

Harvard Club of Southern California

Policies and Procedures for Programs/Events

HCSC's Mission

The Harvard Club of Southern California (“the Club”) is a non-profit organization whose origins date to 1901. The Club sponsors social, entertainment and educational events for our members throughout Southern California. Additional important Club functions include, but are not limited to, the following:

- Raising scholarship funds for Harvard College.
- Interviewing all Southern California applicants to Harvard College.
- Awarding summer fellowships to deserving Harvard students from the local area who work on community service projects.
- Awarding prize books to outstanding students at local high schools.
- Presenting awards at our Annual Dinner, including the John Harvard Award for Distinguished Community Service, and the Educator of the Year Award.
- Engaging in outreach to diverse Harvard constituencies.

Purpose of Events

All events sponsored by the Club must have a connection or relation to Harvard, be in furtherance of the Club’s mission, and must be approved by the Club’s Vice Presidents of Programs as set forth herein before any advertising.

Procedure for Approval of Events

Any proposal to conduct or organize an event must be approved by the Vice Presidents of Programs before it is advertised. The Organizer(s) should submit information regarding the proposed event (description, cost, etc.) to the Vice Presidents of Programs with as much advance notice as possible (*refer to policies below for factors to consider when planning an event*). When determined to be necessary by the Vice Presidents of Programs, the proposed event will be reviewed by the Club’s President and/or the Board to determine its appropriateness.

Procedure for Advertising of Events

Once an event is approved by the Vice Presidents of Programs, the event may be advertised on the Club’s website as well as in the newsletter and on the Club’s social media websites. To do so, the Organizer(s) must send an email to the Vice Presidents of Programs with **all** of the following information:

1. Event Title
2. Brief Description of Event
3. Date
4. Time (if not known, state “TBD”)
5. Location
6. Registration details (registration for all events must be done through the Club’s website, including free events)
7. Parking Details (if any)
8. Cost Per Person (and anything that is included in the cost, e.g., parking, drinks, appetizers; see policy regarding cost of events below)
 - a. *Refer to policies below titled Cost of Events, Reimbursement of Expenses and Collection of Funds*
9. Email and/or Phone Number of Organizer (or other person to be contacted if there are any questions or concerns)
10. Email Attachment of a “.jpeg” image or picture to be posted on the website next to the event

**The Vice Presidents of Programs will forward this information to the appropriate individuals to ensure the event will be advertised on the website, newsletter and on the Club's social media websites (Facebook, Instagram and Twitter). The Vice President of Programs will also update the Organizer(s) when this has been done. The Club Administrator will have access to the Club's website and the Vice Presidents of Programs will have access to the Club's social media pages.

**The Organizer(s) is responsible for checking the accuracy of the program information when submitting it to the Vice Presidents of Programs on the website, in newsletter drafts and in any posts on the social media websites.

Post-Event Procedures

The Organizer(s) must submit any pictures or sign-in lists to the Vice Presidents of Programs (Vice Presidents of Programs will forward to the Vice Presidents of Membership) within a reasonable time after the event.

If the Organizer(s) would like to have the event summarized in the next newsletter, the Organizer(s) must email a brief summary of the event, including any pictures, to the Vice Presidents of Programs.

Other Policies

Event Costs

At all times, the cost of events will be covered by the participants' registration fees. The Organizer(s) must pay for his/her own ticket to the event and should ensure that the Club will not lose any funds. If registrations to events are low, the Organizer(s) can work with the Vice Presidents of Programs to advertise the event to other Harvard Clubs and/or other Ivy League Clubs.

Reimbursement of Expenses

When an event requires a deposit in funds or a credit card, the Organizer(s) should contact the Club's Vice Presidents of Programs. The Vice Presidents of Programs will either: 1) contact the Club's Vice President of Finance to request a Club check; or 2) use their personal credit card, to then be reimbursed for the cost of the event. Any reimbursement of expenses should be fully completed within four (4) weeks after the event.

Collection of Event Funds

When at all possible, all event funds should be collected using the Club's registration website. If funds need to be collected on the day of the event, the Organizer(s) should opt to collect personal checks instead of cash. If cash is collected, the Organizer(s) needs to document participant's name, school affiliation, graduation year and email address and send this information to the Vice Presidents of Programs (this information will be sent by the Vice Presidents of Programs to the Club's Vice President of Finance, Executive Vice President and the Club's Vice Presidents of Membership). The collection of event funds should be fully completed within four (4) weeks after the event.

Conflict of Interest

Organizer(s) of events for the Club should ensure that all events are in compliance with the Club's Conflict of Interest Policy. Consistent with that Policy, events should not benefit the private interest of, or provide a possible excess benefit to, a member, officer or director of the Club, in a way that is inconsistent with the Club's nonprofit charitable status. The Club recognizes that not all events in which a financial interest or benefit is present would be precluded by the Club's Conflict of Interest Policy. If an event may raise questions regarding compliance with the Club's Conflict Interest Policy, the Organizer(s) should disclose the relevant facts to the Vice Presidents of Programs for further review.