



American Concrete Institute

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DATE: 7/13/2023  
TO: ACI Chapter Officers and Directors  
FROM: John K. Conn, Director, ACI Chapter Activities  
SUBJECT: 2024 Chapter Activities Award  
NOTE: **DEADLINE FOR NOMINATIONS IS JULY 10, 2024**

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The ACI Board of Direction has established the ACI Chapter Activities Award to recognize individuals for their outstanding service to ACI chapters. Chapters recommend the nominees using the Nomination Form provided for this purpose.

The individual proposed should have made an outstanding contribution in leadership and administration, or in organizing or conducting chapter activities. All nominations should include the name of the individual, their position in the chapter, the reason the individual should be selected, and a possible citation. We ask that you complete and submit your chapter's nomination no later than the close of business July 10, 2024. You may e-mail or mail your nomination to: American Concrete Institute, Attn. Jennifer Jones, Awards Coordinator, 38800 Country Club Drive, Farmington Hills, MI 48331, [ACIAwards@Concrete.org](mailto:ACIAwards@Concrete.org).

Bear in mind that while the nominated individual and his or her activities are well known in your chapter area, they may not be known by the award committee. Therefore, please be explicit when submitting your nomination. For example, in previous years, we have received nominations simply stating that the individual was active in all areas of the chapter's activities. Other chapters elaborated on how the individual was active in each area, the accomplishment, and the impact on the chapter. Needless to say, the chapter that provides a detailed profile will receive greater consideration by the committee. We ask that you do not send resumes, and to limit your nominee information to 500 words or less.

Nominations received for this award are considered for a three-year period. For example, if you nominated an individual for the 2022 award cycle, you do not need to re-nominate them for 2023 or 2024. After three years however, the individual is dropped from consideration. Thereafter, if you wish the individual to be reconsidered for an additional three-year period, you must resubmit a nomination form at that time. **Note: only one nominee per chapter may be considered during the review year. Additional nominees received from one chapter will be retained until the current chapter's nominee is either chosen to receive the award or no longer eligible for consideration.**

We strongly encourage all chapters to submit nominations, as we believe this is an extremely important award and we would like to ensure that the most qualified individual receives the award.

If you have any questions on how to submit a nomination, please let us know. **Remember, the deadline for all nominations is July 10, 2024.**