

Best Practices Information Request Form

Sections and Branches

The Leader Training Committee (LTC) is continuously expanding their Best Practices Guide to document successful activities and practices in our Sections and Branches.

Please use this form (Word format) to document your group's successful activity so we can share it with other leaders. We strongly encourage you to attach relevant graphics and photos (either embedded in the Word document or as attachments, PDF, jpg, tif, or other formats). We will incorporate the new Best Practice in the Guide and post it to the web site. Please return your completed form to Brian Pawula at blpawula@hornershifrin.com and/or Nancy Berson at nberson@asce.org.

Date	10/17/2025
PROJECT TITLE	Friendsgiving
1. Section/Branch	Virginia Section / Norfolk Branch
2. Section/Branch Size	Small
3. Project Contact	
Name	Katie Rogers
Phone Number	(757) 350-4613
Email	katie.rogers@kimley-horn.com
4. Project Category	Membership Development
5. Project Description	Hosted a Friendsgiving event for the Younger Members (YM) and Old Dominion University (ODU) Student Chapter, fostering community and connection between professionals and students. Attendees brought homemade or store-bought dishes to share and contributed donations to support the local food bank.
6. The Process (What you did, When and How)	1. Secured an event space at a local engineering firm in early October. 2. Distributed event announcements to ASCE members and the ODU Student Chapter via Inform emails in early October. 3. Encouraged Board and YM Committee members to host food drives at their workplaces. 4. Arranged for main course items and dinnerware (paper and plastic) during the week of the event.
7. Those in Charge (Committee, Task Committee, Etc.)	Younger Members (YM) Committee

8. Time Frame (When Started, When Completed)	Early October through early November.
9. Success Factors (The Parts that Worked Really Well)	ASCE provided the main course, honey baked ham, along with several vegetarian and vegan-friendly side dishes. Since it was uncertain what attendees would bring, this helped ensure everyone had something to enjoy.
10. Setback Factors (The Parts that did Not Work Well)	The event was held on a weekday evening, which resulted in fewer attendees bringing main and side dishes and a noticeable abundance of desserts.
11. Creativity (This is something off the wall that we did)	The event served not only as a social gathering but also as a volunteer effort, with attendees encouraged to bring donations for the local food bank.
12. Administration (What was most Important?)	Ensured ASCE secured an appropriately sized venue and provided all essential items, including dinnerware, napkins, cups, and beverages.
13. Follow-Up (What was most important?)	Deliver the collected donations to the local food bank after the event.
14. Recommendations (What you should ALWAYS do with this project?)	1. Always ensure ASCE provides a diverse selection of food items so that all attendees feel included and considered. 2. Always provide clear guidelines on what the local food bank can and cannot accept.
15. Cautions (What you should NEVER do with this project?)	Refer to 14. <i>Recommendations</i> above.
16. The Outcome	1. Fostered a stronger sense of community among Younger Members. 2. Strengthened connections with the ODU Student Chapter.
17. Ongoing Activity (Would you do it again?)	Yes. Next time, poll the Younger Members to determine the best timing, helping ensure there is enough “real food” for everyone.
18. Speaker Contact Information (person from your group who would be willing to speak about the Best Practice)	
Name	Katie Rogers
Phone Number	(757) 350-4613
Email	katie.rogers@kimley-horn.com

19. Additional Comments

(We strongly recommend attaching relevant photos and graphics)

ASCE YOUNGER MEMBERS



DONATION BOX

