



## Guidelines for Recognizing Member News and Awards

As a benefit to our members, it is desired to publicize awards, personnel moves, office relocations, etc. This policy has been prepared to provide guidance to the membership as to what we will publicize, in what format, and what we need to receive and to do so in as equitable a fashion as we can.

**Corporate Members**

- **Company Profile:** Currently, corporate members are provided with their logo on the Corporate Member page of the website, which links to their corporate website, as well as their logo and a link to their employment website. Corporate members will be given the opportunity to also provide a company profile on the Corporate Member page of the website. The amount of text of the profile will vary based on the level of corporate membership.
- **Announcements:** The Club will include announcements of project awards, awards earned by employees, speaking engagements or publications by employees, significant new hires, promotions, and new or relocation of offices in the “News” section of the website. Those announcements deemed major will also be included in the E-News and Bulletin. This will not include the awarding of new projects. News about individuals can be about any employee of the company and is not limited to those specifically identified as individual Club members.

| Item                                                                                                                                                      | Gold                                    | Silver                                  | Bronze                                 | Sponsor                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|----------------------------------------|----------------------------------------|
| <b>Company Profile</b>                                                                                                                                    | 300 words                               | 150 words                               | 75 words                               | 50 words                               |
| <b>New / Relocated Office</b>                                                                                                                             | Company Logo<br>300 words               | Company Logo<br>150 words               | Company Logo<br>75 words               | Company Logo<br>50 words               |
| <b>New Hires / Promotions</b>                                                                                                                             | Photo of person<br>300 words            | Photo of person<br>150 words            | Photo of person<br>75 words            | Photo of person<br>50 words            |
| Only one photo can be used on the website per article. If there are multiple individuals involved, a collage of photos may be provided.                   |                                         |                                         |                                        |                                        |
| <b>Project and Personal Awards</b>                                                                                                                        | Photo of person or project<br>300 words | Photo of person or project<br>150 words | Photo of person or project<br>75 words | Photo of person or project<br>50 words |
| Major announcements beyond the normal categories (e.g., change in ownership) can warrant additional text commensurate with the level of the announcement. |                                         |                                         |                                        |                                        |

To have your announcements / information noted, send the desired text / photos to Susan Best (sbest@engrclub.org) at the Club office. You know your information the best; please send only the requested amount of text. A link to the announcement on your website can be included and doesn't count towards the word limit.

**Individual Members**

For individual members (including those as part of an agency partnership), the Club will include announcements of personal awards, significant promotions or changes in position, and new or relocated offices in the “News” section of the website. Those announcements deemed major will also be included in the E-News and Bulletin. Follow the guidelines for a Silver Corporate Member.

**Agency Partners**

Agency partners will be given the opportunity to provide an agency profile on the Agency Partner page of the website. Follow the guidelines for a Silver Corporate Member.