

Section Name: _____
 Submission by: _____
 Date: _____

Category 1 – Minimum Requirements (Required for Outstanding Competition)			
1. Submittal of Section Election Results	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Received at Headquarters by June 1 st	(25 pts)		
<i>Instructions: Attach copy of transmission to HQ, showing transaction date and list of officers, including name, position, and contact information (email, phone, fax, cell phone, company, address)</i>	Comments:		
2. Section Meetings	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Section dinner meetings, lunch meetings, or tours. Does not include conferences or symposiums.	(10 pts/ meeting)		
B. Co-sponsored Meetings - Include details about AACE International's involvement/participation in the event, and other groups that participated. Does not include joint meetings with student sections.	(15 pts/ meeting)		
<i>Instructions: In addition to the technical program showing date and time of the event, attach the attendance list</i>	Comments:		
3. Section Board, Planning or Regional Meetings/ Teleconferences	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Meetings held for the purposes of managing the Section and future planning. Does not include dinner meetings, etc.	(10 pts/ meeting)		
<i>Instructions: Enclose meeting minutes with date and attendance list</i>	Comments:		

4. Certification Examination	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Offered to host one regularly scheduled certification exam – Summer (Q2) or Winter (Q4) include copy of announcement published in Cost Engineering journal	(10 pts)		
B. Hosted exam on demand – include proof from Headquarters	(10 pts each)		
C. BONUS: Offered to host more than one exam – include copy of announcement published in Cost Engineering journal or proof from Headquarters	(15 Bonus pts)		
D. BONUS: Offered to host beta exam – include proof from Headquarters	(15 Bonus pts)		
<i>Instructions: Enclose copy of announcements published in Cost Engineering journal or other documentation of proof from Headquarters.</i>	Comments:		
5. Cost Engineering Journal	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. 3 submittals of Section news published in the Section Roundup (minimum)	(15 pts)		
B. BONUS: additional material submittal for publication (after the original 3)	(5 Bonus pts each)		
<i>Instructions: Enclose copies of published material from Cost Engineering Journal.</i>	Comments:		

6. Section Publications	Point Value	Section Assessment	Awards Assessment (official committee use only)
Publication of AT LEAST one of the following:			
i. Section Newsletter	(10 pts/ newsletter)		
ii. Annual Section Program Booklet	(20 pts)		
iii. Seminar flyers or meeting announcements	(5 pts/ flyer)		
iv. Video or audio recordings of technical presentations	(15 pts/ recording)		
v. CD-ROM of seminar proceedings	(15 pts/ CD)		
vi. Other section technical publications (not published in Cost Engineering journal)	(15 pts/ publication)		
Instructions: Submit a copy of each publication, grouped by category	Comments:		

Category 2 – Additional Points

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1. Representation at Section Orientation Meeting	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Section must have an official representative present at this annual session	(40 pts)		
<i>Instructions: Provide name of representative who is attending this Annual Meeting's Section Orientation as a representative of your section.</i>	Comments:		
2. Membership Growth	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Increase in membership in the past AACE International fiscal year	(5 pts/ 1% growth)		
<i>Instructions: Award not to exceed 150 points (30% growth)</i>	Comments:		
3. Company Participation	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. For companies that have supported two or more new members – submit list of company name(s) and new members	(5 pts/ company)		
B. Corporate Sponsorship – new corporate sponsor only, submit name and section contact	(20 pts/ company)		
<i>Instructions:</i>	Comments:		

4. Seminars, Symposia & Vendor Presentations	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Submission of a complete program description (i.e. brochure/flyer), length of technical portion of program, and attendance list. Does not include dinner meetings	(10 pts/ hour)		
B. Held a certification training program or series of workshops	(50 pts/ program)		
<i>Instructions: Submit program brochure/flyer and attendance lists.</i>	Comments:		
5. Member Certification	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. All members holding AACE general or specialty certifications as of May 31 st . (150 pts maximum)	(10 pts/ member)		
B. BONUS: Newly certified members since last Annual Meeting.	(5 addl pts/ member)		
<i>Instructions: Submit list of names (including newly certified members), max 150 points for section A. Section B BONUS – include photocopy of certificate (no point limit)</i>	Comments:		
6. Published Tech Papers from Section	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Paper(s) published in Cost Engineering journal	25 pts/ paper)		
B. Paper(s) presented at the Annual Meeting and included in the Transactions	25 pts/ paper)		
C. Non-technical articles published in Cost Engineering journal (such as: book reviews, profile articles)	(5 pts/ publication)		
<i>Instructions: Enclose copy of paper or other proof of publication, maximum 150 points total</i>	Comments:		

7. Publicity Efforts	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Submit articles, press releases, broadcasts, etc. for news media, and date of release	(judges discretion)		
B. Submit a list of mailing dates and materials for local company mailings	(judges discretion)		
<i>Instructions: Maximum 50 points total</i>	Comments:		
8. Scholarship & Educational Outreach Activities	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Competitive scholarship applications submitted to HQ –provide copy of front page only	(10 pts/ each)		
i. Ed Board scholarship winner - BONUS	(20 Bonus pts)		
ii. National scholarship winner - BONUS	(20 Bonus pts)		
iii. Top AACE scholarship winner - BONUS	(50 Bonus pts)		
B. Enclose matching funds scholarship details sponsored by Section	(10 pts/ each)		
C. Enclose details of participation in Engineer’s Week	(10 pts/ each)		
D. Enclose details of participation in MATHCOUNTS, Future Cities Competition, or equivalent	(10 pts/ each)		
E. Enclose details of other student outreach activities.	(judges discretion up to 25 pts)		
<i>Instructions:</i>	Comments:		

9. Student Section	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Provide supporting details for establishing new student section	(40 pts/ established)		
B. Submit details for hosting a joint meeting with Student Section, or Student Night	(20 pts/ ongoing)		
C. Enclose details of other support to Student Section (such as: sponsored membership)	(judges discretion up to 25 points)		
<i>Instructions:</i>	Comments:		
10. Technical Committee Work	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Section member service to any AACE International Board, committee, or task force	(10 pts/ member)		
<i>Instructions: Provide name of Section member, committee/board name, and term of office</i>	Comments:		
11. Website	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Established a new section website (first year only)	(50pts/ established)		
B. Maintained a section website	(25pts/ maintained)		
<i>Instructions: Provide a printout of the website home page</i>	Comments:		

12. Special Activities	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Fellow nomination (complete package)	(50 pts/ each)		
B. Enclose details of other activities for review	(judges discretion)		
<i>Instructions: Maximum of 100 points</i>	Comments:		
13. Submission of Quarterly Report	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Submit a section quarterly report to your Regional Director	(25 pts/ Quarter)		
<i>Instructions: Enclose copies of reports submitted</i>	Comments:		
14. Submission of Draft Recommended Practices	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. Draft Recommended Practices as provided in acceptable form and content	(100 pts)		
<i>Instructions: Provide draft as submitted for subject matter expert review</i>	Comments:		
15. Submission of "Accepted for Review" Professional Practice Guide to Technical Board	Point Value	Section Assessment	Awards Assessment (official committee use only)
A. As submitted for approval from Technical Board for Professional Practice Guide & Cost Engineering Notebook	(100 pts)		
<i>Instructions: Submit PPG Title and cover page</i>	Comments:		



Section Recognition Awards Entry Form

Section Assessment	Awards Assessment (official committee use only)
TOTALS:	

Submitted By:

Name: _____

Section Office: _____

Address: _____

City, State, Country, Zip _____

Phone Number: _____

Email Address: _____