



Advancing Professional Construction  
and Program Management Worldwide

**CMAA Student Chapter  
Annual Report & Chapter of the Year Submission  
Submission Deadline: June 15**

Report timeframe covers the current academic year

Student Chapter Name: _____			
Academic Year: _____ to _____			
<b>CHAPTER ORGANIZATION</b>			
Is your CMAA Student Chapter an “independent” chapter or is it part of another student organization?		<input type="checkbox"/> Independent Chapter <input type="checkbox"/> Part of Another Organization	
If your chapter is part of another student organization or club, name the club and list its industry or professional affiliations.			
List the Chapter Officers for the reporting year. Include name, officer position, graduation date, and email address.			
Name	Officer Position	Graduation Date	Email Address
List, if already available, the Chapter Officers for the coming academic year. Include name, officer position, graduation date, and email address.			
Name	Officer Position	Graduation Date	Email Address
<b>MEMBERSHIP</b>			
Number of members at the start of the reporting year.		_____ Members	
Number of members at the end of the reporting year.		_____ Members	
Number of members who are dues-paying individual Student Members of CMAA National.		_____ CMAA Members	
<b>Attach</b> a list of the members as of the end of this reporting year, showing when they are scheduled to graduate. Indicate the dues-paying individual Student Members of CMAA with an asterisk.			

**FINANCES**

Chapter membership dues (if applicable). \$ \_\_\_\_\_ per year per student.

List sources of income, other than dues.

Financial position at the end of the reporting year.

Cash balance: \$ \_\_\_\_\_

Year's income: \$ \_\_\_\_\_

Year's expenses: \$ \_\_\_\_\_

**CHAPTER ACTIVITIES**

*If your CMAA Student Chapter is affiliated with another student organization, this section should focus on those activities in which members of the CMAA Student Chapter were directly involved and that promoted the understanding and pursuit of CM as a profession.*

List the attendance by the Chapter members during the reporting year at CMAA National or Regional Chapter meetings or meetings of other professional organizations. (Use additional pages if necessary.)

Date	Meeting Type	Hosting Organization	# Mbrs Present

If applicable, describe assistance provided by Chapter members at CMAA National or host Regional Chapter meetings or conferences. (Use additional pages if necessary.)

Report all activities sponsored by the Chapter, including joint meetings, technical and professional meetings, field trips, and social functions. (Use additional pages if necessary.)

Date	Activity	# Mbrs Present

Describe activities to help students learn more about the CM Industry, CMAA, and the CMIT program.

Describe the Chapter's participation in orientation programs for prospective students.

Describe activities the Chapter has undertaken with students in Grades K-12 to promote the CM industry.

Describe any job placement programs the Chapter has for graduating seniors, i.e. internships or co-ops.

List any talks or papers related to CM presented by the Chapter's members at any academic or industry meetings. (Use additional pages if necessary.)

Date	Student Presenting	Topic	Reason for Presentation

Describe any competitions the Chapter has participated in and the results.

Describe any community service involvement the Chapter had during the year.

**CHAPTER COMMUNICATION**

Is there a newsletter or other communication tool?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Number sent out during this academic year.		
Are copies distributed to the Host Regional Chapter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**EVALUATION AND RECOMMENDATION BY FACULTY ADVISOR**

*CMAA requires the faculty advisor to fill out the following evaluation to the best of his/her ability. These comments contribute valuable information concerning the viability of this Student Chapter and its worthiness for the Chapter of the Year Award. The Advisor's signature attests to the validity of all information provided in this Report.*

Faculty Advisor Name

Rate Chapter's overall performance.

Superior     Good     Fair     Poor

Provide comments as to the performance and future viability of this Student Chapter.

Do the student officers invest sufficient time to coordinate and run the Chapter?

Yes                       No

Comments:

Are Chapter meetings held on a regular basis?

Yes                       No

Do Chapter members regularly attend?

Yes                       No

Are the meetings productive?

Yes                       No

Comments:

Is there contact with Student Chapters or CM programs at other institutions?

Yes                       No

Comments:

Is there regular contact with host Regional Chapter?

Yes                       No

Comments:

Explain how the affiliation between the Student Chapter and the host Regional Chapter is of value to the students involved and how it might be improved in the future.

Please include any positive or negative comments you feel are pertinent to this submission.

