



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. Membership development and retention is assigned to an officer, committee, or administrator. **Yes** ☐ **No** ☐
5. The chapter participates in programs (webinars) offered by APWA addressing membership issues and uses membership recruitment and retention tools offered through APWA. **Yes** ☐ **No** ☐
6. Chapter targets organizations, communities, and geographic areas where membership is currently minimal or nonexistent. **Yes** ☐ **No** ☐
7. 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 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.