



**Chapter Name:** \_\_\_\_\_

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

**Please check the correct box:**

**Membership for the chapter is under 500 members** Yes  No

**Membership for the chapter is 500 or more** Yes  No

**Name of individual submitting nomination and contact information:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

***Instructions:***

Please read the criteria on the APWA website or at the end of this form.

Mark the "Yes" or "No" boxes in each section as applicable. Provide written content, which includes pictures, event flyers, and data to support chapter actions.

If response is "No," please use the text box to elaborate whether goal(s) are being addressed and progress made.

All supporting documentation will be uploaded in Omni, the awards software, under the upload tab. There will be an upload area for each section. If you have supporting documentation you can refer to it in your written response such as: please see documentation provided online in the (name the category) field.



## Presidential Acknowledgment for Chapter Excellence (PACE)

### Finance Management: Section 1

Chapter submitted year-end financial documents to APWA staff on time (Pass/Fail). Yes  No

Chapter uses APWA's management tool QuickBooks Online to track (Pass/Fail). Yes  No

1. Monthly or quarterly financial statements are provided at all executive meetings. Yes  No

2. If applicable, branches provide at a minimum quarterly financial statement to chapter. Yes  No

A. Please provide supporting documentation or list information that the chapter has met the finance management goal(s) as identified.

B. Please highlight new or innovative initiatives in this section that could be shared with other chapters.



## Membership Development: Section 2

Chapters with a membership below 500 must comply with at least six goals in this section to qualify.

1. The chapter has an active membership development plan in place. **Yes**  **No**
2. The chapter maintains a college student outreach/mentoring program. **Yes**  **No**
3. The chapter conducts new member orientation and implements a plan to welcome members. **Yes**  **No**
4. The chapter leadership champions diversity, equity, and inclusion by seeking out diverse members and exhibits an inclusive attitude in its leadership, education, meetings, and communication materials. **Yes**  **No**
5. Membership development and retention is assigned to an officer, committee, or administrator. **Yes**  **No**
6. The chapter participates in programs (webinars) offered by APWA addressing membership issues and uses membership recruitment and retention tools offered through APWA. **Yes**  **No**
7. Chapter targets organizations, communities, and geographic areas where membership is currently minimal or nonexistent. **Yes**  **No**
8. Chapter monitors membership roster for unfilled agency-membership position(s) and actively works with agency to fill position(s). **Yes**  **No**

A. Please highlight the chapter's accomplishments in membership development.

B. Please highlight new or innovative initiatives in this section that could be shared with other chapters.



### Leadership Development and Succession Planning: Section 3

Chapters with a membership below 500 must comply with at least seven of the goals in this section to qualify.

1. Chapter offers programs targeted to young professionals and/or those new to public works. **Yes**  **No**
2. At least two chapter officers participated in the most recent (biennial) Chapter Leader Training. **Yes**  **No**
3. The chapter delegate has a transition plan for a successor. **Yes**  **No**
4. The chapter delegate and/or alternate attends Council of Chapters meetings, committees, and conference calls and regularly reports council updates to the chapter. **Yes**  **No**
5. The chapter treasurer has a transition plan for a successor. **Yes**  **No**
6. A written leadership succession plan is maintained. **Yes**  **No**
7. An active past presidents advisory committee is maintained. **Yes**  **No**
8. The chapter promotes, recognizes, and supports members who serve on a national committee. **Yes**  **No**
9. The chapter conducts an orientation session for new executive leadership and committee chairs. **Yes**  **No**
10. The chapter strives for diversity on its board, which may include to seek a mix between, age, race, gender, etc., and the number of public agency and private company members who serve on the board. **Yes**  **No**
11. The chapter has a written strategic plan and operational objectives that aligns with national's strategic plan, which is reviewed and updated as necessary. **Yes**  **No**

A. Please include the chapter's leadership development and succession planning documents.

B. Please highlight new or innovative initiatives in this section that could be shared with other chapters.



**Administration: Section 4**

Chapters with a membership total below 500 must comply with four goals in this section to qualify.

- 1. The chapter is in contact with APWA staff when issues or concerns are identified. **Yes**  **No**
- 2. Annually, the chapter reviews all contractual agreements with chapter administrator and/or other remunerated independent contractors if applicable. **Yes**  **No**  **N/A**
- 3. Chapter submits all contracts that are \$10,000 or greater to headquarters for review prior to signing the contract. **Yes**  **No**
- 4. The chapter maintains an awards and recognition program for members. **Yes**  **No**
- 5. The chapter regularly nominates members for APWA national awards. **Yes**  **No**
- 6. The chapter's executive committee meets at a minimum on a quarterly basis each year. **Yes**  **No**
- 7. The chapter archives and records its chapter historical information and records. **Yes**  **No**

Branches (where applicable) **Yes**  **No**  **N/A**  If you have branches, please answer questions below:

- a. The chapter is in regular communication with its branch leaders. **Yes**  **No**
- b. Branch leaders serve and attend chapter meetings. **Yes**  **No**
- c. All branch members are APWA members. **Yes**  **No**
- d. All chapter branches meet performance standards and follow the chapter's strategic plan. **Yes**  **No**

A. Please list the chapter's administrative accomplishments.

B. Please highlight new or innovative initiatives in this section that could be shared with other chapters.



### Committees and Taskforce Development: Section 5

1. The chapter maintains a description for each of its committees and volunteers are actively recruited to serve on committees. **Yes**  **No**

2. Committees establish annual goals and submit reports of activity to the chapter leadership. **Yes**  **No**

A. Please highlight chapter accomplishments in committees and taskforce development.

B. Please highlight new or innovative initiatives in this section that could be shared with other chapters.



**Education and Special Events: Section 6**

1. Annually, the chapter conducts continuing education and/or other education programming events to advance the public works field to members and nonmembers (check applicable box).
  - a. Chapters under 500 members conduct at least three education events. **Yes**  **No**
  - b. Chapters of 500 or more members conduct at least six education events. **Yes**  **No**
2. The chapter hosts an annual equipment event and/or programs targeted to maintenance and operations staff. **Yes**  **No**
3. The chapter hosts member event(s) that are of a networking or fundraising value. **Yes**  **No**
4. The chapter demonstrates creativity and innovation in programs and educational events. **Yes**  **No**

A. Please highlight the chapter accomplishments in education and special events.

B. Please highlight new or innovative initiatives in this section that could be shared with other chapters.



## Community Service and Outreach: Section 7

1. Annually the chapter organizes and/or participates in community or environmental service event(s).

Yes  No

A. Please highlight the chapter's accomplishment(s) in community or environmental service and outreach. (List of outreach events may be uploaded under the Section 7 Community and Outreach field under the Upload Tab).

B. Please highlight new or innovative initiatives in this section that could be shared with other chapters.



### Marketing and Communication: Section 8

- 1. The chapter has regular communication it distributes to members and nonmember public works professionals. **Yes**  **No**
- 2. The chapter's written and graphic materials follow APWA branding standards. **Yes**  **No**
- 3. The chapter maintains its website with current and relevant content. **Yes**  **No**
- 4. The chapter has an active public works awareness strategy/program. **Yes**  **No**
- 5. The chapter promotes the use of current and relevant social media tools as a means of communication among members. **Yes**  **No**

A. Please highlight chapter accomplishments in marketing and communication.

B. Please highlight new or innovative initiatives in this section that could be shared with other chapters.



**Advocacy: Section 9**

Chapters with a membership below 500 must comply with at least three goals in this section to qualify.

- 1. The chapter actively participates in governmental affairs through use of an advocacy committee/task force/ambassadors or contact liaison. **Yes**  **No**
- 2. The chapter annually secures a resolution from various governments (local, county, state) in support of National Public Works Week (NPWW) and conducts related functions of NPWW. **Yes**  **No**
- 3. The chapter annually identifies local and national advocacy opportunities and encourages its members to be active. **Yes**  **No**
- 4. The chapter has an advocacy ambassador. **Yes**  **No**

A. Please highlight chapter accomplishments in advocacy.

B. Please highlight new or innovative initiatives in this section that could be shared with other chapters.



## Appendix: Section 10

If you need more space to provide written information, please use this text box. Title any additional information under the category. For example: **Membership Development Section 2**, then begin typing any additional information you need to add. If you are providing photos, flyers, letters, etc., you will need to upload them under the field with the corresponding section number and category name on the PACE awards website. For example: it will say “Section 4 Administration” field on the awards website upload tab.



## **Purpose**

To recognize APWA chapters annually for contributions made that positively impact their chapter membership, the profession, APWA, and their communities.

## **Eligibility**

APWA chapters are eligible to submit a nomination for consideration when:

- All required fiscal year-end financial reporting was submitted by July 31, 2024, of the given calendar year and chapters use QuickBooks.
- Chapters will be notified by APWA staff as to their eligibility to submit a nomination for the recognition.

## **Selection**

PACE submittals are reviewed by a panel comprised of APWA's current president, president-elect, and the three most recent past presidents.

## **Criteria**

There are nine sections in which the chapter is evaluated. Each section has specific criteria used to evaluate the chapter's programs and services to the membership and community. All chapters, regardless of size, are strongly encouraged to submit for this recognition.

- Finance Management
- Membership Development
- Leadership Development and Succession Planning
- Administration
- Committees and Taskforce Development
- Education and Special Events
- Community Service and Outreach
- Marketing and Communication
- Advocacy

The chapter must use the attached form. Electronically submit the completed form to APWA by the designated deadline for review. Please be concise with your response. As a guideline, one page or less per section is acceptable.

Each section will require a chapter, by membership size as indicated, to meet the required goals.

## **Qualification**

To qualify, chapters are required to highlight accomplishments in each section based on chapter membership size. Chapters with less than 500 members are not required to meet all criteria as indicated by the section.

## **Nomination Process**

Every APWA chapter may submit a nomination for the PACE award if the eligibility requirements for financial reporting have been met (pass/fail). The submittal must include supporting documentation/information to illustrate that the chapter has met each of the section goals. Also, each chapter is encouraged to highlight new or innovative initiatives from any of the nine sections so that they can be shared with other chapters.

A new or innovative initiative is a task or event that has previously not been done by the chapter. The nomination will cover the given calendar year of January 1 through December 31.

**Deadline: June 2, 2025**

## **Presentation**

Those chapters receiving the PACE recognition will receive a certificate and chapter banner patch and will be recognized at the PWX awards recognition ceremony and featured in APWA publications.