BuffConnect

General Navigation

Creating a New Recognized Student Organization

Managing Your RSO

Supplemental Resources

https://colorado.campusgroups.com

Logging In For The First Time

BuffConnect can be found at: https://colorado.campusgroups.com

When you first visit you will be greeted with a Sign In screen, although you can also look at events and groups listings without having to log in. Click **SIGN IN** and then utilize your normal IdentiKey and Password that you use for most campus systems.
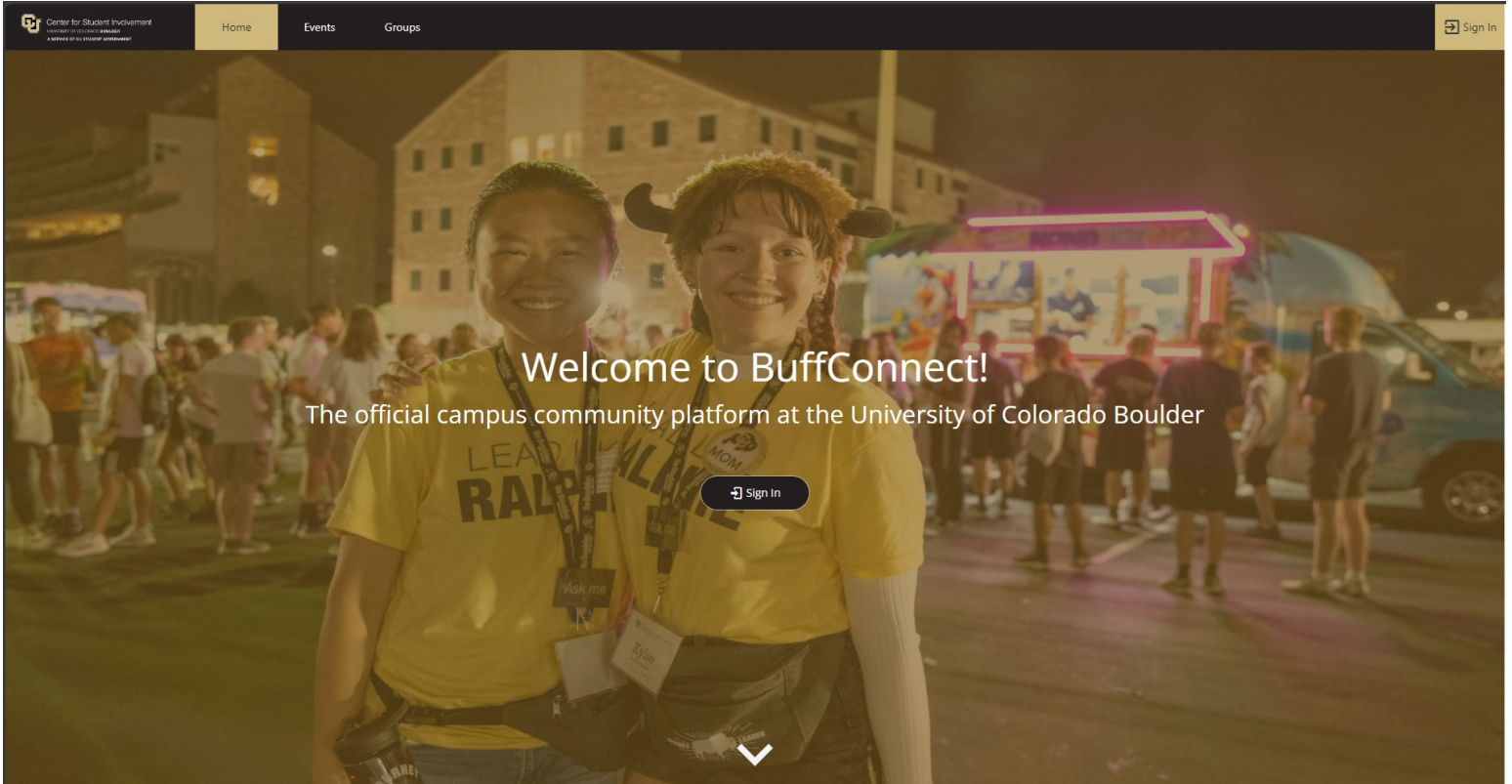
After logging in you will be greeted with a First Time User Onboarding to complete your BuffConnect profile. Answering these questions will allow the system to better connect you with opportunities and groups on campus. You can skip this onboarding if you wish—but the system will continue to show it to you until you complete it.

Searching For Organizations

The quickest way to find organizations is to click on **GROUPS** across the top menu bar. You can search by keywords, or select the blue **ALL GROUPS** button to be taken to a more robust search page.
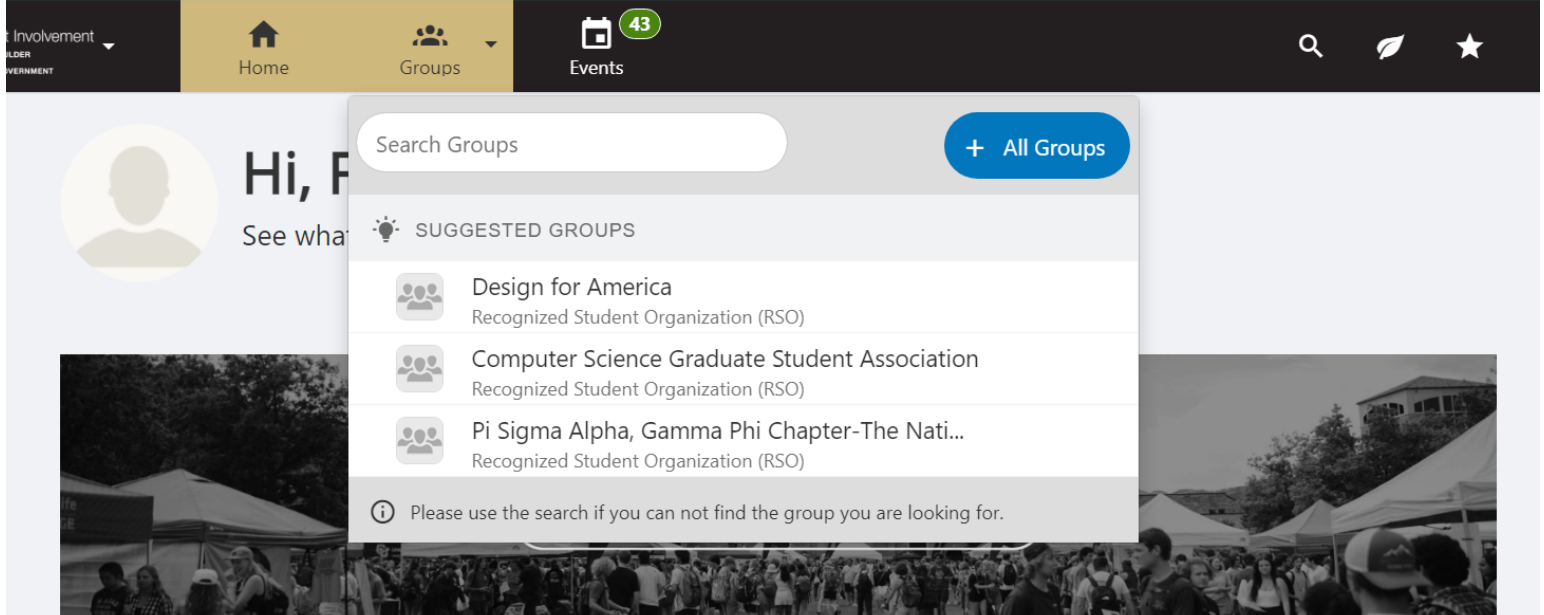
The **ALL GROUPS** listing page will provide you with options to search by keyword, by group category, or by group type. You will also be able to see if a group has registered for the year or if they still need to.

*** Knowing if a group has re-registered will help you determine if information may be outdated!*
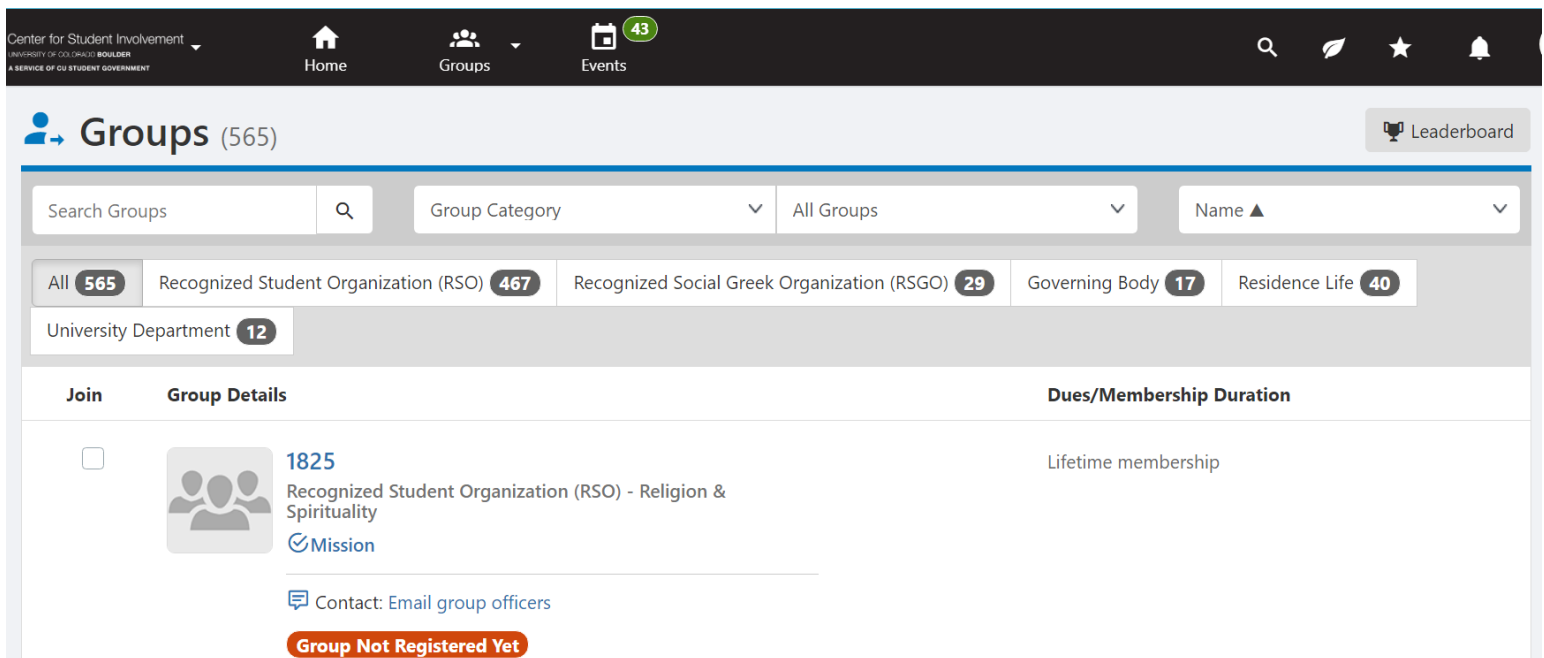
Clicking on any organization name will bring you to their page. Here you can read more about them, see upcoming events they are hosting, and find contact information. You can also request to join the organization.

** Some organizations will not automatically accept your membership—you might have to attend a meeting first!

You may find a generic email address to contact the organization, or you can also utilize the **CONTACT: EMAIL GROUP OFFICERS** option from the main group listing page to reach out to them. This is listed below each organization in the directory listing.

Searching For Events

Similar to searching for organizations to join, you can also view upcoming campus events hosted by all organizations!

To start, click on **EVENTS** across the top menu bar.
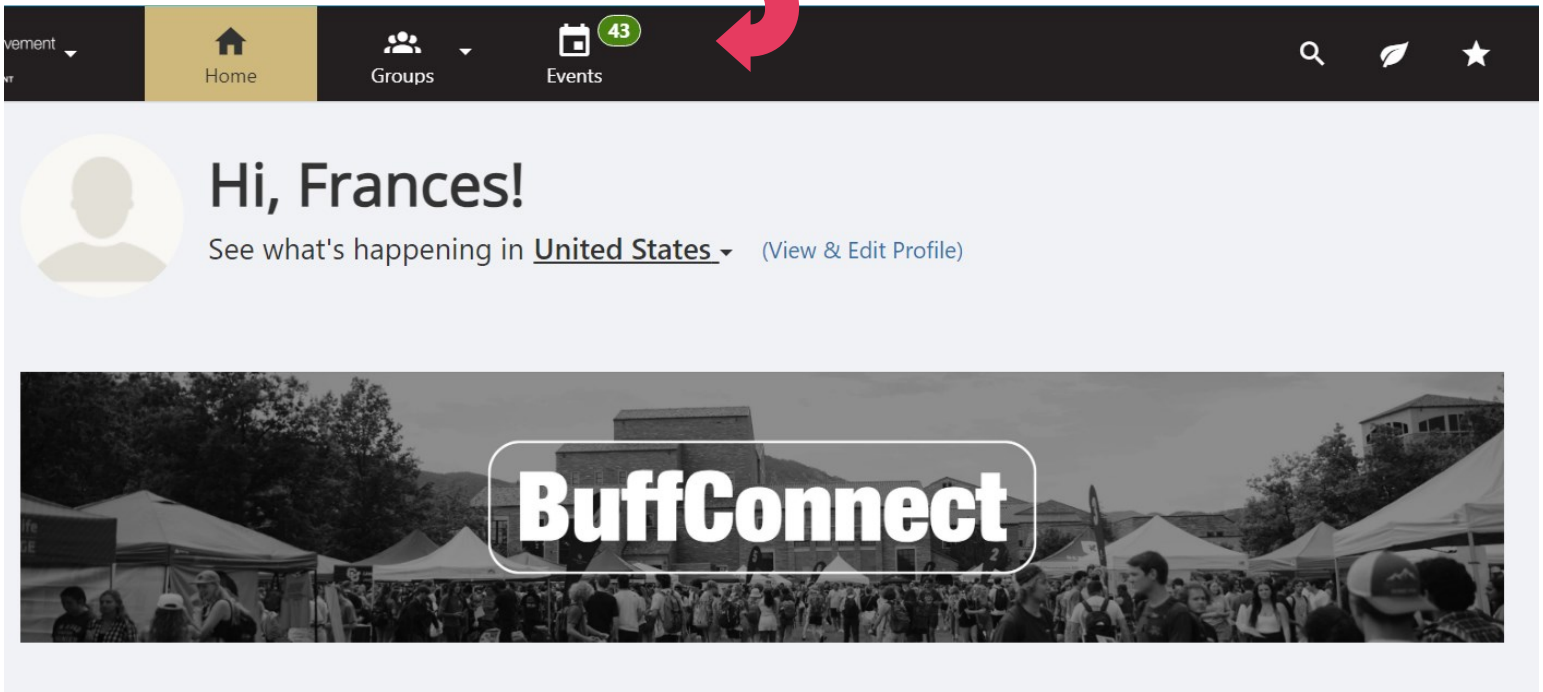
The **EVENTS** page defaults to showing you a chronological list of upcoming events. You can sort by a wide variety of factors, including searching by keyword, specific organization, organization category, or event types.

You also have the ability to view events in a **CALENDAR** view and, if you're really feeling ambitious, subscribe to specific calendar feeds for the entire campus or for specific organizations.
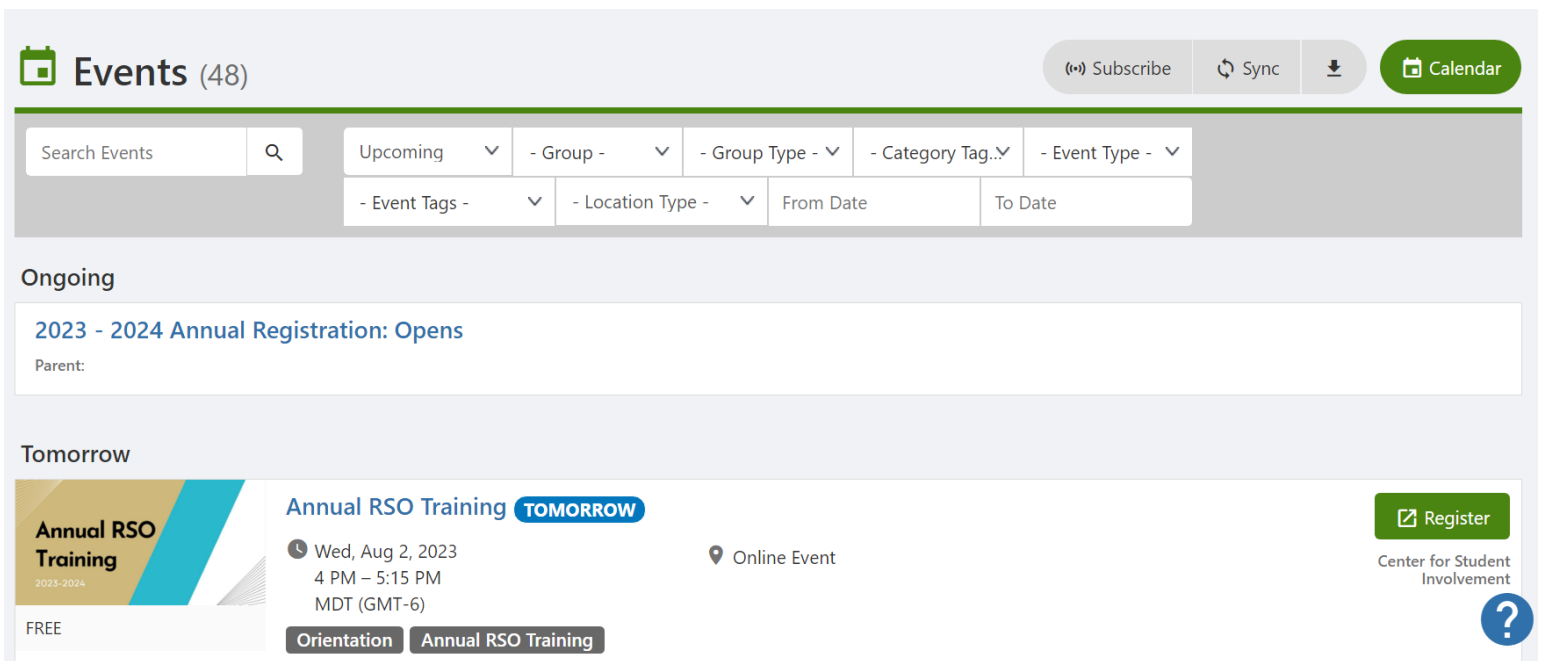
When you find an event that you might want to take part in, you can click it to see more details. Some events may have green **REGISTER** buttons if they require you to sign up in advance, but most will have a green **VIEW** button.

Wed, Aug 23, 2023

Meet Me at the VC
🕐 Wed, Aug 23, 2023
8 PM – 11 PM
MDT (GMT-6)
Parent: Meet Me at the UMC/VC
📍 Williams Village Center
🔲 View
Center for Student Involvement

Social | Fall Welcome | Large Scale Event | Late Night/Evening Program | Social

Meet Me at the UMC
🕐 Wed, Aug 23, 2023
8 PM – 11 PM
MDT (GMT-6)
Parent: Meet Me at the UMC/VC
📍 University Memorial Center
🔲 View
Center for Student Involvement

Social | Fall Welcome | Large Scale Event | Late Night/Evening Program | Social

Clicking on **VIEW** will allow you to see the full event details, including all the important information about what is happening and in what location. The majority of organization events may be open and free to all students—you are welcome to show up!

If an event requires an RSVP it may still be free to attend, the event organizers just may want to keep track of how many they should expect to show up! The possibilities for getting involved on campus are nearly endless!

AUG
30

Be Involved Fair
by Center for Student Involvement

Leadership | Fall Welcome | Large Scale Event

🕐 Wed, Aug 30, 2023
2 PM – 6 PM MDT (GMT-6)
Add to Calendar

📍 Farrand Field
1020 18th St., Boulder, CO 80302, United States
View Map

View and Edit Your Profile

You always have the ability to edit your profile information within BuffConnect. In the upper right-hand corner you can click on your profile icon.

This will provide you with the ability to view your own profile, edit, change notification settings for BuffConnect, edit your privacy settings.

You also have the ability to link other social media profiles or list interests to help your fellow students create connections with you.

If you ever notice information that is wrong or you cannot edit, please contact the Center for Student Involvement and we will investigate!

Email: studentorganizations@colorado.edu

Phone: 303-492-6366
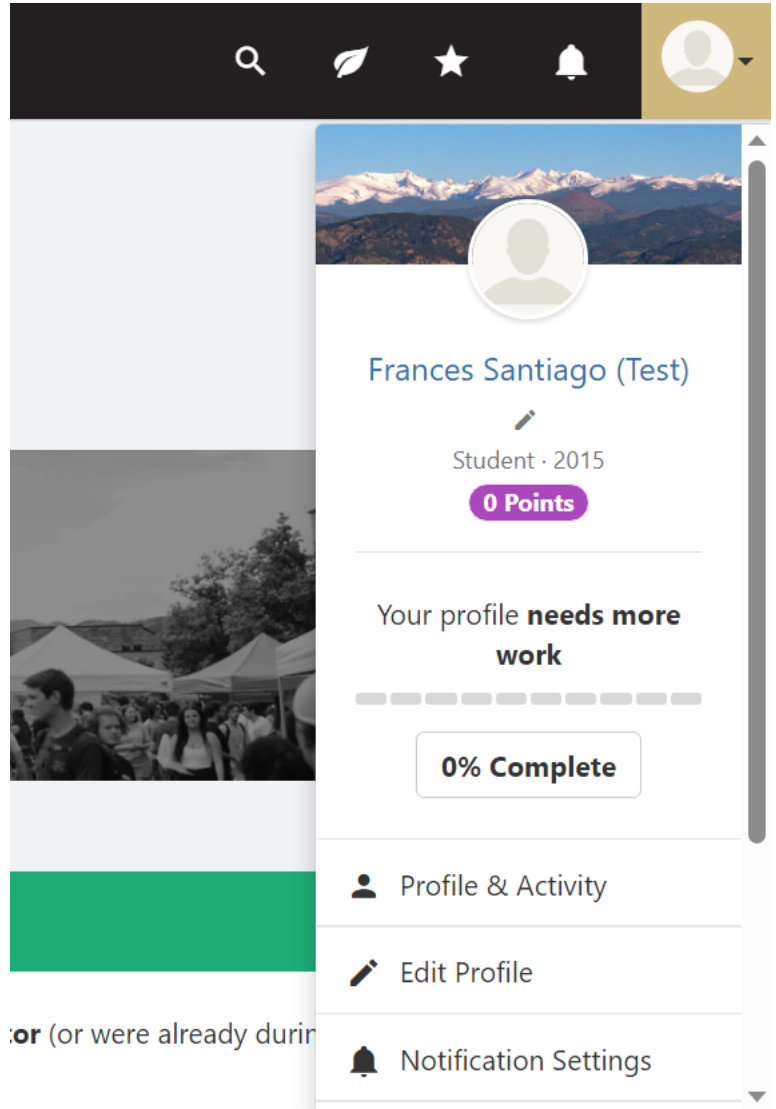
My Activity

Located within the left menu bar of BuffConnect is a gathering place for your activity. Within the **MY ACTIVITY** section you can view any organizations you are a part of, upcoming events you have indicated you will attend, checklists you have been assigned to complete, as well as a variety of other fun menus.

If you are ever looking for a log of emails you've sent, form responses, etc—the **MY ACTIVITY** section is a great place to start.
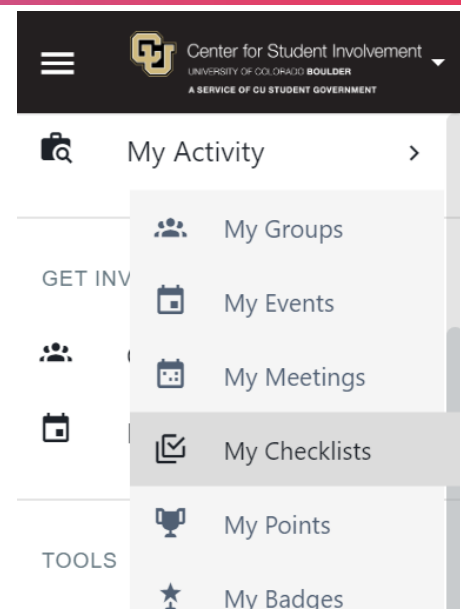
Annual Registration

Every academic year Recognized Student Organizations and Recognized Social Greek Organizations need to register with the Center for Student Involvement to remain in good standing. Until an organization leader has fully completed this process for the year, your organization will be marked as "Group Not Registered Yet".

More details about this process can be found on our website: https://www.colorado.edu/involvement/annual

To start the process of registering for the year you can always navigate to a group that you are an Organization Administrator for by opening the left-hand menu bar, clicking **MY ACTIVITY** and then **MY GROUPS**.

Here you will see any organization you are a member for and, if you have the correct permissions, a blue "Group Re-Registration" button.

Updating BuffConnect

One main pathway to update information about your organization is during the Annual Registration process, but you can also edit profile information throughout the year.

To do this, navigate to your group page by using the left-hand menu and clicking **MY ACTIVITY > MY GROUPS**.

From there, select the organization that you are an officer for and have permission to edit.
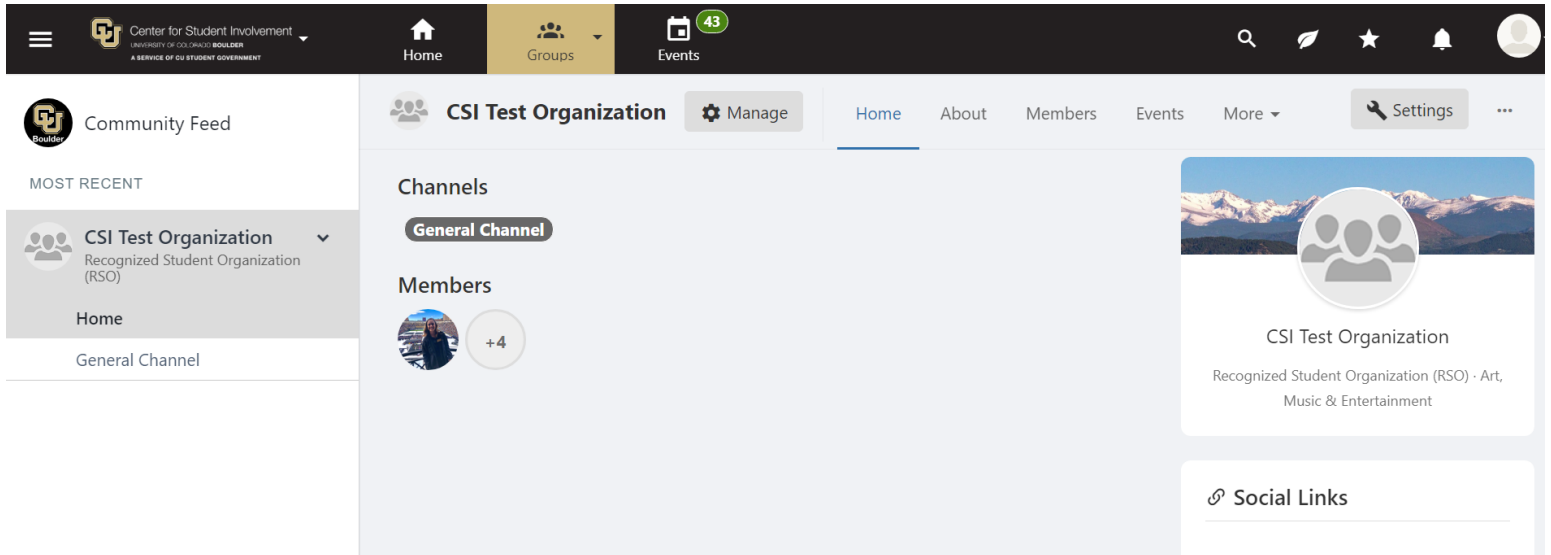
The first section you might want to edit is the **SETTINGS** (located on the far right with a small wrench icon). This menu allows you to customize what sections will appear on your organization's page, as well as to make the "About" page your main landing page when someone visits your organization.

This setting is important, as you'll notice in the screenshot above—it defaults to a very empty looking page if you don't change this.

The settings menu also allows you to add a tagline for your organization and choose what feed posts you might want to feature. More information about **FEEDS** later in this guide.

Select the links you want to display on your group page:

- ☑ About 🔧 🌐
- ☑ Events 🔧 🌐
- ☑ Members 🔧
- ☑ Officers 🔧 🌐
- ☐ Newsletters 🔧
- ☐ Surveys & Forms 🔧 🌐
- ☑ Forum 🔧
- ☐ Videos 🔧
- ☑ My Inbox 🔧
- ☑ My Membership 🔧

Other settings

- ☐ Don't allow members to post on the feed
- ☐ Use the website banner for the group header (this will deactivate logo/cover edition in the group page.)
- ☐ Allow members to submit events
- ☑ Make "About" the Landing Group Page

Delete feed posts older than:

[Enter a date (mm/dd/yyyy)]

[Delete]

Group tagline

| **Content** | Add a tagline here |

Updating BuffConnect (continued)

The next way to edit information about your organization is by clicking the **MANAGE** button located next to your organization name.

This menu will bring you to a landing page of options to interact with. These buttons may appear in any order, as they tend to reorganize themselves based on which section you last accessed. However, they should include:
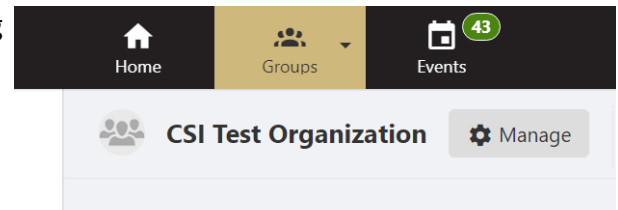
Sections for Managing your RSO/RSGO, including:

Members, **Emails**, **Events**, Forum, **Surveys & Forms**, **Officers**, Settings, Badges, Tracks & Checklists, Workflows

Sections for Managing Funding, including:

Budget, Accounting Book, Money

Sections That Are Not Used:

Group Page (will just bring you to your general 'About' page)

Hubs (Currently Inactive)

Virtual Fairs (Currently Inactive)

We will discuss each of the bolded sections above in the following pages of this guide.

For right now we will focus on the **SETTINGS** option.

This is the main settings menu that allows you to edit most of the information that you would have selected during the Annual Registration process. Certain information may be locked down, as your only chance to change it is during the registration process. This includes things like your organization name, category, email—essentially the most important information that our office keeps track of.

If you ever need to edit this you will find forms on your homepage of BuffConnect to make that request or you can email studentorganizations@colorado.edu and we will either take care of it or point you to the appropriate form.
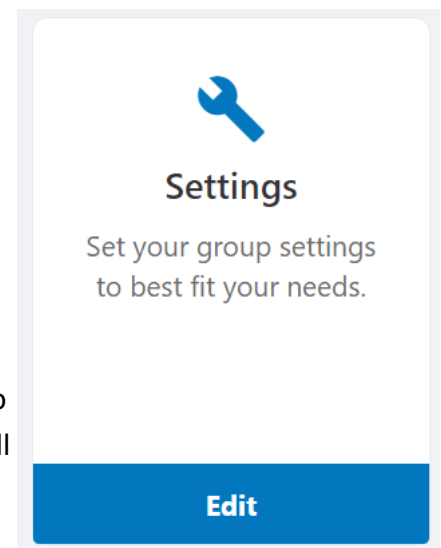
Members

From your organization's page, you can open the left-hand menu to look at **MEMBERS**. Within this section are a variety of areas you can affect—but the main landing page will be your **CURRENT MEMBERS**.

Similar to other menus within BuffConnect, the **CURRENT MEMBERS** page will show you a breakdown of all listed members—including:

1. when and how they were added

2. The ability to make them a main contact for the organization (doesn't affect Org Admin status)

3. Options to email them or delete members from the organization (triple dot menu)

4. The ability to add members

5. The ability to indicate that a member is an officer (refer to our Officer section for further options)

If you are marked as an officer you will have access to all of these features, whereas general members may not see as many selections.

PENDING MEMBERS: If you have pending members (students who have asked to join) you will see a notification across the top of this page that you can interact with to confirm their membership status.

POSITIONS: Using the left-hand **MEMBERS** menu item, you can also view and adjust **POSITIONS** within your organization—including creating Officer roles.

Officers

From your organization's dashboard page, you can also select **OFFICERS** to view and edit your current organization officers.
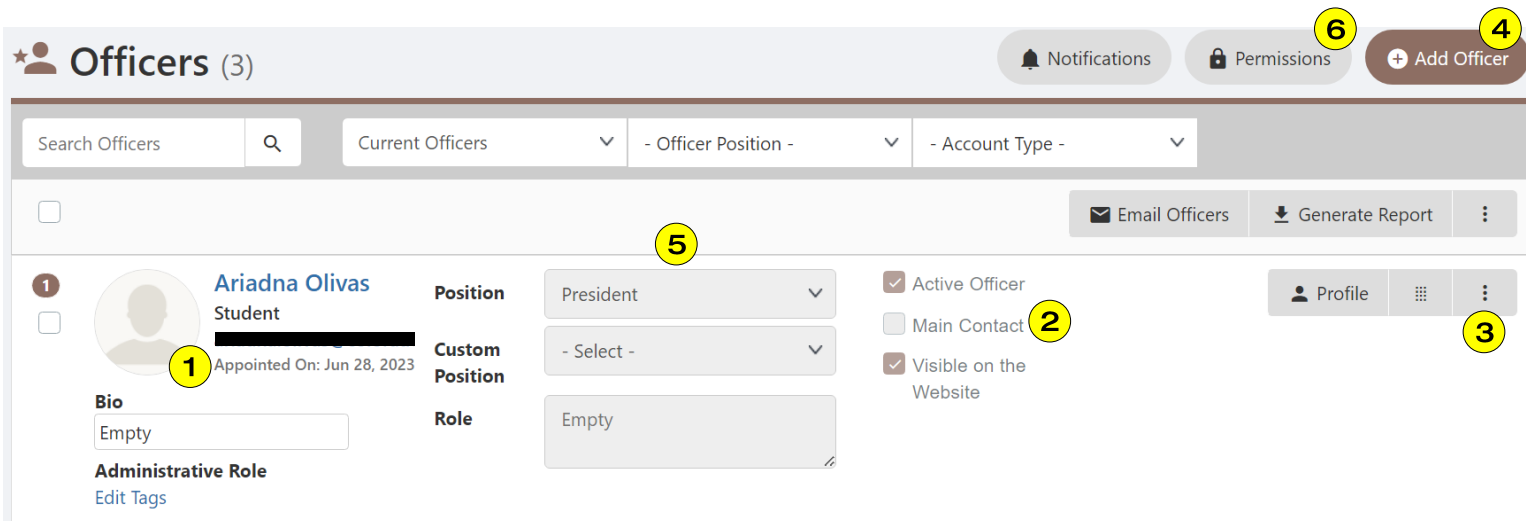
Similar to other menus within BuffConnect, the **OFFICERS** page will show you a breakdown of all listed officers—including:

1 when and how they were added

2 The ability to make them a main contact for the organization (doesn't affect Org Admin status)

3 Options to email them or delete members from the organization (triple dot menu)

4 The ability to add officers

5 The ability to customize their position title and role.

6 The ability to change specific officer's PERMISSIONS, which affect what parts of your organization they can edit.

You may notice that you are not able to see your **ORGANIZATION ADMINISTRATOR** status on this page. These tags, tracked and managed by CSI staff, will show up if you head to your **MEMBERS** listing. You also will know if you are a current organization administrator if the quick-access buttons appear on your main BuffConnect homepage (pictured below).

Organization Leadership Access Form (OLAF)

In order to make any changes to an Organization Administrator for your RSO or RSGO please

Email Password Change

If you are looking to reset the password to your RSO or RSGO @colorado.edu email please submit this **Email Password Change form**. Submissions will be

Student Organization Funding

Visit our **Financial Management pages** to learn more about funding, fundraising, spending options, best practices
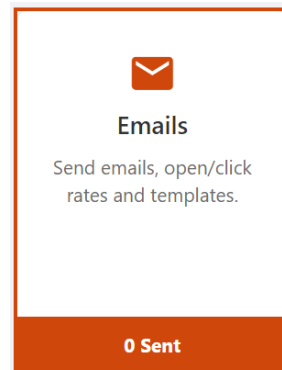
Meet with a CSI Liaison

Your CSI Liaison is your primary point of contact from the department throughout the year. Curious about chatting about campus policies

Emails
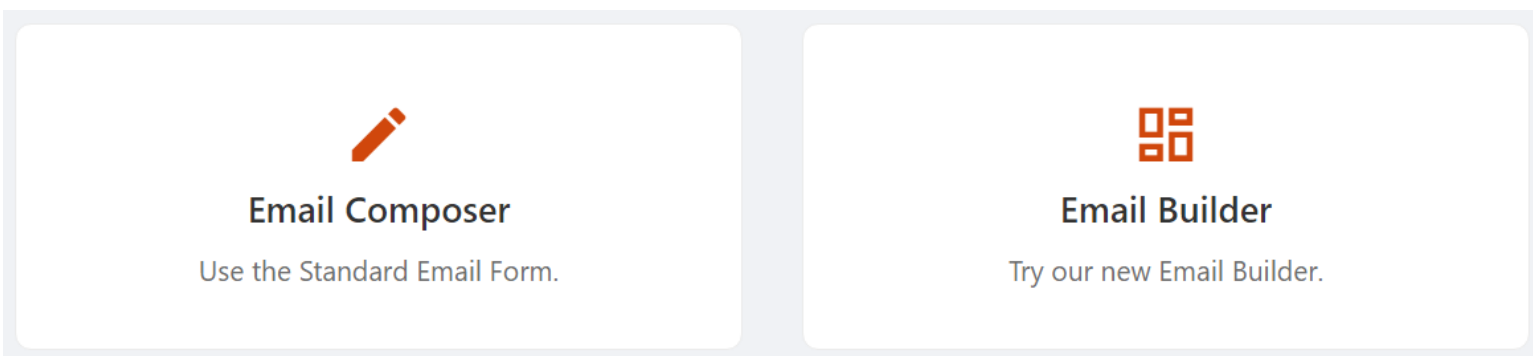
From your organization's dashboard page, you can select **EMAILS** to create and view communications that have been sent on behalf of your organization.

When you create a new email, you will first select whatever grouping of members and officers you wish to email. You are not able to select specific individuals to email at this stage— that will happen in a bit. If you are wanting to email just one or two members, you can find them on your **MEMBER** list and start an email from there.

Next, you will be presented with options to compose the email you wish to send. Both of these options are essentially the same—so pick whichever one you wish!

Email Composer
Use the Standard Email Form.

Email Builder
Try our new Email Builder.

Once you start creating your email you will be presented with additional options, including:
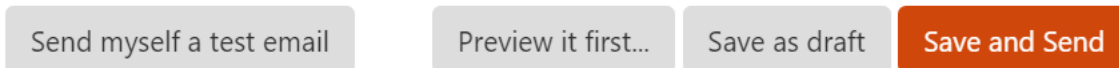
Recipient List: Allows you to further select specific members to email based on the groups you selected

"From" Email: Allows you to edit who the email will appear to be sent from (*note: the system will still keep track of the specific user who created the email, no matter who you choose in this field*)

Email Layout: A variety of layouts, columns, or built-in widgets

Clickboxes: Built-in widgets from the system to promote upcoming events, surveys, or other information

Delivery Options: Allows you to set a specific time to send this email

Send myself a test email   Preview it first...   Save as draft   Save and Send

Once you have completed the creation of your email you will have to **PREVIEW IT FIRST** before you can send. If you need to do further editing you can save a draft and come back to finish it later.

After you have previewed the email you will be able to click the **SAVE AND SEND** button.
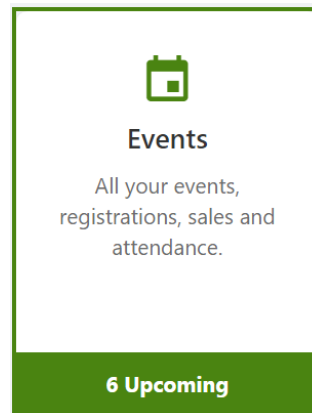
Send myself a test email   Preview it first...   Save as draft   Save and Send
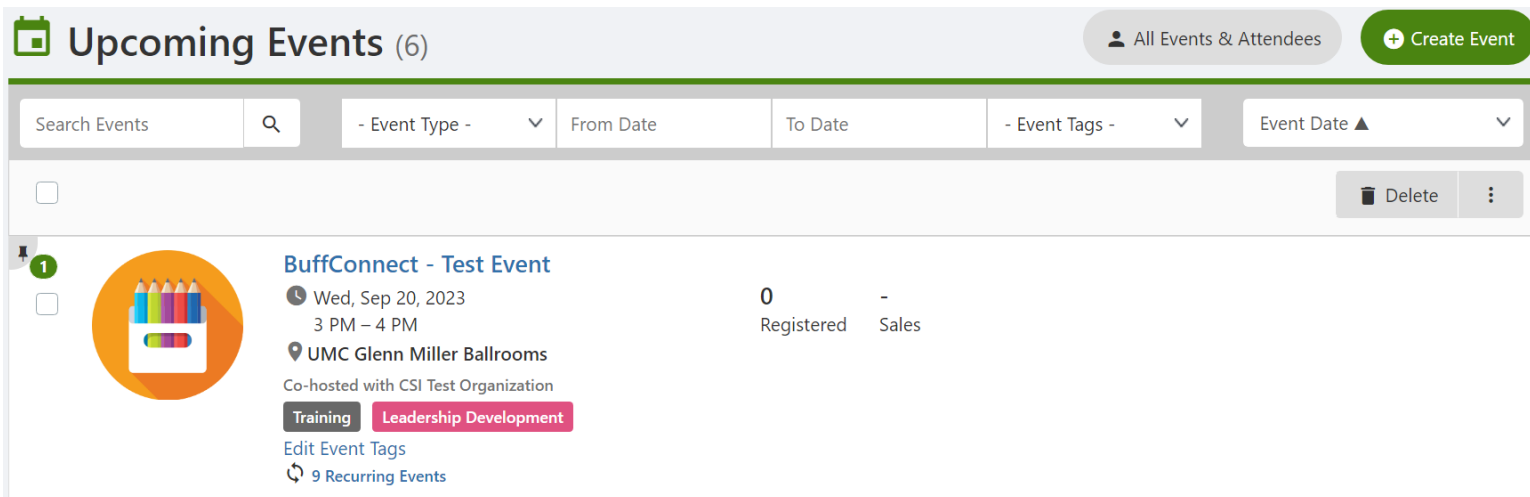
Events

From your organization's dashboard page, you can select **EVENTS** to create and view events for your organization. Events are a great way to increase visibility for your organization's activities. You can also use them to track attendance or send communications.

If you have upcoming events you will find them listed here—but you can also sort the list to show past events or only events with certain tags.

In the upper right-hand corner, look for the green button to **CREATE EVENT**.

When creating an event it is important to remember that submitting the event on BuffConnect does not guarantee a room reservation. You will still need to formally reserve spaces with whomever manages them. For more information on this, refer to our Space Reservation Guide.

The event creation form will present you with a wide variety of options that are fairly standard to any online calendar. Some of the quirkier ones you should pay attention to are:

Where: If you select an on-campus location and ALSO provide an online meeting link, it will mark your event as hybrid. If you would prefer that attendees choose one option over the other—we recommend not providing them the less-preferred choice.

Registration Options: You will have the ability to create RSVP options that may involve money—please check in with our CSI staff before you do this, as any money you plan on collecting must be handled appropriately and be deposited into an on-campus account. Additionally, any event that receives funding from on-campus boards usually has to be free and open for any CU student to attend—so you definitely should avoid charging money!

For further guidance on events, please refer to the Resources page of this guide—with links related to Events.

Surveys and Forms

From your organization's dashboard page, you can select **SURVEYS AND FORMS** to begin creating a variety of interactive surveys, quizzes, polls or even elections for your organization.

Surveys & Forms
Collect any data and survey users.

0 Created

If you have existing forms you will find them listed here. Otherwise, click **CREATE FORM** in the upper right-hand corner to get started.
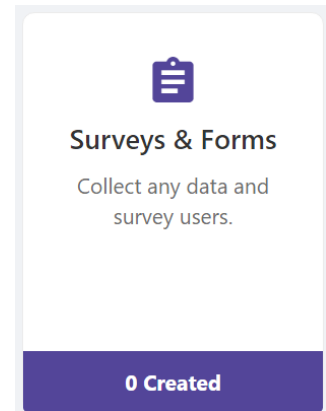
Blank forms won't look like much until you start adding in questions. Because the form system is fairly robust we can't show every specific area, but some of the main things to pay attention to are:

1 The ability to name your form

2 The ability to preview or change further settings of the form, including workflow or approval steps.

3 The ability to rename individual pages

4 The ability to sort and reorder pages within the form (you can always add additional pages at the very bottom)

5 The ability to add questions

1 New Form Aug-03-2023

Back to Surveys & Forms

2

3 Page 1 - Untitled page   **4**

Add introduction

Advanced HTML editor

Add question **5**
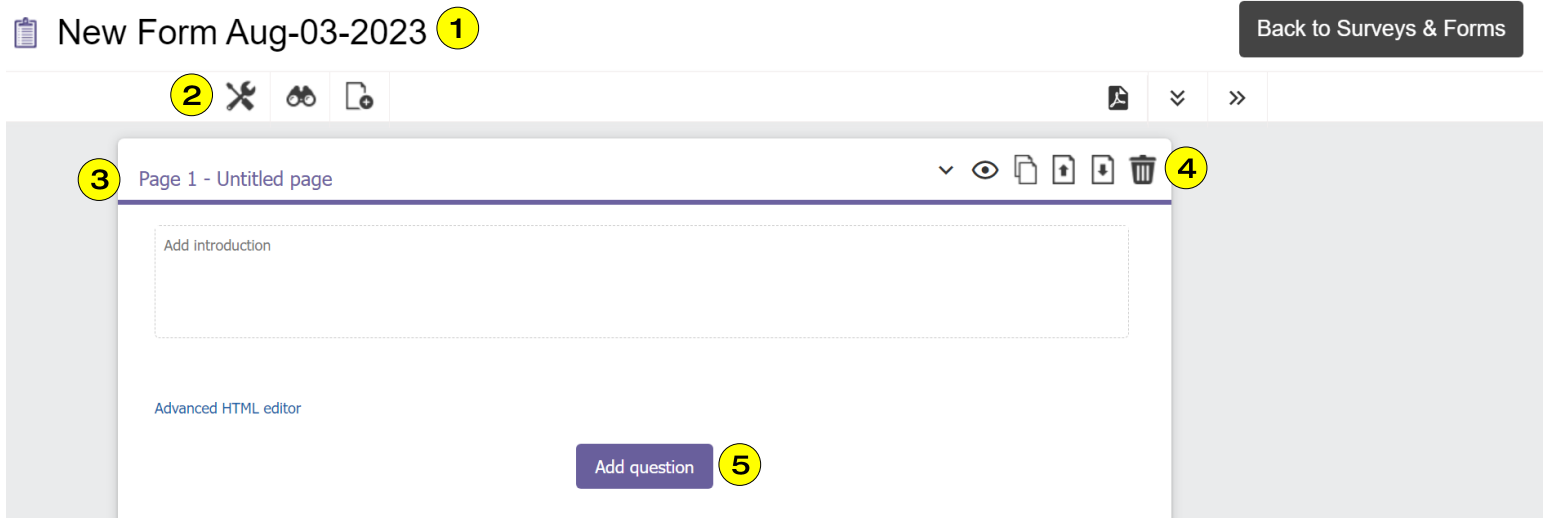
For further guidance on forms, please refer to the Resources page of this guide—with links related to forms.

Funding and Finance

Although there are a few different tiles on your organization's dashboard that relate to money, we would recommend using the **ACCOUNTING BOOK** as your main pathway.

Accounting Book

Track your budget allocations and expenses.

View

To access this you will need to be an officer for the organization AND have the permission to manage money. Some officer positions default to having "manage money" selected and will be able to view—although they won't be able to complete forms and transactions unless they have the full "Organization Administrator" tag. As a reminder, each organization may have a maximum of three organization administrators at any given time—so if you are running into errors, it is possible you don't have the correct access needed.

If you DO have access to your Accounting Book, it will look something like this:

*** Please note: you will need to be an **Organization Administrator** for your organization to submit any forms associated with accounts in this section. If you are not, the forms will be denied or error out. ***

📖 Accounting Book

🗃 Show Archived   ⬆ Upload Transactions (Admin Only)

Budgets	Allocations/Revenues	Expenses	Balance
Departmental Support Fund	$0.00	$0.00	$0.00
Gift Fund	$0.00	$0.00	$0.00
Revenue Fund	$815.23	$0.00 (+ $1,300.00 pending)	$815.23
Student Organization Funding Request 2023-2024	$1,050.00 (+ $43.15 pending)	$450.00 (+ $50.00 pending)	$600.00
Group Funds	$0.00	$0.00	$0.00

You may see a variety of funding listed in this area—including any departmental support that was sent to CSI to manage, gift funds, and your Revenue Fund—which is your general account that you can use to deposit any fund-raised money, donations, etc.

The last entry you will see will be a hyperlinked current year funding request—which you can utilize to request funding from on-campus funding sources.

The bottom of this **ACCOUNTING BOOK** page will show all transactions that have been submitted across all your possible sources of funding.

Funding and Finance—Requesting Funding

From your accounting book, you can click on the current year's funding request. There should only be one option available for this—dated with the current academic year, so you'll know you're in the right place.

Once you click into this section, like most other areas of BuffConnect, you will see a summary page which shows you a variety of information. This includes a summary of overall funding and expenditures and a summary of all funding requests you have entered into the system.

📖 Accounting Book

Budgets

Departmental Support Fund

Gift Fund

Revenue Fund

Student Organization Funding Request 2023-2024

If you have a funding request that has already made it through the entire funding process and is ready to be utilized, you will see it listed at the bottom of this page. Here is an example of what it might look like:

13 Operations- Food and Stickers- Fall 2023 **Operational** Submitted By Ariadna Olivas Jul 20, 2023 4:10 PM Form 📄 Student Organization Funding Request	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes ⓘ		#ID Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance
	Food $62.50 per meeting for 8 meetings	500.00	0.00	500.00	500.00 ✏️	2	●		⊕ Request Payment			
	Promotional Items ①stickers	100.00	0.00	100.00	50.00 ✏️	2	●		⊕ Request Payment			
	Total	$600.00	$0.00	$600.00	550.00	✅ Done ⓘ		Total	$0.00	$0.00	$0.00	$550.00

You will see all line items that were requested, along with how much was APPROVED. If you are able to spend from this budget you will see green dots indicated you are "good to go" as well as "Request Payment" buttons alongside each line item.

REMEMBER: After going through the funding process you will meet with our CSI Finance Staff who should walk you through any rules or regulations about how you can spend your funds.

① In the example above you see the line item for "Promotional Items" with further clarification that it is for stickers. If you decided to change your plans and buy a different promotional item you may need to check in with our finance team first before submitting a payment/reimbursement request. This helps to ensure you don't submit for something that we cannot reimburse you for—we don't want you to lose out on any potential money!

How do you submit a new funding request? From your **ACCOUNTING BOOK**, once you have clicked into the appropriate funding request year, you will see a button to **CREATE BUDGET REQUEST**.

Clicking this button will begin the process. A few things to keep in mind before we show off parts of the form:

1) You WILL need to be an *organization administrator* to complete this form. If you are not the form will error.

2) Plan ahead for what *TYPE* of funding this request will be: Operational, Event, Travel.

3) Assemble your screenshots, attachments, *justifications for each line item* you will be requesting.

Aside from those big items—the good news is that at most steps of completing this form you can always save a draft version and come back to it later. So if you run into any questions that you are unable to answer—no worries!

Once you begin the form you will:

Page 1: Pick your funding type and give your request a title

Page 2: List all your line items

    (1) When inserting line items you will see MANY options in the drop-down menus. Certain line item categories may not be allowable for certain funding categories—for example "food" for a "travel" request, as no funding board currently funds this.

    (2) Please leave "Amount Financed By Group" blank, even if you do eventually plan on using your own funds.

    (3) Add in any notes to help clarify. You will have space to upload files/screenshots/full justifications later.

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes	
Airfare (1)	$ 0	$ 0 (2)	$ 0	Notes (3)	⊗
Promotional Items	$ 0	$ 0	$ 0	Notes	⊗

Page 3: Select your organization, pick a funding type, title your request, and upload attachments.

- We know this seems like you may have already answered these questions—but we have to include them to ensure proper routing of your form. You've got this!

- The attachments field is your space to upload all screenshots or supplementary materials about your line item requests. You can only upload 10 files—so considering compiling all information into one spreadsheet or document to make it easier.

Page 4: Fill in general information about your organization, including category, alternate contact information, and uploading your organization's bylaws.

- Many funding boards on campus require you to have bylaws or a constitution. If you don't have any, refer to our website for some starting points on creating them.

Page 5 (and beyond): Questions specific to the funding type you selected

You will now encounter one (or more) pages related to the funding type you selected (Operational, Event or Travel).

Please complete all questions, being as detailed as possible, so that funding boards and CSI staff can understand your request.

Final Page: When you get to the page that contains the message below, you are ready to fully submit your request!

CSI Liaison Review

STUDENTS

PLEASE CLICK THE SUBMIT BUTTON IN THE LOWER RIGHT CORNER OF THIS PAGE TO SUBMIT YOUR FUNDING REQUEST.

Thank you - and stay tuned for further contact as your request works its way through the process.

Once you submit your request:

1. CSI Liaison Reviews
2. Funding Board(s) Hearings/Review
3. CSI Finance Reviews
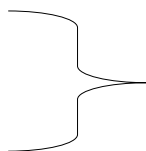
Until all of these occur and you receive final notification that your request is fully approved—**DO NOT SPEND MONEY!**

You will **NOT** be reimbursed for money spent before this process completes.

Funding and Finance—Submitting a Payment Request (budgets)

Once you have a fully approved funding request in the system, you can find it listed in your **ACCOUNTING BOOK**. Here is the example we showed earlier in the guide:

		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	ⓘ	#ID Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance
13	Operations-Food and Stickers-Fall 2023 **Operational** **Submitted By** Ariadna Olivas Jul 20, 2023 4:10 PM **Form** 📄 Student Organization Funding Request	Food $62.50 per meeting for 8 meetings	500.00	0.00	500.00	500.00 ✏	2	🟢		➕ Request Payment			
		Promotional Items stickers	100.00	0.00	100.00	50.00 ✏	2	🟢		➕ Request Payment			
		Total	**$600.00**	**$0.00**	**$600.00**	550.00	✅ Done ⓘ		**Total**	**$0.00**	**$0.00**	**$0.00**	**$550.00**

When you are ready to submit a **PAYMENT REQUEST**, find the line item that matches—and click **REQUEST PAYMENT** located to the right of it.

Similar to other finance forms in the system, each step of this process will contain detailed instructions for you to refer to. The first options you will be able to interact with look like this:

DETAILS

* **Transaction Type**	- Select - ⌄
* **Description**	
	Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense	Expense ⌄
* **From Allocated**	$ 50 ←
	Numbers only

This amount defaults to the total amount you were allocated for the line item. Remember to adjust it down to accurately reflect your request!

The **TRANSACTION TYPE** will allow you to select either **PURCHASING/SPENDING** or **REIMBURSEMENT**.

Purchasing/Spending is used when you need CSI Finance to make a purchase on your behalf using your funds.

Reimbursement is used when you have already made a purchase and can provide receipts.
   REMEMBER: Any receipts that are dated prior to when your budget was fully approved will NOT be reimbursed.

The rest of the payment request form should seem very similar to the Funding Request form. Be as detailed as possible and answer all required questions.

From the **ACCOUNTING BOOK** located within your organization's portal you will see several other account types. This may include gift funds, departmental support, and also your Revenue Fund. As a reminder, the **REVENUE FUND** is your general account managed by the Center for Student Involvement. You can't request money to be placed into this account—but you can deposit fundraised money, member dues, or other money you collect into it. It is a taxable account and can ONLY be used to process **REIMBURSEMENTS**.

To request payments from any of these account types that don't have a hyperlink associated with them, look lower on the **ACCOUNTING BOOK** page for the **PAYMENT/BUDGET REQUEST** button that is located near the **TRANSACTIONS** section.

📖 Accounting Book			Show Archived	⬆ Upload Transactions (Admin Only)
Budgets	**Allocations/Revenues**	**Expenses**		**Balance**
Departmental Support Fund	$0.00	$0.00		$0.00
Gift Fund	$0.00	$0.00		$0.00
Revenue Fund	$815.23	$0.00 (+ $1,350.00 pending)		$815.23
Student Organization Funding Request 2023-2024	$1,304.00 (+ $43.15 pending)	$430.00 (+ $100.00 pending)		$874.00
Total	**$2,119.23** (+ $43.15 pending)	**$430.00** (+ $1,450.00 pending)		**$1,689.23**

📷 Transactions (16)   ⊕ Create T...   ⊕ Payment/Budget Request

Search Transactions 🔍	- Source - ▾	- Transaction Type - ▾	- Item Category - ▾	- Payment Method - ▾	- Status - ▾	Date ▾
☐						⬇ Generate Report

When you select this it will begin the **PAYMENT REQUEST** form.

① **BUDGET** is where you will select which account you are wishing to interact with.

② **TRANSACTION TYPE** allows you to choose either **PURCHASING/ SPENDING or REIMBURSEMENT**. Remember, all payments coming from your revenue fund need to be reimbursements.

③ **DESCRIPTION** can be used to give a one-sentence summary of what you're requesting.

④ **REVENUE/EXPENSE** will often be left at "expense". **REVENUE** would only be used if you are depositing money.

⑤ Lastly, fill in the amount needed in the **FROM ALLOCATED** field.

Ⓢ Payment/Budget Request ✕

① * Budget   - Select - ▾

DETAILS

② * Transaction Type   - Select - ▾

③ * Description   [   ]
Ex: food, marketing materials, travel expenses, etc

AMOUNT

④ Revenue/Expense   Expense ▾

⑤ * From Allocated $ 0
Numbers only

Close   Next

After answering some generic information about your organization (category, org name, etc) you will get into the **PAYMENT REQUEST** specific questions.

Below is an example of the questions you may run across, which will change dynamically based on what information you provide. Take your time, be as detailed as possible, and provide ample attachments to justify or explain what you are asking for.

There may be multiple pages worth of questions, depending on how complicated the request is. You can always save the request as a draft and come back later if you need to track down information. You'll find that draft listed in your **ACCOUNTING BOOK** page.

📋 Payment Request Form `DRAFT`   ✏ Edit   🔗 Copy Link   ⚙ Manage

Payment Type Questions

DISCLAIMER: Some information requested in the following form may be personal in nature. This information is required to complete the requested transaction. This information is only able to be seen by system administrators after the form is submitted, and will only be used as the manner described to complete the transaction. If you have a question about why a certain piece of information is requires, please feel free to reach out to csifinance@colorado.edu.

Has the purchase already been made? *   ⚪ Yes 🔘 No

Vendor Type *   ⚪ On Campus/ Department 🔘 Off Campus

Examples of common On-Campus Vendors: Events Planning and Catering, CU Recreation Center, CU Police Department, CSI Resource Center, CU Parking Services

Type of item purchase *   ⚪ Good 🔘 Service ⚪ Donation

A **good** is a tangible item that you can purchase or rent. Examples of goods can include office supplies, production equipment rental, food, poster printing. If you are purchasing branded materials and the price of the service is part of the purchase, that is considered a good. For the purposes of CSI payment processing conference registration, lodging, airline tickets, and rental cars would also be included.

A **service** is paying someone to perform an action for you (e.g Web or graphic design, speaking, singing, or dance performance, photography or videography).

A **donation** is when money is given to another organization where no good or service is received in return. Please note that donations can only be made from an organization's **Group/ Revenue Fund** and only to a registered non-profit that aligns with the student organization's mission/purpose. Funds raised for another stated purpose or from required dues payments may not be used for donations.

Total cost of the service requested. Consult with CSI Finance before committing to a purchase greater than $10,000 as a contract and possibly a bid process may be required. *   🔘 $10,000 or less ⚪ Greater than $10,000

If you want to deposit money into your Revenue Fund, there are a few simple steps:

1) Start a **PAYMENT REQUEST** (See Page 21 of this guide).
2) In Item 1 (below) you will select **REVENUE FUND**
3) In Item 2 you can select whichever option you want (Purchasing/Spending/Reimbursement) as it is not important for this type of submission.
4) For Item 3 you can write a one sentence summary (ex: Deposit of $20 into Revenue Fund)
5) For Item 4 you will select **REVENUE**.
6) For Item 5 you will input the **amount** you will be bringing in to the Center for Student Involvement.

7) After you submit this form you are free to stop by the Center for Student Involvement (330 UMC) with your cash or check to deposit.

If you are bringing **CASH**:   No further preparation is needed!

If you are bringing a **CHECK**: Ensure that it is made out to "University of Colorado Boulder" and includes your organization name in the memo line.

Reminder: Because the Revenue Fund is a taxable account, your deposit will be subject to administrative fees.

If you do not have the correct access to do the steps listed above

OR

find yourself in a time crunch and can't fill out the form…

Don't worry! You can bring money you wish to deposit to our office and we'll sort it out for you.

The following resources are provided by CampusGroups, who provides the platform we use for BuffConnect. Although the information may not be the most campus-specific to CU Boulder—the ways that you interact with the system will be similar.

Overview for New Users: https://vimeo.com/511729394/51767c3026

Members:
1. Managing all members of a group - https://help.campusgroups.com/en/articles/1105756-managing-all-members-of-a-group
2. How to validate members - https://help.campusgroups.com/en/articles/1106045-how-to-validate-members

Officers:
1. Managing Your Group - https://help.campusgroups.com/en/articles/1105723-managing-your-group
2. Group Officer Overview - https://help.campusgroups.com/en/articles/1106023-group-officer-overview

Surveys & Forms:
1. Create various types of forms and surveys available within your group: https://help.campusgroups.com/en/articles/2825678-create-various-types-of-forms-and-surveys-available-within-your-group
2. Using Workflows to Approve of a form: https://help.campusgroups.com/en/articles/2114893-using-workflows-to-approve-of-a-form

Events:
1. How to create an event: https://help.campusgroups.com/en/articles/1105581-how-to-create-an-event
2. Creating an Event Template: https://help.campusgroups.com/en/articles/2861845-creating-an-event-template
3. Track event attendance: https://help.campusgroups.com/en/articles/1105616-track-event-attendance

If you have specific questions related to BuffConnect or CU Boulder, please reach out to us.

Center for Student Involvement

UNIVERSITY OF COLORADO **BOULDER**

A SERVICE OF CU STUDENT GOVERNMENT

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