**SOUTHEAST REGION**

 **AWARDS GUIDE**

**Form 102 - Nomination by Chapter**

[Name]

Southeast Region Awards Committee Chairman

[Street Address]

[City, State, Zip]

Re: Nomination for [Type the award title here] Award

Dear [Southeast Region Awards Committee Chairman]:

The [Type the Chapter name here] Chapter at its meeting held on [Type the meeting date here], nominated [Type the name of a Professional Member, Industry Member, Individual, Firm, or Organization here. Make sure the name is spelled correctly including all professional titles. In the event that the nomination is accepted by the Awards Committee for the intended recognition, the name as provided here is how it will appear on the award.] for the CSI Southeast Region [Type the award title here] Award.

The nomination was based and certify the resolution as follows:

"Whereas, this Chapter believes [Type in here the resolution supporting the Chapter's reason for the nomination. **Do not** simply re-type the description outline in the performance specifications], and therefore, be it "Resolved, that the [Type the Chapter name here] Chapter of the Construction Specifications Institute, does hereby nominate [Type the nominee's name here] for the CSI Southeast Region [Type the award title here] Award.

Attached herewith is/are [Type in here the specific supporting documentation. For example, if the nomination is for the Publication ­Newsletter Award, then type in a description of all attached issues of the newsletter.] ; and, Form 104, the Nominee's Resume.

The President and Secretary are hereby authorized and directed to prepare the nomination papers and forward them to the Southeast Region Awards Committee Chairman, and to do all things proper to forward said nomination."

[Provide Chapter President's Signature here]

Chapter President

[Provide Chapter Secretary's Signature here]

Chapter Secretary