

Chapter and Club Guidelines and Responsibilities

What is a Chapter?

A Forever Buffs Chapter offers opportunities for alumni in a specific geographic region to connect based on their passion for the University of Colorado Boulder. A Chapter represents a formal organization that must meet standards, operating procedures and expectations to remain active.

What is a Club?

The Forever Buffs Club program offers unique opportunities for alumni of shared identities and common bonds to connect in meaningful ways. Clubs prioritize bettering their overall communities by fostering connections and they exist to make a significant positive impact on those that they serve. A Club represents a formal organization that must meet standards, operating procedures and expectations to remain active.

Chapter Population Requirements

Must have 200 emailable alumni within a 50-mile driving radius.

Chapter/Club Requirements and Expectations

To receive support from the Alumni Association, Chapters and Clubs must meet the following requirements each year:

- Must have at least three board members.
- Board members will be elected for a maximum of two years by a majority vote of current board members at the annual meeting. Officers can serve a maximum of two back-to-back terms.
 - The one exception is for the Chair, who may remain on the Chapter/Club leadership group for one additional year as immediate Past Chair (a total of 5 years maximum).
- Conduct an annual election for Chapter and Club leadership. The date for that annual meeting must be determined well in advance and communicated to the board members.
 - The Alumni Association will advise and assist in recruiting, training and mentoring volunteers and cultivate them as potential board members.
- If a Chapter/Club leadership member is interested in remaining on the leadership team past their maximum term, they can rotate off the board as a voting member, serve in an advisory capacity and reapply in one year. A meeting with the Alumni Association staff advisor is required. Additionally, a vote by Chapter/Club board members is required with at least 75% in agreement. The term cycle would start again for a maximum of a two-year term.



- Participate in quarterly check-in meetings with the volunteer engagement staff.
- Submit a post-event report for every activity and event supported by the Alumni Association through marketing or resources such as grants, promotional giveaways or staff resources.
- Before the due date, submit an annual report to the Alumni Association, which includes a list of Chapter/ Club board members, an annual activity report, and a financial report with bank statements, if applicable.
- If the Chapter or Club has a bank account for the organization, it is required that two officers have signing authority on that account. When leadership transitions after their term, authorized signers must be updated. Only officers of the organization may be authorized signers.
 - If for any reason, the Chapter or Club goes on hiatus, the bank account must be closed and the funds returned to the University of Colorado Boulder.
- Be responsive to inquiries from the Alumni Association, alumni, students, CU Boulder faculty/staff and advocates.
 - If you have a Chapter or Club email address provided by CU Boulder, respond within 48 hours to any inquiry.
- Demonstrate and promote the values and policies of the University of Colorado and Alumni Association. Be familiar with the programs and activities sponsored, organized and coordinated by the Alumni Association and participate when possible.
- Nominate an alumni or current student annually in one of the six Alumni Awards categories.
- Follow policies and procedures outlined in the University of Colorado Boulder Alumni Association Scholarship Program Guidelines.

Board Requirements

Each Chapter or Club must maintain a board with at least three board members. All board members must have an up-to-date signed Volunteer Leader Agreement and Forever Buffs Code of Ethics. The board should be demographically diverse in age, race and gender.

The following officer board positions and titles are recommended:

- **Board Chair:** Oversees chapter development, chapter officers and serves as liaison to volunteer engagement staff. Responsible for preparing and submitting the board member portion of the annual report by the deadline. If the Chapter/Club has a bank account (not required) the Chair oversees the financial health of the organization.
- **Board Vice Chair or Chair Elect:** Assist the Board Chair with chapter management. The member in this position has the potential to become the next Board Chair. Assist in preparing the board member portion of the annual report.



- **Marketing and Communications Chair:** Provide Alumni Association staff with updates to the Chapter/Club website, request email distribution through the Alumni Association on behalf of the Chapter/Club and manage all social media accounts.

Your Chapter or Club might need more positions, depending on your activity level. Other board positions and title examples include:

- **Secretary:** Maintain Chapter/Club records, including guidelines, board meeting minutes and other duties assigned by the Board Chair.
- **Treasurer (if the Chapter or Club manages funds) or At Large Member:** Maintain the Chapter or Club's financial records, which include expenditures, revenues and reimbursements. Prepare the financial portion of the annual report, which includes copies of bank statements. (Highly recommended if Chapter/Club has a bank account. A bank account is not required for a Chapter or Club.)
- **Recruitment Chair:** Generate ideas to attract new alumni participants and potential board members. Actively generate ideas and programs to retain current alumni participants.
- **Events Chair:** Responsible for planning and executing the logistics for the events.

Event/Activity Expectations

Chapter and Clubs must conduct one or more events in each of the four following categories:

Social

- Game Watch Events – Host gatherings to watch football and basketball games in the fall and spring seasons with local Buffs.
- Welcome to the City – Welcome new graduates who are moving to your location.
- Student Send-Offs – Student Send-Off gatherings welcome incoming students and families to learn more about life at CU, connect with others from the same area, and allow alumni and friends to congratulate and welcome new Buffs to the black and gold family.
- Other examples: Happy Hour, Trivia Night, Brunch, Hiking, Harbor Cruises, Events with other Big 12 Alumni Chapters, Alumni Night at Professional Sports, Musical/Stage Show Outings.

Philanthropic/Scholarship

- All Chapters and Clubs must have all board members participate in the scholarship review process, which takes place every spring.
- Buffs All In – CU Boulder's Annual Day of Giving – Chapter and Club leaders can serve as ambassadors or conduct an event in conjunction with the broader event.

- While not required, Chapters and Clubs may sponsor a merit-based scholarship for students from their region or affinity. The scholarship account will be set up at the CU Foundation and each group can specify the scholarship's intent.
 - A minimum of \$750 is required to award a scholarship each year, which will be matched by the Alumni Association (up to \$4,000).
 - During the first year of a Chapter or Club's existence, the Alumni Association will fund the scholarship.
 - After the first year, the Chapter or Club is expected to fundraise to meet the \$750 minimum requirement.
 - Per University of Colorado policy, scholarships are open to all students regardless of race, color, religion, sex, national origin, citizenship, disability, age or veteran status. Donations to chapter scholarship funds are 100% tax-deductible.
 - Chapters or Clubs must direct donors to the appropriate fund at the CU Foundation. This is easily done by having a QR code on signage at an event.

Professional

- Networking – Host events that allow alumni to network with fellow Forever Buffs.
- Professional Development – Host events that help Forever Buffs gain knowledge and build skills beneficial to their professional life.
 - Examples of professional events include career chat happy hours, workshops on various areas of conducting a successful job search, hands-on workshops (creating your elevator pitch, social media 101, creating a digital portfolio, etc.), and mentorship programs with young alumni and current students.

Community Relations

- Buffs Give Back – Coinciding with Volunteer Month in April, Buffs Give Back is an international service event where alumni can contribute to the benefit of the local community. Chapters and Clubs are expected to participate in a community service event during this month if possible.
 - Examples of Buffs Give Back events include collecting items (food, school supplies, books, coats, diapers, shoes etc.) for others, volunteering at a local organization, participating in a house build, making blankets, hats or scarves for homeless shelters, care facilities or hospitals, beach, park or city clean-ups.
- Alumni chapters and clubs are advocates for CU Boulder within their regions. Community events strengthen the CU brand within the region and offer an additional recruitment strategy for the institution.

- Program Examples: admissions volunteers (coming soon), legislative advocacy, Alumni Association focus groups or feedback loops, and university promotion (events that showcase faculty, administrators or athletic programs), participating in community events to promote the CU brand.

Chapters and Clubs are encouraged to conduct events in each of the additional following categories:

- Intramural leagues or running groups with alumni in your area.
- Local sporting events: If a professional team is in your area, reserve a block of tickets and host a local Forever Buffs night at the game.
- Cultural and Educational Events: Examples include touring local museums or attending a local theater production.
- Buffs One Read or host a monthly book club: List of alumni authors available at [Books By Alums | Alumni Association | University of Colorado Boulder](#).
- Family-oriented Events: Examples include having a family picnic at a local park or hosting a family bowling night or skate night.

Event Planning

We encourage our volunteer organizations to be innovative in their programming, and staff will support the programming as appropriate.

Please note that the Alumni Association recommends submitting an Event Interest Form no later than 6-8 weeks before your anticipated event date, regardless of whether grant funding is required. This gives ample time to thoughtfully plan the event with staff and outside vendors, as well as market the event.

The Alumni Association team is responsible for:

- Updating the website.
- Creating a calendar listing for your event.
- Sending out emails to promote your event.
- Monitoring and supporting your social media presence.
- Providing grant funding assistance if approved.
- Purchasing event tickets on your behalf, putting deposits on facilities and handling other up-front costs. In most cases, those monies must be reimbursed to the Alumni Association through event registration fees or ticket sales.
- In some cases, the Alumni Association will plan and execute events in your market and ask that Chapter/ Club volunteers work as hosts and staff to engage with guests.



You are responsible for:

- Providing detailed, accurate content in a timely manner (attendance lists, event overview, photos, etc.).
- Requesting all website updates.
- Requesting email sends.
- Submitting accurate attendance data after event completion.
- All forms for requesting emails, web updates and funding are found at <https://www.colorado.edu/alumni/communities> under Regional Chapters or Clubs.

Marketing Timeline

To take advantage of these resources, you must meet the required deadlines. The Alumni Association may be available to support signature events. Work with your liaison to determine if your event warrants additional staffing support.

- Event Interest Form: Recommended 6-8 weeks, no later than 6 weeks prior to event date
- Email Request: At least 5-7 business days before the email should be sent
- Web Request: Allow 5-7 business days to see the change reflected on the website

Please note: If you do not meet the required deadlines, your events will NOT be marketed or promoted through Alumni Association channels.

Benefits

Chapters and Clubs that meet the criteria receive the following benefits:

- Consistent community and structure that comes from being a part of a formal organization.
- Access to request email sends through the Alumni Association and university database.
- Access to post to CU Boulder branded social media accounts specific to your organization's audience.
- Oversight of content on a branded web page on the Alumni Association website.
- Access to use Forever Buffs logo, Ralphie logo (on spirit items) and interlocking CU with Alumni Association staff approval.
- Access to a "group name"@colorado.edu forwarding email address.
- Approval from the university to be a sanctioned affiliate organization.
- Event support from the Alumni Association, including event planning, financial assistance and professional staffing (when available).



- An annual promotional giveaway delivery for watch parties, graduations and other events, with items ordered exclusively for alumni organizations.
- Your events listed on the Alumni Association website to bring added awareness.
- All volunteer leaders are invited to attend the exclusive Volunteer Appreciation Leadership Weekend hosted annually in Boulder. This event provides exclusive training and networking opportunities.
- Volunteer leaders are invited to university events that may take place in your respective city, hosted by all the schools and colleges, to attend as representatives. You may be asked to speak as part of the program to encourage alumni to participate in your organization's activities.
- Access to webinar and social media training for volunteer leaders through the Alumni Association.

Funding

Grant Funding will be provided on a case-by-case basis with earlier requests given priority. This funding is intended to build your organizational capacity and engage more alumni. Your proposal will be reviewed by a committee to determine if it is the best allocation of the limited funds that are available. Feedback will be provided and may revise the amount or nature of your request. Please keep in mind:

- Volunteer organizations should apply using the Grant Request Form.
- Volunteer organizations will receive written approvals via email when grant requests are approved.
- Individuals will not be reimbursed for purchases that have not been approved by an Alumni Association staff member.
- Grant funding is not based on market size. You are not limited to a single grant disbursement or dollar amount.
- The Alumni Association can cover a deposit required for event space or tickets, with the agreement that all funds will be returned to the Alumni Association. Please note that whatever money is made back will come back to the Alumni Association and not to Chapter/Club financial or scholarship funds, unless otherwise agreed upon by the Alumni Association and Chapter/Club.

Grant funding cannot be used for the following purposes:

- To purchase alcohol, unless special approval is granted by Alumni Association staff member.
- To fund a chapter's scholarship account.
- To pay an individual for reimbursement.
- To pay a speaker or special guest (unless they have filed W2 paperwork and are an approved vendor of the University of Colorado).
- To pay a non-refundable music act (band, singer, etc.) prior to the event.



Finances

Tax Liability

Chapters and Clubs, by legal definition, are considered separate entities from the University of Colorado Boulder and the Alumni Association. Any revenue collected by the Chapter or Club may be considered taxable income at the state or federal level, and the chapter leadership is responsible for filing state and federal tax returns on this income.

The University of Colorado Boulder and the CU Boulder Alumni Association cannot be held responsible for any tax liability accrued by Chapters or Clubs. If a Chapter or Club has or opens a bank account for operational expenses, leadership should build funds into their operating budgets to help cover these liabilities.

Income – External System

All Chapters and Clubs may choose how to accept money through events, ticket sales, fundraisers, sale of merchandise, etc. If the Chapter or Club leadership chooses to use an external company or system (example: EventBrite, PayPal) to process income, and the Chapter or Club is not a registered nonprofit organization with their local and federal government, that income will be reported on an IRS Form 1099-K (Payment Card and Third-Party Network Transactions) and may be taxable. Failure to declare the income reported on the IRS Form 1099-K may result in receiving correspondence from the IRS and the ultimate imposition of penalties and interest charges. Chapter and Club leaders are responsible for this tax liability.

Income – Internal System

The University of Colorado Boulder and, by extension, the Alumni Association is a registered 501(c)(3) nonprofit organization recognized by the State of Colorado and the U.S. federal government. Recognized Chapters and Clubs may choose to use the Alumni Association's payment processing system to avoid personal tax liability when the Chapter or Club takes in money for events, fundraisers, sale of merchandise, etc.

Income and Reimbursements

The following rules and regulations apply to funds that are accepted through the Alumni Association on behalf of registered Chapters and Clubs:

- The university can issue a check, make a payment or provide reimbursement directly to an individual but not to a Chapter or Club bank account.
- All reimbursements must be approved before you make a purchase.
- Once the Alumni Association collects income on behalf of a Chapter or Club, that money must either:
 - Stay within a university account.
 - Be used to pay an approved vendor for goods and/or services provided.



- Money collected through the Alumni Association cannot be sent back to the Chapter or Club to be used as general operating funds.
- Money collected through the Alumni Association cannot be transferred to a Chapter or Club's scholarship account within the CU Foundation.

There are strict regulations surrounding how the Alumni Association can distribute funds. Please contact your Alumni Association liaison for guidance and additional information about income collection.

Important Note: Chapters/Clubs are not required to have their own bank account or financials. In fact, we discourage personal Chapter/Club bank accounts because the Alumni Association can provide most financial support through grant funding.

Volunteer Liability

Chapters and Clubs, by legal definition, are considered separate entities from the University of Colorado Boulder and the Alumni Association. The university does not provide any liability coverage for volunteers associated with Chapters and Clubs.

The Alumni Association has made it a standard practice to include a check box liability waiver to every registration site that attendees are required to check to register. The Alumni Association strongly recommends if a Chapter or Club uses a third-party registration site (i.e. EventBrite, PayPal), that they include a required field that has guests release liability claims.

The University of Colorado has an approved liability waiver. That form will be used by the Alumni Association on all volunteer-hosted events. In today's environment, event attendees are regularly asked to sign liability waivers. While situations may still arise, this offers the best solution for providing liability protection to volunteer hosts.

