

CM Club Meeting/Event Scheduling & Posting Procedures

MEETINGS & EVENTS

1. MEETING/EVENT ROOM RESERVATIONS:

- First check with the CM Front office to see what the availability is for rooms, dates, and times and **WORK AROUND** other club & department events (email CMInfo@colostate.edu or stop by the CM Front Office - Gugg. 102)
- Confirm/reserve your room with the Front office (email CMInfo@colostate.edu)
- Once date/room is confirmed, submit your event via the [CM Calendar](#). Be sure to include as much detail as possible (who, what, when, where, & why they should care).
Reference past events on the calendar and **use consistent event titles and descriptions**.

WHAT'S HAPPENING IN CONSTRUCTION MANAGEMENT?

Student Clubs Upcoming Events and Activities

Prev Next		Subscribe My Events	
<input type="checkbox"/> All		Add to My Calendar	Email Reminder More Event Actions
APRIL 2022			
Date	Time	Event	Location
<input type="checkbox"/> Apr 4	5pm	DBIA Hosts Panel on Design Build Industry Perspectives	Precon 122
<input type="checkbox"/> Apr 6	4pm	DBIA Presents: Why Choose Design-Build?	Precon 122
<input type="checkbox"/> Apr 6	5pm	USGBC x AGC Garden Box Build Day #2	#104-Industrial Sciences Lab - Field Management Lab (very Southern Room)
<input type="checkbox"/> Apr 6	5:30pm	WIC Member Meeting	Guggenheim 227
<input type="checkbox"/> Apr 7	1pm	AGC Larimer County Jail site tour w/ JE Dunn	2405 Midpoint Dr, Fort Collins, CO 80525

2. POSTING MEETING/EVENT FLIERS:

- Email event flier to CMInfo@colostate.edu. Front office will review and approve fliers. Upon approval, fliers will be added to the digital screens and copies printed and placed in club mailbox for posting throughout Guggenheim and the Preconstruction Buildings.
 - Preference is landscape orientation for use on the digital screens (1920 x 1080 or 16:9)
 - Include all necessary information: who, what, when, where, & why they should care
 - Reference club as a student org: 'CM Student Board of Directors'; 'AGC Student Chapter'
 - **Use of CM Logos:** If you use the Ram Built or CM Sawblade logo in your fliers, please note they can only be used for INTERNAL CM use and NOT outward/public facing materials.
- The front office will add the event to the calendar that posts on the information screens around the department
- Any additional postings may be hung with thumb tacks on **bulletin boards ONLY!** Any found using any other form of adhesive or on any other surfaces will be removed
Flyers may only be posted in the following locations:
 - Guggenheim: boards behind stairs, board inside front entry, board above drinking fountain on second floor, bathroom boards
 - Preconstruction: boards in student lounge area, board in stairwell, bathroom boards

3. CLEAN UP: Clubs are responsible for **leaving spaces in better condition** than they found them.

- Remove any leftover food and trash. There is a dumpster in the alley just south of Precon 122.

CLUB WEBPAGES

Each club has their own [webpage](#) and should review and notify Anna Fontana of any new officers (name, title, & email) immediately, as well as any updated information that should be included (i.e.: descriptions, photos, applications, etc.).

ADDITIONAL INFORMATION

4. **FRONT OFFICE MAILBOXES:**

- Each club has a mailbox located in the Front Office; **please check (& empty) them regularly!**
- Mail should be addressed to each club using the following template:
Club Name, (Optional - Attention):
Department of Construction Management
Colorado State University
1584 Campus Delivery
Fort Collins, CO 80523-1584

5. **CLUB APPLICATIONS:**

- Electronic club membership applications should be maintained on each [club webpage](#). Each club is responsible for confirming their application is up-to-date each semester. Updated applications should be sent to CMInfo@colostate.edu.
 - Electronic applications should clearly state if/when membership dues are required, amount of membership dues, whom membership dues should be made payable to, and where completed applications and any dues should be submitted.
- Physical club membership applications and dues may be collected in the Front Office. Any membership applications and/or dues submitted to the Front Office will be placed in a folder marked “Applications & Membership Dues” located in each club mailbox. It is each club’s responsibility to follow up with applicants.

6. **CM SOCIAL MEDIA HIGHLIGHTS:**

After any event your club hosts, please provide photos, event info, and quotes to the front office for publication on our CM social media channels. Email info to CMInfo@colostate.edu.

7. **GUEST SPEAKER & EVENT FUNDING:** Clubs may apply for funds to assist in bringing in a nationally known speaker for events open to the full CM Student Body. Priority is given to events that are co-hosted by multiple clubs and open to students beyond CM. Application is available in the [club toolbox](#).

8. **ENGAGING INDUSTRY SUPPORT:** Any CM club that is requesting a donation or activity/event registration of more than \$250 should notify the CSU CM Student Board of Directors. For requests in excess of \$5,000, the club’s faculty advisor is requested to notify the Department Head to allow potential collaboration with other department development activities.

9. **ANNUAL REPORTS:**

Each club is responsible for compiling an Annual Report to be submitted to the Department Head by the end of each fall semester.

(See [Student Club Policies and Procedures Manual](#) in the club [Toolbox](#) for details)

10. **ADDITIONAL INFO** available in the [Student Club Manual](#) located in the BoD Club ‘Toolbox’