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	Received 03/24/24 --- Processed 03/25/24

PROJECT TITLE	Guidelines for Creating Visually Accessible Content

1. Section/Branch	Philadelphia – YMF
2. Section/Branch Size	Large
3. Project Contact	
Name	Matthew Reese
Phone Number	215-378-5448
Email	Mfreese89@gmail.com
4. Project Category	Section Operations
5. Project Description	Guidelines on how to create visually accessible content, which includes multiple media platforms.
6. The Process (What you did, When and How)	James Stanton and Dani Schroeder wrote the guidelines with input and review by Matthew Reese (YMF JEDI Chair) and Carol Martsolf (Elected Region 2 Director). To create this document, we accounted for multiple ways in which we consume media/information, which includes email, PowerPoints, images, LinkedIn, Facebook, Instagram, etc. The guidelines were based off the personal experience, knowledge, and research of volunteers. (Source information has been identified at the end of the document.) This document is live because it will need to be updated as media change and as new volunteers provide additional thoughts, insight, and information.
7. Those in Charge (Committee, Task Committee, Etc.)	YMF JEDI Committee of the Philadelphia Section of ASCE

8. Time Frame (When Started, When Completed)	February 2023 – August 2023 (approximately)
9. Success Factors (The Parts that Worked Really Well)	As media platforms change and volunteer input is shared, the success of this document should increase over time.
10. Setback Factors (The Parts that did Not Work Well)	While thoroughly researched, this document is based on volunteers' work. There could be missing points of view, information, etc., so any party looking to make their own guidelines should try to pull from a diverse group of volunteers and treat the document as living.
11. Creativity (This is something off the wall that we did)	N/A.
12. Administration (What was most Important?)	Review by multiple parties and backgrounds, along with those in charge of implementation, is critical. Once the document is created, it should be implemented and made available for others to use.
13. Follow-Up (What was most important?)	To share with other groups and be open to input, comment, and growth potential. This document should be updated regularly as a living document.
14. Recommendations (What you should ALWAYS do with this project?)	See above.
15. Cautions (What you should NEVER do with this project?)	See above.
16. The Outcome	This document was created.
17. Ongoing Activity (Would you do it again?)	Any organizations utilizing this document should review it and make updates needed for their use.

18. Speaker Contact Information
(person from your group who would be willing to speak about the Best Practice)
	Depending on the timing, Dani and James should be considered the first speaker(s), however, Matt can speak if they are unavailable.
	   - Dani Schroeder – dani.civileng@gmail.com
	   - James Stanton – james.stanton@mbakerintl.com – (717) 982-8146
	   - Matt Reese – mfreese@urbanenginers.com – (215) 378-5448

Name	See above.
Phone Number	See above.
Email	See above.
19. Additional Comments (We strongly recommend attaching relevant photos and graphics)	None.