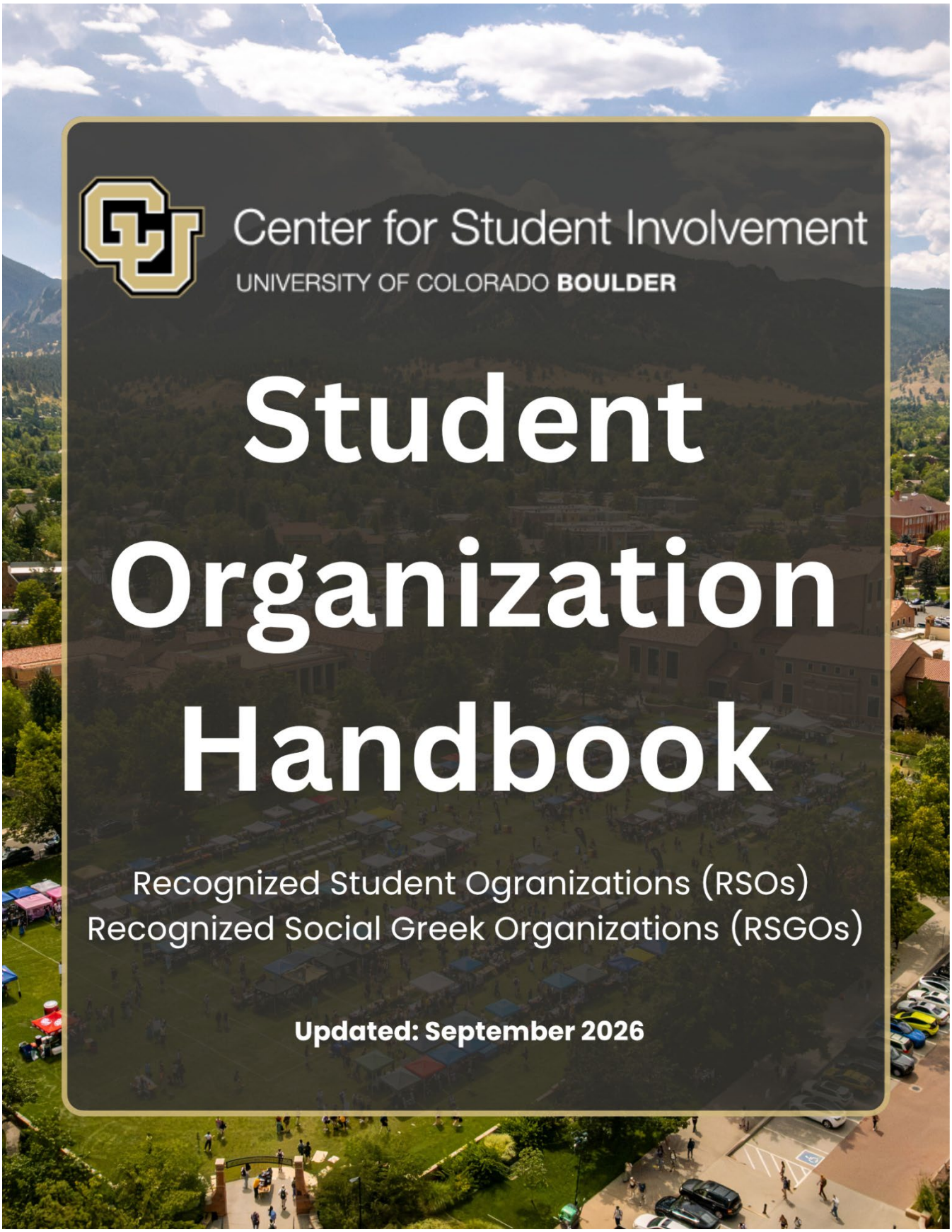

Center for Student Involvement
UNIVERSITY OF COLORADO BOULDER
Student Organization Handbook
Recognized Student Ogranizations (RSOs)
Recognized Social Greek Organizations (RSGOs)
Updated: September 2026

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Welcome

Introduction to the Center for Student Involvement

Thank you for your interest in getting involved on campus. The Center for Student Involvement (CSI) is a service department of the University of Colorado Boulder Student Government (CUSG) within the Division of Student Life.

CSI has a variety of resources and programs to support you during your time at the University of Colorado Boulder. We hope that this handbook will provide you with the information you need to get involved. There are plenty of ways to get involved, and we hope that you find the one that works best for you. If you have any questions, don't hesitate to stop into our office or reach out through our website, social media or email.

CSI is located in the University Memorial Center (UMC), on the third floor in room 330. Our office hours are from 8:00am-5:00pm during the school year and 7:30am-4:30pm in the summer. Additionally, you can find us on social media platforms or email studentorganizations@colorado.edu.

Purpose

The purpose of CSI is to provide programs, events, and student organization services that give students opportunities to develop as individuals and create connections to the campus community. At the University of Colorado Boulder, we believe that one of the most viable ways for our students to engage in university life is to become involved with student organizations. In CSI, we firmly believe that properly managed and supported Recognized Student Organizations (RSO) and Recognized Social Greek Organizations (RSGO) can create an effective learning environment that prepares our students to live in a multi-faceted society and to work in a global community. Student Organizations serve as a medium for academic discourse, personal growth, leadership development, intercultural understanding, community service, and lasting friendships.

Research on the benefits of student organization membership suggests that involved students tend to perform better academically and are more likely to graduate than their non-involved peers. Students involved in organizations composed of peers learn leadership and interpersonal skills, as well as life skills such as planning, time management, and budgeting. Involved students develop a more robust, supportive network of friends and colleagues that often lasts beyond their college years.

CSI Mission & Vision

Mission

We support each student to design their own involvement journeys, creating pathways for meaningful connections. With students as co-creators, we cultivate experiences and communities that shape learning, inspire transformation, and form lasting memories.

Vision

To be the primary student activity hub for every student to shape their best Buff experience.

CSI Board

The Center for Student Involvement Board (CSI Board) is an Advisory Board for the Center for Student Involvement. The Board provides student perspectives that help CSI respond to the needs of students and student organizations. The Board is made up of students, staff, and ex-officio/non-voting members who share ideas, experiences, and feedback with the CSI director to help inform CSI's policies, programs, services, and priorities. The Board also provides a space for appeals to low-level organization standing changes. A student organization may contact the CSI Board to appeal to a CSI decision to their standing. To learn more, refer to the **Organization Standing** section of the handbook.

Throughout the academic year, the Board meets to discuss student experiences, identify emerging needs and opportunities, and offer perspectives on CSI initiatives. Board members have opportunities to share their experiences, provide feedback on proposed policies and programs, and suggest ideas for how CSI can better align its resources and services with student needs.

To join or learn more, contact the CSI Board at **csiboard@colorado.edu**.

BuffConnect

BuffConnect is a centralized system in which student organizations can manage their operations. Each group receives a customizable portal which allows them to publicize the following:

- Details and descriptions of the organization
- Events and activities hosted by the organization
- Documents and resources associated with the organization
- Pathways to getting involved with the organization

Certain information from the portal is included on the student organization public directory and more detailed information about the organization is accessible to students by logging into BuffConnect using their CU Identikey. While BuffConnect has a variety of functions and tools available for student organizations to use, there are a number of RSO & RSGO operations that must be completed through BuffConnect. They are as follows:

- Registration
    - Signing the Annual RSO/RSGO Agreement
    - Completing the Annual Registration (established RSOs) or New Organization Registration (new RSOs)
    - Attending an Annual RSO Training
- Administrative Changes
    - Requesting changes to authorized Organization Administrators
    - Requesting access to an RSO/RSGO email account
    - Requesting an RSO/RSGO name change
    - Requesting a change to the category of an RSO/RSGO
    - Requesting an RSO/RSGO be deactivated
- Finances
    - Submitting Budget Requests
    - Submitting Payment Requests
    - Submitting Post-Spending Reports
    - Requesting Cash Boxes
    - Submitting printing requests through the CSI Resource Center

Organization Recognition

Recognition Overview

The Center for Student Involvement (CSI) is responsible for supporting student organizations on campus, including annual registration, policy and procedure enforcement, financial management, and other operational considerations. There are two types of student organizations recognized by CU Boulder: Recognized Student Organizations (RSO) and Recognized Social Greek Organizations (RSGO).

Definitions

Recognized Social Greek Organizations (RSGOs)

Recognized Social Greek Organizations are supported by both the Office for Fraternity and Sorority Life (FSL) and CSI. RSGOs are a separate classification of student organization, where the organization, due to the 1972 Amendments to Title IX, can restrict membership based upon sex. RSGOs are often associated with national chapters and affiliated with a local governing body of organizations. They are also recognized by the University, such as the Panhellenic Council, Interfraternity Council, the National Pan-Hellenic Council, and the Multicultural Greek Council. RSGOs have additional rules, policies, and procedures to become recognized and remain in Active status with CSI, FSL and the University.

An additional set of policies and procedures also govern RSGOs per Title IX compliance, legal and risk management considerations, and national organization chapter affiliations. New organizations which are believed to fall into this category must work directly with the Office of Fraternity and Sorority Life (FSL).

Recognized Student Organizations (RSOs)

Recognized Student Organizations (RSOs), or Established RSOs, are third-party student-led groups who are recognized by CSI and the University as an Active student organization for the associated Academic Year and have completed the relevant requirements to register. These organizations have been an RSO for at least twelve (12) months. RSOs are open to all students and may not discriminate or limit membership based on the protected classes enumerated in the University's Protected Class Nondiscrimination Policy, found here: https://www.cu.edu/ope/aps/5065.

All RSOs are required to abide by, and include the following language within their organization's governing documents during Annual Registration or Organization Registration to maintain their Active status:

1. In accordance with University policy, RSOs are open to all CU Boulder students and do not discriminate based on race, color, national origin, sex, age, disability, creed, religion, veteran status, marital status, political affiliation, political philosophy, pregnancy, sexual orientation, gender identity or gender expression in accordance with state, federal, and Regent law.

Though all RSOs are open to all students, some RSOs may seek to limit membership in other allowable ways such as:

1. Tryouts & Auditions
2. Grade Point Average (GPA)
3. Undergraduate or Graduate Focused
4. Membership Dues and Fees

An RSO or Established RSO maintains this status by completing the Annual Registration process with CSI and the University each academic year. If an RSO does not complete Annual Registration for two (2) Annual Registration cycles the organization will be transitioned to a New RSO status the next time the organization attempts to complete registration.

New Recognized Student Organization (RSO)

New Recognized Student Organizations (New RSOs) are third-party student-led groups who are recognized by CSI and the University as an Active student organization for the associated Academic Year or Semester who matches one (1) of the two (2) following criteria:

1. New student organization that have not previously been formally registered with CSI and the University as an RSO.
2. Inactive and formally registered RSO that have not completed Annual Registration for more than two (2) Annual Registration cycles.

A New RSO maintains this status for no more than 12 calendar months and is then transitioned to an Established RSO status.

1. New RSOs who register in the fall semester to start in the following spring semester of the same Academic Year will be considered an Established RSO the following spring semester.
2. New RSOs who register in the spring semester to start in the following fall semester of the next Academic Year will be considered an Established RSO the following fall semester.

Timeline Overview (Established RSOs and New RSOs)

The following are the timelines and ranges for Annual Registration and Organization Registration for New & Established RSOs:

Established RSOs	These RSOs must complete Annual Registration between July 1 – September 30 of each Academic Year to maintain their Active status.
New RSOs (Proposed in Fall)	These New RSOs must complete Organization Registration in the Fall semester of the associated Academic Year to be considered an Active New RSO the following Spring semester of the same Academic Year. Specific timelines and dates are established by the CSI during the Summer term for the upcoming Fall term. New Organization Registration timelines must occur between August - November of each Fall term.
New RSOs (Proposed in Spring)	These New RSOs must complete Organization Registration in the Spring semester of the associated Academic Year to be considered an Active New RSO the following Fall semester of the upcoming Academic Year. Specific timelines and dates are established by the CSI during the Fall term for the upcoming Spring term. New Organization Registration timelines must occur between January – April of each Spring term.
New RSOs (Proposed in Summer)	Proposals for New RSOs in Summer terms are not entertained and must be proposed in a Fall or Spring term.

Registration of Established RSOs

To be recognized by CSI and the University and receive the privileges and benefits as outlined in the associated year's Annual RSO Agreement, an RSO / Established RSO must complete the two registration steps below between July 1 and September 30 of each Academic Year:

Submit Annual Registration Form	Submit the Annual Registration for the associated Academic Year within BuffConnect. This form seeks to collect, change, or verify the following information: • RSO Officers • RSO Advisor • RSO Bylaws • Organization Administrators • Email & Password Access • RSO Category • Youth Protection Activity • International Travel Activity • Signing the Annual RSO Agreement
Attend an Annual RSO Training	An Organization Administrator for the RSO is required to represent the RSO at an Annual RSO Training.

Annual RSO Training for Established RSOs

The Annual RSO Trainings is a requirement for an Established RSO to return as an RSO for the affiliated Academic Year. The trainings are accessible during the Annual Registration window, July 1 – September 30, and additional trainings can be added as authorized by CSI or the CSI Board.

An Organization Administrator must attend an Annual RSO Training within the established CSI time period. The Organization Administrator who attends the Annual RSO Training will be responsible for disseminating information learned to the other Organization Administrators and Officers. Training attendance is logged through BuffConnect.

Students can only attend the training on behalf of one (1) RSO.

Registration for New RSOs

To be recognized by CSI and the University and receive the privileges and benefits as outlined in the associated year's Annual RSO Agreement, a New RSO must complete the following registration steps below between the outlined Academic Semester timelines established by CSI:

Submit New RSO Proposal Form	Submit the New RSO Proposal Form for the associated Academic Year within BuffConnect by the designated timeline as outlined by CSI.
Attend a New RSO Intake Meeting	If approved to move forward, meet with a CSI Liaison to further discuss the proposed New RSO by the designated timeline as outlined by CSI.
Identify an Advisor	A faculty/staff advisor will need to be identified before the Symposium. If an advisor is not identified, then the group cannot continue in the process.
Attend a New RSO Symposium	If approved to move forward, represent the proposed New RSO by having one (1) to two (2) representatives attend the New RSO Symposium.
Submit Organization Registration Form	Submit the Organization Registration for the associated Academic Year within BuffConnect. This form seeks to collect, change, or verify the following information: • RSO Officers • RSO Advisor • RSO Bylaws • Organization Administrators • Email & Password Access • RSO Category • Youth Protection Activity • International Travel Activity • Signing the Annual RSO Agreement

New RSO Symposium for New RSOs

The New RSO Symposium is a requirement for a New RSO to formally establish itself as a New RSO for the affiliated Academic Year. The New RSO Symposiums are held once a semester and those who can attend have been vetted and authorized by CSI as a New RSO who has completed the prior steps to become a New RSO.

A proposed New RSO can send up to two (2) students to represent the organization at the event. Ideally, these individuals should be students who are identified to become an Organization Administrator.

Students can only attend the New RSO Symposium on behalf of one (1) New RSO at a time. If a student is an Organization Administrator of an Established RSO, they must work with CSI to change Organization Administrator assignments from the Established RSO to the New RSO before attending the New RSO Symposium.

Requirements of RSOs (Established & New)

To be recognized by CSI and the University and receive the privileges and benefits as outlined in the associated year's Annual RSO Agreement, an RSO / Established RSO must meet the following requirements during the associated Academic Year (or between July 1 – June 30):

Minimum Membership	An RSO must have a minimum of three (3) CU Boulder students registered as a Member and/or Officer on their BuffConnect roster.
Minimum Organization Administrators	An RSO needs to have a minimum of one (1) CU Boulder student registered and confirmed by CSI as an Organization Administrator.
Minimum Activity	An RSO needs to have a minimum of one (1) activity such as a meeting or event submitted onto the BuffConnect calendar each semester of an Academic Year.
Minimum Officers	An RSO needs to have a minimum of one (1) Officer, in the form of a President (or President-like position). If an RSO only has one (1) Officer, that Officer will automatically be identified as an Organization Administrator.
Bylaws & Governing Documents	An RSO needs to have an established set of Bylaws or Governing Documents which detail how the RSO is operated.
RSO Advisor	An RSO needs to have a minimum of one (1) CU Boulder Faculty/Staff registered and confirmed by CSI as an authorized RSO Advisor on their BuffConnect roster.

Reviewing & Approving Registration

The following items may prevent or delay an RSO's ability to complete Annual Registration or Organization Registration from approval:

- Registration requests that are incomplete, contain conflicting or inaccurate information, or do not fully address the questions asked therein, will be returned for review and revision.
- Registration requests that have the same mission or purpose of an existing RSO, RSGO, or University resource or service may require further review to determine the necessity of an additional organization so closely aligned with one already approved.
- Registrations which provide avenues for individual personal or financial gain through their activity in the RSO.
- Registration requests that appear to be unduly influenced by a third party or other entity as an RSO in order to access University resources and services.
    - Example: Creating an RSO for the ability to reserve on-campus facilities for an Unaffiliated Fraternity or an RSO that is in Disciplinary Suspension.
- Registration requests to create an umbrella organization whose purpose is to govern other RSOs or student organizations.

It is at the discretion of the Center for Student Involvement (CSI) to approve or deny Annual Registration or Organization Registration requests based upon the above guidelines.

If a proposed New RSO or an Established RSO would like to appeal a decision made regarding their registration, they will need to contact CSI and the CSI Board by emailing studentorganizations@colorado.edu.

Organization Standing & Misconduct

University Policies, Rules, and Regulations

An RSO (New or Established) is required to ensure the organization is operating and in alignment with the operations of the University. Through the Annual RSO Agreement, RSOs acknowledge and agree to abide by University policy, rules, and regulations for the entirety of their time as an RSO.

As a result, RSOs must abide by University policies including, but not limited to:

- Campus Use of University Facilities (CUUF Policy): https://www.colorado.edu/compliance/policies/campus-use-university-facilities
- Protected Class Nondiscrimination Policy: https://www.cu.edu/ope/aps/5065
- University Sexual Misconduct Policy: https://www.cu.edu/ope/aps/5014
- The Student Code of Conduct: https://www.colorado.edu/sccr/students/honor-code-and-student-code-conduct
- The CU Boulder Licensing Policy: https://www.colorado.edu/compliance/policies/licensing-policy
- The Acceptable Use of CU Boulder IT Resources Policy: https://www.colorado.edu/compliance/policies/acceptable-use-cu-boulders-it-resources
- International Travel and Programs Policy: https://www.colorado.edu/oie/international-risk-committee/cu-boulder-policy-student-international-travel-and-programs
- Youth Protection Policy: https://www.colorado.edu/compliance/policies/youth-protection-policy
- Insurance and Indemnification Requirements: https://www.cu.edu/ope/aps/7001
- Fair Campaign Practices Act: https://leg.colorado.gov/bills/hb18-1047

Organization Standing & Definitions

RSOs (New or Established) can be placed in one (1) of five (5) standings throughout the year. Standing is assigned to RSOs based on the ability to successfully register the organization as well as the organization's ability to abide by university policy/rules/regulations and/or CU Student Government (CUSG) governance.

Active Status: RSOs in Active status are considered organizations who are fully registered and are provided with access to select resources and services from the University as outlined in the Annual RSO Agreement. The student organization is in compliance with all University policies and the Annual RSO Agreement and has no ongoing investigation of a current violation of a University policy or the Annual RSO Agreement.

Inactive Status: RSOs in Inactive status are considered organizations who have not completed the Annual Registration process for at least one (1) Annual Registration cycle or an RSO who has been found in violation of the Annual RSO Agreement. These may also be organizations who have formally transitioned the RSO to become Inactive with CSI.

Realignment: RSOs in Realignment status are considered organizations who are monitored and assigned an educational outcome assignment over a period of time, as specified in writing, with the intention to rectify or resolve behavior or instances where the organization has been found in violation of a University policy or the Annual RSO Agreement. Alternatively, this can also occur if an RSO has further violations to a University policy or the Annual RSO Agreement during their Disciplinary Probation period.

Disciplinary Probation: RSOs in Disciplinary Suspension are considered suspended organizations who are ineligible to access resources and services outlined in the Annual RSO Agreement. They cannot gain access to University resources and services through other means such as other RSOs, RSGOs, etc. They are not considered an Inactive RSO.

Disciplinary Suspension: RSOs in Disciplinary Suspension are considered suspended organizations who are ineligible to access resources and services outlined in the Annual RSO Agreement. They cannot gain access to University resources and services through other means such as other RSOs, RSGOs, etc. They are not considered an Inactive RSO.

Organization Standing Process Grid:

	Active Status	Inactive Status	Realignment	Disciplinary Probation	Disciplinary Suspension
Access to Resources & Services	The RSOs are provided with access to the resources and services outlined in the Annual RSO Agreement.	The RSO will lose all access to resources and services outlined in the Annual RSO Agreement.	The student organization may not have access to some, or all of the resources and services outlined in the Annual RSO Agreement during this time (i.e. space reservations, funding).	The RSOs maintains access to the resources and services outlined in the Annual RSO Agreement during this time.	The RSO will lose all access to resources and services outlined in the Annual RSO Agreement.
Assignment & Appealing Authority	Active status is assigned to a student organization by the Center for Student Involvement. This is not an appealable status.	Inactive is a status that is assigned to a student organization by the Center for Student Involvement. This can be appealed through CSI and the CSI Board	Realignment is a status that is assigned to a student organization by the Office of Student Conduct and Conflict Resolution (SCCR) in collaboration with CSI. This can be appealed through SCCR.	Disciplinary Probation is a status that is assigned to a student organization by the Office of Student Conduct and Conflict Resolution (SCCR) in collaboration with CSI. This can be appealed through SCCR.	Disciplinary Suspension is a status that is assigned to a student organization by the Office of Student Conduct and Conflict Resolution (SCCR) in collaboration with CSI. This can be appealed through SCCR.
Resolution Decision			At the conclusion of their monitored period, the University will determine if an RSO is eligible to return as an Active RSO.	At the conclusion of their monitored period, the University will determine if an RSO is eligible to return as an Active RSO	
CSI & CSI Board Adjudication			In cases where a student organization misconduct case is referred to CSI to adjudicate, CSI can determine the assignment of the Realignment status in collaboration with the CSI Board. This can be appealed through the CSI Board. At the conclusion of their monitored period, the CSI and/or the CSI Board will determine if an RSO is eligible to return as an Active RSO.		

Reporting & Authorities

Any alleged violation of University policy or the Annual RSO Agreement by an RSO is referred to the following on-campus entities:

Student Code of Conduct & University Policy Allegations: The Office of Student Conduct and Conflict Resolution (SCCR) – Submit a report **here** or by emailing studentconduct@colorado.edu.

Discrimination & Harassment Allegations: The Office of Institutional Equity and Compliance (OIEC) – Submit a report **here** or by emailing oiec@colorado.edu.

Crime Allegations: The CU Police Department (CUPD) and/or Clery Report. Submit a report **here** or call 911.

Annual RSO Agreement & Student Organization Handbook: The Center for Student Involvement (CSI) and the CSI Board – Submit a report by emailing studentorganizations@colorado.edu.

The SCCR and/or the OIEC will determine actions and changes to organization standing at a University level such as moving an RSO into Disciplinary Probation, Realignment, or Disciplinary Suspension status. In relevant situations, the SCCR and the OIEC will work with CSI on actions towards Organization Standing changes for an RSO.

Adjudication & Reporting Process

Any alleged violation of University policy or the Annual RSO Agreement by an RSO is referred to the appropriate on-campus entities via a formal report or another form of outreach.

Depending on the violation severity and if this is a first-time offense, an RSO may receive an initial warning from the Center for Student Involvement (CSI) and/or another on-campus entity. These warnings often times do not result in changes to Organization Standing but can.

For violations that may result in Organization Standing changes due to an alleged violation of a University policy or the Annual RSO Agreement, the RSO will engage and participate in the steps as outlined by the Office of Student Conduct & Conflict Resolution (SCCR) unless otherwise redirected by the SCCR.

- For violations to a University policy or the Annual RSO Agreement that has been determined eligible for CSI and/or the CSI Board to adjudicate the following is the outlined adjudication process for RSOs as defined by the CSI and the SCCR:

Step 1: Organization Misconduct Report Received and Adjudication Pathways Determined	A Student Organization Misconduct Report has been formally submitted to the SCCR and/or the CSI. All reports submitted to CSI will require CSI to submit to SCCR. The SCCR will determine if a situation should be adjudicated by the SCCR or by the CSI/CSI Board. **This happens no later than 10 business days after a report is received.**
Step 2: Notice to RSO	CSI Assistant Director (or Designee) would make an initial outreach to the RSO to notify the RSO of the Incident Report and a request to meet with the RSO Organization Administrators and RSO Advisor (if available). **The notice should be sent no later than 10 business days after SCCR has determined adjudication should go through CSI and the CSI Board.**
Step 3: Information Gathering Meeting	CSI Assistant Director (or Designee) connects with the RSO Organization Administrators and RSO Advisor (if available) to share information on the Incident Report and to gather additional information from the RSO. **This meeting should occur no later than 10 business days after the initial outreach from CSI has gone out to the RSO.**

Step 4: Determine Organization Standing Impacts	CSI Assistant Director (or Designee) would determine if the RSO is facing Organization Standing changes and limited access to some or all resources and services as outlined in the Annual RSO Agreement in collaboration with the CSI Board. **This decision should occur no later than 5 business days after the Information Gathering Meeting and must be sent to the RSO.**
Step 5: Organization Standing Action Meeting	CSI Assistant Director (or Designee) would schedule a meeting amongst all impacted parties in order to discuss Organization Standing changes and actionable next steps for resolution. **This meeting should occur no later than 5 business days after the determination of Organization Standing impacts with the CSI Board.**
Step 6: Monitoring the RSO	CSI will monitor the RSO during their Disciplinary Probation or Realignment timeline in order to determine if actions are being taken to resolve behavior or to follow up when further violations were to occur. Further violations could result in an RSO moving towards Disciplinary Suspension. **This monitoring period varies by the situation.**
Step 7: Close Out Student Organization Misconduct Report	CSI Assistant Director (or Designee) would formally close out the Student Organization Misconduct Report with the SCCR and document the actions monitored in the previous step. **This should be completed no more than 10 business days after the conclusion of an RSO's monitored timeline.**

Appeals to Organization Standing

Appeals to a decision or finding made by the Office of Student Conduct & Conflict Resolution (SCCR) can be made directly to the SCCR by contacting the designated point-of-contact for the presiding case or by contacting the SCCR at studentconduct@colorado.edu. Appeals to a decision or finding made by the Office of Institutional Equity & Compliance (OIEC) can be made directly to the OIEC by contacting the designated point-of-contact for the presiding case or by contacting the OIEC at oiec@colorado.edu.

Appeals to a decision or finding made by the Center for Student Involvement (CSI) or the CSI Board can be made directly to the CSI Director and/or CSI Board Chair by emailing involvement@colorado.edu.

Appeals from an RSO that need general direction can be done by contacting the CSI by emailing studentorganizations@colorado.edu.

Staff Support & Organizational Categories

To provide support and guidance to all RSOs and RSGOs, CSI, and OFSL staff members have been identified to serve as liaisons based upon the organization's self-selected category. In addition to providing organizational support and guidance, liaisons are also responsible for reviewing, approving, or denying, and sending any Budget Request to the appropriate funding sources through BuffConnect. It is the responsibility of the student organization to meet with a CSI liaison prior to submitting any funding requests, or planning any major on-campus event or off-campus travel. It is encouraged that student organizations make appointments to meet with their assigned liaison, however, during business hours, one to two liaisons may be available for drop-in appointments.

A list of liaisons by category can be found at https://www.colorado.edu/involvement/student-organizations/liaison-staff

Positions & Responsibilities

Definitions

Organization Administrator

An Organization Administrator (Org Admin) is a current and enrolled CU Boulder student who is considered a designated representative and primary Officer for the RSO / RSGO. These roles are limited to three (3) students per RSO / RSGO and a student organization must have always at least one (1) Organization Administrator and no more than three (3) Organization Administrators.

President

A President is a current, enrolled, and fee-paying CU Boulder student who is considered an official representative and the primary student leader of the RSO, often selected to serve in a positional capacity for the RSO for an Academic Year or a term specifically defined by the RSO.

For most situations, the President of an RSO is considered one (1) of three (3) Organization Administrators.

An RSO is eligible to have more than one (1) President of the organization. Organization Administrator access is provided to at least one (1) of the Presidents in these situations but can be provided to multiple as long as the RSO is abiding by the Organization Administrator requirements and limitations.

Officer

An Officer is a current, enrolled, and fee-paying CU Boulder student who is considered an official representative and student leader of the RSO, often elected or selected to serve in a positional capacity for the RSO for an Academic Year or a term specifically defined by the RSO. All Officers of an RSO *are not* considered an Organization Administrator and only the primary Officers are identified as an Organization Administrator.

Member

A Member is a current and enrolled CU Boulder student who is considered an active participant of the RSO over the course of an Academic Year or Semester. A Member does not have power and authority over RSO operations like an Officer or Organization Administrator. Membership as a whole for an RSO must be comprised of 2/3 fee-paying students.

However, activities and actions of these Members can have an impact on the RSO including but not limited to:

1. Misuse of university facilities.
2. Violation of campus marketing and postering policies.
3. Misuse of the CU brand and trademarks.

RSO Advisor

An RSO Advisor is a current and employed CU Boulder Faculty/Staff who is considered an official representative and advocate of the RSO, often selected or identified by an Organization Administrator to serve in the role for an Academic Year or Semester. RSO Advisors do not have ultimate decision-making power over the RSO and instead are seen as a resource or mentor for the student leaders running the RSO. RSO Advisors are also considered Mandatory Reporters, Responsible Employees, and/or Campus Security Authorities and as such have a responsibility to report allegations of Discrimination & Harassment within the RSO to the Office of Institutional Equity & Compliance (OIEC), allegations of crime to CU Police Department (CUPD) or through a Clery report, and allegations of student conduct and conflict to the CSI or the Office of Student Conduct & Conflict Resolution (SCCR).

Organization Administrators

Organization Administrator Responsibilities:

Organization Administrators are the only students in the RSO / RSGO who can:

1. Initiate Annual Registration (Established RSOs and RSGOs) or Organization Registration (New RSOs or RSGOs).
2. Reserve space at CU Boulder.
3. Request funding and authorize approved spending from allocated student-fees.
4. Organization Administrators must use a University of Colorado email address as their primary email for communication purposes.

Organization Administrator Eligibility for RSOs and RSGOs:

Must be a current, enrolled, fee-paying CU Boulder student as confirmed through the CU Student Integrated Systems (CU SIS). Cannot be an elected CU Student Government (CUSG) official.

Organization Administrators will be verified by the Center for Student Involvement (CSI) whenever they are identified by an RSO/RSGO. CSI reserves the right to audit and remove students from being an Organization Administrator to an RSO/RSGO if eligibility is not met.

Organization Administrator Limitations for RSOs and RSGOs:

A student cannot be an Organization Administrator for more than one (1) RSO/RSGO at any time. A student can hold multiple positions such as a President or Officer role but the RSO/RSGO must still ensure that it has a minimum of one (1) Organization Administrator if the President cannot be an Organization Administrator.

If removing an Organization Administrator causes an RSO/RSGO to not have any Organization Administrator, the RSO/RSGO risks moving into Inactive status due to not meeting requirements defined by the Annual RSO/RSGO Agreements.

Organization Administrator – Changes and Granting Access:

Officers are not automatically granted Org Admin status. All changes must be submitted through the Organization Leadership Access Form (OLAF) found on BuffConnect and only current Org Admins may request these changes. The Org Admin status is not automatically removed from graduating students and officers do not automatically become Org Admins.

It is the responsibility of the current organization administrators to ensure a smooth transition of the Org Admin status through OLAF.

If all Org Admins have graduated, lost access to BuffConnect, or there has been an unexpected leadership transition, the following process may be followed:

1. The incoming Org Admin should email studentorganizations@colorado.edu explaining the situation.
2. If all current Org Admins have graduated, or if the only listed Org Admin has been unresponsive, CSI will contact the current Org Admins through their CU Boulder student email accounts and provide a three-business day deadline to object to the requested changes.
3. If CSI does not receive a response from the current organization administrators, CSI will move forward with the changes.
4. If the incoming officers are able to contact the current Org Admins, they are strongly encouraged to have the current Org Admins email studentorganizations@colorado.edu to request the changes directly.

Professional Staff Support

Definitions

CSI Liaison

A CSI Liaison is a current and employed CU Boulder Staff who works in the Center for Student Involvement (CSI) and is assigned to one or multiple RSO categories as a primary point-of-contact for the RSO from CSI for the Academic Year or Semester.

CSI Finance Staff / Accountant

A CSI Finance Staff / Accountant is a current and employed CU Boulder Staff who works in the Center for Student Involvement (CSI) and is assigned to one or multiple RSO categories as a primary point-of-contact for the RSO from CSI for the Academic Year or Semester for spending related support.

RSO Advisor

An RSO Advisor is a current and employed CU Boulder Faculty/Staff who is considered an official representative and advocate of the RSO, often selected or identified by an Organization Administrator to serve in the role for an Academic Year or Semester. RSO Advisors do not have ultimate decision-making power over the RSO and instead are seen as a resource or mentor for the student leaders running the RSO.

RSO Advisors are also considered Mandatory Reports, Responsible Employees, and/or Campus Security Authorities and as such have a responsibility to report allegations of Discrimination & Harassment within the RSO to the Office of Institutional Equity & Compliance (OIEC), allegations of crime to CU Police Department (CUPD) or through a Clery report, and allegations of student conduct and conflict to the Center for Student Involvement (CSI) or the Office of Student Conduct & Conflict Resolution (SCCR).

Support & Expectations

CSI Liaison

CSI Liaisons exclusively support RSOs in the following:

- Annual Registration (Established) and Organization Registration (New).
- Updating Organization Administrators.
- Funding from CU Student Government (CUSG), the Graduate Professional Student Government (GPSG), the Division of Student Life, and other applicable University funding sources.

CSI Liaisons can support RSOs in other areas such as:

- Space Reservations
- Event Planning
- Leadership Transition
- Bylaws
- Networking and Connecting to Campus Partners
- BuffConnect
- Navigating University Policies and the Annual RSO Agreement

CSI Finance Liaison / Accountant

CSI Finance Liaisons / Accountants exclusively help RSOs with the following:

- Unless otherwise unable by the CSI Liaison, funding from CU Student Government (CUSG), the Graduate Professional Student Government (GPSG), the Division of Student Life, and other applicable University funding sources.
- Spending of approved and allocated CUSG, GPSG, Division of Student Life, and other applicable University funds.

CSI Finance Liaisons / Accountants can support RSOs in other areas such as:

- Leadership Transition (Finances)
- Networking and Connecting to Campus Partners
- BuffConnect
- Navigating University Policies and the Annual RSO Agreement (Finances)

RSO Advisor

An RSO Advisor's support to an RSO will vary from organization to organization. At minimum, an RSO Advisor should maintain regular communication with the RSO President, Officer(s), and/or Organization Administrators to ensure they are kept up to date on RSO operations and to identify ways to support the students while serving in the role.

RSO Advisors can support RSOs in other areas and the following support varies by the RSO needs:

- Space Reservations
- Event Planning
- Leadership Transition
- Bylaws
- Networking and Connecting to Campus Partners
- Navigating University Policies

Privileges & Benefits

Active RSOs are given the following privileges and benefits of being officially recognized by the University and the Center for Student Involvement (CSI):

- The opportunity to apply for and gain access to funding from a variety of University funding sources including CU Student Government (CUSG) and the Graduate & Professional Student Government (GPSG) Funding Boards and sources for approved activities and travel. Funding is not guaranteed for any RSO.
- Utilization of an organization specific BuffConnect portal.
- Access to free or reduced rates for space on campus to conduct meetings, activities, and events.
- Fundraising opportunities including, but not limited to, hosting on-campus events, loggia table sponsorships, and CU-supported crowdfunding.
- Support from an assigned CSI Liaison and CSI Finance Liaison / Accountant to help with budgeting, event planning, and organizational management.
- Access to a financial account held in the CU Finance system and support of a dedicated CSI Finance Liaison / Accountant who facilitates the use and management of organizational funds.
- Access to the CSI Resource Center for printing services and access to commonly used office supplies
- Ability to market events using on campus space and resources.
- Ability to apply for office /locker space within the University Memorial Center (UMC) through the space allocation process governed by the UMC and CSI Boards (availability is limited).
- An official CU email address that will be used as the primary method of electronic communication with student organizations. Ability to request the usage of the CU name and select CU brands and trademarks.

Limitations

In accordance with the Annual RSO Agreement, Active RSOs have the following limitations. RSOs do not have:

- Access to the University Procurement Center. RSOs are not eligible for university procurement cards.
- Access to University Counsel. As third parties of the university, RSOs are responsible for their own legal matters and are not considered eligible to receive legal advice from University Counsel.
- Access to University Payroll and Benefits services. RSOs may not hire or employ individuals to work for the organization.
- Access to the University's tax-exempt or government status. RSOs cannot use the university' tax-exempt status for their operations.
- Coverage through the University Liability Insurance.

Bylaws

Bylaws Definition

Bylaws are the official rules a Recognized Student Organization (RSO) has created for itself which define the organization's purpose, membership, operations, and overall governance.

Bylaws are a requirement for all Recognized Student Organizations (RSOs).

Registration & Bylaws

An RSO is required to upload their most current copy of their organization's bylaws during Annual Registration (Established RSOs) or Organization Registration (New RSOs) for review from the Center for Student Involvement (CSI).

Bylaws Sections & Required Content

An RSO's bylaws vary from RSO to RSO. The below are suggested topics / sections that RSOs should consider including in their bylaws when creating or updating these documents. RSOs can also refer to the CSI Bylaws resources page for additional support or information:

- Important Sections:
    - Mission
    - Members
    - Officers
    - Meetings
    - Amendments to Bylaws
- Suggested Sections:
    - Officer Selection or Election Process
    - Finances & Budgets
    - Committees & Task Forces
    - Signature Events
    - Active Membership Requirements
    - Removal Processes

The following two (2) sections are required content that all RSOs must include in their bylaws.

Protected Class Nondiscrimination Policy

In accordance with University policy, this recognized student organization is open to all CU Boulder students and does not discriminate based on race, color, national origin, sex, age, disability, creed, religion, veteran status, marital status, political affiliation, political philosophy, pregnancy, sexual orientation, gender identity or gender expression in accordance with state, federal, and Regent law.

Member Removals

If a member alleges behavior against another member or officer involving potential violations of University of Colorado Boulder policies, including the Student Code of Conduct, and the Protected Class Discrimination, Sexual Misconduct, Intimate Partner Violence, Stalking, or other relevant policy under the jurisdiction of the Office of Institutional Equity and Compliance (OIEC), the student organization officers and members will not remove the member or officer. Instead, student organization officers and members will report this to either the faculty/staff advisor of the organization, the Center for Student Involvement, or directly to the OIEC Office. The OIEC or Student Conduct & Conflict Resolution will determine if removal of members is permissible, not the officers or members of the organization.

For allegations of OIEC policies: https://www.colorado.edu/oiec/reporting-resolutions

For allegations of the University of Colorado Boulder Student Code of Conduct: https://www.colorado.edu/sccr/

For allegations of criminal conduct: CUPD (Call 911 or if it's a Non-Emergency you can call (303) 492 – 6666.

Finance

Introduction to Finance

The financial branch of the Center for Student Involvement (CSI), known as CSI Finance, is available to assist student organizations with a variety of fiscal services. This includes managing on-campus accounts for student organizations , providing access to funds distributed by University entities, helping students navigate the University purchasing process, and providing information regarding financial best practices, and regulations, policies, and laws that apply to student organization financials.

The Organization Administrators of a student organization are the only members who have access to the various funds available to a student organization. While students are welcome and encouraged to discuss their needs with a CSI Liaison or CSI Finance Liaison / Accountant in person, over the phone, or via email, students will make all funding requests through the BuffConnect platform. This serves as both approval from the organization to spend their funds, as well as providing the necessary information to complete the specific type of request.

As is indicated in the Annual RSO Agreement, student organizations have a relationship with the University, but are not considered “part of” the University, and are thereby not covered by University insurance, governmental immunity, tax statuses, legal counsel, and other statuses or privileges afforded to the University. Because of this, we strongly advise organizations to discuss their financial activities with CSI Finance. While CSI staff are not tax specialists, nor financial advisors, they can help organizations be successful in their financial endeavors by offering additional resources, making them aware of potential tax, legal, or other implications, and potentially offer alternative options or solutions.

Requesting & Spending Funds from CUSG & GPSG

An RSO must work with their CSI Liaison to formally request funding through BuffConnect from eligible CUSG and GPSG Funding Boards or sources.

CSI Liaisons are expected to review and determine eligibility of a funding request based on Student Fee Regulations and/or appropriately affiliated Funding Board Bylaws or Regulations.

The CSI Liaison reserves the right to deny a funding request from an RSO based off the request’s inability to abide by applicable regulations.

Spending Funding from CU Student Government (CUSG) and the Graduate Professional Student Government (GPSG)

An RSO must work with their CSI Finance Liaison / Accountant to authorize spending of the funds distributed or allocated to an RSO through BuffConnect from CUSG or other sources (Revenue Fund, Gift Fund, Departmental Transfer Fund).

CSI Finance Liaisons / Accountants are expected to review and determine eligibility of a funding request based on Student Fee Regulations and/or appropriately affiliated Funding Board Bylaws or Regulations.

The CSI Finance Liaison / Accountant reserves the right to deny a funding request from an RSO based off the request's inability to abide by applicable regulations.

University Financial Policies & Procedure Adherence

When utilizing funds received by the University, CUSG, or GPSG, the RSO / RSGO is required to abide by all University Finance and Spending Policies and Procedures.

To ensure compliance, an RSO / RSGO must coordinate any spending plans of these funds with their designated CSI Finance Liaison / Accountant.

Fundraising

Student organizations have the ability to fundraise both on and off campus. Below highlights a variety of common fundraising options. The following is not a compilation of all policies, laws, etc. that may affect a student organization, but is here to provide guidance for regulations that govern common student organization activities. Please consult CSI Finance for specific guidance.

Common Fundraising Pitfalls

Sale of Goods (Items or Products, Not Services)

Typical types of items sold include food, clothing items, handcrafted items, books, etc. Colorado state and local sales tax must be collected and remitted on any sales of tangible goods. Your organization may not sell or use any items purchased with University resources for the purposes of raising funds for your organization.

- As of 8/24/2026, the Boulder, Colorado sales tax is: 9.195%.
- Example: If an organization is looking to sell an item at $5.00 then the organization needs to remit 9.195% for the sales tax which would be approximately $0.46. The overall profit would be closer to $4.50 to take into account sales tax.

Restaurant Fundraisers

Many restaurants will support organizations through events where a portion of sales/ proceeds during a specific period is donated. Please note that your organization may not use the University tax ID/ W-9 if one is requested by the vendor.

- Example (Non-Permissible, CU): If an organization is looking to work with Chipotle for a fundraiser night where a portion of the sales are given to the organization, the organization cannot provide the University's tax ID and/or W-9 tax document.
- Example (Permissible, Non-CU): If an organization has their own tax ID and/or W-9 tax document or if they are authorized to use information from a non-profit organization they are connected to (a college chapter of a larger national non-profit) then they can utilize those documents as long as it's the organization's or they've received authorized approval.

Volunteering Services

Some vendors/businesses will provide financial support to organizations that provide their time/ labor. Some examples are providing custodial/clean up services, refereeing, working sporting event concessions, etc.

- Example: If an organization is volunteering 10 members to help clean up a large event from a local business in exchange for $300.00.

Admission Fees to Events

Your organization can put on an event or performance and sell tickets. Admission tax is due on the value of the ticket if the performance occurs in Boulder. If a tangible item, such as a meal or shirt, is given with the purchase of admission, sales tax must be remitted for the value of those items in addition to the admission tax. Some venues may charge increased facility fees for events where money is collected. Be sure to ask when booking space on campus.

Offering a door prize may encourage people to purchase tickets or allow for a higher ticket price. It is important to note that a door prize differs from a raffle because they are not buying a ticket for a chance to win the prize, but are purchasing entry into the event, which comes with an equal chance for all attendees to win.

Games of Skill

Games of skill include things like dance competitions, sporting events, and other competitions or tournaments where competitors pay to participate. It is important that a person's potential for winning is not based on random chance but on their skill at that activity as compared to other competitors.

- Example: If an organization is hosting a dance competition and competitors are required to pay a registration or admission fee in order to be in the competition. If the competition is then judged based on the skill displayed or performed, then this is allowable. Funds received through these fees can be used towards overall expenses or competitor prizes.

Hosting or Inviting Non-Entities to Table (Events and Non-Events)

Entities that are looking to sell or promote a product or service on campus must be hosted by a campus entity (such as a student organization) in order to reserve space for the activity. The primary location is tabling space within the UMC, through CU Events Planning and Catering (EP&C). By hosting the entity, the student organization receives a portion of the money paid to reserve the space. The number of days a semester a vendor may reserve these tables is limited. Hosted groups that are not the student organization itself will be required to pay a tabling fee that starts at $250.00.

- Example: If an organization is hosting an outside entity to table in the UMC, the outside entity, and/or the RSO, must work with a venue scheduler such as EP&C to reserve the space and begin the process to collect payment. As long as there is a confirmed RSO that is hosting the group the RSO itself doesn't need to be present in the tabling but the hosted group will need to pay a minimum of $250.00 (30 – 35% of the rate paid will go to the student organization).

Vendor Sponsorships*

Student organizations can seek out businesses who may be willing to sponsor their organization. Sponsorship may be simply financial support, but can also include donations of goods or services, financial support in exchange for logo placement on advertising or uniforms, or other types of arrangements.*

- Example: If an organization receives $1,000.00 from an outside entity to support an event held on-campus in exchange for the outside entity's logo to be on a rotating PowerPoint presentation that is playing throughout the event.

CU Crowdfunding**

Crowdfunding is an online fundraising tool created by the University of Colorado Boulder that allows individuals and organizations to create and share fundraising campaigns with an engaged community.**

- Example: If an organization is looking to build a rocket throughout the academic year and is looking to collect donations from friends, families, students, alumni, businesses, etc. to complete the project.

Raffles***

A raffle is a “game of chance” where an individual buys a ticket for a change to win a prize. Because a person is paying money and may receive nothing in return (if they do not win the raffle) this is considered gambling and is covered by state gaming laws. One must have a license from the Secretary of State’s office to run a raffle and a certified Games Manager must be present. This differs from a giveaway or a door prize because either a person does not pay to be entered to win, or is entered to win in association with a purchase where they are receiving something (like admission to an event). No special licensing or certification is in that instance.

Fundraising "Disclaimers”

* It is recommended you discuss with CSI Finance any sort of vendor sponsorship before signing anything. While some types of “exchanges” may be seen as a business or marketing expense for the sponsor, others may see it as a donation. “Donations” to your student organization are generally not tax deductible.

**Crowdfunding is limited to University approved projects, not general operations of the organization, and all funds collected are considered donations to the University in support of the project. The Crowdfunding campaign is open for donation for a limited amount of time and the funds collected can only be spent for the purposes stated in the campaign. Accounts created for the purpose of accepting Crowdfunding cannot be used by the organization for other purposes or other types of fundraising. Crowdfunding campaigns must be approved by CSI before made live with CU Advancement.

***Raffles are governed by State Gaming Laws and must be administered by a Games Manager authorized by the Secretary of State with a State Gaming License. Hosting an unlicensed raffle could have hefty fines or legal consequences. See CSI Assistant Director of Finance for more information

Financial Campus Policies

Any monies collected on campus, or for an event that occurs on campus, must be deposited into an on-campus account. You must arrange to get a cash box from CSI before collecting money, at which time a CSI Finance Liaison / Accountant member will discuss how to ensure secure cash handling.

Students are limited to three University approved online credit card vendors when collecting on campus or for a campus event: Eventbrite, CVent, and Vendini. Because of the potential liability as well as the method by which funds are deposited, services like Square, PayPal, and Venmo, Cash App are not currently allowable.

For the full CUUF policy: https://www.colorado.edu/compliance/policies/campus-use-university-facilities-cuuf-procedures.

Student Fee Regulations (SFRs) are the rules that govern how student fee funds are to be used. These will be discussed in a bit more detail later in this section, but it is important to note that no student fee funds can be used, directly or indirectly, toward the purpose of fundraising for a third-party (outside of the University) which includes student organizations. This includes, but is not limited to, purchasing items to sell, purchasing items for a fundraising event, or marketing such an event. Additionally, student fee funds may not be used for the academic pursuit of members of the organization or for items that are personal in nature.

For the full Student Fee Regulations: Documents | CU Boulder Student Government | University of Colorado Boulder

As a representative of a student organization, financial decisions must be made to further the purpose or mission of the student organization. Whether financially or otherwise, members of an organization may not use the organization, or resources to which it has access, for the purpose of personal or academic gain. Members acting on the organizations' behalf are responsible for appropriately representing the activities and operations of the organization to University staff and others.

Financial Laws

Raffles

As mentioned above, Raffle activities are governed by Colorado State Gaming laws through the office of the Secretary of State. CSI maintains a Raffle License on CUSG's behalf and has a Certified Games Manager on staff as required by law. There are very strict requirements on how raffles must be reported, how they must be advertised, who can sell tickets, and how the Raffle drawing must be conducted. Organizations planning a raffle must meet with CSI in advance to discuss the requirements to hold a lawful raffle. We strongly recommend three months advance notice, but a minimum of six weeks.

Taxation

Student organizations are required to remit sales tax for the sales of tangible goods, so it is important for students to consider this when setting prices or fees for sales. CSI maintains a Boulder Sales Tax license and sales tax will be deducted from all applicable deposits into CSI accounts and will be remitted to the necessary bodies on behalf of the organization. If a tangible good will be received as a part of purchasing an admissions ticket (e.g. a meal, sticker, etc.) tax must be remitted on the lesser value of the good received or the price of admission.

Depending on the situation, students may be responsible for reporting income received by the organization to the IRS. Because the student organization is considered a third-party to the University, CSI cannot provide the University's W-9 for tax exemption purposes. Generally, a student organization is not an entity recognized by the state and income may be attributed to individual members of the organizations. It is the responsibility of the organization to consider income tax implications when entering into sponsorship agreements and selling through third-party vendors.

Financial Best Practices

It is important to use funds for the purpose(s) designated when raising the money. While a student organization is generally not designated as a non-profit, meaning that money given to an organization is not considered a "donation", misleading supporters can be damaging, not only for a single organization, but also potentially to all organizations on campus.

When practical, collect contact information for supporters. In addition to sending a thank you for their support, it may be good to send updates about your organizations, or potentially contact them for future support.

Employ appropriate measures to protect the organization's assets. This includes cash and checks, personal information of members and supporters, equipment, technology, or other property that belongs to the organization.

- Cash and checks: Money should be kept in a secure location during sales/ collection and in transport. CSI requires a student organization to request a cash box for sales on campus, but organizations can also check them out for off campus use as well. Cash and checks should be deposited as soon as practicable. If funds must be stored overnight, be sure that it is in a location that is private and to which access is limited.
- Personal information: In addition to only using vetted third-party sites to collect and store data when necessary, information held locally by the organization should be stored securely. Do not collect more information than necessary. Do not keep/store sensitive information, such as credit card numbers or social security numbers. Ensure that files containing personal information are stored securely (like on encrypted drives with password protection, with only those needing access given the password). Be sure to review the information regularly to remove unnecessary information.
- Equipment, technology, property: Be sure that property is stored in a secure location, allowing access only to members of the organization who should be using it. Property purchased with university funds must be stored on campus, if possible, and should be returned to the university of the organization will no longer be using it. There are storage lockers available in the UMC. If this is not a feasible option, alternative options should be explored, to ensure that property belonging to the entire organization is not held by individuals who may not return it to the organization.

Funding Opportunities

Funding sources

In addition to raising funds themselves, student organizations have access to apply to a variety of on-campus funding sources to support their activities. The funding sources generally fall into two groups based on the regulations that govern the use of the funds.

Student fee funding sources

The CU Student Government (CUSG) supplies funding to funding boards, each with different missions or purposes. Some of the School and College Governments, which are also funding through Student fees, allow students to apply for funding. In addition to the individual governing documents of these boards, all these boards are governed by the Student Fee Regulations. This document provides general guidelines, to which all boards must comply when allocating funds, as to how funds from Student Fees can be used.

Non-Student Fee Funding Sources

Student Organization may also receive support from other on-campus sources not funded by student fees. Most commonly, these funds come from academic departments to which the organization has ties, but may also come from departments with funds designated specifically for student activities, such as the Residence Hall Association (RHA) and the Vice Chancellor for Student Life (VCSL). While these funds are not governed by the CUSG SFRs, like all on-campus sources, these funds must be spent in accordance with campus policies.

Categories of Funding

For the purposes of applying for funds, student activities fall into three main categories. Not all funding bodies fund all categories of funding, and some categories of funding are offered by a limited number of sources.

Operational funding supports the day-to-day activities of the organization, to further the organization's overall mission. Budget items generally funded in this category are posters, banners, or t-shirts for recruiting members and promoting the organization, food for member meetings, and equipment needed to conduct the organizational purpose (e.g., telescopes for an astronomy club).

Travel funding is available to help organizations attend conferences, competitions, etc. that provide benefit to the organization. Travel funding is generally limited to airfare, lodging, ground transportation, and registration costs. Travel funds are for members who are enrolled students at the time travel takes place.

Event funding is provided for organizations to host programs which engage the broader community beyond the normal organizational meetings and gatherings, for others to experience the areas of passion and focus of student organizations. Events are not limited to a specific format, but often include speaking engagements, musical performances, hosting conferences or symposiums, and cultural shows. Event funding can cover a variety of expenses including venue expenses, equipment rental, speaker or performer fees, speaker accommodations, and marketing.

Funding Process

Below is a brief overview of the steps involved in applying for funding. It is highly recommended that you meet with your CSI Liaison before starting the application process for the first time to gain a better understanding of what to expect.

- Step #1: Plan
    a. Work with your Officer and/or RSO Advisor to determine needs and priorities for the academic year or the semester.
- Step #2: Schedule a Student Organization Success (SOS) Meeting with your CSI Liaison.
- Step #3: Submit a Funding Request in BuffConnect
    a. Complete the funding application form in BuffConnect selecting the appropriate option for the "Funding Type" based on the type of funds needed. Be sure to submit separate applications for each type of funding and each funding instance. A step-by-step guide for how to fill out the funding application can be found on our BuffConnect Guide.
- Step #4: Application Review
    a. Once submitted, the application will automatically be sent to the CSI Liaison designation for the organization's category. The CSI Liaison will review the application and coordinate with the student who submitted the application to request any necessary revisions, clarification, or supporting documentation.
    b. Then notification that the budget is ready to be heard will be sent in BuffConnect to the applicable funding boards. Each funding board will contact the organizations separately to schedule budget hearings. It is important to note that not all boards meet on the same cycle, some require more than one hearing and some do not meet weekly.
- Step #5: Funding Board Hearing
    a. Meet with each Funding Board to have your budget heard and approved. Each board will approve the budget amounts and items sent to them separately. All boards will need to hear and decide on a budget before it is available for spending. With a few exceptions, all budgets including Student Fee allocations will also need to be approved by the Legislative Council President to be complete.
- Step #6: Student Fee Approval
    a. After all approvals are complete, the member of the organization who submitted the budget should receive an email indication as to whether the budget is approved.

- Step #7: Schedule a Pre-Spending Meeting with CSI Finance
    a. At this time, an organization administrator for the organization needs to arrange and attend a Pre-Spending Meeting with a member of CSI Finance staff to learn what and how the money can be used along with pertinent rules, regulations, and deadlines.
- Step #8: Spending
    a. Spend approved funds (see below for general guidance on how funds can be accessed).
- Step #9: Post-Spending Report
    a. Complete a Post-Spending Report in BuffConnect for each funding instance as required by Student Fee Regulations.

Please note that once a budget is fully approved, an organization must spend the funds how allocated, unless otherwise approved. Some minor changes may be authorized within CSI Finance, but generally, an organization would need to contact the funding board(s) directly to make any modifications to "move funding" within line items on the budget or for items not previously requested.

Spending, Money, & Funding

There are generally two types of accounts available to student organizations, which can be accessed by an organization administrator, through the Money tool in the BuffConnect portal: the Revenue Fund and Allocations Funds (approved budgets).

Spending Money from Revenue Account

This is the account where monies collected by an organization from non-University sources are held.

Funds can be deposited into this account by bringing cash or check into the CSI Finance office and providing some brief information about the source of the funds. This can be accomplished even more quickly if an organization administrator submits a deposit request in BuffConnect prior remitting the funds. Once deposited, these funds may be used for any legal purchases deemed to support the organization's mission. Please note that the University charges an administrative fee for all purchases processed through their system, called GAR, and is approximately 8.59% (FY 2027). For ease of use, this is deducted from all deposits, so that BuffConnect reflects the "spendable balance" in the account. Please contact a CSI Finance staff member for the exact rate, or to determine the financial impact of GAIR for your specific situation.

Because the funds in this account are not from the University, it is not eligible for University contract pricing and CSI staff cannot use the University procurement card for Revenue Fund purchases. Regardless of the method chosen, all requests to use Revenue Fund accounts will need to be put in BuffConnect by an organization administrator as an Expenditure with "Revenue Fund" chosen for the "Funding Type". You will be asked a series of questions that will help determine the type of payment process, but generally the processes are as follows:

- If a student makes a purchase not related to travel that is under $100, a cash reimbursement is available.
- For purchases of over $100, or for travel items, such as parking or mileage, regardless of amount, a check reimbursement will be made.
- Payments to individuals for services must be paid by a university check. Students will not be reimbursed if paying a service provider out of pocket.
- Purchases to a single vendor of over $5000 must also be paid by University check, which can take several weeks, so please contact CSI Finance before making agreements or arrangements for a purchases of this size.

Spending from Budget (Funding Monies)

In BuffConnect, the Money > Accounting Book are the various funds provided to your organization from University sources. A single organization may have several budgets available at one time, depending on what funds they have applied for or for support provided by campus organizations.

It is strongly recommended that as new organization administrators come on to an organization, they meet with CSI Finance to talk about what funds their organization might already have. However, as mentioned above, an organization administrator *must* speak to a member of the CSI Finance team when a new budget is approved.

In addition to the two methods available for the Revenue Fund (check request and reimbursement), allocated funds are from university sources and are thereby eligible for University purchasing card and contract rates. As with Revenue Fund, all purchases must be entered/authorized by an organization administrator through BuffConnect, but will be entered on the Payment Request form. Again, a series of question on the form will help determine how the purchase must be executed and what information is needed. Below is information about additional options available with allocated funds. Please note that this does not cover all purchasing possibilities and you should always discuss intended suppliers, quantities, timelines, etc. with CSI Finance staff in advance.

University Credit Card Purchases- Organization administrators may request to have CSI Finance staff make purchase on a university credit card. This method applies to most types of goods, but cannot be used for office supplies, furniture purchases, or certain types of software. Purchases made with this method of payment must be under $5000 and have to be tax exempt. Any purchase documents, including confirmations and receipts, must be returned to CSI staff as soon as they are available.

Office Supplies/Furniture/certain Software- Because of state purchasing agreements, if an organization wishes to acquire these items, they must be purchased by CSI staff through the CU Marketplace. Staples is the vendor for office supplies, and can generally deliver supplies within 1-2 business days. This includes small items with generally short life spans, such as pens, notepads, and printer papers. Computers, printers, and toner are not considered office supplies under the state contract. Furniture, including bookshelves, desks, chairs, and tables, are also on state contract with CCI (Colorado Correctional Industries). Licensing for Salesforce, Tableau, and Zoom must also be purchased through the university contract.

Flight purchases-Flights paid for with university funds must be booked through the University and charged directly to a University account through the Christopherson Travel Agency. All flights (or flight changes) are assessed a $20.00 booking fee. Not all flights and carriers are available and any charges related to changes made after the initial purchase are the responsibility of the party traveling.

Items requiring special arrangements:

- *Purchases over $10,000*- Purchases of goods over $10,000 require a bid process, which can take several months or more. Payments for services over $10,000 require a contract and some sort of proof that the rate charged is equal to that which others would pay. Contact review can take several weeks, so we recommend starting this process as early as possible.
- *Gift Cards*- Regardless of purchasing method, if University funds will be used for the purchase of Gift Cards, an Award or Recognition program must be set up in advance of purchasing and distributing Gift Cards and some amount of information may need to be collected from the recipient.
- *Payments to individuals*- Mainly due to tax reporting requirements, payments to individuals requires advance paperwork, and it is the responsibility of the party being paid to know and consider the tax implications of the payment they are receiving. If the payee is an employee of the University, regardless of their home department, they must be paid through the University payroll system and the organization will be charged for that employee's benefits (at 1-38% the rate of pay depending on employee class). International payments to individuals requires a variety of paperwork depending on the person's Visa status. It is the responsibility of the Visa holder to know whether or not they are able to work/ receive pay. These payments will be assessed a 30% income tax, reduced from the payment amount prior to disbursal.

This is not an exhaustive list of all purchasing methods and policies and all purchases, especially those using university funds, should be discussed with CSI staff prior to making any agreements or payments.

Off campus accounts

Your organization may wish to maintain funds which are not received from University sources, collected on campus, or received in conjunction with a University funded event in an account outside of CSI. It is important to note that CSI staff cannot offer any financial advice or support for funds not deposited in an on-campus account. It is the organization's responsibility to obtain any necessary documentation to open an "off-site" bank account. Members of the organization are in charge of ensuring that the funds are used for intended organizational purposes. Additionally, your organization is solely responsible for the transition of account information from officer to officer as needed.

Campus Space Usage

UnCrewed Aircraft Systems (UAS)

The university uncrewed aircraft system (UAS) or drone policy applies to all faculty, staff, students, and student organizations. Student organizations formed with the intent of using drones or with the interest in using drones on-campus should consult the policy as well as the Center for Student Involvement. The full policy can be found here: https://www.colorado.edu/policies/unmanned-aircraft-system-uas-operations

Campus Use of University Facilities (CUUF)

The use of campus space must be in compliance with the Campus Use of University Facilities (CUUF) policy and its accompanying procedural statement. Highlighted below are some essential policies related to common activities of student organizations. It is recommended that student organizations review all CUUF policies before using on-campus space.
The full CUUF policy can be found at: https://www.colorado.edu/policies/campus-use-university-facilities.

Chalking

Chalking may only be used to promote University or RSO/RSGO activities or events. All chalked messages must indicate the organization that created the message if it is not reasonably apparent in the message. Chalking may only occur on concrete or exterior sidewalks and is prohibited on building exteriors, under overhangs, on benches or other surfaces intended for sitting, and within 10 feet of any building entrance. Only water-soluble stick-chalk may be used. The University may erase without notice any chalked messages that do not comply with policies and regulations. Student organizations may be charged for the removal of non-compliant chalked messages.

Golf Cart Usage

Student organizations are in general prohibited to use golf carts. Golf carts may only be used by student organizations when they are part of an appropriately scheduled University event. All golf carts must be registered with Parking and Transportation Services (PTS) and display a temporary identification sign that will be issued by PTS. All drivers of golf carts must successfully complete the University Defensive Driving training prior to use. While using a golf cart, all operators must yield to pedestrians, bicycles, and skateboards. Additionally, all golf carts must refrain from operation on campus walkways during class passing periods. Any accident, damage, or personal injury involving a golf cart – regardless of whether or not the vehicle was in motion at the time of the incident – must be reported to the University of Colorado Police Department (CUPD) and Risk Management.

Amplified Sound

Amplified sound is allowed daily during the week within the Dalton Trumbo Fountain Area between 12pm – 1pm, between 5 p.m. and 11 p.m. on Friday, and between 8 a.m. and 11 p.m. on Saturday and Sunday.

Amplified sound or music is prohibited in the restricted sound areas

All other approved Events in an Outdoor Space may have outdoor amplified sound or music if the following conditions are satisfied:

1. The level of sound, amplified or unamplified, from the Event does not exceed 80 decibels when measured at the perimeter of the event space.
2. The Event does not begin before 8 a.m. or continue after 11 p.m., except for a regularly scheduled football game.
3. The Responsible Party provides an appropriate mechanism, as determined by the SAFE Committee, to achieve compliance during the Event and to enable the University to respond to complaints.
4. The Event has been scheduled and approved in advance through the Scheduling Authority and in accordance with Event and Activities Approval Guidance.

University officials (e.g., representatives of the Chancellor, Vice Chancellors, or CUPD) have the authority to require a reduction in the noise level to bring the event into compliance with this policy. Failure to comply within a reasonable period of time may result in a termination of the Event, fines, and/or forfeiture of future use of University Facilities and Outdoor Spaces.

Canvassing and Free Speech

1. Students, regardless of organization affiliation or lack thereof, may engage in canvassing and other non-commercial expressive activities on sidewalks and in other outdoor areas not otherwise scheduled for events so long as such students maintain a 25-foot distance from building entrances and from areas scheduled for Events. . Students engaged in canvassing activities may not use tables, displays, temporary structures, or other structures, unless they have been approved through the appropriate event scheduling process. Canvassing shall not obstruct or disrupt entrance or egress to any Facility or Outdoor Space or obstruct or disrupt the flow of pedestrian or vehicular traffic.

   No person engaged in Canvassing may leave Literature, fliers, samples, promotional items, coupons, or any other tangible items behind or unattended anywhere on the campus.

In recognition of its namesake, free speech and civil rights advocate Dalton Trumbo, the Dalton Trumbo Fountain Court area on the north side of the UMC provides a space for the free expression of ideas on campus by allowing for public non-commercial discussion and public expression without scheduling between the hours of 9:00am and 5:00pm.

Event Planning

Event Management Forms (EMF)

Once you have reserved a space on campus for an event, you may be asked to complete an Event Management Form (EMF). This form ensures a variety of departments are aware of your upcoming event and can provide you important information.

Safe Meetings

When hosting an event on campus, student organizations may be asked to attend an in-person SAFE meeting. This meeting is to ensure all aspects of risk management and safety for your event have been addressed.

Security

Venue Security: Contact your venue to see what security is required for you to hold the event in their venue. If you are unsure or your venue is unsure, you can also connect with your CSI Liaison or contact CUPD.

Event Safety

The CU and Boulder Police Departments want to help ensure your event is safe. To learn more about working with the police at an event or general event security options, go here: https://www.colorado.edu/police/event-security

Alcohol

Alcohol service on campus should comply with all local, state, and federal laws as well as the policies around alcohol service on campus, which can be found here: http://www.colorado.edu/policies/alcohol-service-campus

Contracts

One of the most important things to remember is that student organizations are NOT employees or designated representatives of the University, meaning, you CANNOT commit the University to a contractual agreement. Some third parties have a hard time understanding this, so we ask that you make it clear for them by including this statement somewhere in your contract: "(Name of Organization) is a recognized student organization at (name of University) and does not represent the University or contractually obligate the University to any agreement."

An agreement between speakers, performers, facility rentals, and catering services may ask you to put your agreement in writing as a contract. Legal language can be difficult to interpret so it is important to review the contract before you agree to them by your signature. Once signed, contracts are legally binding for all parties to the contract.

Regardless of the format, most contracts are going to have standard components that are meant to protect each of the parties involved. Here's what you'll usually find:

- A description of the parties in the contract, the date of the contract and of the event and a general overview of the goods or service being contracted.
- A statement of the contract duration, clarifying how long the document will be valid.
- A specific description of each party's obligations and responsibilities as a result of the contract.
- Any relevant operative provisions, such as applicable warranties or exclusions. Often, this section will appear as a disclaimer or other limiting language that may give one party advantage over the other.
- A list of enforcement provisions to cover any "what if" situations, such as a party failing to fulfill its obligations, dispute resolution plans, unforeseen circumstances affecting the terms of the contract, etc.
- A closing section that indicates the agreement of both parties to the terms of the contract.
- You may see an indemnification clause that says one party will be compensated for any damage caused by another party. There may also be a hold harmless clause that states one party cannot sue the other party or hold it liable for losses.

NOTE: It is not recommended that student organizations agree to indemnify or hold harmless another party. To do so would not be in your best interest. HOWEVER: The student organization is responsible for its own actions with respect to contracting and for seeking its own legal advice; nothing in this handbook should be construed as legal advice.

TIP: The earlier you obtain your contract for review, negotiations and revisions the better! If you are getting student fee funding to pay for your contract, there is a different process. Please see your CSI Liaison before completing the contract.

Insurance

Event Insurance is specifically designed to provide event liability insurance protection for all types of special events.

A special event is usually defined as an event of short duration or an event that is not permanently ongoing. Such an event may last only one day, such as a concert, auto show or a class reunion and picnic, or an event may last a month or more such as a county fair or a Christmas tree sales lot. The defining factor is that a special event is not set in a permanent location and does not continue for an indefinite period of time such as a continuing operation or long-term business.

Your organization, the special event holder, may be required to provide proof of liability insurance to the facility/venue where you have decided to hold your special event. In addition to providing proof (in the form of a piece of paper known as a Certificate of Insurance) to the facility/venue that you have secured a valid policy, you may also be required to add the facility/venue to this required liability policy as an insured. This is known as adding the facility/venue as an Additional Insured to this liability policy which the facility/venue requires you to purchase before you will be allowed to hold your special event.

Your organization may contact a venue insurance carrier or a local broker for a quote for a specific event. You can also reach out to CU Risk Management and they can help provide you with insurance carrier contacts. Special Event Insurance recommendation: https://www.cu.edu/risk/special-event-insurance.

Food Safety

Follow the campus protocol regarding providing food for activities/events.

Allergen warnings should be posted by all foods with potential allergens. Allergens include:

- Milk
- Eggs
- Peanuts
- Tree nuts (like walnuts or pecans)
- Fish/Seafood
- Shellfish
- Wheat (this includes gluten)
- Soy
- Sesame

Risk Management

What is Risk?

As a student organization leader, you hold the responsibility to be informed and educated on how to protect your organization from unnecessary potential and perceived risks.

Risk is the uncertainty arising out of a given set of circumstances. The management of risk is a process of managing the uncertainty and taking steps to mitigate the "what ifs."

Effective Risk Management

- Ensure the safety of students and other participants in organization events by creating awareness for potential dangers involved with activities
- Create plans to address accidents and issues that may arise
- Keep the organization's reputation positive
- Reduce financial loss to the organization and governing officers
- Ensure compliance with campus policies and guidelines

Is it worth the risk?

Consider the risks you and your organization are taking. It is important to ask if there is enough return on the risk or are the risks far greater than the benefits of the activity?

Types of Risk

Physical

Harm or injuries to the body caused by physical activity, weather, equipment, food-related illnesses, alcohol consumption.

Reputation

Harm to the reputation of individuals, organizations, administrators, departments and institutions. This risk can come from poor conduct or behavior at events or from events with potentially offensive or controversial subject matter.

Emotional

Mental health risks to those attending/participating in an event or program. These risks include hazing, lack of accessibility, discrimination, controversy or disruption of the campus, and adverse reactions.

Financial

Risks to budget of an event and the overall budget of the organization. Possible risks are loss of funding, poor budgeting, lack of fundraising and the opportunity for a lawsuit with financial implications.

Facilities

Risks involving safety of the facilities including the maintenance or set-up of the facilities used by participants. Possible risks include a lack of proper set-up or clean-up for the event, safety and security issues at your location, and a lack of familiarity with the facilities and location or the disruption of University facilities.

Levels of Risk

Low

- Risk likely to be non-catastrophic in nature
- Risk typically universally accepted by all participants
- Low impact or likelihood of occurrence

Moderate

- Risk is not excessive or extreme and likely to be infrequent
- Risk management office or team may get in involved
- Waivers may be required

High

- Involves the possibility of life threatening or debilitating personal injuries, property damage and/or negative financial implications
- Consequences may be severe
- Waivers will be required

Risk Assessment

The purpose of the Risk Management section is to assist organizational leadership to determine whether to move forward with a particular program or activity. Risk analysis implies a structured process during which various risks are identified, measured and planned for, which allows for the organization to manage and mitigate the risks. If you have questions, please do not hesitate to contact your assigned liaison in CSI. The following are steps you can take to assess your risk:

- What is the activity/event?
- Does the activity/event align with the organization/University mission, vision and values?
- Identify the risks
- Classify the risks
- Manage the risks - prioritizing the risks according to the identification and analysis and plan for management of them
- Is it worth the risk? Communicate risks, keep information updated.

Liability/Waivers

Student organizations, student leaders, and advisors are not exempt from lawsuits or other potential legal action. In accordance with the student organization agreement, you are responsible for your own conduct, and that of the student organization. As an organization, it is understood that you will do everything in your power to prevent harm or injury from occurring to both your members and participants. If you do not take the time to train regarding safety, provide proper supervision for activities, maintain equipment that is being used, or warn others of danger, you could be found responsible for negligence, so please remember to take your duties seriously. When it comes to your events, you can never be too careful.

There are many ways you can protect your organization from liability including the use of waiver forms. Waivers are just one part of a bigger risk management plan, and they do not do any good unless you educate participants on what they are signing and why they are signing it. A waiver is meant to help others understand the risks associated with an activity, but you have a responsibility to make sure that these risks are communicated clearly and specifically.

Hazing

Hazing is defined as any action or situation that recklessly or intentionally endangers the health, safety, or welfare of, or causes a risk of bodily injury to, an individual for the purpose of initiation, participation, admission into, or affiliation with any organization or group at the university. Hazing includes, but is not limited to, any abuse of a mental or physical nature, forced consumption of any food, liquor, drugs, or substances, any forced physical activity that could adversely affect the health or safety of an individual, any activity that would subject the individual to embarrassment or humiliation, or any forced violation of University policy, and/or local, state, or federal law. The willingness of the participant in such activities are notwithstanding.

To report hazing in your organization contact CSI or submit a Clery Act report here: https://www.colorado.edu/clery/reporting.

Policies

As a student organization leader, you should be aware of campus policies and guidelines including venue specific guidelines.

All campus policies: https://www.colorado.edu/compliance/policies

The Campus Use of University Facilities: https://www.colorado.edu/compliance/policies/campus-use-university-facilities-cuuf-procedures

Risk Management: https://www.cu.edu/risk

Resource Center

Overview

Recognized Student Organizations with the Center for Student Involvement have access to resources located within the Resource Center. The Resource Center space is not a regularly reservable space but may be used by student organizations on a first come, first served basis. The Resource Center is not intended to be a general meeting area for CSI staff, students, or student organizations. The space can be used for outside programming put on by or directly impacting student organizations, with advance notice and in coordination with Resource Center staff. Any member on the roster of a recognized and active student organization may use Resource Center services. Purchases must be submitted by student organization administrators prior to receiving materials.

Visit our website to learn more about the Resource Center: https://www.colorado.edu/involvement/student-organizations/resources/printing-supplies-and-services.

Available Supplies & Resources

As item availability permits, organizations will have free use of butcher paper, markers, rubber bands, paper clips, Cricut machine, sidewalk chalk, office supplies, arts & craft supplies, Adobe design software, and using our copy machine to scan & email files.

Items available for purchase include printing (see below), reams of paper, lamination for items less than 11” x 17”, and nametags (depending on quantity needed). Other items may be available upon request. Note that some items have limited availability and may take 24 to 48 hours for pickup.

For large-scale programming please check with our Resource Center staff to ensure we can provide supplies to meet your needs.

The Resource Center has card swiper kits, various leadership books, board games and tip sheets on common student organization development topics. Organizations are responsible for any damaged equipment, kits, and supplies.

Print Requests

The Resource Center can do both small scale and large-scale printing (up to 24” x 72”) in both black & white and color. A variety of paper sizes and colors are available, and others can be made available upon request.

1. Before requesting printing please make sure:
   You are authorized to make purchases for your organization (are an organization administrator).
2. You have funding to spend on printing (revenue fund or budget from on-campus source).

If you are unsure of either of these, please stop by the Center for Student Involvement to talk with our staff. Printing requests can be submitted through BuffConnect and are only accessible to organization administrators with finance access.

If you have specialized printing requests or other questions, please stop by the Resource Center to talk with staff or email csiresource@colorado.edu.

Office/Storage/Space

Office & Locker Space Applications (in UMC)

The UMC Board annually allocates office space and assigns lockers to a select number of student organizations. To learn more about that process, go to https://colorado.edu/umc/office-space.

3rd Floor Storage Lockers

Storage lockers located in room 362 of the UMC, measuring 17" x 18" x 31" (W/D/H), are designated for student organization for long term storage. They are allocated or renewed through an application process administered by the UMC. The UMC will collect and review applications as well as notify organizations of their application or renewal status, providing student organizations with access to lockers, and managing the use and maintenance of these lockers.

Storage lockers allocated to student organizations are property of the University and should not be modified, decorated or altered. Storage lockers are meant for storage of official student organization businesses and should not be used as group members' personal storage location or to store materials which are illegal or against campus or building policy.

Events Planning & Catering (EP&C)

If your organization would like to reserve space for a meeting or an event, contact the UMC Events Planning and Catering Office in UMC 140 or call 303-492-8833 or email cueventsplanning@colorado.edu or visit https://www.colorado.edu/eventsplanning/.

Virtual Services

Email

Involvement@colorado.edu

Website

www.colorado.edu/involvement

CSI Newsletter

As the primary method for communicating with student organizations, CSI will send out a monthly newsletter to all Active organizations via email. The newsletter will be sent to the following organization entities: all organization administrators, advisors, and the organizational email account. This newsletter will include information regarding organization upkeep, funding deadlines, upcoming trainings, and other related items.