

The Construction Specifications Institute
NOMINATION FOR FELLOWSHIP

DATE: _____

PRIMARY CONTACT INFORMATION

Contact Full Name: _____

Address: _____

Phone: _____

Email Address: _____

Dear Chair, Jury of Fellows:

(Complete one of the nomination choices below: Attach CSI Honors & Awards Form 202 and 203, Part 1 through 4. Italicized wording is provided as instruction and should not be included in the text.)

NOMINATION BY CHAPTER

The _____ Chapter, at its meeting held on _____, 20__, nominated _____, a member of this Chapter, for Fellowship in the Construction Specifications Institute. We certify the resolution as follows:

“Whereas, this Chapter believes _____, a member of this Chapter, has made so notable a contribution to the advancement of the construction industry and is worthy of Fellowship in the Institute, and

“Whereas, said member has been in good standing in the Chapter for ____ years to this date, therefore be it

“Resolved that this Chapter of the Construction Specifications Institute does hereby nominate _____ for Fellowship in the Institute, and the President and Secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to the Jury of Fellows of the Institute and to do all things proper to forward said nomination.”

The qualifications of the nominee for Fellowship are indicated on the attached CSI Honors & Awards Forms 202 and 203.

Chapter President* _____ Chapter Secretary* _____
(Signature) *(Signature)*

*The signature of the President and Secretary should be replaced with another officer if either the President or Secretary is being nominated.

NOMINATION BY INDIVIDUAL MEMBERS

We hereby nominate _____, member of the _____ Chapter, for Fellowship in the Construction Specifications Institute. We believe that the nominee has made a notable contribution to the advancement of the construction industry and is worthy of Fellowship in the Institute.

The qualifications of the nominee for Fellowship are indicated on the attached CSI Honors & Awards Forms 202 and 203.

Signatures*	Member Name	Chapter
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Signatures of at least five voting members are required. All five members may sign the same form, or each member may sign a separate form. If separate forms are used, the names of all nominators must appear on one cover form. All members who have signed the form (or forms) must also submit individual letters of endorsement.*

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP
Biographical Statistics

(Italicized wording is provided as instruction and should not be included in the text)

1. Nominee's full name
2. Nominees' home address and phone number
3. Nominee's principal occupation *(if retired, state former principal occupation and date of retirement)*
4. Nominee's employer
5. Nominee's business address, phone, and email
6. Date nominee became a member of CSI
7. Education *(degrees and dates)*
8. Professional registrations and certifications
9. Professional honors and awards received from CSI and relevant non-CSI organizations *(include text of honor or award citation)*
10. Relevant published works *(List, including name of publication, date published, and if article, title of article. Do not include actual copies of such work, in whole or in part.)*
11. Of the four categories in which a nominee may be advanced, explain in a few sentences how the nominee qualifies in each of the categories on which the nomination is based.
12. Include a recent professional, original color, head and shoulder photograph of the nominee suitable for publication.
13. Exhibits *(Attach a summary of the nominee's notable contributions to the advancement of construction technology, the improvement of construction specifications, education or by service to the Institute prepared in accordance with CSI Honors & Awards Form 203, Parts 1 through 4. State "Not Applicable" or "NA" in each part that the nomination is not based.)*

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP

Nominee's Notable Contribution to the Advancement of Construction Technology

(Italicized wording is provided as instruction and should not be included in the text)

Nominee's Name: _____

Contributions to the advancement of construction technology may be reflected in research; development of construction products or techniques; innovative design in the application and use of materials and technologies; and publication of books, treatises, and articles which influence construction practices. These considerations apply to both engineering and architectural uses of materials or systems.

Describe nominee's notable work in the advancement of construction technology within the Institute or other relevant organizations. Cross-reference published work and honors or awards related to this category with list contained on CSI Honors & Awards Form 202. All four parts of Form 203 must be completed, in order for the nomination to be acceptable for consideration by the Jury. If any item on any form or any part of Form 203 does not apply to a particular nominee, it shall be noted "Not Applicable" or "None".

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP

Nominee's Notable Contribution to the Improvement of Construction Specifications

(Italicized wording is provided as instruction and should not be included in the text)

Nominee's Name: _____

The work of the nominee shall show not only the basic mastery in the art of specification writing but must have resulted in notable improvement in the technology of construction specifications. Such improvement shall be evident in descriptions of materials or equipment, in the clarity and simplicity of language employed, in the overall organization of the specification, and in the functional value of the specification as a construction document that is clearly understood by all who use it.

Construction specifications may also be improved by members who do not normally prepare specifications. This can occur through providing assistance in the art of specification writing or by improving the technology used to prepare or distribute construction specifications. The work of the nominee in the area shall be clearly explained showing how it has improved construction specifications.

Such improvement of construction specifications may be shown in work of small scope as well as large, in private and domestic work as well as public monumental work, interior as well as exterior. Value of construction or a multiplicity of impressive project shall not, in themselves, be considered as evidence of outstanding improvement.

It is important to emphasize how a nominee contributed in specifications writing above and beyond normal employment responsibilities. Someone employed to write specifications is not, although important, above and beyond the norm.

Cross-reference published work and honors or awards related to this category with list contained on CSI Honors & Awards Form 202.

State "Not Applicable" or "NA" if the nomination is not based on this category.

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP
Nominee's Notable Contribution to Education

(Italicized wording is provided as instruction and should not be included in the text)

Nominee's Name: _____

Describe the nominee's significant educational activities and achievements, including organizational and instructional efforts and published work which have had notable influence on the construction industry; cross-reference published work and honors or awards related to this category with list contained on CSI Honors & Awards Form 202. State "Not Applicable" or "NA" if the nomination is not based on this category.

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP
Nominee's Notable Contribution in Service to the Institute

(Italicized wording is provided as instruction and should not be included in the text)

Nominee's Name: _____

Per the sample below, document nominee's service to the Chapter, Regions, and Institute by enumerating them in chronological order and by describing notable work in brief narrative. Cross-reference published work and honors or awards related to this category with the list contained on CSI Honors & Awards Form 202.

1. Office and Positions Held: *(Include offices, directorships, chairpersonships, and memberships on standing committees.)*
 - a. Chapter
FY _____ Office or Position: _____
 - b. Region
FY _____ Office or Position: _____
 - c. Institute
FY _____ Office or Position: _____

(Even though Institute directors serve their Regions at a level of service, the directorship should be listed under Institute service.)

2. Special Services: *(List memberships on and contributions to ad hoc committees, speaking engagements, seminar leaderships, and other non-regular service activities.)*
 - a. Chapter
FY _____ Office or Position: _____
 - b. Region
FY _____ Office or Position: _____
 - c. Institute
FY _____ Office or Position: _____

3. Notable Services: *(Service to the Institute as an active member at the Chapter, Region, or Institute level should be considered as the norm. The information must identify how the nominee performed above and beyond other CSI members.)*

State "Not Applicable" or "NA" if the nomination is not based on this category.