

Central Pennsylvania Engineers' Week Council

General Nomination Guidelines

The Central Pennsylvania Engineers' Week Council encourages colleagues, employers, and individuals to recognize outstanding engineers and STEM professionals by submitting nominations for its annual Engineers' Week Awards.

General Eligibility Requirements

These awards recognize individuals whose professional contributions and community impact strengthen the engineering profession throughout Central Pennsylvania.

Unless otherwise noted in the award-specific information sheet, **all nominees must:**

- Be a member in good standing of one of the following Council member organizations: ABCD, AIChE, ASCE, ASHE, ASME, ASHRAE, ASM, CMAA, IEEE, IES, IIE, ITSPA, MASITE, PSPE, or WTS.
- Be employed within the Central Pennsylvania region.
- Be a resident of the Central Pennsylvania region.
- Be a United States citizen.
- Not be a current officer of the Central Pennsylvania Engineers' Week Council.

For purposes of these awards, **Central Pennsylvania** includes the following counties: Adams, Bedford, Centre, Clinton, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry, Snyder, Union, and York.

Each award also has its own eligibility requirements. Please review the award-specific information sheet before preparing a nomination.

Previous recipients may not receive the **same award** more than once but may be nominated for a different award if they meet the eligibility requirements.

Nominees who are not selected may be nominated again in future years.

Nominations

Nominations may be submitted by colleagues, employers, supervisors, clients, professional peers, or the nominee themselves.

Self-nominations are welcomed and encouraged. Outstanding individuals should never go unrecognized simply because no one else completed a nomination on their behalf.

Each nominee may be nominated for **one award category** per award cycle.

Each nomination **must be sponsored by a professional organization** that is a member of the Central Pennsylvania Engineers' Week Council. The sponsoring organization must certify that the nominee is a member in good standing at the time the nomination is submitted.

If a nominee belongs to multiple member organizations, they should choose only one organization to sponsor their nomination. Requesting sponsorship from more than one organization does not strengthen or improve the nomination.

There is **no limit** to the number of nominations a member organization may sponsor.

A representative of the sponsoring organization must complete the Sponsor Certification section of the nomination form. Electronic signatures are acceptable.

Submission Requirements

Completed nominations should be submitted as either a Microsoft Word document or a PDF. PDF format is preferred.

Nominations must be emailed to:

Danielle Derolf

danielle.derolf@bowman.com

Completed nominations must be received **no later than 5:00 p.m. on Friday, November 13, 2026.**

Missing or incomplete information will be cause for disqualification at the discretion of the Awards Selection Committee.

Evaluation Process and Award Notification

Nominations are reviewed by the Awards Committee using the published evaluation criteria for each award. Only information included in the submitted nomination package will be considered.

Winners and unsuccessful nominees will be notified in early December. Award recipients are expected to attend the Engineers' Week Banquet to receive their award.

Questions?

Questions regarding eligibility, the nomination process, or submission requirements may be directed to:

Danielle Derolf

danielle.derolf@bowman.com