

Institute of Transportation Engineers

SECTION ACTIVITIES AWARD

Application Deadline: April 1, 2010*

****Only for Southern District (District 5): deadline for the applications is March 1, 2010.**

Initiated in 1992, the Section Activities Award is designed to encourage and promote active involvement by ITE sections in activities promoting the purpose and objectives of ITE. It recognizes the overall quality of section activities, be they technical or non-technical in nature, and may include technical meetings, technical committees, technical reports, seminars and training programs, student participation, career guidance, membership campaigns, public relations activities and others.

ELIGIBILITY:

- Activities conducted jointly by more than one Section are eligible for consideration.
- Activities must have been ongoing or have been completed during the preceding calendar year.

SUBMITTAL PROCEDURE:

- Submittals will include a concise summary of the reasons for nomination, in particular the overall program of activities within the Section.
- In order for the Section to qualify for the award on the District and International level, the following must be submitted:
 - Completed Section Annual Report Form (attached)
 - A summary of Section Activities for the year – not to exceed three pages
 - Any material beyond the Annual Report and Activities Summary labeled as attachments
- All entries must be submitted electronically to the District Award Coordinator **no later than April 1, 2010**. The application must be formatted in Adobe Acrobat®. Any award submission received by the Award Coordinator after this date will not be considered. All entries for this award must be sent to the Award Coordinator first, do not send to ITE as this will delay your application being judged in a timely manner.

EVALUATION CRITERIA

- Originality or innovation of the activities
- Motivation to undertake the activity
- Level of commitment and involvement of the Section leadership and membership
- Applicability to other Sections
- Effectiveness of the activities achieving the planned objectives

AWARD

- Recognition at the ITE Annual Meeting and in ITE Journal
- Plaque
- Up to \$1,000 travel reimbursement to attend the ITE Annual Meeting

Questions regarding the Section Activities Award may be directed to:

Emily Carroll
ecarroll@ite.org
202-289-0222 ext. 138

2010 District Award Coordinators – Section Activities

<u>District</u>	<u>District Description</u>	Section Activities Coordinator
Northeastern	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey (north of southern borders of Mercer and Monmouth counties), New York, Rhode Island and Vermont	Gary Hebert (617) 723-8882 ghebert@fstinc.com
Mid-Colonial	Delaware, District of Columbia, Maryland, New Jersey (south of the northern borders of Burlington and Ocean counties), Pennsylvania, West Virginia, and Virginia counties of Arlington, Fairfax, and the cities and towns located within the confines of these counties.	Jennifer Walsh (215) 283-9444 ext. 220 jennifer.walsh@mcmtrans.com
Great Lakes	Indiana, Michigan, Ohio	James Loew (317) 844-8900 jloew@farrar-garvey.com
Midwestern	Arkansas, Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota and Wisconsin	Doug Ripley (515) 418-4114 dripley@trafficcontrolcorp.com
Southern	Alabama, Georgia, Kentucky, Louisiana, Mississippi, north Carolina, South Carolina, Tennessee, Virginia (with the exception of the counties of Fairfax and Arlington and the towns and cities within the confines of these counties)	Craig Hanchey (615) 383-8420 craig.hanchey@neel-schaffer.com
Western	Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming and all US Territories not in District Ten	Karen Aspelin (505) 350-6972 kaspelin@vectormm.com
Canadian	Canada	Jeannette Montufar (204) 474-6799 montufar@cc.umanitoba.ca
International	All countries outside continental United States, its territories	Emily Carroll – ITE HQ (202) 289-0222 ext. 138 ecarroll@ite.org
Texas	Texas	Melisa Finley (979) 845-7596 m-finley@tamu.edu
Florida	Florida and Puerto Rico	Rosana Correa-Verdejo (814) 217-4050 rosana.correa@jacobs.com

Section Annual Report

for the period January 1, 20__ to December 31, 20__

for the _____ Section

Current Officers and Committee Chairs:

President _____

Vice President _____

Secretary _____

Treasurer _____

Technical Chair _____

Membership Chair _____

Legislative Coordinator _____

Student Chapter Coordinator _____

Others:

Membership:

Number	Membership Grade	Section Annual Dues Rate
_____	Honorary	\$ _____
_____	Fellow	\$ _____
_____	Fellow Life	\$ _____
_____	Fellow Retired	\$ _____
_____	Member 10	\$ _____
_____	Member	\$ _____
_____	Member Life	\$ _____
_____	Member Retired	\$ _____
_____	Associate 10	\$ _____
_____	Associate	\$ _____
_____	Associate Life	\$ _____
_____	Associate Retired	\$ _____

_____	Institute Affiliate	\$ _____
_____	Institute Affiliate Retired	\$ _____
_____	Student Member	\$ _____

Section Affiliates [List Each Type]:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Financial:

Does your section have a Federal Employer Identification Number?

Yes No

If yes, what is the number? _____

Balance of Funds on hand at the Beginning of the Reporting Period: \$ _____

Income for the Reporting Period:

Membership Dues	\$ _____
Gross Income from Meetings	\$ _____
Investment Income	\$ _____
Advertising Income	\$ _____
Contributions	\$ _____
Other Principal Sources of Income (please list below):	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total Income: \$ _____

Expenditures for the Reporting Period:

Newsletter Printing/Postage	\$ _____
Travel	\$ _____
Meetings	\$ _____
Special Projects	\$ _____
Awards	\$ _____
Scholarships	\$ _____
Other Expenditures:	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total Expenditures: \$ _____

Net Income (Expense) \$ _____

Balance of Funds on hand at the End of the Reporting Period: \$ _____

Was there a change in the Section Bylaws during this reporting period? (If yes, please attach a copy of the new bylaws.)

Yes No

Technical Activities:

List Projects underway by title and, if available, provide expected date of completion:

List Projects by title, which were completed during this reporting period and, if available, attach a copy of the report:

Legislative Activities during this reporting period:

Meetings held during this reporting period:

Date: _____ Location: _____
Purpose: _____ Attendance: _____

Date: _____ Location: _____
Purpose: _____ Attendance: _____

Date: _____ Location: _____
Purpose: _____ Attendance: _____

Date: _____ Location: _____
Purpose: _____ Attendance: _____

Date: _____ Location: _____
Purpose: _____ Attendance: _____

Date: _____ Location: _____
Purpose: _____ Attendance: _____

Student Chapter Activities during this reporting period:

Awards Presented during this reporting period:

Award Name: _____
Recipient's Name: _____
Purpose of Award: _____

Form of the Award: _____

Award Name: _____
Recipient's Name: _____
Purpose of Award: _____

Form of the Award: _____

Award Name: _____
Recipient's Name: _____
Purpose of Award: _____

Form of the Award: _____

Award Name: _____
Recipient's Name: _____
Purpose of Award: _____

Form of the Award: _____