

# CMAA Student Chapter Executive Board Manual

---

*A comprehensive guide for each executive board members of a CMAA Chapter Executive Board to effectively and successfully manage a Chapter's operations.*

**Copyright: CMAA 2011**

## Table of Contents

Introduction.....	pg. 2
All Executive Board Members.....	pg. 3
President.....	pg. 4
VP/Treasurer.....	pg. 7
Secretary.....	pg. 8
Guest Lectures Coordinator.....	pg. 9
Field Trips Coordinator.....	pg. 11
Social Events Coordinator.....	pg. 13
Professional Development Coordinator.....	pg. 14
Appendix:	
Example of Executive Board Meeting Agenda.....	pg. 16
Example of Weekly Update Email.....	pg. 17
Example of Lunch Request from Sponsor.....	pg. 19
Example of Request for Quote (from Outside Companies).....	pg. 19
Golfing Locations.....	pg. 20

## Introduction

This guide has been compiled in order to help future Executive Board members effectively and successfully conduct operations that are typical for CMAA Student Chapters. The manual specifies the duties of each board position in detail where these details may be altered to better suit the chapter needs and based on the educational organization.

This manual was prepared by “Student Chapter Name and Year”

“please fill in”	President
“please fill in”	Vice-President
“please fill in”	Secretary
“please fill in”	Lectures Chair
“please fill in”	Professional Development Chair
“please fill in”	Field Trip Chair
“please fill in”	Social Events Chair

### **All Board Members**

Being a part of CMAA, and more importantly, to be a part of Executive Board is a great honor where we can learn how to organize, co-ordinate and have mutual understanding among each other. As board members we are responsible for organizing, coordinating with required personal for the successful completion of events. The roles and responsibilities for each person are described below.

## **I. President**

Being a president takes a lot of decision making and visioning. In addition to visioning, the president is the one who is responsible for developing the chapter plan and following through with execution of the plan. The president shall be responsible for planning and holding every board meeting, and then being able to follow up with board members on the progress. Following are the instruments and activities that the President is responsible for.

### **A. Agenda**

The agenda for every Board meeting is a very important instrument. The flow of the meetings depends on how the agenda is structured. The agenda includes current activities assigned to every chair person broken down into separate line items. It is also very important to include time limits for each item on the agenda in order to stay on track. A good agenda will not only include current activities but also “emergencies” that can come up during the week. It is up to the Executive Board to decide how often board meetings will be held, but it is recommended once a week.

### **B. Fall/Spring Banquets or Receptions**

Banquets are very important for the student chapter in many ways. First, it helps to raise awareness about chapter activities among professionals. It also helps to promote chapter activities such as field trips, guest lecturers, and professional development events. The president is responsible for logistics of the banquet, selecting location or venue, food options, event program, and the guest list. All described activities have to be discussed with all board members and be approved by at least 50% of executive board. The president is also responsible for delegating tasks, making sure all tasks for both banquets are completed. The tasks that are delegated to board members include preparing invitation list and inviting companies and guest ahead of the time (at least 3 weeks to a month before the event day). During the event, the president is responsible for introducing guests, making the presentation on student chapter activities, and presenting new activities as well as presenting a new Executive Board if applicable that semester. It is up to the president and the current board to decide about certain activities during the event, such as raffles, guest speeches, and companies’ presentations. After the event, the president must follow up with student members as well as company guests, about the venue and over all experience and prepare a report based on the results. Always make sure to follow up with University in regards of payment to the venue of the event.

### **C. CMAA National**

The president is responsible for keeping in touch with the Membership’s Manager and other officers of the National organization. It is a good idea to include regional officers (student liaison) in the weekly update mailing list (BCC’d) and national officers in the monthly/semester update. Also, the president is responsible for sending new applications to CMAA national. Any changes to student chapter logo or any other visual ideas shall be approved by CMAA national. The president shall be responsible for sending “thank you’s” or holiday’s cards to the officers. The president of the student chapter shall communicate with other student chapters, and be willing to advise and/or collaborate with other presidents of student chapter’s in their activities.

**D. CMAA Regional –**

The student chapter president has to maintain continuous communication with the Executive Board of the Regional Chapter by updating on student chapter activities, challenges, and seeking advice for any activities that chapter is planning. The president shall attend all regional Board meetings and be prepared. The president of the student chapter shall closely work with the president of the regional chapter and be willing to help on any reasonable activities. The president shall promote among student members active attendance of the Regional lunch meetings or any other regional activities.

**E. CMAA National Documents –**

The chapter president is responsible for submitting student chapter renewal (August/September) and chapter's yearly report (due in May). These are two very important documents that the president should prepare where as many possible details about chapter activities should be included.

**F. Overall Organization and Chapter Performance –**

The president is the leader of the student chapter and the role model. His/her enthusiasm, energy, passion, dedication, and willingness to get things done will be seen in the chapter's performance. The president is responsible for maintaining positive energy among Executive members of the student chapter and inspiring them with the vision and challenging goals. The president of the student chapter should always act in the best interest of the membership and always know the needs of members. The president is responsible for increasing the membership through communicating with students, promoting student chapter events on campus, and taking a part of other activities organized by university. The president of the student chapter should hold weekly meetings with the faculty advisor and should keep him/her current with all chapter activities.

**G. Some DO'S AND DON'TS to keep in mind for the future:**

Behaviors which can improve your image > promotion:

- DON'T dump and run.** When you have an idea for an improvement, be willing to be its champion and become part of the solution
- DON'T complain.** People who habitually complain are a waste of time and energy to those around them. If you are complaining, you are not solving.
- DON'T allow issues to linger or drift.** Close them with the urgency that they deserve.
- DO make it brief.** When dealing with your peers, you can speak in sentences – sometimes in paragraphs. But as you communicate with higher up, speak in sound bites. Your superiors don't have the time for the unabridged version.
- DON'T be a “yes” person** – or more specifically, a silent. Don't just take notes, nod and leave. **Listen** thoughtfully, **ask** good questions, **and raise** concerns.
- DO bring solutions with problems.** When you need help, articulate both solution and the specific help required. Tell your peers exactly what you need from them, such as funding, letter of support etc. You are more likely to secure their support when you have a solution in hand.

- ❑ **DO wear one face.** Don't be one person when your friends are around and someone different the rest of the time.
- ❑ **DO meet commitments.** Show others that you are reliable.
- ❑ **DO keep your leaders informed.** Don't work in a vacuum. Avoid surprises. Don't let them hear about your responsibilities from someone else.
- ❑ **DO offer professional criticism.** If your views run counter to your friends, constructively and discretely share them. Your value increases when your interest, honesty, and passion are apparent.
- ❑ **DO offer praise.** When you observe noteworthy ideas, actions or deeds by your friends, show that you appreciate their behavior. Do not focus only on criticism – as constructive as it may be.
- ❑ **DO demonstrate integrity.** Know the difference between right and wrong – and do the right thing. Do not support or condone illegal, unethical or immoral behavior.
- ❑ **DO support your peers.** Be quick to support noteworthy ideas and actions by your coworkers and/or friends. Choose the collaborative path rather than competitive or contentious path.
- ❑ **DO show you can be trusted (or better do that!!!).** Don't subscribe to loose lips. Earn the reputation of being a trusted confidant. Support the company and work to continuously improve its effectiveness.

#### H. WORDS TO KNOW:

- ❑ “You can accomplish anything in life, provided that you do not mind who gets the credit.”  
– Harry Truman
- ❑ “There are going to be times when we can't wait for somebody. Now, you're either on or off the bus.” Ken Kessey
- ❑ “Reason keeps you open. Passion keeps your adrenalin going.” – Trump
- ❑ “Each success is just the beginning of the next one!!!!” – Trump
- ❑ “The harder I work, the luckier I get.” – Gary Player
- ❑ “Hard work overcomes a lot of incompetence. You can talk about trying to be highly qualified with an MBA and all of that, but hard work seems to overcome so many negatives in life.” – O. Burton Smith
- ❑ “Genius is 10% inspiration and 90% perspiration.” – Einstein
- ❑ “Better to try and fail, than not trying.” – Daniel Burnam  
– “Focus on the task, and get it done.” – Anonymous

## II. Treasurer/VP President

The role of the treasurer is as follows:

- A. Attend Office of Student Life workshops organized by your University and Student Finance Boards
- B. Make contact with the Finance Board advisor for CMAA
- C. Propose for a semester budget (operating, capital, programming, conferences)
  1. Have the proposed budget approved by the finance board advisor
  2. Obtain a signature sheet from the finance board advisor
  3. Have the signature sheet signed by the CMAA faculty advisor
- D. Spending allocated money
  1. Use the tax exempt forms since Universities will not reimburse those amounts
  2. Get prior approval on the reimbursement form from Student Organizations Office
  3. For payments with an invoice – use Student Organizations Office credit card or request a check payment (takes 2-3 weeks)
  4. For payments made personally by CMAA members, fill out the Reimbursement Form (available in the Student Organization Office) with the appropriate information and submit with all receipts from the purchase [submit to your adviser’s mailbox in Student Organizations Office]
    - Process – reimbursement submitted and processed, the Payer will receive an email (must be filled out on the form), they must then pick up their form from the Student Organizations Office (for large amounts a check will be made out)
  5. Fill out and submit a follow-up budget according to the following steps:
    - Download the forms off of the Finance Board website.
    - Fill out the Student Finance Board from within your word processor.
    - Save the file as the name of the event that is listed on your finance board proposal.
    - Email the file to address of your school’s Student Finance Board This e-mail address is being protected from spam bots. You need JavaScript enabled to view it . The subject line should be your organization name as listed on the FB advisor list.
- E. Update the Excel budget to accurately reflect the monies spent and the monies remaining.
- F. Repeat these steps for all expenditures.

### III. Secretary:

The main duty of the secretary is to maintain communication between the members and the executive board keeping everyone up to date about events and upcoming activities so the membership can be active and reap the benefits of being part of the CMAA chapter.

- A. The secretary should organize meeting spaces and times with direction and support from other officers within the organization.
  - Get on the list (with one other person for backup) with reservations IIT to be a designated person in CMAA IIT to make reservations - this is done by submitting a form with your info regarding our Organizations Information to Student Activities.
- B. The secretary is responsible for the timely and accurate delivery of all organizational activities and meeting notices to members and non-members for events.
  1. Maintain a list of people who have requested information regarding CMAA- members and non members included. The group list is made under title 'Members' in the group email account (we suggest that all student groups create Google groups account).
  2. Request emailed details to you about upcoming events and venues to put in the weekly update.
  3. Send out a weekly Update regarding upcoming events to CMAA contacts with closest or most important event listed first and the next important respectively. (BCC your advisors; and Board members from your Regional Chapter)
  4. Forward Regional Chapter information and updates to email list and add information about reimbursement for specific event where the CMAA Chapter agrees they will fund us.
  5. Example: See at the end.
- C. The secretary is responsible for compiling the membership list and maintaining it throughout his/her term.
  - Work with the treasurer to maintain a list of members and interested persons who have not obtained membership by turning in applications and dues.
- E. The secretary responsible for keeping meeting minutes and meeting agenda on track.
  1. Keep attendance at meeting
  2. Verify all dates and times for each upcoming event
  3. Specify duties and the persons responsible for them.
  4. Send out meeting minutes promptly after meeting for the board members to review their weekly tasks.

#### IV. Guest Lecturers Coordinator:

- A. Before the Lecture:
1. Find a guest speaker and schedule date & topic
    - a. Historically successful places to find guest speakers: monthly CMAA Chapter meetings and events, and other construction-related professional organization events. Student members who have held construction-related jobs or internships might also be willing to help set something up. The construction management faculty on campus.
    - b. Try to schedule events 3-4 weeks in advance (at a minimum) to allow speaker time to prepare.
    - c. Three-four days before the lecture, send an email with the address, parking information, time, location, and any technical information to the speaker.
    - d. Send a reminder the morning of the event (optional)
  2. Reserve meeting room
    - a. Make reservations thru your University's online RSVP system
    - b. Attend the trainings set up by Union Board and Student Organization Office on this system, go to the Campus Information Center and have one of them help set up an account, or apply for an account at the web address above.
  3. Publicity
    - a. Posters (optional): Good places to post are most visited places such are cafeterias, lounges, etc.
    - b. Online:
      - CMAA Weekly update, Google calendar: Work with webmaster & secretary
  4. University Calendar, and Universities newspaper Coordinate food arrangements / delivery for all guest lectures
    - a. See spreadsheet on Google Group with basic quotes/contact information for food vendors in the area.
    - b. Order the food a day in advance, and calculate quantities based on 100% of the total student membership. This number will fluctuate depending on topic, publicity, and if it is being co-sponsored with another student group. If this third thing happens, add both groups' membership counts up and multiply by 80% for a food count.
    - c. When arranging for the food, remember to bring or fax a tax-exempt number to the restaurant, since Student Organizations Office doesn't refund taxes or tips. If there will be delivery, ask that the delivery charge be upped to include a tip to the driver. Tips are cool if they are included on the printed bill, and called delivery surcharge or something like that.
    - d. Keep the receipt, and work with the chapter treasurer to fill out / submit a reimbursement form as soon as possible. These can take up to a month to process, so the sooner the better.
  5. Greet the speaker at the lecture room 10-15 minutes before the scheduled time, and work through any technical issues that might arise.

6. Set up the food in a quiet place away from the main speaker.
- B. During the Lecture:
1. Introduce speaker and run through any general business that needs to be addressed.
  2. Work with Secretary to get a head count and attendance sheet of all attendees.
- C. After the Lecture:
1. Make sure the room is clean and food waste is taken to the dumpsters outside the building.
  2. Send a follow-up email thanking the speaker and providing any comments heard from attendees.
  3. Send out an online survey asking members/attendees their opinions of the event
  4. Submit reimbursement forms for food or other expenses

## V. Field Trip Coordinator

### A. Before the Field Trip:

1. Finding the location:
  - a. During weekly meeting, board members with their connections with the CMAA Chicago chapter are aware of the current construction going on within the Chicago area
  - b. Professors also are able to give some very good information and contact
  - c. IIT Alumni
  - d. Members
2. If many locations have been chosen, the first step is to decide with the board members, when to go to each location. This decision depends upon the following factors
  - a. Weather issue: For example, we had to visit a Water Waste treatment Plant during the summer. Trip had to be postponed due to risk of heavy snow
  - b. When can company hold the tour?
  - c. When are the midterms and finals for the students?
  - d. When are the other CMAA events?
3. When the day is booked, the first email that has to be sent is to all members to inform them of the day, location, features of the project. Who is the owner, GC, or Architect? What is the purpose of the field trip?
4. Students have to RSVP within a certain time frame. Students will RSVP for the event and it is important to set up a spreadsheet with their name Email address and day of answer.
5. Particular attention to forms as to be made: For large organization visits (example: O'Hare and MWRD) it was necessary to send forms and identification scanned to the authorities about a month prior to the field trip. Members have to be aware of it.
6. The bus needs then to be booked. An example of an email for requesting for quote is in appendix.
7. Send an answer to each member after verifying they already paid membership dues.
8. One week prior to the event, ask for the host company for sponsoring the lunch. (Example of Email – See in appendix.)
9. After an answer from host company, two to three days before the event a reminder has to be sent to the students regarding the detailed schedule.

### B. Field Trip Day:

1. Have the phone number of the bus company before meeting up with members with the map and address of the field trip.
2. Print out the spreadsheet with all the members that are coming.
3. Make sure two or three board members help you carrying hard hats.
4. Make student sign when they take the hard hat.

5. Make the bus park near the area of gathering.
  6. Have the field trip and thank the hosts at the end of the event.
  7. Make sure the gift/business cards and flash drives are handed to the right person.
  8. At the end of the trip make sure if the bus driver did well his job that every member reward him with a little tip (usually \$1/ passenger)
  9. Make sure all members give their hard hats back and sign the spreadsheet.
- C. After the Field Trip:
1. Send a thank you email to the company within the two working days after the event.
  2. Send a survey to the members by using the site: [www.qualtrics.com](http://www.qualtrics.com).
  3. Send the survey results to the board to discuss and improve future events. Also, send the result to the host company.

After the reception of the quote, the field trip coordinator has to go to the office of student life to fill out a form. Then ask your financial adviser who will make the payment by card on the phone to the company directly.

## VI. Social Events Coordinator

### A. General Body Meetings and Elections:

1. For this particular event we should have a scheduled date and time and the room have to be booked one week in advance.
2. He has to coordinate with the secretary and inform the members of the time and date in advance.
3. A day before the event he has to make order for the food probably a pizza or a sub along with soda and water. He is also responsible for the delivery of food.

### B. DVD Sessions:

1. In this, the chairperson with the help of the board members selects an interesting video related to the construction industry and plays it for the members. The responsibilities undertaken for organizing the general body meeting holds good for the DVD session also,
2. The coordinator is also responsible for arranging the laptops and projector along with the video.

### C. Golf Outing:

As professionals and member of CMAA we should have knowledge about golf. Here, the head of social events has an important role to play from selecting the place, coordinating with the instructor until the event is completed. As amateurs, we practice golf in the driving range with the help of the instructors. The step by step procedure for organizing this event is detailed below.

1. The nearest and suitable golf grounds are selected (not many golf courses have driving range) and a tentative date is fixed.
2. The person in charge or the instructor are contacted and are briefed about the event and a formal invoice is requested for a fixed number of people.
3. After obtaining the invoice from different golf course the best suitable one is selected and the invoice is submitted to the finance board of IIT for their approval and processing of check (It nearly takes 2 weeks for the check to be processed after the invoice has been submitted)
4. The chairperson with the help of the secretary sends a formal mail regarding the details about the venue date and timings (if required a survey can be done to select the date and timings that would be feasible for all the board members)
5. Once the check is received it has to be submitted to the person in charge of the golf course a week in advance for booking the ground on that particular day.
6. On the day of the event he should be present at the venue an hour earlier and should take care for the successful completion of the event.  
(The details of the nearest golf courses where they have a driving range are listed in the appendix.)

### D. Banquets- This the biggest event of the organization, though the chairperson of social events is responsible for organizing the banquet but since its huge event it is conducted with all the board members dividing the work among each other under the proper guidance of the president and vice president.

## VII. Professional Development Coordinator

### A. Business Cards

1. Email members for the following information:
  - a. Name
  - b. Email id
  - c. Major
  - d. Phone Number
  - e. Address
2. Use prepared template to fill out each members details. Use Adobe Photoshop for this.
3. Arrange the electronic (jpeg) business cards on a standard letter size sheet. Use Adobe Photoshop to compose this.
4. Save these composed files in PDF format for printing
5. Take these PDF files to Office Services in Pearlstein hall basement for printing.
6. Have them printed and cut. It will cost \$0.80 for a set of 20 cards per member.
7. Email members whose cards are ready to pick them up during your office hours.

### B. Resumes

1. Email members for their latest resumes.
2. If they need help, send them a resume guide Power Point file, which is prepared by Career Management Center.
3. Once the member sends the resume, save it in a single folder on your laptop.
4. Send these resumes to a person who is responsible at the Career Management Center requesting him/her to have a look at them and give his inputs. Members can also visit him and have their resumes polished. This meeting will have to be set up by the Professional Development chair.
5. When member send you updated resume when he/she had sent you one earlier, delete old one and save new one.
6. For events and field trips, save these resumes in PDF format in a single folder on the CMAA "chapter name" Flash Drive along with the "readme" file. Hand it over to the company representative at the Field Trip.

This Page Is  
Intentionally Blank

## VIII. Appendix:

### Example of Agenda:

“Agenda for 4/5/2010 IIT CMAA Board Meeting

1. Internal Business (5 min)
  - New Board transaction ( meetings)
  - CMAA National Payment for Conference – Krzysztof (meeting with Amber for new budget)
  - Email to CAEE Department – Brittanie
  - Exec Board Manual due next week Monday 4/12
2. Lectures – Joe (5min)
  - Cotter Consulting Lecture – location; food; SWE
  - John Caswell, GSA – confirmation; location; IIT Today
3. Field Trips – Aurelien (10 min)
  - MWRD progress – how many students registered? Bus; food;
  - Chicago Center for Green Technology – progress; Bryan
4. Professional Development – Sumit (10 min)
  - Flash dives progress
  - Email to PB (Marilynn)
5. Workshops – Appu ( 10 min)
  - LEED GA – how many students passed; scheduled actual exam? Survey about workshop?
  - CMIT – Location; how many confirmed; CMAA Chicago chapter update?
  - Michelle from GSA – confirmed for 4pm April 6<sup>th</sup> .
6. Social Events – Shreyas (5 min)
  - Golf Outing –survey results - day; reservations; email to students
7. Spring End of Semester Event – Tagir update (Companies rsvp'd) (20 min)
  - Trump – catering invoice, confirmed – need some work
  - New Pricing break down for companies
  - Aurelien – quote on A/V equipment”

**Example of the Weekly Update:**

“CMAA IIT,

Weekly Update here.

**Guest Lectures:**

**Please come to our next LECTURE!**

All CMAA and Society of Women Engineers members are invited to this excellent presentation!

Speaker: Anne Cotter, of Cotter Consulting.

Topic: Construction Entrepreneurship: [The Joys & Pitfalls of Being a WBE in Chicago](#)

**Date: Thursday, April 8**

Time: 12:50 P.M. -1:30

P.M. Location: LS 111

Lunch: Provided

~~~~~  
**Upcoming Lectures:**

Speakers: John Caswell & Tamakia Edwards, of the US General Services Administration.

Topic: **Construction Management for the Largest Owner in the Country**

(US Government) and Bad Project Experiences.

Date: **Thursday, April 22**

Time: 12:50 P.M. - 1:30 P.M.

Location: LS 111 (the auditorium)

Lunch: Provided

If you are interested in organizing an event, or would like a specific speaker to come, please let Joe Millham know

at <[jmillham@iit.edu](mailto:jmillham@iit.edu)>.

~~~~~  
**Field Trips:**

Our next field trip: **Calumet Water Waste Treatment Plant by MWRD April 16th.**

There are still a few open spots and the field trip will be very interesting.

Those who meant to contact Aurelien regarding your attendance, do send the application to him ASAP.

**The application is attached!**

To better understand what is the MWRD, refer to this link:

<http://www.mwrdd.org/irj/portal/anonymous/Home>

Date: **April 16th, 2010**

Time: TBA- Morning

Meeting Location: AM (tentative)

Transportation: Provided.

Lunch: TBA

Registration Requirements: In order to register for this event, you need to fill out the application form, scan and send it to Aurelien Rigart at [arigart@iit.edu](mailto:arigart@iit.edu) ASAP!

Please look forward to emails regarding our next field trip:

**Our next event** will take place at the **Chicago Green Center for Technology** on April 30th.

Further indication about the event will be sent to you soon.

**Social Events:**

**GOLF OUTING coming up!**

According to the responses we reviewed from the survey we sent out, 17 people responded with the affirmative for these particular event details.

**Date: April 23<sup>rd</sup> (please note - IPRO**

**Day) Time: 10am-12pm**

**Location: Diversy Driving Range**

Only 5 minutes away, so no transportation will be provided and an instructor will be available.

Please respond to Shreyas when he sends out an email to confirm attendees. He will send an email shortly regarding this and it will be first come first serve. So please reply promptly regarding this.

-----  
**Workshops:**

**As you should know already, especially those who signed up CMIT training starts today!**

**Dates: April 6-9**

**Time: 4 P.M. -6P.M.**

**Location: Wishnick Hall 119**

If you have any questions regarding this, please contact us by emailing us at [cmaa@iit.edu](mailto:cmaa@iit.edu).

-----  
**Professional Development :**

**We are working on getting jobs / internships for you!**

Sumit will be sending out a jump drive with our resumes (if you sent them to him) to our CMAA Construction Company contacts this week. If you haven't, send him your resume. If you need to send him an updated resume email him at [skathare@iit.edu](mailto:skathare@iit.edu).

-----  
**Spring Networking Event :**

**Do you want to network with the best Construction companies in the area??**

**Do you need a job or an internship??**

**COME TO THIS NETWORKING EVENT!**

Date: May 12

Time: 6P.M.

**Location: Your wildest dream!**

There will be appetizers and drinks.

**Event invites and more details coming soon!**

Any question regarding these events, please email us at [cmaa@iit.edu](mailto:cmaa@iit.edu).

Thank you all.

-NAME

Secretary

CMAA IIT Chapter"

### **Example of the Email to Field Trip Sponsor Requesting a Light Lunch:**

*“Since the tour will end by the lunch hour, we would like to see if there is a place available for us to while on or near your site. Historically, host companies have provided a light lunch on-site and used that time to answer questions about both the toured project and the hosting company, a greatly-appreciated gesture that helps students understand about the company and the work it does. Would (Name of the Company) be interested in doing the same? Thank you very much for your answer.*

*Best Regards,  
(your name)”*

### **Example of Email to Be Sent to BJS or EJ Brownly to ask for a quotation:**

bjstransportation@hotmail.com

*“Dear BJS transportation,*

*I write to you to inquire about a quotation for a bus on behalf of the Construction Management Association of America (CMAA) - IIT Student Chapter  
day: Friday 16th April  
Pick up time: 8.30 am  
Duration around 4 hours  
Approximate return time: Around 12.30 P.M.  
Pick up Address: IIT on state and 33rd. (The bus can park more exactly just a bit more north of this cross section under the rails, there is a small road where it can make a U-turn). See on Google map cross street 3201.  
Going to: 400 East 130th St., Chicago, IL 60628*

*Reply to this Email with a price. As usually, the invoice after I agree will have to be send by fax to Fabio Buffa, our student coordinator for CMAA IIT Student Chapter*

*Best regards  
Name “*

### **Golfing Locations:**

- Diversy Driving Range- 141, West Diversey Parkway, Chicago, IL 60657  
Person in charge- Pat Dorgan, Ph- 773-520-4653  
Distance from IIT- 5 miles. (Price is \$800 for 25people)
- Jackson Park- 6401, S. Richards Drive, Chicago, IL 60649  
Person in charge - Tyron Banks, Ph- 773-667-0524.  
Distance – 9 miles from IIT. (Price is \$40 per person)