Indiana Planning Sagamore Nominations

Being named as an Indiana Planning Sagamore is the highest distinction bestowed on a planner by the American Planning Association Indiana Chapter. This honor recognizes the achievement of the planner as an individual, elevating the Planning Sagamore as a model planner before the public and the planning profession. The objective of the Indiana Planning Sagamore award is to honor those professional planners in Indiana who have made significant contributions to their profession and their community.

Qualifications for Nomination

Any planner who is a member of American Planning Association Indiana Chapter may nominate someone to become an Indiana Planning Sagamore. A planner may not nominate themselves. The nominator will assist the nominee in preparing the nomination package and will write a letter of nomination.

The minimum requirements for eligibility as an Indiana Planning Sagamore are:

- AICP membership, or documentation of equivalent competency
- APA Indiana Chapter Membership
- Minimum of 15 years’ experience as a practicing planner
- Outstanding contribution to the profession over an extended period of time
- Contributions to planning in Indiana
- Demonstrated ability as a well-rounded planner

In addition, there are certain criteria that all planners, particularly AICP members, should achieve as outlined by the AICP Code of Ethics and Professional Conduct. In order to qualify as an Indiana Planning Sagamore, the nominee must exhibit:
• Exceptional leadership
• Innovations and excellence
• Having created a legacy for their profession, community, and society
• Risk-taking
• Sustainability and follow-through

Selection Process

The American Planning Association Indiana Chapter Awards Committee will review Sagamore nominations for completeness and quality. The nominations will then be submitted to the American Planning Association Indiana Chapter Board. The voting members of the Board will make the final decision on the nominations. Recipients of the Indiana Planning Sagamore will be recognized at the American Planning Association Indiana Chapter spring conference, during the Awards Luncheon.

Categories of Contribution

The categories in which excellence must be demonstrated are detailed below. The nomination should document achievements in these categories in the required statement of accomplishments. The nominee’s accomplishments should be presented by category.

Professional Practice/Research

Professional practice should reveal individuality and mastery of the techniques of planning for small- or large-scale projects in private or public practice, outstanding contribution to policy formulation and analysis, as well as the production and implementation of plans. Research should reveal outstanding contribution to the theoretical basis of the planning profession, application of theory to policy and plan development, and contributions to improving the built environment and preserving the natural environment. Contributions as a leader, creativity in policy formulation and implementation, and sustained performance of high-quality work are significant in this component of the award.

Main criteria for judging:

• Accomplishments in planning over a period of time
• Completed works proclaim individuality and mastery of the principles of planning
• Projects demonstrate outstanding quality, professional leadership, and transferability
• Evidence of influence of planning practice and the impact which such practice has had on improving the quality of communities and public life
• Specific application of research on the planning practice

Specific category requirements and emphasis:

• List awards from APA, APA Indiana Chapter or other organizations including examples of leadership in advancing innovation and excellence in design
• Clearly identify the nominee’s role in each project cited
• Explain the significance of completed works
• List and reference specific research activities, cite published materials or other original work
Leadership

The nominee should demonstrate visionary leadership through effective project management or guidance of a group. The nominee should have demonstrated dedication to the larger group, and have been creative and resourceful in training and developing the group as a whole. Supporting material should indicate how the nominee empowered and inspired others and accomplished and implemented a goal or project.

Main criteria for judging:

• Influence and contribution to the advancement of the profession of planning
• Personal leadership role or administrative ability demonstrated in the accomplishment of a project initiation or design, policy formulation, or planning

Specific category requirements and emphasis:

• List leadership positions/roles and describe how the nominee was a leader (motivator, inspiration, etc.) in those positions
• Describe leadership skills, qualities, and demonstrated leadership that occurred outside of a leadership role

Public/Community Service

The nominee should have made an outstanding contribution to the advancement of the profession and principles of planning. The nominee should have contributed to the public good by serving professional organizations, local communities, state or national organizations and programs, and going beyond a basic membership role.

Main criteria for judging:

• Accomplishment over a period of time
• Influence of this work on the profession of planning and contribution to public advancement of the profession
• Involvement in professional and community organizations

Specific category requirements and emphasis:

• List and explain specific activities in organizations, agencies, and/or political offices promoting planning and its value
• Nominations must include a brief description, such as mission statement, of organizations they serve on a voluntary or professional basis

Teaching and Mentoring

The nominee should have influenced and contributed to the advancement of the profession of planning and evidence of this by students, the profession, the public, and other societies.
Main criteria for judging:

- Accomplishments over a period of time
- Specific influence on the profession of planning
- Personal leadership role demonstrated in the accomplishment of advancing education and the profession
- Exceptional commitment to providing planning education at all levels

Specific category requirements and emphasis (appropriate items may include):

- Specific activities promoting planning and its value
- Innovative teaching methods in or outside the classroom and the influence these had on the understanding of the principles of good planning

Indiana Contributions

The nominee should have contributed to the advancement of planning in Indiana, through policy formulation and implementation, applicability to other communities, model projects, or research involving Indiana communities.

Main criteria for judging:

- Contribution to the advancement of planning in Indiana
- Evidence of educating consumers of planning in Indiana about the planning process and its benefit to the community

Specific category requirements and emphasis (appropriate items may include):

- Articles or interviews that demonstrate an effort to educate the public about planning
- Workshops or other public processes which advanced planning in an Indiana community
- Development of model projects or policies that demonstrate the importance of planning in Indiana

Submission Requirements

The following materials must be submitted as part of a nomination for the Indiana Planning Sagamore. If any of the required components are not part of the nomination, it may be rejected by the Awards Committee.

1. **A cover letter nominating an eligible Indiana planner** — The letter must also provide a signature line for the nominee.
2. **A statement highlighting the nominee’s accomplishments** — The statement must cover each of the areas of criteria for the Indiana Planning Sagamore Award:
   - Professional Practice/Research
   - Leadership
   - Public/Community Service
   - Teaching and Mentoring
   - Indiana-specific contributions
The criteria and specifications in the “Categories of Contribution” section below should guide the development of the statement of accomplishments. This statement should not exceed 10 pages.

3. **Annotated Resume** — A resume of education and professional planning positions must also be included in the nomination package.

4. **AICP Membership Documentation** — Provide the AICP Number and date of acceptance into the Institute. If the nominee is not a member of AICP, then the annotated resume will be considered against the four AICP criteria of professional practice:
   - Influencing public decision-making in the public interest
   - Employing an appropriately comprehensive point of view
   - Applying a planning process appropriate to the situation
   - Involving a professional level of responsibility and resourcefulness

5. **Five letters of reference** — The cover letter from the nominator required above counts as one of the letters. Three of the letters (one each) must be from the following individuals:
   - Professional planner (other than the nominator)
   - Citizen Planner or elected official
   - Former student or mentee

The other letter of reference may come from other sources that can attest to the nominee’s professional planning experience. Each letter of reference should include contact information for the reference and a description of the reference’s relationship to the nominee.

6. **50-word summary** — The nominator shall include a statement of 50 words or less describing the nominee’s accomplishments. Expect that this statement will be used as the nominee’s introduction in the event that they are recognized as an Indiana Planning Sagamore.

7. **Nominations** — Should be submitted in electronic form (combined Adobe PDF is preferred) via the Awards’ Google Drive following the steps below:
   - Click the link below or copy the following address into your web browser: https://drive.google.com/open?id=1JKNr6OqzYMA7Jc3m0w$2CcF2e5yS5m
   - Open the folder matching the award category for which you are submitting a nomination, e.g. “16_Sagamore.”
   - Within that folder, create a folder for your nomination using the name of the person being nominated.
   - Place all of your required supporting materials and graphics within the folder you created.

Once all forms and materials have been submitted, please email Lisa Dunaway, AICP, LEED AP, APA-IN Chapter Awards Chair, at sensibleecology@gmail.com to confirm that you have made a complete submittal.