



## **2026 ACEC Young Professional of the Year Award**

### **Nomination Packet Assembly & Submission Instructions**

To ensure that all nomination materials are complete and properly organized, please follow the steps below carefully before submission. Incomplete or improperly labeled packets may delay reviewing or be disqualified.

#### **I. Assemble the Nomination Packet**

Your submission must include three main parts, submitted simultaneously:

##### **Part 1: Member Organization (MO) Forms**

- MO Contact Information and Certification (**Stacey Butler**, [sbutler@fleng.org](mailto:sbutler@fleng.org), ACEC Florida Director of Marketing and Communications)
- Submission Checklist (confirming all components are included)

##### **Part 2: Nominee Forms**

- Nominee Information
- Publicity & Release Form (including finalist recognition details and consent)

##### **Part 3: Supporting Documents**

- All required essays, statements, and supplemental responses (submitted as a single combined PDF) with each document clearly labeled with the nominee's name and section title.

##### **File Naming Standards**

To help ensure proper tracking, please name your files clearly and consistently using the following format:

**[State]YP[NomineeLastName]\_[Section Part]\_[SectionTitle]**

##### **Examples:**

- Florida\_YP\_Garcia\_Part1\_MOForm.pdf
- Florida\_YP\_Garcia\_Part2\_NomineeForm.pdf

- Colorado\_YP\_Garcia\_Part3\_SupportingDocuments.pdf

## II. Submit Electronically

You may submit the packet in one of two ways:

### Option A — Email Submission

- Attach all files (or a single ZIP file) and send to: Stacey Butler, ACEC Florida Director of Marketing and Communications at [sbutler@fleng.org](mailto:sbutler@fleng.org)
- Email Subject Line: 2026 YP Nomination – [State] – [Nominee Last Name]

### Option B — Shared Folder Upload

- Upload the folder or files to your MO's designated cloud-sharing platform (SharePoint, Dropbox, Google Drive, etc.)
- Then email a share link to: Stacey Butler, ACEC Florida Director of Marketing and Communications at [sbutler@fleng.org](mailto:sbutler@fleng.org)
- Email Subject Line: 2026 YP Nomination – [State] – [Nominee Last Name]
- Note: Ensure the sharing permissions allow ACEC to download all files without requiring additional access requests.

## III. Submission Deadline

All nominations must be received by ACEC no later than: **11:59 p.m. (ET) on Friday, March 13, 2026**

Late or incomplete submissions may not be accepted.

## IV. Confirmation of Receipt

After submission:

- ACEC will confirm receipt with the **MO contact listed** in Part 1.
- If confirmation is not received within **two business days**, please reach out to verify.



## 2026 YOUNG PROFESSIONAL OF THE YEAR NOMINATION

### MEMBER ORGANIZATION (MO) FORM

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

Member Organization: \_\_\_\_\_

MO Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Name of Member Firm: \_\_\_\_\_

Nominee's Position: \_\_\_\_\_

### SUBMISSION CHECKLIST

ITEM	RESPONSIBLE PARTY	INCLUDED
MO Form (Part 1)	Member Organization	<input type="checkbox"/>
Nominee Information Form (Part 2)	Nominee	<input type="checkbox"/>
Supporting Documents (Part 3)	Nominee /Principal	<input type="checkbox"/>
Packet arranged and verified by MO	Member Organization	<input type="checkbox"/>

### 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) meets all eligibility criteria as outlined in the award guidelines (2) all required materials in this packet are complete and accurate and (3) the nominee has been informed of this nomination by the MO.*

Signature of MO Executive Director: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

#### About the Award:

The ACEC Young Professional of the Year Award honors emerging leaders in the engineering profession who have made meaningful contributions to their firms, clients, and communities. The award highlights excellence, leadership, and service that elevate the profession and benefit society.

#### Eligibility:

All nominations must be submitted through a Member Organization (MO).

Each MO may submit up to two (2) nominees to the national competition.

#### Deadline:

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



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## 2026 YOUNG PROFESSIONAL OF THE YEAR

### NOMINEE INFORMATION FORM

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

Name of Nominee: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Age as of December 31, 2026: \_\_\_\_\_

Nominee's Position: \_\_\_\_\_

Name of Member Firm: \_\_\_\_\_

Firm Street Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

### FINALIST RECOGNITION INFORMATION

*Provide contact details for press and communication purposes. Press releases will be issued for finalists.*

Firm Communications Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Hometown Publication Name: \_\_\_\_\_

Publication Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

## PHOTOGRAPH CONSENT & RELEASE

Please review and sign the below:

*I grant my consent to ACEC to use my name and professional information solely for purposes of advertising, publicizing, and promoting the ACEC Young Professional of the Year Award.*

*I release ACEC from any liability related to the use of my name or information in connection with this program.*

Signature of Nominee: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## PROFESSIONAL REGISTRATION

*List all current professional registrations or licenses.*

*Include the state, registration or license number, and discipline or field of practice.*

STATE(S)	REGISTRATION	DISCIPLINE

## EDUCATION

*List all colleges or universities attended, beginning with the most recent.*

*Include the name of the school, location, degree earned, and major or concentration.*

SCHOOL/LOCATION	DEGREE/MAJOR

*[End of Nomination Form]*



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## 2026 YOUNG PROFESSIONAL OF THE YEAR SUPPORTING DOCUMENTS INSTRUCTIONS

*The following materials provide the evaluation committee with a clear understanding of the nominee's professional achievements, leadership, and service contributions. Each response should be typed, factual, and focused on illustrating impact and measurable results rather than general descriptions.*

*Before completing the sections below, please ensure all responses follow the Part 3 submission standards: clearly label each item, respect all word limits, and present specific examples of accomplishments and leadership. All materials will be combined into a single PDF for review, so consistency and clarity are essential.*

### A. NOMINEE STATEMENT (250 words maximum)

**Prompt:** *What does this award mean to you, and how does your work reflect the values of the engineering profession?*

This statement should convey the nominee's personal perspective on professional purpose, ethics, and impact.

**Evaluation Focus:** clarity of thought, alignment with ACEC values, and authenticity of voice.

### B. PRINCIPAL STATEMENT (250 words maximum)

**Prompt:** *Why should this individual be considered for the ACEC Young Professional of the Year Award?*

This must be written on company letterhead and signed by a principal or manager in the nominee's firm.

**Evaluation Focus:** professional achievement, leadership potential, and the nominee's contributions to the firm and clients.

### C. PROFESSIONAL AND VOLUNTEER ACTIVITIES

Provide the following on a separate document:

1. **Professional Organizations:** list all organizations and societies with the nominee's role and years of involvement.
2. **Community or Volunteer Service:** list key community activities, volunteer roles, or board memberships.
3. **Essay (250 words maximum):**

**Prompt:** *Describe your most significant recent professional or volunteer achievement and its impact on your firm, community, or the engineering profession.*

**Evaluation Focus:** sustained engagement, leadership roles, measurable community benefit.

### D. TECHNICAL AND LEADERSHIP QUESTIONS

Provide two short narrative responses (approximately 200 words each).

1. **Technical Question:** Describe a technical problem or issue you helped solve while working within a team.  
What approach did you take, and what was the outcome?
2. **Leadership Question:** Describe your leadership style and how it influences your current role or professional goals.

**Evaluation Focus:** problem-solving ability, collaboration, innovation, and leadership approach.

#### General Requirements

- Submit all supporting documents compiled into **one PDF** labeled correctly
- Each individual document must include the **nominee's name** and the **section title** at the top of the page. (Example: "First Lastname – Nominee Statement")
- Use a minimum 11-point font and standard margins.
- Word limits listed below must be respected; responses may be shorter but not exceed the stated maximum.
- Do not include resumes, photos, or external links.
- Each narrative should address specific examples and measurable results.