



# ACSP

Connecting educators,  
researchers and students

## **Association Handbook**

**Revised February 2018**

For Governing Board Members,  
Committee Chairs, Interest Group Leaders  
and others interested in the organization  
and operation of the ACSP



**ACSP**  
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# ABOUT THE ASSOCIATION

**Mission and Membership** - <http://www.acsp.org/page/AboutACSP>

## Description

The Association of Collegiate Schools of Planning (ACSP) is a consortium of university-based programs offering credentials in urban and regional planning. Acting together, the ACSP member school faculty are able to express their shared commitments to understanding the dynamics of urban and regional development, enhancing planning practices, and improving the education of both novice and experienced planners.

## Mission

ACSP promotes planning education, research, service, and outreach in the United States and throughout the world. It is committed to recognizing the diverse needs and interests in planning. It seeks to strengthen the role of planning education in colleges and universities through publications, conferences, and community engagement as well as through participation in the accreditation process. ACSP believes that planning education should extend beyond the classroom and into the world of practice by working closely with practicing professionals and communities.

## Membership

There are four classes of membership in the Association: Full Member, Affiliate Member, Corresponding Member, and Individual Member. Members pay dues to support the Association. The first three classes are open only to academic units such as a school, department, program, curriculum, or institute.

- **Full Membership** is open to any 501(c)(3) or similar U.S. academic unit that offers a degree or degrees in planning. Full Members, and only Full Members, have one vote in elections and Association business meetings. Only faculty and students affiliated with Full Members may hold elective office. Each faculty member counted in capitation fees will receive capitation services, including publications and special conference fees.
- **Affiliate Membership** is open to any academic unit that has a clear interest in planning, but does not offer a degree in planning. Faculty and students of Affiliate Members may serve on and chair committees but may not vote or hold offices. Affiliate Members may pay capitation fees

so that their faculty may receive capitation services, including publications.

- **Corresponding Membership** is open to any non-U.S. academic unit that offers a degree in planning. Faculty and students of Corresponding Members may serve on committees but may not vote or hold office. Corresponding Members may pay capitation fees so that their faculty may receive capitation services, including publications.
- **Individual, Retired Faculty or Student Membership** is open to any person who wishes to participate in ACSP's activities. These members shall receive capitation services and publications. These members may attend meetings of the Association, participate in its discussions and deliberations, serve on or chair committees and receive publications, but may not vote or hold office.
- **Guests** – Guests are individuals who do not opt for membership but wish to have an account at [www.acsp.org](http://www.acsp.org) in order to submit an abstract for the conference and receive the weekly newsletter.

A complete list of current institutional members can be found at <http://www.acsp.org/page/Members>

## Organization

### **Governing Board** - <http://www.acsp.org/page/ACSPGoverningBoard>

The routine business of the Association is handled by the Governing Board, though any Governing Board action can be overridden by a majority vote of the Full Members. The Governing Board consists of voting and non-voting members. The seventeen voting members are the four officers (President, Vice-President, Secretary, and Treasurer), the Past President, ten regional representatives, and two student representatives appointed by the President. The non-voting members are the three academic members of the Planning Accreditation Board appointed by the ACSP President, the International Programs Liaisons, the Chair of each standing committee, and the Editor(s) of the *Journal of Planning Education and Research*.

The Association bylaws require that the Governing board meet at least annually. In practice there are two meetings per year. When efficient, the spring meeting sometimes coincides in time and location with the American Planning Association's National Planning Conference, and the fall meeting with the Association's Annual Conference but either may occur at other ACSP sponsored events.

## **Executive Committee**

The officers of the Association comprise the Executive Committee. The purposes of the Executive Committee are to: review, appraise, and set the Governing Board agenda; propose a budget; and undertake other actions as are deemed necessary for the successful accomplishment of the Association's goals.

The Executive Committee meets at least twice a year in addition to participating in Governing Board meetings. These meetings are generally 4-6 weeks before the Governing Board meetings.

## **Membership Meetings**

The Association holds an annual Business Meeting at the Annual Conference. The purposes of the Business Meeting are to conduct Association business and to install new officers and regional representatives. Other business meetings may be called by the Governing Board or a majority of the Full Members of the Association.

Each Full Member has one vote at membership meetings and a quorum is a majority of the Full Members of the Association.

## **Standing Committees** - <http://www.acsp.org/page/CommCommittees>

The Association's bylaws call for seven Standing Committees in addition to the Executive Committee. All committees are required to provide semi-annual or annual status reports of the activities of the committee. Requests for funding of proposed activities must be submitted for the Spring Governing Board meeting and requires a summary of the previous year's financial activity with revenue and expenditures and detailed results of each project; and the proposed next year's planned activities with anticipated expenses including details justification for all funding. The Treasurer sends our reminders and report guidelines along with a submission date prior to the next Executive Committee meeting. The Executive Committee reviews all proposals, seeks necessary clarification and revisions. The Executive Committee assembles a combined proposed budget for Governing Board Action.

- **Finance and Investment Committee:** This Committee determines, administers, and provides oversight on appropriate financial policies and procedures for ACSP and to provide for and oversee the appropriate and timely review thereof. This Committee shall consist of at least three people, and shall be chaired by the Treasurer of ACSP. Ex-officio members of the committee include the Association's Bursar, financial advisor and CPA.

- **Nominating and Elections Committee:** The purpose of this committee is to encourage planning academicians in a wide range of planning programs to assume leadership roles in the Association and to organize and conduct in a timely fashion and in a well-publicized manner all required and special elections of the Association, and to endeavor to assure widespread participation therein, especially by racial and ethnic minorities. This Committee will make a good faith effort to nominate at least two candidates for each office in the Association and conduct a mail ballot in advance of the Annual Meeting, for officers and Regional Representatives. In case of a vacancy in the offices of Vice-President, Secretary or Treasurer, this Committee will hold an election to fill the term of office, as soon as practical.
- **Review and Appraisal Committee:** Reviewing the activities, programs, ways and means of the Association, this Committee helps set the Presidential agenda, recommends policy or organizational changes to help assure the fulfillment of the Association's purposes. The Vice-President chairs this Committee, and the Vice-President appoints its membership for a one-year term.
- **National Conference Committee:** The purpose of this Committee is to provide guidance and oversight for all Association-sponsored meetings and conferences. This Committee is composed of at least two representatives of the Conference Track Chairs, a representative of the immediate past conference host committee, representatives of host committees for all designated or planned to-date future host sites, a student representative and other persons as may be appointed by the President. The purpose of this Committee is to assure that the ACSP Annual Conference and other such meetings are organized professionally and in a manner that supports meaningful communication and interaction, and to continue to improve ACSP Conferences for the benefit of all attendees.
- **PAB Advisory Committee:** This Committee solicits and reviews applications and submit recommendations for educator membership in the Planning Accreditation Board site visitor pool. It reviews and advises the ACSP Governing Board, Officers, and Membership on PAB matters of importance to ACSP.
- **Membership Committee:** The Membership Committee will interpret conditions for membership in the Association, recommend needed changes in membership criteria, and receive applications for membership and transmit them to the Governing Board with recommendations.



- **Institutional Governance Committee:** The purpose of this committee is to review and recommend changes, updates, or amendments to the Association's Articles of Incorporation, Bylaws and the rules and procedure that govern the major activities of ACSP. It evaluates the formal governance structure of ACSP; and identifies and suggests alternative approaches, methods, and strategies to improve governance and administrative efficiency, diversity and fairness. This Committee will address specific problems as they arise.

## Special Committees, Task Forces, and Interest Groups

The Association bylaws provide for other sub-groups in addition to the Standing Committees. In practice, Interest Groups and Special Committees have taken on a semi-permanent status. Task Forces are generally created temporarily, to address a specific issue. All committees, task forces and interest groups are required to provide semi-annual or annual status reports of the activities of the committee. Requests for funding of proposed activities must be submitted for the Spring Governing Board meeting and requires a summary of the previous year's financial activity with revenue and expenditures and detailed results of each project; and the proposed next year's planned activities with anticipated expenses including details justification for all funding. The Treasurer sends out reminders and report guidelines along with a submission date prior to the next Executive Committee meeting. The Executive Committee reviews all proposals, seeks necessary clarification and revisions. The Executive Committee assembles a combined proposed budget for Governing Board Action.

### Special Committees - <http://www.acsp.org/page/CommCommittees>

- **Committee on the Academy** – This committee is charged with two main tasks: helping to oversee and organize a biennial administrators' conference, and researching critical needs and potential assistance that ACSP could offer to schools under threat of dissolution.
- **Doctoral Committee** – This committee offers occasional workshops for existing planning doctoral students, and offers other support as needed. As a matter of recent practice, a workshop for students preparing for dissertation research has been offered annually in the summer, and sometimes as a one one-day workshop taking place before the ACSP Annual Conference.
- **Faculty Mentoring Committee** - Through events at the annual ACSP conference, as well as other venues, the Faculty Mentoring Committee's purpose is to help faculty, as well as planning schools, reflect and learn

about better ways to prepare and mentor planning faculty at both the junior and senior levels. It is also intended to help doctoral students and faculty to envision, begin, and advance their careers of scholarship, teaching, and service. Special attention will be paid to enabling doctoral students and faculty to understand, manage, and cope with the tenure and promotion process.

- **Committee on Diversity** - The purpose of the Committee on Diversity is to work with and encouraging planning schools to develop specific programs and incentives for increasing faculty and student diversity as well as expanding diversity in the curriculum.
- **Communications Committee** – This committee is charged with enhancing the quality and impact of the organization’s diverse range of communication activities, including but not limited to the website, the ACSP UNIVerse discussion forum, member communication, and Governing Board communication. The Committee will work closely with ACSP staff, who have primary responsibility for managing, implementing and monitoring communication activities.

**Task Forces** - <http://www.acsp.org/page/CommCommittees>

- **Future Joint Conferences Task Force** – this task force will explore the opportunity for partnering with AESOP to host the World Planning Schools Congress in Miami in 2021 and discuss possible budget implications of substituting the World Planning Schools Congress for the ACSP Annual Conference in future years.
- **Institutional Data Task Force** - This task force will consider the potential for ACSP involvement in collection, management and dissemination of data concerning planning education, including the possibility of renewing the ACSP Guide to Schools. The charge given the Group includes consideration of potential partnerships with other planning organizations. When invited to do so, this task force also advises the editors of *Planetizen* on the preparation, data collection and data analysis during their guide's production process. ACSP is in no way responsible for the ranking of planning schools shown in the *Planetizen Guide*.
- **Global Planning Education Task Force** – This task force will explore global education focusing on issues of recruiting and engaging international students, international education and accreditation issues.
- **Awards Policy Task Force** – This task force will review current awards and additional award opportunities, including issues related to funding,

recruitment of nominations, simplifying nominations packets, and addressing interest group awards. The work of this task force will culminate with a report to the Governing Board at the Spring 2018 Governing Board meeting.

- **Values Statement and Values Statement Process Task Force** - In the Fall of 2018, consensus emerged around the idea of developing a values statement for the Association to provide a longer-term expression of values, offer a foundation from which action can be taken, and highlight what makes planning values distinct. The work of this task force will be presented to the Governing Board at the Fall 2018 meeting.

#### **Interest Groups** - [http://www.acsp.org/members/group\\_select.asp?type=19744](http://www.acsp.org/members/group_select.asp?type=19744)

- **Faculty Women's Interest Group** – FWIG seeks to encourage and support women faculty and graduate students in urban and regional planning as well as those conducting research and outreach on planning issues critical to women.
- **Global Planning Educators Interest Group** – GPEIG's mission is to enable planning educators and students to collaboratively share global perspectives in planning education and research.
- **Planners of Color Interest Group** – The mission of the POCIG is to advance the interests and concerns of people and communities of color within the planning academia and the profession.
- **Senior Faculty Interest Group** - SFIG is not currently functioning but the ACSP has about 35 retired faculty members.

### **Connections to Other Organizations**

The Association has an interest in maintaining strong ties with other organizations concerned with urban and regional planning education in the U.S. and globally. The most consistent current relationships are with the following organizations. Additional information about ACSP's relationships to these organizations can be found [through this link](#).

### **Planning Accreditation Board**

The PAB is a cooperative undertaking of ACSP, the American Institute of Certified Planners (AICP), and the American Planning Association (APA). It accredits masters and undergraduate planning programs and works to enhance their strength. It has eight members. The president of ACSP appoints

four members - three academics and one public member. The president of AICP appoints three practitioners, one of whom has recently been a student. The president of APA appoints one member, who is a citizen planner.

### **International Programs Liaisons**

- **Global Planning Education Associations Network** - GPEAN is an association of associations. Nine planning school associations from around the world, including ACSP, have formed an affiliation to increase mutual communication to improve the quality and visibility of planning and planning education. GPEAN's two major activities are the periodic World Planning Schools Congress and *Dialogues in Urban and Regional Planning*, a biennial compilation of the best planning scholarship from around the world, published by Taylor and Francis. In addition, it hosts meetings at the conferences of the member associations on a rotating basis.
- **Canadian Liaison**- As a courtesy, the Association of Canadian Urban Planning Programs often sends representatives to ACSP Governing Board meetings to update U. S. partners about Canadian planning school activities.

### **American Planning Association**

APA is the organization for planning practitioners in the U.S. ACSP has no formal ties with APA, except for joint sponsorship of the PAB. However, the two organizations have many mutual interests and work together on an ad hoc basis as issues and opportunities arise.

### **Association Staff** - <http://www.acsp.org/page/ACSPstaff>

Currently all Association staff are employed by White Picket Fence Productions, an association management company, Donna Dodd, President. Donna Dodd is considered the ACSP Executive Director and hires individuals to perform the roles of:

- Membership Relations & Development Manager
- Marketing & Web Manager
- Communications Manager
- Conference & Workshops Manager
- Bookkeeper

# GOVERNING BOARD

**Current Governing Board** - <http://www.acsp.org/?page=AboutGBStaff>

## Roles and Responsibilities of Governing Board Voting Members

### President

- a. Chairs the Governing Board and Executive Committee.
- b. Interprets policy established by the Association, the Governing Board and the Executive Committee.
- c. Appoints all non-specified Standing and Ad-hoc Committees.
- d. Coordinates activities of officers and committees.
- e. Works with the Treasurer and Executive Committee to prepare an annual budget for approval of the Governing Board.
- f. Presides at meetings of the Association.
- g. Appoints members to the Planning Accreditation Board as may be required by the charter of that organization and appoints the International Programs Liaisons, a Bursar to assist the Treasurer in the disbursement of funds, and two student representatives to the Governing Board.
- h. Assures the orderly succession of officers should an incumbent be unable to serve his/her complete term by either calling for a special election or appointing a replacement when none is specified in these bylaws.
- i. Appoints a replacement to complete the term of any vacant seat on the Governing Board.

### Vice-President

- a. Is the President-Elect.
- b. Chairs the Review and Appraisal Committee.
- c. Oversees Association publications including: the official journal of the ACSP, the *Journal of Planning Education and Research* ("JPER"); the *"Guide to Undergraduate and Graduate Education in Urban and Regional Planning"*; and other print and electronic communications of the organization as a whole.
- d. Appoints the chair of the National Conference Committee and leads the process for identifying sites and local hosts for conferences.
- e. Serves as Parliamentarian for the Association.
- f. Performs other activities and tasks as may from time to time be assigned by the President.
- g. Acts for the President in his/her absence or incapacity.

- h. Assumes the office of President in the event the incumbent resigns or is otherwise unable to complete his/her term. In this case, an election for Vice-President to fulfill the term shall be held as soon as practical.

### **Secretary**

- a. Is responsible for recording and disseminating to all Full Members, the names and titles of administrative heads of Full Members and of any other members that may subsequently be authorized to vote in Association meetings.
- b. Oversees timely preparation and distribution of minutes of the Annual Meeting of the Association and Governing Board meetings, and takes notes during Executive Committee meetings.
- c. Supervises necessary revisions to *The Guide to Undergraduate and Graduate Education in Urban and Regional Planning*, as well as related marketing or publicity efforts, as delegated by the President.
- d. Conducts selected correspondence of the Association, such as dispersal of Minutes to Governing Board or Executive Committee members and welcoming correspondence to incoming member schools.
- e. Provides recommendations to the President for appointments of new members to standing committees, as appropriate (except the Executive Committee and the Review and Appraisal Committee).
- f. Solicits and posts to the Executive Committee annual or semi-annual reports from standing committees.
- g. Oversees the Membership Committee and the solicitation and welcoming of new members.
- h. Completes other tasks as requested by the President.

### **Treasurer**

- a. Is responsible for the collection of dues and the keeping of financial accounts.
- b. Is responsible for approving expenditures and making disbursements.
- c. Oversees audits and reviews of organization finances.
- d. Works with the President and committee Chairs to prepare an annual budget for Governing Board approval.
- e. Chairs the Standing Committee on Finance and Investment.

### **Past-President**

- a. Is a voting member of the Governing Board.
- b. Is available for consultation with the officers, upon request.

### **Regional Representatives**

- a. Are responsible to consult with their constituent members to identify and report issues and concerns to the Governing Board and membership.

- b. Are responsible to prepare for and attend Governing Board meetings.
- c. Respond to officers' requests for action between meetings.

### **Student Representatives**

The role of the Student Representatives is to ensure that the concerns of students are reflected in the discussions and decisions of the ACSP Governing Board. The two Student Representatives serve alternating, two-year terms. In order to be eligible, students must be enrolled in an ACSP member planning program for the entire length of their term. A committee composed of the ACSP Vice President and the current student representatives selects and the President confirms the new student representative.

The duties of the Student Representatives are to represent the interests of doctoral-level planning students and advocate on their behalf. They attend both the spring and fall Governing Board meetings, participating in discussions and acting as voting members of the board.

### **Future Governing Board Meetings**

Details of future executive committee and Governing Board meetings can be found at [http://www.acsp.org/events/event\\_list.asp](http://www.acsp.org/events/event_list.asp)

### **Meeting Agendas and Minutes**

Agendas of Governing Board meetings are prepared by the President in consultation with the Executive Committee. They are distributed to the Governing Board about one week prior to each meeting.

Draft Governing Board minutes are prepared by the Secretary and circulated for review. The minutes are finalized and approved at the next Governing Board meeting and then posted on the ACSP website at <http://www.acsp.org/?page=PubsArchiveGovDocs>

### **Consent Agenda**

The Governing Board has, at times, adopted the widely used practice of the Consent Agenda for its meetings. Non-action and non-controversial items are grouped together at the beginning of the agenda and voted on as a whole, without discussion. Before the vote on the consent agenda the President asks the Governing Board for agreement on the items on the Consent Agenda. Any item on the Consent Agenda will be moved from the Consent Agenda to the regular agenda for a full discussion and separate vote, if any voting Governing Board member requests it.

## **Budget**

ACSP must obtain and spend funds to accomplish its objectives. Revenues come primarily from base dues charged to each member school, capitation dues based on the number of faculty in each program, net revenues from conferences, and miscellaneous income. Expenditures include the Annual Conference; *JPER* publication; strategic initiatives, special studies, and various committee and interest group activities approved by the Governing Board; and organizational support (administrative and financial). At the direction of the Governing Board, ACSP also maintains a reserve fund of \$125,000 to insure its future.

The proposed annual budget prepared by the Treasurer and Executive Committee, is reviewed, amended as necessary, and approved by the Governing board at the spring meeting. In preparing the proposed budget the Treasurer solicits budget requests from all ACSP committees (standing and special committees, task forces, interest groups, *JPER* editors, etc.). The Governing Board approves budget requests only in the spring of each year, except in emergencies brought to the Governing Board by the Executive Committee. Budget requests must be linked to specific activities that committees, interest groups, etc. plan to conduct to achieve their goals or objectives. ACSP cannot provide financial support for travel and lodging for the committee to meet, for conference calls, or for administrative support of graduate research assistants.

The budget may be viewed on request.

## **Conduct of Meetings**

The President chairs the Governing Board and Business Meetings. The Vice President is the Association's Parliamentarian and serves as chair in the President's absence. Meetings are conducted in accordance with the most recent edition of Robert's Rule of Order, which can be found at <http://www.robertsrules.com/>.

# **PUBLICATIONS**

## **Journal of Planning Education & Research**

The *Journal of Planning Education and Research (JPER)* is published quarterly by SAGE Publications in association with the Association of Collegiate Schools of Planning. *JPER* is a forum for planning educators and scholars (from both academe and practice) to present results from teaching and research that



advance the profession and improve planning practice. Manuscript submission guidelines and a direct link to do so can be found here: <http://www.acsp.org/?page=PubsJPERSubmissions>. Go to the SAGE Publications website for more information about the journal.

*Journal of Planning Education and Research* (ISSN 0739-456X) is published four times a year - September, December, March and June. The editorial office can be contacted at [jper@acsp.org](mailto:jper@acsp.org).

Subscriptions - ACSP member institutions' declared full-time faculty, individual faculty members, retired faculty members and student members receive a one year print and on-line subscription to *JPER* with each payment of annual membership dues.

## **The Guide to Undergraduate and Graduate Education in Urban and Regional Planning**

*(Temporarily out of production)* Inclusion for ACSP member institutions in the *Guide to Undergraduate and Graduate Education in Urban and Regional Planning* is optional. Two databases allow end-users to search for multiple criteria about schools, and faculty along with their specific research topics. A marketing strategy is being developed to publically promote the availability of *The Guide* to potential students world-wide.

# **ASSOCIATION BUDGET PREPARATION**

## **Fund Descriptions**

**General Fund** - Shows the overall picture of Association activity including restricted net assets, revenue and expense streams for general business, committee projects, fund transfers, and provides a summary of ending total assets. Each of the following funds provides detail that is only summarized by one of two lines in the General Fund.

- **JPER Fund** - Shows SAGE contributions, student subscriptions, royalties, expenses and ACSP's faculty, student and individual member subscription costs. This fund collects a portion of an editor's transition fee payment each year stored in restricted assets until payment is due during the JPER editorial transition. At one time, the JPER Fund was only expected to break even, but in recent years with growing royalty payments it now provides a profit to the ACSP.

- **Annual Conference Fund** - The Annual Conference hosts nearly 1200 people. This fund provides extensive detail of all the registration, advertising, sponsorship, and additional revenues streams vs. the detail of variable and fixed expenses of the conference production. The conference is expected to provide a profit.
- **Administrator's Conference** - this is a small conference (75-100 people) but provides similar descriptions of revenue and expenses as the Annual Conference. This is expected to be a break-even bottom line.
- **Guide Fund** - Sourced by membership participation fees and future web advertising sales, the expenses primarily relate to staff labor and the web-marketing of the product. The Guide is expected to net a profit.
- **FWIG Fund** - Requests for money from the ACSP each year typically include annual luncheon ticket subsidies and expense coverage for this event. The additional revenue stream of paid luncheon tickets by faculty and students helps offset the majority of the expense of this annual event. Any revenue or contributions raised by FWIG directly remains as carry-forward balance in the fund, while any money provided by the ACSP not yet expensed gets returned to the General Fund.
- **POCIG Fund** - Requests for money from the ACSP each year typically include travel scholarships for students, NDFDD scholarships for faculty and periodic projects. The annual contribution by the Blakely Foundation offsets the expense of the bi-annual Blakely award and an event to honor the winner. Any revenue or contributions raised by POCIG directly remains as carry-forward balance in the fund, while any money provided by the ACSP not yet expensed gets returned to the General Fund.
- **GPEIG Fund** - Requests for money from the ACSP each year typically include annual luncheon ticket subsidies and expense coverage for this event. The additional revenue stream of paid luncheon tickets by faculty and students helps offset the majority of the expense of this annual event. The annual contribution by the Gill-Chin Lim Family Consortium in Korea offsets student travel scholarships provided and a cash prize for the Gill-Chin Lim Best Dissertation award. Any revenue or contributions raised by GPEIG directly remains as carry-forward balance in the fund, while any money provided by ACSP not yet expensed gets returned to the General Fund.

## The Budget Development Process

- In late January or February, the ACSP Treasurer requests that each interest group and committee prepare an annual activity report and budget proposal for the coming year.
- Clear deadlines are set for submission of the report and budget proposal.
- Spring is the only Governing Board meeting where funding requests will be considered.
- Each interest group should request from the ACSP Bursar the current status of their fund before preparing their budget proposal for the coming year. The ACSP Bursar will work with the interest group/committee for a clear understanding of how to put forth a successful proposal.
- The Treasurer's job is to prepare an overall budget that has the intent of planning for the best interest of the Association and all groups within. The ACSP Treasurer and ACSP Bursar prepare a draft Association budget which is reviewed by the ACSP Executive Committee in the month prior to the Spring Governing Board meeting. Each group/committee proposal is reviewed in detail. Additional questions may arise out of this meeting and the ACSP Treasurer or ACSP Bursar will seek additional clarification and information as necessary.
- At the Spring Governing Board meeting, the ACSP Treasurer should have enough information from the collected budget proposals to be able to discuss and defend if necessary the recommended overall Association budget proposed by the ACSP Executive Committee.
- The Governing Board reviews the overall budget proposal, discusses particular requests of concern, amends as they wish, and with a motion, they accept or reject the budget proposal in its entirety.

## Budget Management

**ACSP's Treasurer** – The ACSP Treasurer works directly with Association staff and the contracted CPA, and has access to all accounts for complete oversight of the Association's financial picture. The Treasurer works with the CPA to submit annual tax returns.

**ACSP's CPA** – The CPA has on-line access to the QuickBooks accounting file of the Association in order to monitor activity as necessary and to provide semi-annual and year-end reporting as well as completion of the annual tax returns.

**ACSP Bursar** – The ACSP Bursar develops accounting practice and policy for the Association. The Bursar signs all checks, and is charged with maintaining accurate records and any necessary external relationships necessary in regard to the fiscal management of the Association. The Bursar, working together with

the bookkeeper and CPA assists with preparation of budget proposals and overall Association budget to be submitted to the ACSP Treasurer.

**ACSP Bookkeeper** – The Bursar collects and pays with the approval of the Bursar, all invoices and collects and processes all deposits. The bookkeeper allocates each payment or deposit to the appropriate fund and is able to pull reports on an as needed basis from the accounting software.

**Bank Accounts** – Currently the ACSP has a money market and regular checking account with BBT Bank as well as long-term assets with Merrill Lynch. In addition to the ACSP Bursar, the ACSP Treasurer and CPA all have electronic access to these bank accounts.

## WEB SITE STRUCTURE:

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Get Involved  
Year-round Sponsorships

### Careers

What is Planning?  
Planner Profiles  
Ask Faculty a Question  
Career Center

### Engage

Get Involved with ACSP  
UNIVERse Discussion Forum  
Planning News  
Planning Blogs  
Join ACSP/Create an Account

### For Members

Affiliated Organizations  
Association Contributors  
Get Involved  
ACSP Member Tool Kit  
Logo Guidelines  
Regions  
Search Member Faculty  
Faculty  
Students  
Special Interest Groups

### Events

Awards  
Workshops  
Administrators' Conference  
Annual Conference (with many sub-menus)

### Publications & Archives

JPER  
ACSP Reports & Resources  
Governing Documents Archive  
ACSP Values Statements  
The Guide and Career Brochures  
Past Conference Programs  
ACSP Video Archives

## ADDITIONAL WEB LINKS

- Member Institutions - [www.acsp.org/page/Members](http://www.acsp.org/page/Members)
- Bylaws of the Association - [www.acsp.org/?page=PubsArchiveGovDocs](http://www.acsp.org/?page=PubsArchiveGovDocs)
- Committee Rosters - [www.acsp.org/?page=CommCommittees](http://www.acsp.org/?page=CommCommittees)
- Association Awards - <http://www.acsp.org/?page=ConfAwards>
- Award History - <http://www.acsp.org/?page=PubsArchiveAwards>
- ACSP Archive - <http://www.acsp.org/default.asp?page=PubsArchives>

## **ADDENDUM A**

### **History of the Association Presidency**

2017-2019	Weiping Wu, Columbia University
2015-2017	Lois Takahashi, University of California, Los Angeles
2013-2015	June Manning Thomas, University of Michigan
2011-2013	Charles Connerly, University of Iowa
2009-2011	Cheryl Contant, University of Minnesota
2007-2009	Michael Hibbard, University of Oregon
2005-2007	Mickey Lauria, Clemson University
2003-2005	Christopher Silver, University of Illinois at Urbana-Champaign
2001-2003	Wim Wiewel, University of Illinois at Chicago
1999-2001	Bruce Stiftel, Florida State University
1997-1999	Sandi Rosenbloom, University of Arizona
1995-1997	Eugenie Birch, Hunter College, CUNY
1993-1995	Catherine Ross, Georgia Institute of Technology
1991-1993	Jerome Kaufman, University of Wisconsin
1989-1991	Carl Patton, University of Toledo
1987-1989	Don Krueckeberg, Rutgers, The State University of New Jersey
1985-1987	David Sawicki, Georgia Institute of Technology
1983-1985	Jay Chatterjee, University of Cincinnati
1981-1983	Michael Teitz, University of California at Berkeley
1979-1981	Ed McClure, University of Texas at Austin
1977-1979	Carl Goldschmidt, Michigan State University
1976-1977	Michael P. Brooks, Illinois
1975-1976	Don Rothblatt, San Jose State University
1974-1975	Henry Hightower, University of British Columbia
1973-1974	Kenneth Corey, University of Cincinnati
1971-1973	Vernon Deines, Kansas State University
1970-1971	William I. Goodman, Illinois
1968-1970	Peter Oberlander, University of British Columbia
1967-1968	George Raymond, Pratt Institute
1966-1967	Israel Stollman, Ohio State University
1965-1966	Donald Foley, University of California, Berkeley
1964-1965	Arthur Row, Yale University/Myles Boylan, Michigan State University
1963-1964	F. Stuart Chapin, Jr., University of North Carolina
1962-1963	Louis Wetmore, Illinois
1961-1962	Howard Mehinick, Georgia Institute of Technology
1960-1961	John Tasker (Jack) Howard, Massachusetts Institute of Technology
1959-1960	Robert B. Mitchell, University of Pennsylvania

## **ADDENDUM B**

### **Guidelines for Committees & Interest Groups**

#### **Association Staff**

ACSP Staff works with each committee or group's leadership:

- 1) Provides an annual orientation to ACSP activities and how the Committee or Group should work within the organization.
- 2) Assists with postings to the group's web page(s) making sure that the overall Association also gets the news of on-going activities within the Committee or Group.
- 3) Promotes the Committee's or Group's activities through the ACSP social media accounts.

The ACSP Bursar will work with the leadership of each Committee or Group to understand their current budget status at any time throughout the year. The Bursar will assist with creating a new year's budget proposal as well.

The ACSP Conference Manager assists with planning special events including suggestion of appropriate ticket prices and menu selection, securing the space and set-up arrangements, event registration, attendee reporting, ticket-entry management during the event, and staffing the event at the Conference.

#### **Access to Technology**

- **Web Site** – The ACSP contracts with YourMembership.com for all of their on-line Association and membership management technology as well as web site hosting. Each Committee or Group will be provided with enough pages to promote general information of the group. The Group is responsible for reviewing the pages for accuracy and necessary updates. The ACSP marketing staff will assist with emailed newsletter inclusion of current projects, direct messaging, news postings, adding photos, document linking and archiving. If the Group maintains its own external site, a direct link from the ACSP pages is easily established.
- **Zoom Video Conference Calling** – With a microphone and a web cam, all of your meetings can feel like they're in-person. An ACSP staff person can help schedule and staff the meeting. Even if an individual doesn't have a microphone or web cam, simple call-in includes them in the conversation.

## **Budgeting Considerations**

- There is no guaranteed funding provided by the ACSP for Committees or Groups.
- Each year in the early spring, the Committee or Group should provide to the ACSP Executive Committee and the full Governing Board, a status report of the current year's activities.
- If an interest group has raised its own money through donations, grants, profit from special event ticket sales, etc., this money can be used by the interest group without any approval necessary from the ACSP Governing Board and is carried forward in the Group's fund/reporting as long as there is a balance.
- Committees or Groups requesting funds from the ACSP require a detailed budget proposal for the next fiscal year's activities with research, justification and possible alternatives to the proposal items provided.
- The ACSP has historically considered requests for funding to subsidize student tickets to Group events, student travel awards, well-planned studies that benefit the Group as well as the entire Association, among other things.
- The ACSP has traditionally denied requests for funding to pay for special events and abstract submission fees in addition to project proposals that do not provide enough detail to be considered.
- The spring is the ONLY time the ACSP will consider budget proposals.

## **Timeline of Association Committee and Group Activities**

This is certainly not an all-inclusive list!

### **January – March**

- Determine next year's event ticket price
- Begin considering meeting needs or topics for a non-reviewed session at the conference
- Begin considering if you will encourage any pre-organized session submissions from your Group
- Abstract submission six week window
- Prepare activity report for the Governing Board Spring Meeting
- Prepare budget proposal for the Governing Board Spring Meeting
- Request orientation for newly elected leadership
- Nominations accepted for open ACSP board member seats
- Student Travel Award and faculty award promotions begin
- ACSP invites new faculty participants for ACSP committees and task forces – encourage volunteers!
- University memberships begin to expire if not renewed



**April – June**

- Abstract acceptance notices are delivered
- Deadlines for all award submissions or nominations; deliberation of winners
- Book of Accepted Abstracts posted to the web
- Conference registration opens

**July – September**

- Prepare for hosting your meeting or event at the Annual Conference
- Invitations extended to all student and faculty paper award winners by early August to promote in advance and provide enough notice for them to attend the Annual Conference.
- Student Travel Award winners must be determined in the first week of August at the latest in order to the student to avoid registering for the conference and then requiring a refund for the paid registration.

**October – December**

- Annual Conference
- Submit receipts for any expenses from the conference

## **ADDENDUM C**

### Guidelines for Award Committees



#### **FACULTY AWARD COMMITTEES**

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ACSP Distinguished Educator Award  
Jay Chatterjee Distinguished Service to ACSP Award  
Paul Davidoff Book Award  
John Friedmann Book Award  
ACSP/FWIG Margarita McCoy Award  
ACSP/FWIG Marcia M. Feld Leadership Award  
ACSP/JPER Chester Rapkin Award  
POCIG Edward Blakely Award  
Martin Meyerson Award

#### **STUDENT AWARD COMMITTEES**

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Edward McClure Award  
ACSP/FWIG Marsha Ritzdorf Award  
GPEIG Gill-Chin Lim Award for the Best Dissertation on International Planning  
ACSP/Cornell University Barclay Gibbs Jones Award for Best Dissertation in Planning  
ACSP/MIT Donald Schön Award for Excellence in Learning from Practice  
ACSP/IACP Karen R. Polenske Best Student Paper Award for Outstanding Paper on a China Planning Related Topic

#### **STUDENT TRAVEL AWARD COMMITTEES**

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ACSP Student Travel Scholarships  
GPEIG Gill-Chin Lim Travel Scholarship  
ACSP-POCIG Student Travel Scholarships  
ACSP Book Fair Publisher's Student Travel Scholarships (last year will be 2017)

## FACULTY AWARD COMMITTEES

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### ACSP DISTINGUISHED EDUCATOR AWARD

<http://www.acsp.org/page/AwardDistingEd>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the President to staggered terms. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent the diverse scope of scholarship in planning.

#### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews the nominations, including nominations carried forward from the previous round, and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance and invite the winner to prepare 15 minutes worth of commentary for the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that their nominee will be considered in the next round.
- The committee chair works with ACSP staff to collect a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

#### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winner must be reported to ACSP staff by August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

#### Staff responsibilities

- Updates information and deadlines on website by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- After the submission/nomination deadline, staff will compile a report of all submissions/documents to be shared with the committee for their deliberation.

- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary audio visual, photography needs during the conference, and orders the award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The expense of the award is allocated to the annual conference fund.

Award cycle - The award is given every other year in odd numbered years.

## **JAY CHATTERJEE DISTINGUISHED SERVICE TO ACSP AWARD**

<http://www.acsp.org/page/AwardJayChatterjee>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The selection committee of four persons is appointed by the ACSP President to staggered terms. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent a diverse scope of scholarship in planning.

### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews the nominations, including nominations carried forward from the previous round, and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance and invite the winner to prepare 5 minutes worth of commentary for the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that their nominee will be considered in the next round.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

### Staff responsibilities

- Updates information and deadlines on website by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary audio visual, photography needs during the conference, and orders the desk award.
- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund.

Award Cycle - This award is presented every other year in even numbered years.

## **PAUL DAVIDOFF BOOK AWARD**

<http://www.acsp.org/page/AwardPaulDavidoff>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the ACSP President. The President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent a diverse scope of scholarship in planning.

### Committee responsibilities

- The Committee reviews the publisher contact list which should include those publishing extensively in the area of advocacy planning and positive social change, as well as some publishers for which this may be a rare title.
- The committee reviews the nominations, including nominations carried forward from a previous round, and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance and invite the winner to prepare 5 minutes worth of commentary for the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that their nominee will be considered in the next round.
- The committee chair submits to ACSP staff a head-shot .JPG of the author, and a written article about the winning book and author using the author's biography, book promotional content, and the reasons for the committee's choice.
- Copies of all files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.

- **The ACSP wishes to strongly discourage a “tie” or an honorable mention winner for all awards.**

#### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

#### Staff responsibilities

- Updates information and deadlines on website by January 31 and updates the contact information in the publisher contact list.
- ACSP staff will send letters of invitation for publishers' book nominations via the ACSP President's Office. Encourages nominations via ACSP faculty communication channels.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration.
- Secures necessary audio visual, photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund. There is no desk top display for an honorable mention.

Award Cycle - This award is presented every other year in odd numbered years.

## **JOHN FRIEDMANN BOOK AWARD**

**<http://www.acsp.org/page/AwardFriedmann>**

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the ACSP President and will ideally include a diverse (by age, race/ethnicity, and gender) collection of scholars with a distinguished record of publication and scholarship as well as some knowledge of sustainability.

#### Committee responsibilities

- Reviews the publisher contact list.
- Reviews the nominations, including nominations carried forward from a previous round, and chooses the awardee.

- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference. The committee chair should confirm attendance and invite the winner to prepare 5 minutes worth of commentary for the awards luncheon.
- The committee chair informs the nominators of unsuccessful candidates that their nominee will be considered in the next round.
- The committee chair submits to ACSP staff a head-shot .JPG of the author, and a written article about the book and author using the author's biography, book promotional content, and the reasons for the committee's choice.
- Copies of all files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **The ACSP wishes to strongly discourage a “tie” or an honorable mention winner for all awards.**

#### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

#### Staff responsibilities

- The staff updates the contact information in the publisher contact list and deadlines on website by January 31.
- ACSP staff will send letters of invitation for publishers' book nominations via the ACSP President's Office. Encourages nominations via ACSP faculty communication channels.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration.
- Secures necessary audio visual, photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's comments on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund. There is no desk top display for an honorable mention.

Award Cycle - This award is presented every other year in even numbered years.

## **MARGARITA MCCOY AWARD**

**<http://www.acsp.org/page/AwardMargaritaMcCoy>**

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

#### Committee/Terms of Appointment

The committee is appointed by the FWIG President. Committee members are selected from the members of the Faculty Women's Interest Group and should represent a diverse scholarship in planning.

#### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews the nominations, including nominations carried forward from the previous round, and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.
- The committee chair informs the nominators of unsuccessful candidates that their nominee will be considered in the next round.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

#### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

#### Staff responsibilities

- Updates deadlines on website by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Orders the desk top award, and secures necessary photography needs during the conference.

#### Finances

There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund.

#### Award Cycle



This award is presented every other year in even numbered years.

## **MARCIA M. FELD LEADERSHIP AWARD**

<http://www.acsp.org/page/AwardFeldLeadership>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

### Committee/Terms of Appointment

The committee is appointed by the FWIG President. Committee members are selected from the membership of the Faculty Women's Interest Group.

### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews the nominations, including nominations carried forward from the previous round, and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.
- The committee chair informs the nominators of unsuccessful candidates that their nominee will be considered in the next round.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

### Staff responsibilities

- Updates deadlines on website by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the annual conference fund.

Award Cycle - This award is presented every other year in odd numbered years.

## **CHESTER RAPKIN AWARD**

<http://www.acsp.org/page/AwardChesterRapkin>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

### Committee/Terms of Appointment

The committee is appointed by the Editors of the *Journal of Planning Education and Research*.

### Committee responsibilities

- All papers published in the *Journal* are automatically considered. The committee selects the winner.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- **The ACSP wishes to strongly discourage a "tie" or an honorable mention winner for all awards.**

### Deadlines

- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top displays.

### Staff responsibilities

- Updates deadlines on website by January 31.
- Reconfirms winner's attendance and that of any guests/manages conference registration.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Posts follow up article

### Finances

The University of Illinois at Urbana-Champaign supports this award in the amount of a \$500 annual donation to the ACSP. There is a \$500 cash award paid by ACSP to the author(s) of the winning article. The cash will be divided among the number of authors if more than one. The ACSP does not reimburse for award winner travel. The expense of the desk top display is

allocated to the annual conference fund. There is no cash award or desk top display for an honorable mention.

#### Award Cycle

This award is presented annually.

### **POCIG EDWARD BLAKELY AWARD**

**<http://www.acsp.org/page/AwardBlakely>**

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

#### Committee/Terms of Appointment

The committee is appointed by the President of the POCIG.

#### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews the nominations, including nominations carried forward from the previous round, and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.
- The committee chair informs the nominators of unsuccessful candidates that their nominee will be considered in the next round.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- **The ACSP recommends there not to be a "tie" or an honorable mention for awards.**

#### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of ensuring the winner's attendance at the annual conference, including the winner's name in all conference promotional materials, and ordering the desk top display.

#### Staff responsibilities

- Updates deadlines on website by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included and the winner intends to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - The Edward Blakely Foundation at Fidelity supports this award in the amount of a \$1000 annual donation to the ACSP to be restricted for the use of the POCIG. The expense of the desk top display gets allocated to the POCIG Fund. ACSP pays the expenses for this award celebration as indicated by the POCIG Award Committee.

Award Cycle - This award is presented annually.

## **MARTIN MEYERSON AWARD**

<http://www.acsp.org/page/AwardMeyerson>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The committee is appointed by the ACSP President. The committee members should represent academic leadership and recognize contribution to higher education. The ACSP President appoints the committee chair, usually from among continuing committee members.

### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews the nominations, including nominations carried forward from the previous round, and chooses the awardee.
- The committee chair notifies the awardee by phone and letter, informing the winner of the dates of the upcoming conference with an invitation to attend. ACSP staff can provide current information about the conference.
- The committee chair informs the nominators of unsuccessful candidates that their nominee will be considered in the next round.
- The committee chair submits to ACSP staff a head-shot .JPG and a written article about the winner using the winner's biography and the reasons for the committee's choice.
- Copies of all nomination files and correspondence are provided to ACSP staff as backup in case of discontinuities in the committee.
- **There is not to be a "tie" or an honorable mention for this award.**

### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by mid-Fall before the Spring scheduled conference.
- The **decision of the winner must be reported to ACSP staff no later than a month preceding the conference** for the purposes of including the winner's names in all conference promotional materials and ordering the desk top display.

### Staff responsibilities

- Updates deadlines on website associated with the award.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.

- Reconfirms winner's attendance and that of any guests/manages conference registration
- Secures necessary photography needs during the conference and orders the desk top award.
- Posts follow up article using the winner's speech content on the ACSP web.

Finances - There is no monetary award. The ACSP does not typically reimburse for award winner travel unless unusual circumstances indicate such a need. The award winner may bring a guest to the presentation event at no cost. The expense of the desk top display is allocated to the Administrator's Conference Fund.

Award Cycle - This award is presented at the Administrator's Conference.

## STUDENT AWARD COMMITTEES

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### EDWARD MCCLURE AWARD

<http://www.acsp.org/page/AwardMcClure>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

#### Committee/Terms of Appointment

The committee is appointed by the ACSP President. The ACSP President appoints a chair, usually selected from among continuing committee members. The committee members should represent a diverse scope of scholarship in planning.

#### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference anyway.
- The ACSP wishes to **strongly discourage a "tie" or an honorable mention** winner for all awards.

#### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.

- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

#### Staff responsibilities

- Updates web pages by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Provides the cash award at the conference (if there is one).

Finances - The ACSP supports this award in the amount of a \$100 cash award paid to the winner. The winner is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

Award Cycle - This award is presented annually.

## **MARSHA RITZDORF AWARD**

<http://www.acsp.org/page/AwardRitzdorf>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

#### Committee/Terms of Appointment

The Committee of four persons is appointed by the FWIG President. The FWIG President appoints a chair, usually from among the continuing members of the committee. The committee members should represent women in planning.

#### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference anyway.
- The ACSP wishes to **strongly discourage a "tie" or an honorable mention** winner for all awards.

### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

### Staff responsibilities

- Updates web pages by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Provides the cash award at the conference (if there is one).

Finances - The ACSP supports this award in the amount of a \$100 cash award paid to the winner. The winner is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

Award Cycle - The award is given annually.

## **GILL-CHIN LIM AWARD FOR THE BEST DISSERTATION ON INTERNATIONAL PLANNING** **<http://www.acsp.org/page/AwardLimDissert>**

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

### Committee/Terms of Appointment

The Committee is appointed by the GPEIG President. The GPEIG President appoints a chair, usually from among the members of the committee. Committee members should demonstrate expertise in international planning and be involved in GPEIG.

### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.

- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference anyway.
- The ACSP wishes to **strongly discourage a "tie" or an honorable mention** winner for all awards.

#### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

#### Staff responsibilities

- Updates web pages by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Invoices the Consortium for the funding.
- Orders the desk top award.
- Provides the cash award at the conference (if there is one).

#### Finances –

The Consortium on Development Studies (Korea) supports this award in honor of the late Gill-Chin Lim in the amount of a \$1000 donation paid to the ACSP and restricted to the GPEIG Fund for the cash award paid to the winner in that amount. The winner is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

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#### Award Cycle –

The award is given annually.

**BARCLAY GIBBS JONES AWARD FOR BEST DISSERTATION IN PLANNING**  
<http://www.acsp.org/page/AwardBarclayGJones>



The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

Committee/Terms of Appointment - The Committee is appointed by the ACSP President. The President appoints a chair, usually from among continuing members of the committee. There should always be a committee appointment from faculty at Cornell University.

#### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference.
- The ACSP wishes to **strongly discourage a "tie" or an honorable mention** winner for all awards.

#### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winner must be reported to ACSP staff no later than August 1** preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

#### Staff responsibilities

- Updates web pages by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.
- Invoices Cornell University for the funding.
- Provides the cash award at the conference (if there is one).

Finances - Cornell University supports this award in the amount of a \$500 annual donation to the ACSP. There is a \$500 cash award paid by ACSP to the winner. The attending author is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

Award Cycle - The award is given annually.

## DONALD SCHÖN AWARD FOR EXCELLENCE IN LEARNING FROM PRACTICE

<http://www.acsp.org/page/AwardDonSchon>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

### Committee/Terms of Appointment

The Committee is appointed by the ACSP President. The President appoints a chair, usually from among the continuing members of the committee. The committee members should demonstrate knowledge of professional learning from practice and analysis of that learning. There should always be a committee appointment from faculty at the Massachusetts Institute of Technology, and one family relation of Don Schön.

### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference.
- The ACSP wishes to **strongly discourage a "tie" or an honorable mention** winner for all awards.

### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The decision of the winner must be reported to ACSP staff no later than August 1 preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

### Staff responsibilities

- Updates web pages by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Invoices the Massachusetts Institute of Technology for the funding.
- Orders the desk top award, and provides the cash award at the conference (if there is one).

Finances - The Massachusetts Institute of Technology supports this award in the amount of a \$1000 annual donation to the ACSP. There is a \$1000 cash award paid by ACSP to the winner. The attending author is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

Award Cycle - The award is given annually.

## **KAREN R. POLENSKE AWARD FOR OUTSTANDING PAPER ON A CHINA PLANNING RELATED TOPIC**

<http://www.acsp.org/page/AwardPolenske>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

### Committee/Terms of Appointment

The Committee of four persons committee is established by the International Association for China Planning (IACP) with consideration of the ACSP President (with staggered terms). The committee members should be members of IACP and from an ACSP member school.

### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee reviews submissions and selects the award-winning publication.
- The committee chair notifies the awardee(s) by phone and letter inviting the student to attend the upcoming conference to present the award-winning paper. ACSP staff can provide current conference details.
- The committee chair coordinates with ACSP staff on logistics of preparing and presenting the award by sending the winner's name, university affiliation, email address, and title of the winning paper.
- The committee chair notifies those who did not win to encourage their attendance at the conference anyway.
- The ACSP wishes to **strongly discourage a "tie" or an honorable mention** winner for all awards.

### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winner. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The decision of the winner must be reported to ACSP staff no later than August 1 preceding the conference for the purposes of including the winner's names in all conference promotional materials and the creation of the award certificates.

### Staff responsibilities

- Updates web pages by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and

students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.

- Reconfirms winner's attendance and that of any guests/manages conference registration/informs the winner of the scheduled student award winning paper session.
- Secures necessary photography needs during the conference.
- Orders the desk top award.

Finances - The International Association for China Planning supports the award with a cash award paid directly to the winning author. The attending author is provided with complimentary full registration to the conference, and invited to present the winning paper at a special session during the annual conference. The ACSP does not reimburse for award winner travel. A certificate is presented to the winner, but there is no desk top display.

Award Cycle - The award is given annually.

## **ACSP STUDENT TRAVEL SCHOLARSHIPS**

**<http://www.acsp.org/page/AwardACSPTravel>**

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

### Committee/Terms of Appointment

The committee of three persons is appointed by the ACSP President. The ACSP President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent the diverse scope of scholarship in planning.

### Committee & Staff responsibilities in time-line order

- With the input of the committee, staff updates deadlines on website by January 31.
- Staff and the committee encourage applicants via ACSP faculty and student communication channels.
- The ACSP staff collects and organizes applications ensuring all necessary paperwork is included, the applicants qualify, and papers have been approved for presentation. Staff notifies the committee of the qualified submissions.
- The committee reviews the applications, selects winners, and informs the staff.
- The committee chair notifies the awardee by letter providing information for how to register for the upcoming conference. Staff can provide current information for the conference and how to register.
- The committee chair notifies those who did not win to encourage their attendance at the conference anyway.
- Staff reconfirms winner's attendance and manages conference registration.
- Staff prepares the checks for distribution on-site at the conference.

### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winners. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.

- The **decision of the winners must be determined no later than June 15** preceding the conference for the purposes of informing the winners with enough advance notice to make early travel arrangements to attend, and to include the winner's names in all conference promotional materials.

#### Finances

The ACSP provides a cash award and is paid by ACSP to the winner only if they attend the conference. The attending author is provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. No certificate. No desk top display.

#### Award cycle

Scholarships are awarded annually.

### **GILL-CHIN LIM TRAVEL SCHOLARSHIP**

<http://www.acsp.org/page/AwardLimTravel>

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

#### Committee/Terms of Appointment

The committee of three persons is appointed by the GPEIG President. The GPEIG President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent the diverse scope of scholarship in planning.

#### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee then reviews the applications, selects winners and informs the staff.
- The committee chair notifies the winners by letter, providing information for how to register for the upcoming conference. Staff can provide current information for the conference and how to register.
- The committee chair informs the unsuccessful applicants and encourages them to attend the conference anyway.

#### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winners. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winners must be determined no later than June 15** preceding the conference for the purposes of informing the winners with enough advance notice to make early travel arrangements to attend, and to include the winner's names in all conference promotional materials.

#### Staff responsibilities

- Updates deadlines on website by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.

- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Staff reconfirms winner's attendance and manages conference registration.
- Staff prepares the checks for distribution on-site at the conference.

### Finances

The Consortium on Development Studies (Korea) supports travel awards in honor of the late Gill-Chin Lim in the amount of a \$1000 donation paid to the ACSP and restricted to the GPEIG Fund for the cash distributions paid to the winners. GPEIG determines the amount of the cash distributions. The awards are only provided for those who attend the conference. The winners are provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. No certificate. No desk top display.

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### Award cycle

Scholarships are awarded annually.

## **[ACSP-POCIG STUDENT TRAVEL SCHOLARSHIPS](http://www.acsp.org/page/AwardsPOCIGTravel)**

The award description, list of current committee members, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page. What follows are guidelines for the work of the committee.

### Committee/Terms of Appointment

The committee of three persons is appointed by the POCIG President. The POCIG President appoints the chair, usually from among continuing members of the committee, one year before the due date for the next award. The committee members should represent the diverse scope of scholarship in planning.

### Committee responsibilities

- The committee reviews outgoing promotions about the award.
- The committee then reviews the applications, selects winners and informs the staff.
- The committee chair notifies the winners by letter, providing information for how to register for the upcoming conference. Staff can provide current information for the conference and how to register.
- The committee chair informs the unsuccessful applicants and encourages them to attend the conference anyway.

### Deadlines

- A submission deadline must be determined by the committee to provide the necessary amount of time for the committee to come to a decision on the winners. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winners must be determined no later than June 15** preceding the conference for the purposes of informing the winners with enough advance notice to make early travel arrangements to attend, and to include the winner's names in all conference promotional materials.

### Staff responsibilities

- Updates deadlines on website by January 31.
- Submit to the committee for review; distribute promotions about the award's availability.
- The ACSP Staff creates the on-line submission process, organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference. Staff can provide additional information for qualifications of the applicants.
- Staff reconfirms winner's attendance and manages conference registration.
- Staff prepares the checks for distribution on-site at the conference.

### Finances

The practice of these travel awards is the POCIG requests support from the ACSP for the cash distributions paid to the winners. POCIG determines the amount of the cash distributions. The awards are only provided for those who attend the conference. The winners are provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. No certificate. No desk top display.

### Award cycle

Scholarships are awarded annually or as funding allows.

## **ACSP BOOK FAIR PUBLISHER'S STUDENT TRAVEL SCHOLARSHIPS**

**<http://www.acsp.org/page/AwardBookFair>**

The award description, award-specific submission guidelines, deadlines and necessary documents, as well as [award history](#) can be found at each award's web page.

### Committee/Terms of Appointment

Currently these awards are managed by ACSP staff.

### Deadlines

- A submission deadline must be determined by the staff to provide the necessary amount of time to come to a decision on the winners. This deadline must be decided by early January to enable ACSP staff to update the web page accordingly.
- The **decision of the winners must be determined no later than June 15** preceding the conference for the purposes of informing the winners with enough advance notice to make early travel arrangements to attend, and to include the winner's names in all conference promotional materials.

### Staff responsibilities

- Updates deadlines on website by January 31.
- Reminds potential applicants of the deadline and works to encourage submissions.
- Organizes submissions ensuring all necessary paperwork is included, papers have been approved for presentation, and students intend to register to attend the annual conference.
- Applications are reviewed, qualifications determined, winners selected.
- Notifies the winners by letter providing all information necessary for the student to register and attend the conference.
- Informs the unsuccessful candidates and encourages their attendance at the conference anyway.
- Copies of all application files and correspondence are maintained until after the annual conference.

### Finances

The number of travel awards allowable is determined by the cash sales of the books sold at the ½ price book sale on the last day of the previous year's conference. The awards are only provided for those who attend the conference. The winners are provided with complimentary full registration to the conference. The ACSP does not reimburse for award winner travel. No certificate. No desk top display.

### Award cycle

Scholarships are awarded annually or as funding allows.



## ADDENDUM D

Sample report template for reporting to the Governing Board



## ACSP GOVERNING BOARD MEETING

Board meeting date:	(date of upcoming board meeting)
Report submitted by:	(name and email):
Task Force, Group or Committee:	(committee or group title)
Type of submission:	(select one and delete the rest) <ul style="list-style-type: none"><li>• Information only</li><li>• Action request</li><li>• Budget request/Action Required</li></ul>
Recommended Motion <i>(the recommendation can be as simple as "Accept this report" or you can detail exactly how you'd like the board to act):</i>	
Budget Request <i>(for budget requests, provide an itemized list and a sum total):</i>	
Proposed Activities/Budget Justification <i>(for budget requests, summarize the work that will be supported by ACSP funding and provide justification for each item in the itemized list above):</i>	
Anticipated Measurable Outcomes of Proposed Activities <i>(for budget requests, list all outcomes (events, reports, publications, etc.) with a target completion date for each in observable and measurable terms. Example: Final report submitted to ACSP by January X, 20XX):</i>	
Recent Accomplishments:	
Group History & Mission:	
Committee Members:	

