

2024

ACEC-SK Community Initiatives Award
Guidelines



ACEC-SK Community Initiatives Award

This Award is NOT a Brian Eckel Project Category

Purpose

The purpose of the Community Initiatives Award is to recognize the good philanthropic work being done in communities by Saskatchewan consulting engineering firms. This award is presented for a company's role in donating their time for the benefit of a community or group in Saskatchewan or elsewhere.

Volunteer time cannot be part of a commissioned project.

Eligibility

The selection criteria below are purposefully broad to not limit appropriate opportunities. ACEC-SK recognizes a company's role in: alleviating suffering, promoting social awareness, providing education, and providing work.

Eligibility Criteria Include:

1. Open to ACEC-SK Member Firms only; nominee is a company, not an individual.
2. Community initiatives must be ongoing or have been substantially completed **within the last five years**. The determination of 'substantially complete' will be at discretion of the submitter.
3. All nominations shall stand for a three (3) year period from the date first submitted.
4. Submissions involving non-ACEC-SK members are acceptable only if ACEC-SK members completed more than 50% of the community initiative.
5. Volunteer time cannot be part of a commissioned project.
6. Nomination should not include any contribution to a commissioned project, whether in or out of scope, where the organization benefiting from volunteer activities is compensating the engineering firm for its services.
7. Nomination is to identify what, if any, of the volunteer work was performed for a client organization (active or non-active). Note: An active client organization is defined by current contractual obligations for fee and non-active client organization indicates the firm has previously completed contractual obligations for fee.
8. Nomination submitted should not have been undertaken for marketing purposes.

Submission Requirements

1. Essay:

Please provide an essay of no more than 4 pages that outlines the company's role in the community initiative, identifying:

- which community/group has benefited
- how the relationship with the community/group began/continues
- what the goal of the community initiative was
- who in the organization contributed to the initiative and how
- what the outcome of the community initiative was
- what the benefit to the community/group was
- what the benefit of the nominee (company) was
- how many hours and dollars were committed to this initiative

Association of Consulting Engineering Companies - Saskatchewan
2024 Awards Guidelines

2. Poster

Poster Instructions: The poster must tell the story of the community initiative. Someone unfamiliar with the initiative should be able to understand the essentials through text, graphics, and photos. The title of the submission should clearly describe the community initiative. Only the pdf version of the poster should be submitted with official nomination.

Poster Dimensions for printing – only the winning submission is required to print poster

- Size: 27 inches wide x 30 inches high in vertical (portrait) format.
- Paper: Satin premium coated paper designed for a large format printer
- Finish: Matte laminate on both sides to protect the poster and accommodate Velcro strips to hang the poster on the Road Show Display

3. Maximum 10 supporting photos that tell the story (jpg or png format)

Please note that the quality of the submission provide will be a factor in evaluation.

Other

ACEC-SK will create a video presentation for the Awards Ceremony and post event promotions. A copy of the video will be provided to the recipient following the Awards Ceremony. Additional copies are **available for an additional fee.**

ACEC-SK Community Initiatives Award
2024 INTENT TO NOMINATE

Name of Community Initiative: _____

Nominee's Full (Company) Name: _____

Nominee's Mailing Address: _____

Contact Name: _____

Telephone: _____ Email: _____

Nominator's Signature: _____ Date: _____

Refer to **Official Nomination Form** (on the next page) and the submissions requirements to ensure all required documentation accompanies the Official Nomination by the due date.

Complete and return this Intent to Nominate form by April 26, 2024, to:

Email: events@acec-sk.ca

ACEC-SK Community Initiatives Award
2024 OFFICIAL NOMINATION FORM

Name of Community Initiative: _____

Nominee's Full (Company) Name: _____

Nominee's Mailing Address: _____

Contact Name: _____

Telephone: _____ Email: _____

Nominator's Signature: _____ Date: _____

Return this completed form and all supporting documentation by May 31, 2024, to:

Email: events@acec-sk.ca

or mail to:

2024 ACEC-SK Awards
418A McDonald Street, Regina SK S4N 6E1

Please note that the quality of the submission provide will be a factor in evaluation.