



AMERICAN SOCIETY  
OF PROFESSIONAL  
ESTIMATORS

# Annual Awards Requirements

# ANNUAL AWARDS REQUIREMENTS

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# CATEGORIES OF AWARDS

**Submittal forms are required for the following categories.**

- National Estimator of the Year Award
- National Chapter President of the Year Award
- Fellow Award
- Legacy Award – Howard S. Prout Founder of Certification Award
- Legacy Award – Frank E. Young Excellence in Education Award
- Legacy Award – Merle W. Heckenlively Founder of Standards Award
- Industry Award – Best Estimate
- Industry Award – Best Project
- Industry Award – Most Innovative Project
- Chapter Champion Award
- Technology Award
- Honorary Member
- National Chapter Achievement Awards
  - a) Bronze
  - b) Silver
  - c) Gold
  - d) Platinum

**Submittal forms are NOT required for the following categories, but are derived from Society Business Office records.**

- Member Sponsorship Awards
  - a) Individuals Sponsoring More than 5 New Members
  - b) Individuals sponsoring more than 15 New Student Members
  - c) National Recruiter of the Year
- Member Awards
  - a) Service Awards
  - b) President's Awards [Not to Exceed Six (6) Per Year]

# GENERAL NOTES REGARDING SUBMITTALS

- 1) All submittals **MUST BE RECEIVED** at the Society Business Office (SBO) by the date noted below. **Late submittals will not be considered for awards.**
- 2) Submittals for each Award cannot be combined and are all to be separate and independent. Example: A submittal for “President of the Year” must include all substantiating data and not reference the Chapter’s “Chapter Achievement” submittal for Chapter Activities completed.
- 3) Each submittal is reviewed by more than one individual. One electronic copy of a **Single Continuous PDF** is to be submitted to SBO for electronic distribution to each of the reviewing committee members.
- 4) An **“Intent to Submit”** form is to be submitted to the Society Business Office by **March 30**. Please note this form is **mandatory** for individual and Chapter awards.
- 5) Submission of award submittals to the SBO will be uploaded and sent via Share File, an electronic file sharing program.
- 6) All submittals should include photos depicting the award criteria applied for. Attach photos (in jpeg format) as separate documents with submittals, for inclusion in awards presentation at the Annual Summit.
- 7) All submittals must include the phone number and e-mail address of the preparer in the event questions arise regarding the submittal.
- 8) The Award year is not concurrent with the Society business year, but runs from May 1 through April 30 of the year preceding the Annual Summit.
- 9) Award submittals (for all Awards) are due to the Society Business Office on **April 17 annually**.

# ESTIMATOR OF THE YEAR AWARD

- A. FORM:** Nominations shall be submitted on the form specific to the Award.  
**One (1) PDF (*this is to be a single continuous file*) is required** for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as provided in the guidelines. All award submittals shall be emailed to the Society Business Office (SBO), only via ShareFile.
- B. DUE DATE:** Nominations for this Award shall be closed on **April 17**. Submittals **MUST BE RECEIVED** at the SBO by this date to be considered. Late submittals will not be considered. A five hundred (500) word summary of the recipient's Society, industry, and community activities shall be submitted with the application as part of the introduction.
- C. JUDGING:** Each member of the Awards Committee shall be invited to prepare an objective evaluation based on each nominee's substantiating documentation. The Society Business Office shall compile the results of the committee.
- D. CRITERIA:** Reference the current application form with point system noted. Nominee must have ten (10) years estimating experience. This does not include field experience or other management positions unless chiefly devoted to estimating functions.
- E. AWARD:** The Society Business Office will coordinate the design and delivery of the award prior to presentation.
- F. PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

# CHAPTER PRESIDENT OF THE YEAR AWARD

- A. **FORM:** Nominations shall be submitted on the form specific to the Award.  
**One (1) PDF (*this is to be a single continuous file*) is required** for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as provided in the guidelines. All award submittals shall be emailed to the Society Business Office (SBO), only via ShareFile.
  
- B. **REQUIREMENT:** A short Bio of 200-250 words must be included in the submission package.
  
- C. **DUE DATE:** Nominations for this Award shall be closed on **April 17**. Submittals **MUST BE RECEIVED** at the SBO by this date to be considered. Late submittals will not be considered. A five hundred (500) word summary of the recipient's Society, industry, and community activities shall be submitted with the application as part of the introduction.
  
- D. **JUDGING:** Each member of the Awards Committee shall be invited to prepare an objective evaluation based on each of the nominee's substantiating documentation. The Society Business Office (SBO) shall compile the results of the committee.
  
- E. **CRITERIA:** Reference the current application form with point system noted.
  
- F. **AWARD:** The Society Business Office will coordinate the design and delivery of the award prior to presentation.
  
- G. **PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

# FELLOW AWARD

- A. FORM:** Nominations shall be submitted on the form specific to the Award. **One (1) PDF (*this is to be a single continuous file*) is required** for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as laid out in the guidelines. All award submittals shall be emailed to the Society Business Office (SBO), only, via ShareFile.
- B. DUE DATE:** Nominations for this Award shall be closed on **April 17**. Submittals **MUST BE RECEIVED** at the SBO by this date to be considered. Late submittals will not be considered. A five hundred (500) word summary of the recipient's Society, industry, and community activities shall be submitted with the application as part of the introduction.
- C. JUDGING:** Each member of the Awards Committee, comprised of members of the Committee of Fellows, shall be invited to prepare an objective evaluation of the discretionary items based on each nominee's substantiating documentation using the judging scorecard, which will have been partially verified by the Society Business Office. If an applicant receives a score of 186 (of the possible 237) or more from at least four (4) of the reviewing Fellows, the applicant shall be approved as a Fellow. The Society Business Office shall verify the substantiating documents for the ASPE participation portions of each applicant and shall compile the results of the Committee of Fellows and submit to the Board of Directors for approval by a simple majority. In advance of the Annual Summit, the Society Business Office will notify the Fellows Chairman of the candidates who will be awarded the designation of Fellow.
- D. CRITERIA:** Reference the current application form with point system noted.
- 1) Member must be a Certified Professional Estimator (CPE)
  - 2) Member must have been in good standing for a minimum of ten (10) years
  - 3) Nominated by Chapter with two (2) Certified Professional Estimator (CPE) members
- E. LETTERS OF RECOMMENDATION:** Submit a minimum of two (2) letters of recommendation from current FCPE's.
- F. AWARD:** The Society Business Office will coordinate the design and delivery of the award prior to presentation.
- G. PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

# LEGACY AWARD

## HOWARD S. PROUT – FOUNDER OF CERTIFICATION AWARD

The “Howard S. Prout Founder of Certification Award” recognizes an individual actively promoting and mentoring candidates through the Society’s CPE process. It is presented to an individual who has made significant contributions to Certification by actively promoting the program through education about the program and serving as proctor and reviewer. Must also participate either locally or nationally to provide feedback or guidance to further the program. Persons submitting a nomination must first submit the Intent to Submit form by **March 30**.

**FORM:** Nominations shall be submitted on the form specific to the Award.

**One (1) PDF (*this is to be a single continuous file*) is required** for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as laid out in the guidelines. All award submittals shall be emailed to the Society Business Office (SBO), only, via ShareFile.

**DUE DATE:** Nominations for this Award shall be closed on **April 17**. Submittals **MUST BE RECEIVED** at the SBO by this date to be considered. Late submittals will not be considered. A three hundred (300) word summary of the recipient’s Society, industry, and community activities shall be submitted with the application as part of the introduction.

**JUDGING:** Each member of the Awards Committee shall be invited to prepare an objective evaluation based on each nominee’s substantiating documentation. The Society Business Office shall compile the results of the committee.

### **AWARD RESTRICTIONS AND RULES**

1. Nominee has been an ASPE member for a minimum of 5 years
2. Nominee cannot be a Board of Directors member
3. Can only be awarded once in a lifetime
4. Fellows are not allowed to be nominated
5. Individuals may submit for any or all Legacy Awards, however, may only receive one in an award year
6. This award may not be awarded each year
7. Nominee cannot hold a position on the National Certification Committee
8. Nominee must be a current CPE

**LETTERS OF RECOMMENDATION:** Submit a minimum of two (2) letters of recommendation from current members.

**AWARD:** The Society Business Office will coordinate the design and delivery of the award prior to presentation.

**PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

# LEGACY AWARD

## FRANK E. YOUNG – EXCELLENCE IN EDUCATION AWARD

The “Frank E. Young Excellence in Education Award” is the highest honor ASPE bestows for an individual promoting education through ASPE. It is presented to an individual who has made significant contributions to education through writing, teaching, and speaking engagements to other industry professionals. Persons submitting a nomination must first submit the Intent to Submit form by **March 30**.

**FORM:** Nominations shall be submitted on the form specific to the Award.

**One (1) PDF (*this is to be a single continuous file*) is required** for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as laid out in the guidelines. All award submittals shall be emailed to the Society Business Office (SBO), only, via ShareFile.

**DUE DATE:** Nominations for this Award shall be closed on **April 17**. Submittals **MUST BE RECEIVED** at the SBO by this date to be considered. Late submittals will not be considered. A five hundred (500) word summary of the recipient’s Society, industry, and community activities shall be submitted with the application as part of the introduction.

**JUDGING:** Each member of the Awards Committee shall be invited to prepare an objective evaluation based on each nominee’s substantiating documentation. The Society Business Office shall compile the results of the committee.

### **AWARD RESTRICTIONS AND RULES**

1. Nominee has been an ASPE member for a minimum of 3 years
2. Nominee cannot be a Board of Directors member
3. Can only be awarded once for lifetime
4. Fellows are not allowed to be nominated
5. Individuals may submit for any or all Legacy Awards, however, may only receive one in an award year
6. This award may not be awarded each year
7. Nominee cannot hold a position on the National Education Committee

**LETTERS OF RECOMMENDATION:** Submit a minimum of two (2) letters of recommendation from current members.

**AWARD:** The Society Business Office will coordinate the design and delivery of the award prior to presentation.

**PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

# LEGACY AWARD

## MERLE W. HECKENLIVELY – FOUNDER OF STANDARDS AWARD

The “Merle W. Heckenlively Founder of Standards Award” for excellence in promoting the utilization of standards of ethics and practice thereof, within the construction industry. It is presented to an individual who has made significant contributions in developing and standardizing universal principals of ethics, integrity, values, and ideals, in creating standardization of methods of estimating into a “Standard Industry Practice.” Persons submitting a nomination must first submit the Intent to Submit form by **March 30**.

**FORM:** Nominations shall be submitted on the form specific to the Award.

**One (1) PDF (*this is to be a single continuous file*) is required** for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as laid out in the guidelines. All award submittals shall be emailed to the Society Business Office (SBO), only, via ShareFile.

**DUE DATE:** Nominations for this Award shall be closed on **April 17**. Submittals **MUST BE RECEIVED** at the SBO by this date to be considered. Late submittals will not be considered. A five hundred (500) word summary of the recipient’s Society, industry, and community activities shall be submitted with the application as part of the introduction.

**JUDGING:** Each member of the Awards Committee shall be invited to prepare an objective evaluation based on each nominee’s substantiating documentation. The Society Business Office shall compile the results of the committee.

### AWARD RESTRICTIONS AND RULES

1. Nominee has been an ASPE member for a minimum of 3 years
2. Nominee cannot be a Board of Directors member
3. Can only be awarded once for lifetime
4. Fellows are not allowed to be nominated
5. Individuals may submit for any or all Legacy Awards, however, may only receive one in an award year
6. This award may not be awarded each year
7. Nominee cannot hold a position on the National Standards Committee

**LETTERS OF RECOMMENDATION:** Submit a minimum of two (2) letters of recommendation from current members.

**AWARD:** The Society Business Office will coordinate the design and delivery of the award prior to presentation.

**PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

# INDUSTRY AWARDS

**FORM:** Nominations shall be submitted on the form specific to the Award.

**One (1) PDF (*this is to be a single continuous file*) is required** for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as laid out in the guidelines. All award submittals shall be emailed to the Society Business Office (SBO), only, via ShareFile.

**DUE DATE:** Nominations for this Award shall be closed on **April 17**. Submittals **MUST BE RECEIVED** at the SBO by this date to be considered. Late submittals will not be considered.

**JUDGING:** Each member of the Awards Committee shall be invited to prepare an objective evaluation based on substantiating documentation. The Society Business Office shall compile the results of the committee.

## **AWARD RESTRICTIONS AND RULES**

1. The estimating portion of the project is required to have been completed by an ASPE Member Estimator
2. Projects nominated between May 1 (prior year) through April 30 (award year) are eligible
3. A company, firm, or individual estimator may enter more than one entry in a category; however, the same project may not be submitted in more than one category
4. Each entry must be submitted individually on a separate submittal form
5. This award may not be awarded each year
6. Judging panel will be comprised of non-biased parties not associated with ASPE Board of Directors, Regional Governors, Committee Members, or Chapter Presidents

**CRITERIA:** Reference the current application form.

**AWARD:** The Society Business Office will coordinate the design and delivery of the award prior to presentation.

**PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

# CHAPTER CHAMPION AWARD

**FORM:** Nominations shall be submitted on the form specific to the Award.

**One (1) PDF (*this is to be a single continuous file*) is required** for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as laid out in the guidelines. All award submittals shall be emailed to the Society Business Office (SBO), only, via ShareFile.

**DUE DATE:** Nominations for this Award shall be closed on **April 17**. Submittals **MUST BE RECEIVED** at the SBO by this date to be considered. Late submittals will not be considered. A three hundred (300) word summary of the recipient's Society, industry, and community activities shall be submitted with the application as part of the introduction.

**JUDGING:** Each member of the Awards Committee shall be invited to prepare an objective evaluation based on each nominee's substantiating documentation. The Society Business Office shall compile the results of the committee.

**CRITERIA:** Reference the current application form with point system noted.

## **AWARD RESTRICTIONS AND RULES**

1. Member must have been in good standing for a minimum of ten (10) years
2. Nominated by Chapter with two (2) Certified Professional Estimator (CPE) members

**LETTER OF RECOMMENDATION:** Submit one (1) letter of recommendation from someone in the construction industry or the education profession.

**AWARD:** The Society Business Office will coordinate the design and delivery of the award prior to presentation.

**PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

# TECHNOLOGY AWARD

The Technology Award is the honor bestowed on an individual or company promoting Technology innovation in the advancement of the estimating profession as recognized by our organization. It is presented to an individual or company who has made significant contributions to the technological advancement of the profession of estimating, the construction industry and/or society. These contributions benefit industry professionals and students, as well as the industry and society as a whole.

**FORM:** Nominations shall be submitted on form TA as distributed by the Awards Committee.

**One (1) PDF (*this is to be a single continuous file*) is required** for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as laid out in the guidelines. All award submittals shall be emailed to the Society Business Office (SBO), only, via ShareFile.

**DUE DATE:** Nominations for this Award shall be closed on **April 17**. Submittals **MUST BE RECEIVED** at the SBO by this date to be considered. Late submittals will not be considered. A five hundred (500) word summary of the recipient's Society, industry, and community activities shall be submitted with the application as part of the introduction.

**JUDGING:** Each member of the Awards Committee shall be invited to prepare an objective evaluation based on each nominee's substantiating documentation. The Society Business Office shall compile the results of the committee.

**CRITERIA:** Reference the current application form.

## **AWARD RESTRICTIONS AND RULES**

1. Nominee may be a member or non-member, individual or company
2. Only one (1) submission per Chapter through Chapter President
3. Fellows are not allowed to be nominated
4. This award may not be awarded each year
5. Can only be awarded once for lifetime
6. Nominee cannot be a Board of Directors member

**LETTERS OF RECOMMENDATION:** Submit a minimum of two (2) letters of recommendation.

**AWARD:** The Society Business Office will coordinate the design and delivery of the award prior to presentation.

**PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

# HONORARY MEMBER AWARD

**NOTE: See the Society Bylaws for the specific definition of an Honorary Member.**

- A. FORM:** Nominations shall be submitted to the Society Business Office (SBO) in the form of a letter detailing the nominee's qualifications for consideration. Two (2) copies are required. A copy of the letter will be forwarded to the Awards Committee. This Award may be presented to more than one approved Honorary Member per year.
  
- B. DUE DATE:** Nominations for this Award shall be closed on **April 17**. Submittals **MUST BE RECEIVED** at the SBO by this date to be considered. A five hundred (500) word summary of the recipient's Society, industry, and community activities shall be submitted with the application and given as part of the introduction.
  
- C. JUDGING:** Each member of the Awards Committee shall be given an opportunity to review the letter of nomination, and to approve or disapprove of the Award. Nominees receiving a 2/3 majority approval from the Committee Members, shall be submitted to the National Board of Directors for approval.
  
- D. CRITERIA:** Based on a subjective evaluation of the nominee's experience and worthiness to receive the Honorary Member Award.
  
- E. AWARD:** The Society Business Office will coordinate the design and delivery of the award prior to presentation.
  
- F. PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

## CHAPTER ACHIEVEMENT AWARDS

- A. FORM:** Nominations shall be submitted on the form specific to the Award. One (1) PDF (*this is to be a single continuous file*) is required for distribution to the reviewing committee members. The Submittal Form and all required documentation are to be included in the format as provided in the guidelines. All award submittals shall be emailed to the Society Business Office (SBO), only, via ShareFile.

NOTE: The Award Level being applied for MUST be indicated on the cover sheet. If the submitted level isn't achieved for lack of points, the chapter will still be recognized at the appropriate level.

This category of award is not limited to one recipient per year. All chapters meeting the requirements for the associated level of award shall receive an award.

- B. DUE DATE:** Entries for this Award shall be closed on **April 17**. Submittals MUST BE RECEIVED at the SBO by this date to be considered. Late submittals will not be considered.
- C. JUDGING:** Awards Committee will review and verify all documentation for completeness. Judges, at their own discretion, can award partial or fractional points.
- D. CRITERIA:** Reference the current awards scoring worksheet for activities to be completed and the list below for Award Levels.
- E. AWARD:** Chapters qualifying to the various Chapter Achievement Award levels will receive an award for that level of achievement.
- F. PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

### **CHAPTER ACHIEVEMENT AWARD LEVELS**

- **Bronze:** Chapter must earn a minimum of 43 points of the listed activities with accompanying documentation.
- **Silver:** Chapter must earn a minimum of 56 points of the listed activities with accompanying documentation.
- **Gold:** Chapter must earn a minimum of 71 points of the listed activities with accompanying documentation.
- **Platinum:** Chapter must earn a minimum of 90 points of the listed activities with accompanying documentation.

# MEMBER SPONSORSHIP AWARDS

- **FORM:** None required. These awards are derived from the Society Business Office (SBO) membership records. All members are automatically eligible.
- **TIME:** Member sponsorship awards shall be measured from May 1 of the prior year to April 30 of the Award year.
- **JUDGING:** Statistics shall be compiled by the Society Business Office (SBO).

## **INDIVIDUALS SPONSORING MORE THAN 5 NEW MEMBERS**

- A. **AWARD:** The Award for sponsoring more than 5 new members during the eligible period shall be as determined by the Society Business Office (SBO).
- B. **PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

## **INDIVIDUALS SPONSORING MORE THAN 15 NEW STUDENT MEMBERS**

- A. **AWARD:** The Award for sponsoring more than 15 new student members during the eligible period shall be determined by the Society Business Office (SBO).
- B. **PRESENTATION:** Award to be presented at the Awards Celebration during the Annual Summit.

## **NATIONAL RECRUITER OF THE YEAR**

- A. **AWARD:** The Award for sponsoring the most new members (excludes student members) over 5 during the eligible period shall be determined by the Society Business Office (SBO).
- B. **PRESENTATION:** A certificate for one complimentary registration for the following years' Annual Summit will be presented at the Awards Banquet during the Annual Summit.

## **SERVICE AWARDS**

Member Longevity Pins will be sent to the Chapter Presidents for presentation to members following the beginning of each fiscal year as derived from Society Business Office (SBO) information.

## **PRESIDENT'S AWARDS**

President's Awards shall be awarded by the National President at the Awards Celebration during the Annual Summit.