



2026 Community Service Award Criteria

Purpose: *This award recognizes employees of ACEC member firms for exceptional accomplishments in community service.*

1. Nominations

Before submitting, please confirm that all materials meet the eligibility and submission requirements listed below to ensure your nomination can be accepted for review.

- **Eligibility:** Any member or Fellow of ACEC is eligible for nomination.
- **Submission:** Nominations must be submitted by a Member Organization (MO). Only one nomination per MO may be forwarded to the national competition.
- **Deadlines:**
 - Nominations are due to each MO **prior to the ACEC deadline** — check with your MO for their specific submission date.
 - MO submissions to ACEC are due **by 11:59 p.m. on Friday, March 13, 2026**, and must be submitted electronically to **Stacey Butler** at sbutler@fleng.org.
- **Requirements:** All nominations must be complete and submitted electronically using the official nomination form.

2. Evaluation and Selection

The **Community Service Awards Subcommittee** of the Fellows Committee will evaluate all nominees. The Subcommittee will recommend the top nominees to the full Fellows Committee for final selection.

3. Award Criteria

Nominees should be outstanding individuals who demonstrate:

- Significant involvement in community service through boards, commissions, or community organizations.



- Sustained commitment and leadership within their communities.
- Influence in decision-making on civic, social, or governmental issues beyond their professional responsibilities.
- Tangible contributions that have enhanced the quality of life in their community.
- No remuneration for any professional services rendered in connection with their community involvement.
- At least **five (5) years** as a principal or manager in an ACEC member firm.

Limitations:

- No more than **five (5)** awards will be given each year.
- No more than **one (1)** candidate per MO may be submitted.

4. Recognition

All award recipients will be honored in person during the **Awards Luncheon at ACEC's Fall Conference**.



About the Award:

The ACEC Community Service Award recognizes employees of ACEC member firms who have demonstrated exceptional dedication to improving their communities through volunteerism, leadership, and civic engagement.

Eligibility:

Any member or Fellow of ACEC may be nominated. Each Member Organization (MO) may submit only **one nominee** to the national competition.

Deadline:

MO submissions must be received by 11:59 p.m. on **Friday, March 13, 2026.**

Submission:

Complete this form electronically and email it to **Megan Thrift** at ACEC.

Nominee Information Section

Please provide accurate and complete information as it should appear in official ACEC communications if the nominee is selected.

Name of Nominee: _____

Name of Member Firm: _____

Nominee's Position: _____

Length of Service in Current Firm as Principal/Manager: _____

Firm Street Address:

City: _____ State: _____

Zip Code: _____ Phone: _____

Email: _____

Certification by Member Organization (MO)

This section must be signed by the Executive Director of the nominating MO prior to submission.

*The MO certifies that, to the best of its knowledge, the nominee (1) Has **not received remuneration** for any professional services rendered in performing the community services described below (2) Is **not a current member of the ACEC Committee of Fellows** and (3) Has been **informed of this nomination** by the MO.*

Submitted by (MO): _____

Signature of MO Executive Director: _____

Date Submitted: _____

AWARD CRITERIA & SUPPORTING INFORMATION

Please type your responses directly into the fields below. Do **not** include attachments such as resumes, photos, or newspaper articles. All information must be provided within this form. The Fellows Committee may request additional supporting materials (e.g., slides or photos) for nominees selected to receive the award.

Each of the following six sections corresponds directly to the **judging criteria** used by the Fellows Committee. Use the space provided under each heading to describe the nominee's specific contributions, leadership, and measurable impact in that area.

When completing each section:

- **Be concise but specific.** Focus on *what the nominee did, the results achieved, and who benefited*.
- **Quantify impact** where possible (e.g., "led 50 volunteers," "raised \$10,000," "served 12 years on the board").
- **Emphasize leadership roles** and sustained involvement rather than one-time activities.
- **Highlight community outcomes** — improvements in quality of life, civic engagement, education, sustainability, or other measurable results.
- **Exclude professional society service** (e.g., ACEC, NSPE) unless it clearly extends into community or civic benefit.

Please ensure all responses are complete, legible, and accurate before submission. Incomplete forms may not be considered.

I. DEMONSTRATED SUSTAINED COMMITMENT TO THE COMMUNITY

Highlight ongoing involvement, leadership roles, and measurable outcomes that show long-term dedication.

(Does not include professional society service, e.g., ACEC or NSPE)

BEFORE YOU SUBMIT

Please confirm:

- ☐ All sections are complete and typed electronically
- ☐ Certification is signed by the MO Executive Director
- ☐ Only one (1) nominee submitted per MO
- ☐ Submission sent by **March 13, 2026**, to **Stacey Butler** at sbutler@fleng.org

[End of Nomination Form]