MIT STUDENT ORGANIZATION HANDBOOK
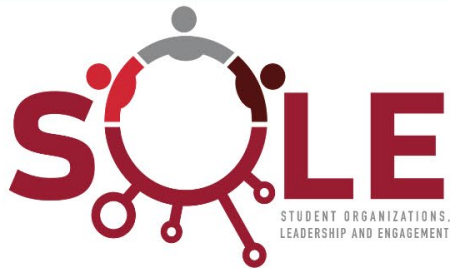
SOLE

STUDENT ORGANIZATIONS, LEADERSHIP AND ENGAGEMENT

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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 Association of Student Activities (ASA) and the Student Organization, Leadership and Engagement office (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. 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.

- o 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."
    - o Student organizations, views, and opinions do not represent the views and/or opinions of the Institute.
    - o 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.
- o The Division of Student Life (DSL) empowers student organizations to operate within these above expectations.

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 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

Student Organizations Resources Page:
Visit: https://engage.mit.edu/sole/home/

Website:
Visit: http://studentlife.mit.edu/sole

Contact SOLE:
Phone: 617-253-6777
Email: sole@mit.edu
Instagram: mit_sole
YouTube: https://www.youtube.com/@mit_sole

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-treasurery@mit.edu
Secretary: asa-secretary@mit.edu
Postering: asa-postering@mit.edu

EXECUTIVE BOARD MEMBERS:
You can find a listing of the current ASA Board Members here:
https://asa.mit.edu/about-asa/board-members

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

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 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. 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 (when available) 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 Development Opportunities

Leadership Development

The mission of the Leadership Development Area in SOLE is to *educate*, *equip*, and *empower* students to lead and serve the nation and the world.

We believe that leadership can be learned and aim to provide students with a variety of inclusive, accessible, and intentional opportunities to develop their leadership philosophy and skills. We use leadership theories, models, and approaches that help students better understand themselves, others, communities, and contexts so that they can lead mindfully, equitably, and responsibly.

We seek to develop in each MIT student the ability and passion to *lead* wisely, creatively, and effectively for the betterment of humankind.

Students who participate in a SOLE Leadership Development Program will be able to:

1. Develop a better understanding of their leadership style (personality, strengths, beliefs, values)
2. Develop a better understanding of how to use their leadership style to set and achieve goals
3. Reflect on and assess their experiences to understand how they can make effective decisions in the future
4. Value understanding the conditions and perspectives of others to act with empathy and inclusivity
5. Value the perspectives and contributions of others
6. Understand the importance of forming considerate, productive, and mutually beneficial relationships with others
7. Demonstrate personal and social responsibility and the pursuit of positive personal and social change

Signature Programs

SOLE has three signature leadership programs: the Experiential Trips Program, the Rising Leader Program, and the Leadership Capstone Program. These programs are offered annually and all MIT undergraduate students are welcome and encouraged to apply. (Please note, the Rising Leader Program and Leadership Capstone Program are limited to specific class years). The Experiential Trips Program offers one trip during the fall semester and one trip during the spring semester, the Rising Leader Program takes place during the fall semester, and the Leadership Capstone Program takes place during the spring semester.

Experiential Trips Program

The Experiential Trips Program offers three-day, out-of-state trips designed to provide students with an opportunity to meaningfully engage with other MIT students, staff, and alumni around specific leadership topics or issues.

Students who participate in the Experiential Trips Program will learn about culture, norms, and practices in organizations and strategies leaders use to foster group development and change.

Application Windows: August - September and February - March

Rising Leader Program

The Rising Leader Program is a semester-long program designed to educate sophomore and junior students about a variety of leadership theories, models, and frameworks, empower them in developing their personal leadership philosophies, and equip them with a network of other driven student leaders at MIT.

Students who participate in the Rising Leader Program will value collaborating with others to generate new ideas and solve problems.

Application Window: March - April

Leadership Capstone Program

The Leadership Capstone Program is a semester-long program designed to equip undergraduate students in their final semester at MIT with the mindset and skillset necessary for them to succeed in their leadership experiences post-graduation.

Students who participate in the Leadership Capstone Program will be able to respond to ambiguity, challenges, and change with confidence and adaptability.

Application Window: September - October

Workshops

SOLE offers three leadership development workshops designed specifically to support leaders of student organizations. These workshops are offered twice annually, once during the fall semester and once during the spring semester.

Culture & Community (Offered in September and February)

In this workshop, students will gain skills to create a strong organizational culture and community by learning how to facilitate icebreakers & teambuilders, increase and sustain morale, plan an effective meeting, and plan an effective retreat.

Conflict & Communication (Offered in October and March)

In this workshop, students will gain skills to navigate conflict and improve communication within their organization by learning about conflict styles, the stages of group development, how to delegate responsibilities, and how to hold members accountable.

Context & Continuation (Offered in November and April)

In this workshop, students will gain skills to capture critical context and ensure successful continuation of their organization by learning how to reflect on legacy, transition organization leadership, practice successful stewardship, and empower rising leaders through mentorship.

Special Events

Periodically, SOLE will host special leadership development-focused events. Below is a catalog of special events SOLE has hosted in the past.

Drew Dudley (March 1, 2023)

Drew Dudley is an internationally acclaimed leadership speaker, Wall Street Journal bestselling author, and the creator of the renowned TED talk "Everyday Leadership (The Lollipop Moment)."

T.J. Sullivan (April 4, 2023)

TJ Sullivan is a top-selling speaker, blogger, and author of Motivating the Middle: Fighting Apathy in College Student Organizations who has spoken to more than 3 million college students.

Student Organizations Training

SOLE is committed to providing opportunities for leaders of student organizations to develop their skills in a variety of ways. By participating in these training sessions, students sharpen and define their abilities and strengthen their student organizations.

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.

For short "how to" videos, please visit SOLE's YouTube channel: https://www.youtube.com/@mit_sole

Event Planning Trainings

SOLE provides event planning sessions aimed at guiding student organizations in hosting successful events that engage club members and the wider MIT community. These informative sessions are available throughout the academic year, with the goal of assisting student organizations in reserving appropriate event spaces by connecting them with various campus space owners. Additionally, attendees are instructed on the necessary procedures for registering their events through Atlas, ensuring compliance with the designated Atlas Event Registration criteria. The training sessions also encompass an overview of MIT's policies, covering areas such as City Licenses, Alcohol, Contracts, and Protection of Minors at MIT, among others, in order to ensure that student organizations adhere to all guidelines and regulations. All student leaders who participate in these trainings receive a comprehensive list of supplementary resources, including MIT AV services, catering options, custodial services and MIT Preferred Suppliers.

For the "Event Planning 101 for Students" training, please click the link below: http://web.mit.edu/training/course.html?course=ADM00101w&sys=PS1

Protection of Minors at MIT Training

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. The Protection of Minors at MIT course held through Atlas Learning Center introduces the policies and procedures that are designed to protect the safety of minors who participate in MIT's in-person, online, and hybrid programs and is intended for MIT faculty, staff, and students involved in these programs.

For the "Protection of Minors at MIT" training, please click the link below:

https://atlas.mit.edu/atlas/Main.action?tab=home&sub=group_training&sapSystemId=PS1

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 "space reservation signatory".
3. Organizations are required to update their Engage roster to designate members with this "space 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-DAPER 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-DAPER 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 cacscheduling@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-DAPER does not ensure that you have the space.
   c. You do not have the space until you have received an email confirmation from CAC-DAPER.

3. **Submit Space Request -** Submit virtual space requests to CAC-DAPER:
   a. Unregistered Event: Events that DOES NOT require an Atlas Event Registration
      i. Event space request should be submitted 3 business days in advance of your requested date.
   b. Registered Event: Events that REQUIRE an Atlas Event Registration
      i. Event space request should be submitted at least 30 business days in advance of your requested date to allow enough time to register your event, arrange technical details, and approve any contracts.
      ii. If your event requires city licenses, safety plans, liability waivers for programs with unaccompanied minors, alcohol approval or any additional departmental review and approval, please schedule a meeting with the SOLE staff during help hours.
      iii. Please contact the DAPER Reservations Office [W35-297W, (617) 253-4916] for major event planning. Check the MIT Athletics website for additional information

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 the spaces owner and event registration approval from SOLE.
   b. Event should not be marketed until the event is formally approved by MIT.
   c. Collecting funds from alternate mobile sources such as CashApp, Venmo, and Eventbrite is strictly prohibited for groups.
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 you 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.

Additional Facilities

More information about other spaces available for reservation can be found in the Event Planning Guide.

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.

MIT recognizes that certain campus common spaces, such as the Student Center Plaza outside of W20, the Kresge Oval, and the Stata Amphitheater, are used to stage public gatherings such as vigils and demonstrations. While we encourage the use of common spaces for these purposes, it is critical that these gatherings are conducted safely. In order to ensure the success of these events, as a condition to being permitted to use these campus spaces, MIT requires that they be registered in Atlas and that the sponsoring groups meet with SOLE at least three days in advance of the gathering. This will enable the Institute to work with the sponsoring group to evaluate likely attendance numbers, plan for proper staffing, and take other necessary precautions to facilitate a safe event.

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:

Unregistered Event: Events that DOES NOT require an Atlas Event Registration
- 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

Registered Event: Events that REQUIRE an Atlas Event Registration
- Event has more than 100 attendees
- Event requires additional logistics to function
- Event has 3rd party vendors

Events that Require Atlas Event 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, or the event will be held in any combination of classrooms with a capacity of 100 or more.
4. All events where more than 20% of the audience is (or participants are) expected to be non-MIT community members (anyone who is not an active MIT student, staff, and faculty), 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 unaccompanied 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
9. All events taking place in a Residence Hall
10. All events that will require additional support (ex: AV, MIT Police, and catering)

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 Event Planning 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
   f. cost object for MIT police detail (when needed)

5. Select any of the characteristics listed that are relevant to your event (ex: food, alcohol, minors, entertainment)

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 the spaces owner and event registration approval from SOLE.
   b. Event should not be marketed until the event is formally approved by MIT.
   c. Collecting funds from alternate mobile sources such as CashApp, Venmo, and Eventbrite is strictly prohibited for groups.

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 roster as a "Financial Signatory" by an organization officer. Instructions on how to do so may be found here.
2. The member must then submit the Financial Access Request Form through Engage listing all Cost Objects they need access to.

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:
Currently listed President/Officer of an ASA-recognized student group, must go online to Engage to update information under the Members section, then submit the Request Financial Access Form: https://cglink.me/2cy/s60

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.

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.

RFP Payment (Taxable)
RFP Reimbursement Self & General

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. POs 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 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.

[Submit a Controlled Value Card Application through Engage](#)

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

For details on making a donation to an outside organization, please contact SOLE.

- **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.

- **DONATIONS TO CHARITY**
  - MIT Student Organizations are prohibited from donating their funds, received in any form, unless the funds are raised independently by the student organization and the group communicated the intent of the fundraiser to all participating parties.

- o All student organization run fundraisers must be reviewed and approved in advance by the MIT's Office of Student Organizations, Leadership and Engagement.
- o The form for student organization fundraisers for the purposes of donations to outside entities may be found here.

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 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 Students are requested to submit information via the official SOLE Sponsorship Packet Approval Form.

Sponsorship Form

Before meeting with a member of SOLE, student leaders are required to fill out the out the SOLE Sponsorship Packet Approval 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 outside of 25 miles of Cambridge, MA must be reported to the SOLE by submitting either the [Domestic Travel Form](#). This form must be completed and approved by a member of the SOLE office two weeks prior to travel. ASA student organizations do not need to register travel via the Atlas Event Registration form once the Domestic Travel Form has been completed.
- For all international travel, it is required that student organization leaders meet with a member of the SOLE team at least 8 weeks prior to the date of departure, and submit the [International Travel Form](#) prior to the trip.
- **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/Avis 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@mit.edu to book an appointment to discuss travel.

Domestic Travel

When traveling domestically the following items need to be completed:

- Complete the Domestic Travel Form on Engage for SOLE's approval two weeks prior to travel
- Submit finalized roster of participants at least 5 days in advance of trip to the SOLE
- ASA student organizations DO NOT need to register travel via the Atlas Event Registration form once the Domestic Travel Form has been completed
- Review MIT Travel Risk Policy
- Review Safety Procedures with SOLE

International Travel

When traveling internationally the following items need to be completed:

Per Group/Trip

- For all international travel, it is required that student organization leaders meet with a member of the SOLE team at least 8 weeks prior to the date of departure.
- 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. The departmental cost object must be entered in the police detail field.
- 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. ASA-recognized Student Organizations are responsible for purchasing their wristbands

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 OR create an event on Engage and fill out the Ticket Sales Event Approval form.
- For adMIT One, tickets will be posted for sale at http://tickets.mit.edu and event organizers may choose general admission or assigned seating ticket sales.
- For Engage, tickets will be available on the Events section.
- 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 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
- General information about in-person programs for K-12 students and minors can be found at http://minors.mit.edu/
- ASA-Student Organizations are required to complete the MIT Programs Involving Minors Risk Assessment Form **at least two (2) months prior** to the planned activity.
- In addition to completing this form, along with an event registration form in Atlas (*to be submitted after having a space reserved and all details set up for your event*), **you must schedule a meeting with SOLE staff in charge of reviewing events with minors to discuss your program.** We ask to meet with students one month prior to their event to ensure all steps are completed in time.
- Submit an Event Registration in Atlas (to be submitted after having a space reserved and all details set up for your event).
- All individuals/mentors working with minors will undergo Background Checks. SOLE will follow up with your group once this process has been completed.
- All MIT faculty, staff, and students working with minors are required to take the Protection of Minors at MIT training through Atlas Learning Center.
- All MIT students that are interacting with minors are required to sign the Minors Code of Conduct Form available on Engage.

- SOLE will need to have the name of your program, dates, and a contact email in order to prepare the Parent Consent, Liability Waiver, and/or Media Release Forms. The event host will have to collect parents'/guardians' signatures through DocuSign before the event:
  - Parent Consent & **<u>Liability Waiver</u>** – All guardians must sign these forms in order for their minor to participate
  - **<u>Photo/Media Release Form</u>** - If photos/videos are to be taken of minors, a signed media release form is required

- Anyone participating in an Institute-run program or activity involving minors who knows, suspects, or receives information indicating that a minor has been abused or neglected or who has other <u>concerns about the safety of minors</u>, is expected to inform your supervisor and minors@mit.edu. Under Massachusetts law, certain individuals are considered mandated reporters and have additional reporting obligations to the Massachusetts Department of Children and Families (DCF). If you have questions or need assistance, please use our office as a resource for that or contact minors@mit.edu. In an emergency, call 911 or MIT Police at 617-253-1212.

Metal Detectors Policy

The Metal Detector Policy addresses safety concerns on the MIT campus during student social events. There are ways to plan events so a metal detector will not be required. Check with SOLE or CAC to discuss options.

Policy for the Mandatory Use of Metal Detectors

1. The use of metal detectors is required for any on-campus student party/dance which meet the following three criteria:
   a. **Attendance:** The organizers anticipate 250 or more persons will attend, or the Police at MIT, in their sole discretion, believe there is a substantial likelihood that 250 or more persons will attend; **AND**
   b. **Admission:** Open to non-MIT students. (Exceptions: a function may not be considered open to non-MIT students merely because 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); **AND**
   c. **Event Specifics:** Alcohol will be served, there is a live band or other form of musical entertainment, or event has special circumstances, as determined by MIT Police (i.e. VIP speaker).

Where feasible, more than one metal detector may be used at a single event to minimize crowding outside the entrance.

2. Walk-through and hand-held detectors will be delivered to the event. Detectors will be tested to make sure they are in working order.

3. Student group sponsors are required to meet with staff from 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 Police at MIT officer on duty to implement the plan. For more information, contact the Student Organizations, Leadership and Engagement Office at 617-253-6777.

4. All metal detector events must use a **current College ID with a photo of person using ID on it** admission policy. A second form of ID may need to be presented to verify first ID.

5. Student events not required to have metal detectors as outlined in part one (1) may request metal detectors by making the request in writing (at the time of event registration), and setting forth the reasons supporting the request. Final decisions on special requests will be made by the Chief of the Police at MIT or his/her designee.

6. No more than one (1) event subject to the metal detector policy will be held per night.

7. Student groups will advertise on tickets and other promotional materials: "Student ID Required, No bags and no cameras" and "Metal detectors in use."

8. Unless restrooms are located outside of venue, no re-admittance is allowed to metal detector events.

Use of Metal Detectors

1. The Campus Activities Complex manager or other facility manager will be responsible for posting the required notices, provided by the Police at MIT, to advise guests that metal detectors are in use. The location of the notices is subject to review and approval by the Police at MIT supervisor on duty on the night of the event. Notices should be posted at the entrance to the event, in the area where the devices will be used, as well as outside that area so that potential guests will encounter the notice before they must get in line to be screened.

2. Prior to entering the event, each guest will be screened through a walk-through metal detector. If the detector indicates the presence of metal, the screener will ask the guest to remove any keys, jewelry, or other belongings that might activate the detector before being screened again. If the presence of metal is detected a second time, the guest will be taken aside and screened by a screener with a hand held detector.

3. If any guest is unable (or unwilling) to clear the metal detector, the screener shall deny that person entrance to the event, notify the detail officer and then ask the guest to leave the premises. There will be no exceptions, except at the discretion of a detail officer following a same sex consensual pat-down of the guest (to accommodate guests who have metal contained in a medical device or the like).

4. If any person denied entry refuses to leave the premises, the screener shall promptly request the assistance of a detail officer who will be responsible for ensuring that the person leaves.

5. If the screener, through use of the detector or otherwise, discovers or has reason to believe that a weapon is present, he or she shall promptly report that information to a detail officer.

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 (though 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/Career Event Request Form](#) 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 teams 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 front desk.
- 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 requires 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@mit.edu) to set up an initial meeting with campus partners
- For *international dignitaries*, read the [Guidelines for Hosting International Dignitaries](#) and contact Adriana Ramirez, OAPIA's Manager of External Relations and Communications (adraag@mit.edu). This initial consultation with OAPIA is required before an invitation may be extended to a dignitary. Please try to allow at least a 4-week lead time.
- [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](#).

Film Screening Policy

A public performance license is legally required for screening films publicly on campus.

Commercial film and television shows are protected by copyright law and may not be shown in any public setting without a public performance license from the copyright owner. A public setting is any venue on campus outside of a student's room in the residence halls.

Even if an event is restricted to a certain group of students, department or community, such as members of a particular student organization, a license must be obtained in order to show a film or television show at the event. These copyright restrictions apply whether or not a fee is charged for admission to the event.

Rights for public performance must be secured within 5 business days of the scheduled event. For student organization events, proof of license must be sent by the student group representative to sole@mit.edu.

Student organizations found in violation of the law and SOLE policy described above will risk disciplinary action and could be subject to other penalties.

How to Clear a Movie for an Event

There are two preferred companies who license films on behalf of the film companies:
- [Swank Motion Pictures](#)
- [Criterion Motion Pictures](#)

If the copyright owner grants your request, there is generally a fee of $300-$1000. If the copyright owner denies your request, you will not be able to show the film or program at your event.

If the film or show that you wish to license is not listed with Swank or Criterion, follow these steps to request a license:

Look at the movie packaging and find the copyright notice. It is usually written as ©Date. Locate the company name as it appears with the copyright notice. Locate the company's contact information on their website. Call or email the company with your license request. Provide the following information in your request:

- Movie title
- Movie format (digital, DVD, tape, etc)
- Screening location
- Screening date
- Anticipated size of the audience
- admission (free or charge)
- Name of your organization
- Your name and contact information
- Advisor name and contact information

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 email sole@mit.edu for approval from SOLE** before moving forward with planning and gaining access to MIT resources.

Application Timelines

- First-Time Conferences/Case Competitions/Hackathons
    - Email must be sent 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: Email sole@mit.edu
  - 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

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

ASA Poster Policy

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

- Identification:
  o Advertisement must clearly note the program is sponsored by a student organization.
- Location:
  o 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:
  o Bulletin boards are completely cleared twice weekly by Facilities, and the Campus Activities Complex
- Postering Practice:
  o 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
  o No group or individual shall remove any poster other than their own while that poster is still active
  o Non-MIT affiliated parties' posters may be removed by any MIT-affiliated party
  o Posters must indicate a sponsoring organization and contact information
- Quantity:
  o MIT-affiliated parties may post ONE poster per event per bulletin board.
- Additional Resources:
  o 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:

  o Any member of the MIT community may send written complaints about postering abuses to the ASA Postering (asa-postering@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 groups.

- 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 Events
- 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.

Bulletin Boards, Postering, and Display Spaces

This policy was last updated October 18, 2023. See the <u>update history</u> page for more information.

Recognizing that the primary purpose of MIT facilities is to support MIT's mission for the benefit of the MIT community, this policy sets forth rules for the use of bulletin boards and similar postering/display spaces in centralized locations on the MIT campus that are accessible to the public, such as those in the Infinite Corridor, the Stratton Student Center, the corridors of Buildings 16, 26, 56, and 66, publicly accessible library spaces, and the Stata Center ("Institute Display Spaces").

This policy does not apply to bulletin boards and postering/display spaces that are locally controlled by and assigned to individual departments, labs, and centers ("DLCs"); recognized student groups; residential living communities; or similarly recognized Institute groups. These groups are expected to adopt rules for the use of their local display spaces that are not inconsistent with this policy, including rules about who may use them (e.g., only members of the group) and for what purposes (e.g., only events and activities relevant to the group). Policies and procedures for postering and display spaces in residential living communities must be approved by the Division of Student Life.

Permissible Uses of Institute Display Spaces

Institute Display Spaces may only be used by DLCs, recognized student groups, and other established Institute groups, such as academic and administrative units, unions, and employee resource groups. Individual students, faculty, and staff may not post on Institute Display Spaces unless sponsored by or acting on behalf of an Institute group, except that candidates for student leadership positions may post on Institute Display Spaces in accordance with rules governing elections for those positions. Non-MIT individuals, organizations, and groups are prohibited from using Institute Display Spaces unless sponsored by an Institute group.

The use of posters, flyers, and similar items (collectively, "posters") on Institute Display Spaces shall only be used to communicate information about Institute or MIT-recognized group events, activities, programs, or services, or for educational, research, professional, or volunteer opportunities that are relevant to the MIT community. These spaces may not be used for the purpose of selling personal items, promoting businesses or third-party goods and services, or advertising non-MIT events, activities, or programs that are targeted toward a broad, general audience.

All posters must clearly and conspicuously identify and include contact information for the group responsible for the posters.

Posters on Institute Display Spaces may not be used to engage in <u>harassment</u>, <u>discrimination</u>, <u>retaliation</u>, invasion of personal privacy, defamation, <u>threats or violence</u>, targeting of groups or individuals, infringing the intellectual property rights of others, or other violations of law or MIT policies.

Posters may only be posted on designated Institute Display Spaces, and must not be posted on common area doors, windows, walls, elevators, pillars, floors, ceilings, stairs, railings, fences, bike racks, tables or chairs, chalkboards, whiteboards, classroom spaces, trees or other landscape features, lamp posts or street signs, art installations, or any outside building spaces. Posters must only be affixed with materials that do not cause permanent damage to surfaces.

Chalking and Other Displays

Chalking is permitted by Institute groups on sidewalks and pathways on campus to promote their events or activities. Only washable/biodegradable chalk can be used. Chalking is not allowed on buildings, steps, or interior locations. Chalkings must clearly identify the group that is responsible for them. Chalkings are washed by the Department of Facilities on a regular basis.

In general, large banners or flags may not be displayed at MIT by individuals or groups without MIT's permission. Individual residence halls may temporarily display banners in accordance with Housing & Residential Services ("HRS") policy.

Other temporary displays, such as sandwich boards and similarly sized displays, are permitted for limited time periods solely to promote Institute events or activities and/or provide directions to campus locations. These displays cannot block corridors or access to buildings, streets, paths, or sidewalks, and must comply with all of the above requirements, including clearly identifying the group that is responsible for them. Institute groups may also seek permission from the Division of Student Life or Institute Events for the temporary use of larger displays in locations such as the Stratton Student Center, Lobby 7, or Lobby 10.

Removal of Posters

Posters on Institute Display Spaces are usually removed several times a week by the Department of Facilities. Groups that control their own display spaces should establish a process for the regular removal of posters that are no longer relevant to their community or that do not comply with any rules the group has established for their spaces.

Individuals or groups may not remove posters on Institute Display Spaces on their own, nor may they alter or deface them. Institute groups may cover posters for events or activities that have already passed, if multiple identical posters are preventing other posters from being put up, or if posters are hung by non-MIT individuals or groups. In addition, an MIT group can remove their own posters.

Raising Concerns

Concerns that a poster does not comply with this policy should be brought to the attention of Student Organizations, Leadership, and Engagement (SOLE), the Association of Student Activities (ASA), or the Department of Facilities Customer Service Center. Posters on Institute Display Spaces that do not comply with this policy are subject to immediate removal and may result in fines or Institute disciplinary action against the individual or group who put up the offending posters.

Concerns about the content or viewpoint expressed in a poster can also be reported to the Institute Discrimination & Harassment Response Office (IDHR) or the MIT Hotline. The decision to remove a poster from an Institute Display Space based on content/viewpoint is expected to be rare, and will be made in the sole discretion of a rapid response team appointed jointly by the Provost, Chancellor, Vice President for Human Resources, and the Chair of the Faculty.

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.

SOLE requires one representative from each ASA-recognized student organization and all Residential Life groups to carefully read and sign the Hazing Form, which is accessible via this link. Once the form has been completed, we kindly request that each group **upload a signed copy of the Hazing Form to the "Files" section on Engage**. Additionally, the representative must share the content of the Hazing Form with all members of their student group for awareness.

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 (TLO), copying the Student Organizations, Leadership, and Engagement Office at sole@mit.edu to submit all artwork and mock-ups for approval as follows:
    - For merchandise approval, please email student-merch@mit.edu;
    - For non-merchandise use of the logo, please email ci@mit.edu;
    - For use of MIT name issues, please email ioc-useofname@mit.edu
    - For clarification of this policy, refer to MIT's Graphic Identity Guidelines

MERCHANDISE VENDORS

MIT's approved vendors work with the Technology Licensing Office (TLO) to get student groups their promotional merch and ensure everything follows graphics guidelines. Please follow the guidelines available here.

When a student organization finds an item and submit their design to the vendor, they will then reach out to MIT with a proof for review. It's important for the TLO to see this specifically – and not just the design in isolation – so there will be a complete sense of how the item will look.

As long as extensive redesigns are not required for compliance with graphics guidelines, this process does not take an especially long time. Then the TLO will give the thumbs up to the vendor and the order can proceed.

MIT's list of approved vendors for promotional items is being constantly updating. If you have any questions, please visit the Technology Licensing Office's merch page or reach out to student-merch@mit.edu.

MIT's approved vendors work with the Technology Licensing Office to get student groups their promotional merch and ensure everything follows graphics guidelines. When you find your item and submit your design to the vendor, they will have to reach out to MIT with a proof for review. It is important for the TLO to see this specifically – and not just the design in isolation – so there will be a complete sense of how the item will look.

As long as extensive redesigns are not required for compliance with graphics guidelines, this process does not take an especially long time. Then the TLO will give the thumbs up to the vendor and your order can proceed.

GENERAL 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.

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

- Evaluations and consultations
- Brief treatment (counseling/psychotherapy and medication)
- [Off-campus counseling referrals and support](#)
- [Outreach](#), education, and prevention
- [Self-care resources](#)
- Urgent care
- [Group counseling](#)
- Support for [eating concerns](#)
- [Advice when you are worried about a friend, colleague, or student](#)
- Help for departments, labs, and centers that are dealing with traumatic events, sudden losses, or other troubling situations
- [Psychology Training Programs](#)

MIT Medical's Student Mental Health and Counseling Services can help if:
- You're finding it hard to work, because you're anxious or sad
- You're having trouble sleeping or concentrating, or you're sleeping too much
- You don't enjoy activities you once looked forward to
- You're distressed about a relationship with another person
- You're concerned about feelings or behaviors having to do with alcohol, drugs, food, sex, or other issues
- You feel lonely, isolated, angry, or irritable
- Talking to your friends or parents about a problem doesn't really help
- You're [worried about a student, colleague, or friend](#)
- You, your living group, or your workgroup are [coping with a traumatic event](#)

Their staff are available to any MIT students who feel stressed or troubled. It's a sign of strength to recognize these kinds of concerns and make a plan to deal with them constructively. Their staff can also help if you [are worried about a friend, colleague, or student.](#) 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. Student Mental Health and Counseling services are included in your Institute fees; you will have no copay, and your health insurance will not be billed.

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

Bias Reporting

Where to Report Bias

The Incident Reporting Form is available to report any concern about discrimination, discriminatory harassment, and bias based on race, color, sex, sexual orientation, gender identity, pregnancy, religion, disability, age, genetic information, veteran status, or national or ethnic origin committed by or against any MIT community member.
In addition to using the online reporting form, community members are encouraged to seek assistance from a trusted resource on campus, including advisors, department heads, someone in their living group, or other campus resources.

CLICK HERE to Report an Incident

The Bias Response Process

The Bias Response Team (BRT) is a working group of subject matter experts who strategize how to address reported incidents of bias and discrimination impacting the MIT community. Together with other campus stakeholders, the BRT provides recommendations on education and outreach as appropriate.

When a bias or discrimination-related incident is reported to the Institute Discrimination & Harassment Response Office (IDHR), IDHR offers to meet with the reporting party to provide supportive services and resolution options. IDHR informs the BRT of all discrimination-related incidents that come to its office and, when needed, seeks the input of the group. The BRT may identify intervention actions for the affected individual and/or community, and outreach as appropriate with the MIT community about the incident.

The BRT is meant to supplement, not supplant, the responsibilities of other groups at MIT devoted to addressing bias and discrimination experienced by students and employees. There may be circumstances where the BRT may recommend referral of an individual to another group, office, or resource for support and assistance. In particular, allegations of bias or discrimination alleged to have been committed by MIT employees may be referred to MIT Human Resources, and the BRT will work closely with the Office of Student Conduct and Community Standards (OSCCS) and the Committee on Discipline (COD) to address any student violations of MIT policies. In addition, complaints alleging bias or discrimination in connection with academic decisions will generally be addressed in the relevant academic department.

Sexual Harassment or Misconduct Reporting

Resources for Students

MIT's primary concern is for the health and safety of its community members. Individuals who believe they have experienced sexual harassment or misconduct should seek immediate assistance. There are two important designations for offices at MIT with regard to sharing experiences of sexual harassment, sexual assault, intimate partner violence, and stalking: 1) confidential and 2) private. This designation is created to ensure that students are connected with resources and supports as quickly as possible.

Confidential Resources

These conversations are kept strictly confidential and, except in rare, extreme circumstances (including imminent risk of harm to self or others), nothing will be shared without your permission. The following MIT offices are confidential resources:

Violence Prevention and Response

MIT's Violence Prevention and Response staff are available to individuals in the MIT community who are looking for help in dealing with sexual assault, intimate partner violence, stalking and unhealthy relationships.

Hotline: 617-253-2300
E23-4th floor
vpradvocate@mit.edu
https://studentlife.mit.edu/vpr

MIT Medical

MIT Medical serves the healthcare needs of the MIT community.

24-hour line: 617-253-4481
Urgent Care: 617-253-1311
E23
https://medical.mit.edu/

Mental Health and Counseling

MIT's Mental Health and Counseling Service works directly with students to understand and solve problems. Give us a call. Visits are confidential and easy to arrange.

E23, 3rd floor
Weekdays: 617-253-2916
Nights/weekends: 617-253-4481
M–Th, 8:30 a.m. to 7 p.m.
F, 8:30 a.m. to 5 p.m.
Walk-in hours for urgent concerns: M–F, 2–4 p.m.
https://medical.mit.edu/services/mental-health-counseling

MIT Office of Religious, Spiritual, and Ethical Life

The Chaplains at MIT, representing many of the world's religions, serve both their own religious communities, as well as the MIT community at large. MIT Chaplains are available for counseling, private talks, and consultation.

617-253-7707
W11
https://studentlife.mit.edu/orsel

Ombuds Office

The MIT Ombuds Office helps people express concerns, resolve disputes, manage conflicts, and learn more productive ways of communicating. The Ombuds Office serves as an independent, confidential, neutral and informal resource to the diverse MIT community. Ombuds may breach confidentiality if the Ombuds determines that there is imminent risk of serious harm.

617-253-5921
10-213
https://ombudsoffice.mit.edu/

Sexual Misconduct Confidential Resource for Student Respondents

The Sexual Misconduct Confidential Resource Provider is only confidential for sexual misconduct concerns or experiences. If you're looking for a confidential resource to discuss other issues, please consider one of the other confidential resources above.

Kate McCarthy, Associate Dean, Student Support & Wellbeing
kmcc@mit.edu

Sexual Misconduct Resource Providers assist with matters of sexual misconduct involving faculty, staff, and students, specifically including P&P, Section 9.4.1 Sexual Harassment, Section 9.4.1.2 Sexual Misconduct, Section 9.4.1.3 Gender-Based Harassment, Section 9.4.1.4 Title IX Sexual Harassment, and Section 9.4.2 Stalking; and Mind & Hand Book, Section II(11): Harassment (based on gender, sex, sex-stereotyping, sexual orientation, gender identity, or pregnancy); Section II(17): Intimate Partner Violence; Section II(23): Sexual Misconduct; Section II(24): Stalking; and Section II(28): Title IX Sexual Harassment.

Peer Group Resources

Peer Groups including, but not limited to, Medlinks, REFS, and Peer Ears are not designated as "responsible employees" and therefore are not required to share information with the Title IX staff.

Please note that, in the course of providing treatment, MIT EMTs are not required to report disclosures of sexual misconduct to IDHR.

Private Resources

Offices designated as "private" will keep the conversation as confidential as possible, but information about incidents of sexual misconduct must be shared with the Institute Discrimination & Response Office so the Institute can take action if necessary for reasons of safety. However, the wishes of the person providing the information are given full consideration. You may speak with any of these resources about other forms of discrimination or discriminatory harassment and they do not have a duty to inform IDHR of what you have shared.

Institute Title IX Coordinator
Sarah Rankin
W31-223
617-324-7526
srankin@mit.edu

Office of Student Support Services (S3)

S3 provides advice and advocacy for undergraduate students and acts as a hub of resources, referrals, and information across the MIT community.

617-253-4861
Monday-Friday 9am-5pm
Walk in hours: Monday-Friday 10am-11am & 2pm-3pm
https://studentlife.mit.edu/s3

Office of Graduate Education (OGE)

OGE provides support and assistance for graduate students across the MIT community. In particular, the Graduate Personal Support staff are particularly helpful for any graduate student experiencing distress, with changing your advisor, conflict negotiation, funding, academic progress, interpersonal concerns, and a student's rights and responsibilities.

617-253-4860
odge@mit.edu

Committee On Discipline

The COD is responsible for resolving formal complaints alleging that a student has violated MIT policy. The COD's process is fair to both the complainant and the respondent and affords parallel rights to both parties. COD members who hear sexual misconduct cases are specially trained to be sensitive to both parties and to understand the dynamics of sexual misconduct and other forms of gender-based misconduct.

Office of Student Conduct & Community Standards

The Office of Student Conduct (OSC) is the department at MIT responsible for helping students develop and enforce their standards and values and manage conflict. OSC publishes the Mind and Hand Book, meets with complainants and respondents when a complaint is brought forward, facilitates the Committee on Discipline process, and consults with students, faculty, and others about issues related to student life and student behavior.

W20-507
617-258-8423
osccs@mit.edu

Office of Minority Education (OME)

Provides effective academic enrichment programs to enhance matriculation, promote higher retention and greater excellence in underrepresented minority (African American, Mexican American, Native American and Puerto Rican/Hispanic) students' academic and general educational achievements, and encourages their pursuits of graduate degrees and professional careers. The OME's mission embraces a strategy to address academic and graduation gaps between underrepresented minority and non-minority students on MIT campus.
Room 4-113
617-253-5010
https://ome.mit.edu/

Institute Community and Equity Officer (ICEO)

The Institute Community and Equity Officer (ICEO) serves as a thought leader on the subjects of community, equity, inclusion, and diversity; a focal point for organizing MIT's related activities and conversations; and a hands-on practitioner who disseminates best practices and inspires the awareness and enthusiasm to help them flourish.

(617) 715-2066
MIT, Bldg. 10-359
https://diversity.mit.edu/

Intercultural Engagement

Intercultural Engagement (i.e.) advises student organizations on details of event planning, team management, and retreats. i.e. supervises the Graduate Assistants for the LCC and BSU, while also serving as the advisor for the LCC, BSU, and all culturally focused student organizations. It also provides educational outreach, training opportunities, and celebratory moments for the MIT community around diversity and inclusion.

SPXCE Intercultural Center
W31-110, Du Pont Athletic Gymnasium
https://studentlife.mit.edu/omp

LBGTQ@MIT

LBGTQ@MIT offers a broad spectrum of services, activities, and resources for LBGT, questioning, and supportive individuals.
617-253-6777
617-253-5440
W31-110
lbgt@mit.edu

You are Welcome Here campaign: The "You are Welcome Here" campaign seeks to increase visibility, to identify multiple points of access to LBGT support services, and to create a more welcoming campus environment.

MIT Police

The MIT Police Department is located in building W89, and can be reached at 617-253-2996. Exploratory conversations will be kept confidential to the extent possible. The MIT Police website includes a form for anonymous reporting of a sexual assault. Police reports, with identifying information redacted, may be available to the public upon request. MIT Police involvement is generally limited to complaints of harassment that are of potentially criminal nature, such as sexual assault.

https://police.mit.edu/

ONLINE RESOURCES FOR EVENT PLANNING

Association of Student Activities	http://asa.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	https://registrar.mit.edu/classrooms/reserving-classroom
Student Organizations, Leadership, and Engagement Office	http://studentlife.mit.edu/sole
Undergraduate Association	http://ua.mit.edu/
Event Planning Guide	http://web.mit.edu/eventguide/index.html
Event Management System	https://cac-ems2.mit.edu/EmsWebApp/
CAC Event Support Request	https://studentlife.mit.edu/cac/resources-forms/cac-event-support-request
MIT VPF Preferred and Internal Supplier Search	https://vpf.mit.edu/suppliers?check_logged_in=1
MIT AV - Audio & Video Support Request Form	https://mit.service-now.com/sp?id=sc_cat_item&sys_id=ffcfde0187a341105856877e0ebb3515&sysparm_category=1af5a4ed87e3019097c64197cebb35b5
MIT Facilities - Event Setup/Cleaning Service Request	https://adminappsts.mit.edu/facilities/SelectEventLocation.action
Career Advising & Professional Development Office	https://capd.mit.edu/
Institute Events	https://institute-events.mit.edu/plan/venues
SOLE Office Hours	https://studentlife.mit.edu/sole/office-hours