outside building space or other space at MIT other than a designated bulletin board or official announcement space
- Upkeep:
 - Bulletin boards are completely cleared twice weekly by Facilities, and the Campus Activities Complex
- Postering Practice:
 - No group or individual shall poster over another poster, which advertises an event or activity yet to happen
 - Posters may be placed on top of other posters which are no longer active
 - No group or individual shall remove any poster other than their own while that poster is still active
 - Non-MIT affiliated parties' posters may be removed by any MIT-affiliated party
 - Posters must indicate a sponsoring organization and contact information
- Quantity:
 - MIT-affiliated parties may post ONE poster per event per bulletin board.
- Additional Resources:
 - Use of other campus sources for distribution of information is also to be encouraged such as:
 - the Athena Cluster, Infinite Display, Chalking, Lobby 7 Kiosk, LED Display Bosworth's Café, the Tech, and The Lecture Series Committee.
- Policy Violations:
 - Any member of the MIT community may send written complaints about

- o postering abuses to the ASA Executive Board (asa-exec@mit.edu)
- o Student groups who are shown to have violated this policy are warned of such violations by the ASA Executive Board, and may impact organization's publicity privileges.

ASA Bulletin Boards Allocations

The ASA administers the bulletin board space in the Infinite corridor (and adjoining areas) that are designated for student group use by the Campus Activities Complex.

- Allocation Timeline:
 - o Bulletin board space is re-allocated every other year.
- Allocation Ownership:
 - o Student organizations are never guaranteed to keep space during re-allocation.
 - o Bulletin boards ultimately are managed by ASA, and the MIT Institute
- Allocation Responsibilities:
 - o Bulletin boards should be filled – with no empty space
 - o If bulletin is not inside a covered space, you must use background paper or larger poster(s) to cover the entire space.
 - o Group name and contact information should be prominently displayed
 - o Board should include information about organization's mission and/or activities
 - o Board should be updated regularly, and well-maintained
 - o Organization is responsible for removing other posters from other groups placed on their assigned board
 - MIT Facilities has been instructed not to de-poster private boards even if they look like they have public postering on them.
 - Organization must remove and send the offending posters to the ASA Executive Board.
 - o Vandalism of board should be reported to ASA Executive Board
 - o Permanent modifications to bulletin space are prohibited unless granted approval by the ASA Executive Board
- Policy Violations
 - o Groups can lose their space at any time during the year if space is not being used properly.

Postering Locations

For a full listing of locations and the steps to submit your poster for publicity, please reference:

- [ASA's Advertising/Publicity](#) page,
- [Advertising & Promotion](#) section of the online Event Planning Guide.

**ADDITIONAL MIT INSTITUTIONAL POLICIES,
PROCEDURES AND GUIDELINES**

Hazing

MIT prohibits hazing by individuals or groups and defines it as follows: Any action or activity that is reasonably likely to, or is intended to, endanger the physical or mental health of a person for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, organization, or living community. This definition shall apply regardless of location or consent of participants. Hazing includes, without limitation, behaviors that violate *Massachusetts General Laws c. 269, Sections 17-19*.

Apathy or acquiescence in the presence of hazing are not neutral acts and constitute hazing as prohibited by this policy. Students and other members of the Institute community must report incidents of hazing that they witness or for which they were present. Incidents of hazing shall be reported to an appropriate law enforcement official and the Office of Student Conduct. Failure to report incidents of hazing is a violation of this policy and may be a violation of Massachusetts law (*Massachusetts General Laws c. 269 Section 18*).

Any retaliation against any person who reports, is a witness to, is involved with, or cooperates with the adjudication of hazing is strictly prohibited.

Prohibited forms of hazing include but are not limited to:

- **Subtle Hazing:** Behaviors that emphasize a power imbalance between new members and other members of the group or community. This is termed “subtle hazing” because these types of hazing are often taken for granted or accepted as “harmless” or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place new members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. New members often feel the need to endure subtle hazing to feel like part of the group or community.
- **Harassment Hazing:** Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing often confuses, frustrates, and causes undue stress for new members.
- **Violent Hazing:** Behaviors that do or could cause physical or psychological harm.
- The sanction of disciplinary suspension or disciplinary expulsion will be strongly considered for individuals or groups found responsible for hazing.

To find the full Massachusetts law on Hazing, please visit <https://handbook.mit.edu/hazing>

Institute Discrimination & Harassment Response

MIT is committed to providing a productive living and learning community in which students can pursue their educational goals. Discrimination or discriminatory harassment in any form

undermines this commitment and affects the ability of students to focus on their educational achievement. This includes sex-based discrimination such as sexual misconduct, sexual harassment, dating/domestic violence, and stalking. To report an incident or learn more about the policies, procedures, and resources available, please visit idhr.mit.edu.

No one shall be retaliated against for, in good faith, objecting to a behavior that may violate this policy, reporting a violation of this policy, or participating in the Institute's complaint resolution procedure in any capacity, including as a complainant, witness, or investigator.

If you have witnessed or experienced discriminatory harassment and want to report it, you can report online at idhr.mit.edu.

Use of MIT Logo, Name and/or Brand

The use of the Institute's name, logo, seal, and photographs in the advertising and other promotional material and activities of outside organizations is prohibited when such use is likely to be understood as an endorsement, even if such an endorsement is not the intention of the person or organization seeking to use MIT's name.

All proposals for the use of MIT's name or other identification in advertising, sales literature and videos, and commercial publicity must be submitted for approval.

- Contact the Technology License Office at tlo-uon@mit.edu CCing the Student Organizations, Leadership, and Engagement Office at SOLE-desk@mit.edu to submit all artwork and mock-ups for approval.
- For clarification of this policy, refer to [MIT's Graphic Identity Guidelines](#)

RESOURCES

Mental Health

Please know there are a range of resources on campus to best support you, and MIT Medical's Student Mental Health and Counseling Services works with students to identify, understand, and solve problems, and to help transform that understanding into positive action.

MIT Medical's Student Mental Health and Counseling Services provides confidential and free:

- Consultations
- Brief treatment (counseling/psychotherapy and medication evaluations and management)
- Referrals
- Urgent care
- Group counseling
- Neuropsychology consults to assess cognitive or attention problems difficulty with organization or motivation

Please reach out to the Student Mental Health and Counseling Services at 617-253-2916 to schedule an appointment. For urgent cases, MIT is here for you both over the phone, and during walk-in hours (weekdays, 2–4 p.m.)

Students currently enrolled at MIT can use Student Mental Health and Counseling Services without a referral. The services at Mental Health and Counseling are free.

[Please visit MIT's Student Mental Health and Counseling website for more information.](#)

Online Resources

Association of Student Activities	http://ua.mit.edu/
Atlas	http://atlas.mit.edu
Campus Activities Complex	https://studentlife.mit.edu/cac
CopyTech	https://copytech.mit.edu
Housing & Residential Life Services	https://studentlife.mit.edu/housing
MIT Police	https://police.mit.edu
Schedules Office	http://web.mit.edu/registrar/classrooms/index.html
Student Organizations, Leadership, and Engagement Office	http://studentlife.mit.edu/SOLE
Undergraduate Association	http://ua.mit.edu/