



HMS/HSDM
STUDENT COUNCIL

HMS/HSDM STUDENT GROUP FINANCIAL GUIDELINES

Last Updated January 17, 2023

Please note that these guidelines may be subject to change in the 2023-2024 year

This document contains all of the financial guidelines the HMS/HSDM Student Council uses to allocate funds to student groups. By accepting funding from the HMS/HSDM Student Council, every student group has agreed to abide by these rules and regulations.

The financial guidelines are reviewed by the Student Council Treasurers and VP of Operations annually and are subject to change. Any large changes will be communicated to all student group leaders that are registered with the Student Council. If you have any questions, feel free to reach out to either the Treasurers or VP of Operations.

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MAIN CONTACTS:

- Student Council Treasurers: (student_council_treasurer@hms.harvard.edu)
- Student Council VP of Operations: (student_council@hms.harvard.edu)

HMS/HSDM STUDENT COUNCIL BUDGET:

Every year, the HMS/HSDM Student Council receives \$36,500 which is used to fund Student Council events, school-wide programming, as well as student groups. This funding is budgeted at the start of the fiscal year in the following categories:

- **Student Group Budgets: \$20,000**
 - (\$5,000/quarter)
- **Individual Class Programming: \$10,000**
 - M1/D1 Class: \$7,000
 - M2/D2 Class: \$1,000
 - M3/D3 Class: \$1,000
 - M4/D4 Class: \$1,000
- **HMS/HSDM Society Programming: \$1,000**
 - (\$200 for each society)
- **HMS/HSDM Revisit: \$2,000**
- **Society Olympics: \$500**
- **JAAM/FEAT: \$3,000**

STUDENT COUNCIL RESOURCES AVAILABLE TO REGISTERED GROUPS

- **Access to Student Council Funding:** All registered groups are eligible to request funding from the Council. Budgets are submitted on a quarterly basis. Information on how to submit a budget can be found in the subsequent pages of this document.
- **Financial Accounting:** All registered groups can have their student group funds organized and maintained through the Student Council Bank Account. This includes both funds distributed by the Council as well as external funding. This helps to ensure that even with changing leadership, student group funds are kept in a centralized location
- **Student Council Networking:** All registered student groups have their contact information presented on the student council website for incoming students, current students, as well as interested 3rd parties to connect to. All inquiries about groups sent



to the Student Council both from within the HMS community and outside parties can also be directed to groups that have registered.

HOW TO CREATE A NEW STUDENT GROUP

All student groups must be recognized by HMS/HSDM Student Council in order to access Student Council resources and apply for funding. You can find the application form on the HMS/HSDM Student Council website (hmsbsdmsstuco.com) at the top menu under “Forms.”

To complete the application, you will need the following information:

1. Basic student group info (name, leadership contact info, etc.) for up to 4 members
2. Faculty advisor (if applicable)
3. Hypothetical quarterly budget (max allocation is \$150/quarter). See below for a sample budget.
4. Have 50 signatures from current HMS/HSDM students either interested in joining or support the mission of the group. You must use [this template](#) to collect signatures and submit a link to the form in your application.

Sample Budget:

- Quarterly total: \$150
- Event 1: Introductory Meeting for New Members
 - Food for event: \$80
- Event 2: Panel Discussion with Student Council Leadership
 - Refreshments: \$50
 - Materials to create programs: \$20

Each application is then reviewed by the Executive Council of the HMS/HSDM Student Council at our monthly meetings. Here are the general guidelines we use to approve group applications:

- Does the group have a unique mission that does not overlap with currently registered student groups (You can find a list of all student groups, their missions, and their current leadership contact info [here](#))?
- Does the group need HMS/HSDM resources and/or financial support in order to function?
- Does the group have a clear plan to sustain membership and programming beyond the current leadership?

After reviewing each application, the Executive Council will make one of three decisions:



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1. **Approved** - The VP of Operations will reach out to the student group to provide next steps on how to apply for funding and utilize student council resources. Approved groups will not be able to apply for funding until the start of the next quarter. For example, if your application was approved in the middle of Q3 then you are eligible to apply for funding starting Q4.
2. **Denied** - The VP of Operations will reach out to the student group and provide the reasoning why the application was denied. Denied applications will not be reconsidered by the council. If a student group would like to reapply for recognition, they must resubmit the application form.
3. **Tabled** - This occurs when the Executive Council felt there was not enough information to make a decision. In this case, the VP of Operations will reach out to the student group describing what information is still necessary. The student group then has the option to either present the new information themselves at the next Executive Council meeting, or provide it to the VP of Operations to present on their behalf.

If you have any questions about the student group approval process, feel free to email the VP of Operations (student_council@hms.harvard.edu).

OVERVIEW: HOW TO REQUEST FUNDING FROM STUDENT COUNCIL

1. Register your student group at the start of each semester.
2. Submit a budget to the Student Council Treasurers
3. For every purchase, submit a reimbursement request to the Student Council Treasurers

REGISTERING YOUR STUDENT GROUP

The HMS/HSDM student group registration form is sent by the VP of Operations twice a year: early Fall (~Sept) and early Spring (~March). This form must be filled out by all active student groups in order to submit a budget for student council funding.

The latest form can always be found on the [HMS/HSDM Student Council Website](#) at the top menu under “forms.”



Student group registration will be used to:

- Determine eligibility to apply for Student Council funding
- Determine student group funding tiers
- Continue maintenance of student group financial accounts and outside funding
- Allow access to Student Council resources
- Connect faculty and student to student groups

STUDENT GROUP DEACTIVATION POLICY

One of the prerogatives of the HMS/HSDM Student Council is to ensure that our resources and funding are being distributed fairly across all active student groups. **We define active student groups as having registered with the council at least once within the last 3 semesters.**

Every semester after the registration form has closed, the VP of Operations will go through the list of student groups and flag all student groups that have not registered in the past 3 semesters. All of the following steps will be taken before a group is deactivated:

1. The VP of Operations will reach out to the most recently listed student group leaders to ask if the group is still active. Students will be given at least 30 days to respond.
2. If there is no response from the most recent student group leaders, the VP of Operations will send an all school email with a list of all flagged groups and ask for either 1) current leaders to showcase that the group is still active or 2) new students to take over leadership of the group. The student body will be given 30 days to respond.
3. Another all-school email listing all flagged groups will be sent at least 30 days after the previous one. Students again will be given at least 30 days to respond.

If no evidence of student group activity is shown after the steps above, the student group will be deactivated and the following will occur:

- The group will be removed from all HMS/HSDM Student Council rosters and documentation.
- The group will no longer be able to access student council resources and funding.
- All external funding managed by the student council will be maintained for one additional year from the date the group was deactivated. If the group is not reactivated within that year, all external funding is forfeited to the student council.

Deactivated student groups can reapply for student council recognition using the general process detailed previously in this document.



SUBMITTING A BUDGET

HMS/HSDM Student Council funding is distributed to student groups on a quarterly system:

- Quarter 1: Jan - Mar
- Quarter 2: Apr - Jun
- Quarter 3: Jul - Sep
- Quarter 4: Oct - Dec

Every quarter, the HMS/HSDM Student Council Treasurers send an email to the entire student body and directly to previously registered student group leaders to submit their student group budget. The latest form can always be found on the [HMS/HSDM Student Council Website](#) at the top menu under “forms.”

Be prepared to provide the following when submitting your budget:

1. A total amount being requested
2. General description of funded events with number of attendees
3. Broad itemization of what funds would be used for

Example Budget: The Cool Kids Club

Total amount being requested: \$100

Planned events:

- Introduction Meeting: \$25 on refreshments (20 people)
- Panel with Cool Kids: \$25 on programs (50 people)
- End of Year Celebration: \$25 on decorations, \$25 on refreshments (20 people)

How We Allocate Budgets

1. Treasurers will cross-reference the student registration form to determine which student groups are qualified to apply for funding.
2. They will also check past-spending to determine whether student groups have probation status. See page 8 to find rules regarding probation status.
3. They will then look at each individual budget and decide whether to approve/not-approve specific items.



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Example of Funding Allocation:

- Assume that the Student Council has \$1000 to distribute to student groups.
- We have the following budgets submitted to the Student Council Treasurers:
 - Group 1: \$50
 - Group 2: \$75
 - Group 3: \$75
 - Groups 4-10: \$150
- Groups 1-3 ask for less than the maximum of \$150, and so are funded in full.
- The total amount of funding left is now $\$1000 - \$50 - \$75 - \$75 = \$800$
- Groups 4-10 evenly split the remaining funding: $\$800/7 \text{ groups} = \114.28 per group

Student Group Funding Rollover

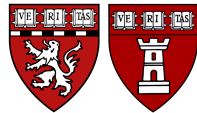
Every year, the HMS/HSDM Student Council allocates \$5,000/quarter to student group funding. At the end of every quarter, the Student Council Treasurers will determine how much of the funding from the previous quarter has not been spent. That amount will be carried over to the next quarter to increase the amount of Student Group funding.

For example: Say that by the end of Q1, all HMS/HSDM student groups spent \$4,000 out of the \$5,000 allocated. The extra \$1,000 would be carried over to Q2 and provide student groups a total of \$6,000 in funding.

HOW TO SPEND STUDENT GROUP FUNDS

All HMS/HSDM Student Council funds are distributed using a reimbursement system:

1. Any individual in a student group can purchase items for events. **(No gift cards are allowed).**
2. That individual must then submit that purchase in the Reimbursement Form **no more than 2 weeks after the purchase.**
 - a. The latest form can always be found on the [HMS/HSDM Student Council Website](#) at the top menu under “forms.”
 - b. You must provide a receipt for your purchase in order to be reimbursed.**
 - c. Address of person receiving reimbursement
 - d. Student Group name
 - e. Brief description of purchase
3. The Student Council Treasurers will review the purchase, write a check for reimbursement to the individual, and deduct that money from your student group's funding balance.
4. The individual will receive an email saying that their check is ready for pickup at TMEC. **(Currently with COVID restrictions, checks are being mailed to individuals).**



PLEASE NOTE: reimbursement requests sent more than 2 weeks after the time of purchase may not be approved for reimbursement.

REIMBURSING SOMEONE OUTSIDE OF YOUR STUDENT GROUP

If you would like to reimburse someone outside of your student group (i.e. a vendor or speaker) and are sending less than \$500, you can submit a reimbursement request using the instructions above.

Simply put the recipient's name as well as address in the form and a check will be made in their name. Checks can then be picked up at TMEC for your student group to deliver to the recipient.

LARGE PURCHASES WITH SINGLE VENDORS OR HONORARIA

If your group is planning on sending more than \$500 to a single vendor (i.e. catering, security, etc, honoraria for a speaker), contact the Student Council Treasurers (student_council_treasurer@hms.harvard.edu) to coordinate a direct payment. Payments can be delivered directly to the vendor either as a physical check or wire transfer.

STUDENT GROUP PROBATION STATUS POLICY

In order to ensure that all student groups have access to the limited amount of Student Council funding, **all student groups must spend at least 50% of their allocated funding each quarter.**

If a student group was unable to meet that spending requirement, they will be put on probation status for the following quarter. **Probation status indicates that the student group won't be able to request more than what they spent in the next quarterly budget.**

If a student group with probation status is able to spend more than 50% of their allocated funds that quarter, their probation status will be removed for the next quarter.

For example:

- Q1: a student group is allocated \$150 and only spent \$50
- Q2: this student group is given probation status and is only able to request up to \$50 for this quarter. They were able to spend all \$50 this quarter.
- Q3: Because the group spent >50% of their budget in Q2, their probation status is lifted and they are able to request up to the maximum amount of quarterly funding.



Probation status will be transferred irrespective of changes in student group leadership. Current probation status records are kept by the Student Council Treasurers.

EXTERNAL FUNDING POLICY

All student groups are welcome to use the HMS/HSDM bank account for storage of funds provided by external sources. External sources are any source of funding not directly from the HMS/HSDM Student Council itself. Some examples of these external sources include:

1. Donations from grant programs, e.g., Coop Grants Program or Memorial Church Grants Committee
2. Donations from individuals

All external funding source (**EFS**) funds are distributed using the same reimbursement system to HMS/HSDM Student Council funds: the Reimbursement Form. We encourage student groups with EFS funds to use them! However, important things to keep in mind for access to EFS funds:

1. **You MUST notify the Treasurers that the reimbursement is to be made through usage of EFS funds.** Effective Q1 of AY 2020-2021 (i.e., January 1st, 2021), this will be done through selection of the option on the Reimbursement Form, that a reimbursement will be done through usage of EFS funds. Failure to do so may delay or even prohibit full reimbursement of the expense.
2. **Student groups are responsible for proper bookkeeping of their own EFS funds throughout the quarter.** Each quarter, the Treasurers will notify representatives of student groups of the amount of EFS funds available to that group. (If you do not hear from us about your EFS funds, then no EFS funds exist for your group.) The Treasurers are also available at any time during the quarter to answer any questions about a group's EFS funds. However, any reimbursements more than the amount of a student group's EFS funds will unfortunately not be completed.

If you have any questions, please reach out to the Treasurers (student_council_treasurer@hms.harvard.edu).



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HOW TO SOLICIT DONATIONS

Student groups who plan to send solicitation letters to prospective donors must submit their letters for review to the Director of Student Affairs (Rosa Soler: rosa_soler@hms.harvard.edu) and the PME Director of Finance (Suzanne Higgins: suzanne_higgins@hms.harvard.edu) for review.

Donors should make donation checks out to HMS Student Council and in the notes section **MUST** indicate the name of the specific student group they are making the donation to. Checks should be mailed to:

HMS Student Council
Vanderbilt Hall 352
107 Avenue Louis Pasteur
Boston, MA 02115

Please note that donations to student groups cannot, at present, be deducted from taxes as HMS/HSDM student groups are not registered tax-exempt organizations.