

Student Organization Name Guidelines

The name of your student organization should communicate the purpose of your organization and meet Harvard's and Harvard Chan's student organization name guidelines.

- The use of the word "Harvard" alone in the name is not permitted
- (For more details about using the Harvard name, please see guidelines from the Harvard Trademark Office in Appendix A.)
- "Harvard Chan" or "Harvard T.H. Chan School of Public Health" must be in the name
- "Student" must be in the name
- "Organization," "Club," "Forum," "Society," "Committee," "Consortium," or equivalent must be in the name
- Occasionally student organizations may be affiliated with larger pan-Harvard groups, in which case "Chapter" may be used
- Cannot include "Fund," "Institute," "Academy," or "Center" or other such words as these imply that the organization is an official activity of the School or University

Please provide contact information (names, phone numbers, and email addresses) for any non-Harvard Chan organizations with which the organization will be affiliated. This includes other Harvard student organizations.

All communication external to the Harvard Chan School, including the general Harvard community and/or the general public, must use the entire student organization name. This includes communication with any other part of Harvard University.

For communication within the School where there is a reasonable expectation of familiarity, groups may use

- 1) an approved abbreviation which shortens the name by omitting Harvard Chan School or Harvard T.H. Chan School of Public Health, or
- 2) an acronym which abbreviates the full, approved name of the student organization.

Note: hybrid acronyms, which spell out Harvard while abbreviating the remainder of the name, are not permitted in any context.