

2017

Honors & Awards Guide



***Building Knowledge
Improving Project Delivery***

Welcome to the 2017 Honors & Awards Guide!

Participating in CSI's Awards Program is the perfect way to recognize the talent, achievements, and contributions of those who volunteer on the chapter or region level to support the mission of CSI. It is a great way to let members know they are appreciated and valued for their hard work. Nominating members and volunteers for an Institute award is also an excellent way to highlight innovative ideas and best practices in your chapter or region and to develop leadership opportunities for emerging professionals. The recognition given to members on the national level can help stimulate membership at the chapter level by causing construction professionals in your area to understand that they are appreciated by CSI.

This year's Honors and Awards Guide contains the 2017 awards nomination matrix which may be used as a quick reference to understand the award submission requirements. However, please be sure to go to the detailed requirements in the Honors & Awards Guide to check the specific criteria for each award. Also, please be sure to use the forms included in this year's guide since there have been changes to some forms.

Remember that not all awards require the nominee to be a CSI member, so think about other individuals, educational institutions, firms, and businesses in your community that deserve to be recognized for their accomplishments in support of the mission of CSI. However, each nomination does require a narrative explaining why the nominee is deserving of the honor, so spend some time preparing this narrative to make sure the award criteria is met and is supported by the rest of the nomination package.

Should you have any questions, please email awards@csinet.org. While we cannot assist you in the actual preparation of a nomination package, we will gladly provide guidance on general information such as the appropriate forms to use or what to include in your submission package. For those of you preparing a Fellowship nomination, it is recommended that you contact a Fellowship Mentor.

The awards deadline for this year is right around the corner so there is no better time than now to start preparing a submittal package. Your members deserve to hear "Thank You" for making a difference in your chapter, community, and region and there is no better way to say "thank you" than by nominating someone for an award. We wish you the best in your preparation efforts and look forward to reviewing your nomination package.

Sincerely,
CSI Awards Committee and Jury of Fellows

Awards Committee

Ken Buschle, FCSI, CCS, CCCA (Chair)
Brandilyn Fry, CSI, CDT
Jimmy Lail, FCSI
Billy Mathis, CSI, CDT
Philip McDade, FCSI, Lifetime Member, CCS

Jury of Fellows

Richard Heiserman, FCSI, CCCA (Chair)
Jane Baker, FCSI, Lifetime Member, CDT
Cornelius Davison, FCSI, CCS, CCCA
Amy Fleming, CSI, CDT
Jack Morgan, RA, CSI, CCS, CCCA
Tammy Overgaard, CSI, CDT

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Submission Information

**SUBMISSION DEADLINE FOR 2017 HONORS AND AWARDS:
MAY 5, 2017 2pm Eastern**

**SUBMISSION DEADLINE FOR 2017 OUTSTANDING CHAPTER COMMENDATION:
JULY 17, 2017 2pm Eastern**

CRITICAL INFORMATION FOR NOMINATIONS:

- Submissions shall be made electronically. See specific submission requirements below.
- Handwritten submissions will not be accepted and will be automatically disqualified from consideration.
- Fax or email submissions are unacceptable and are an automatic disqualification from consideration.
- Submissions must be received at CSI by the deadline. Late submissions will not be considered.
- Include all forms indicated on the Nomination Matrix – use of any of the previously issued forms, other than those included at the end of this Guide, will result in a disqualification.
- All award nomination forms shall be completed using MS Word or other word processor software. Illegible or handwritten submissions will not be considered.
- All forms must be signed where indicated. Refer to information pertaining to what constitutes a ‘signature’ below.
- All letters of endorsement must be signed – printed emails or unsigned memoranda are unacceptable.
- The “fiscal year” is defined as July 1 through June 30 of the current year.

Institute Award submissions, including letters of endorsement, shall be made electronically according to the following instructions.

Fellowship dossier submissions may ONLY be accepted electronically; however, Fellowship letters of endorsement may be submitted electronically or in hard copy. Please carefully read the following instructions for electronic submissions.

Outstanding Chapter Commendation The deadline for submitting for FY2017 Outstanding Chapter Commendation is July 17, 2017 at 2 PM ET.

All forms require a signature of either nominator, Chapter or Region officer or others as indicated on the form. Unsigned forms will result in the nomination being disqualified. Signatures may be “wet” or an electronic rendering (ex. JPG, TIF) of the author’s original “wet” signature inserted at the signature line on the form. The author’s typed name or “electronically signed” alone are not considered acceptable signatures. If you have any questions regarding the requirement for signature on letters of endorsements, please contact awards@csinet.org.

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF NOMINATIONS AND ENDORSEMENT LETTERS:

- Electronic submissions must be made in a single PDF file.
- Each award submission must be made separately.
- To make an electronic award submission:
 - Go to <http://www.csiresources.org/honorsandawards>
 - Click on the Submit a Nomination link
 - Select whether you are submitting for an individual award or endorsement letter
 - Fill in all required fields
 - Browse for your document and upload (this may take a few minutes depending on the size of your document)
 - For issues uploading a document, please email awards@csinet.org
 - You will receive an email stating your submission was uploaded successfully. If you do not receive a confirmation email, contact awards@csinet.org

INSTRUCTIONS FOR HARD COPY SUBMISSION OF ENDORSEMENT LETTERS ONLY:

- Submission of endorsement letters must be received at CSI’s office (address below) by 2pm Eastern on the deadline date.
- It is highly recommended that hard copy endorsement letters be shipped several days in advance using a traceable method of shipment.
- A postmark/ship date is not acceptable; endorsement letters must be received by deadline.
- Late endorsement letters will not be considered.

Shipping address for hard copy letter of endorsement:

CSI
Attn: CSI Honors & Awards Program
110 South Union Street, Suite 100
Alexandria, VA 22314
(800) 689-2900

SUBMISSION REQUIREMENTS:

Nominations shall be complete, organized to comply with the criteria for each award, and include detailed narrative describing not only why the nomination deserves consideration for the award, but also the impact this action had on the Chapter, Region, or Institute. Related honors, awards, background data, and other attainments of the nominee should be included in the nomination as supporting documentation only. Submissions must be in English and must be type written. Handwritten submission will be disqualified.

PHOTO

In addition to the items noted in the submission matrix on the following pages, all submissions must include:

- A recent color photograph suitable for publishing of the nominee/team.
- In the case of a firm, submit a corporate logo.
- Electronic submittals should print or scan 4" x 6" photo into the pdf package.
- Note: The photo requirement does not apply to Outstanding Chapter Commendation Award submissions.

GRAPHICS

Additional exhibits may be included as appropriate to support the nomination. Such additional exhibits may include but are not limited to: renderings, drawings, photographs, and publications.

- Graphic and photographic exhibits shall be professional quality and may be published at the discretion of the Institute.
- Creator credits and authorization for publication shall be included with all exhibits.
- Specific awards that require exhibits, samples, and/or photographs shall be included in the nomination package and inserted where indicated on the appropriate nomination form.

LETTERS OF ENDORSEMENTS

- Endorsement may be made by any party, except for the following:
 - members of the Institute Awards Committee (for all Institute awards)
 - the Jury of Fellows (for Fellowship)
 - the Board Chair and Chair-elect (for Fellowship)
- Some awards require specific qualifications for endorsers; see the specific award criteria.
- Letters should include endorsement from clients, professional associates, and peers.
- Endorsers should make their endorsements pertinent to the specific areas of achievement or service on which the nomination is based, and should cite firsthand knowledge.
- Submission of endorsement letters
 - Distinguished/Honorary Membership endorsement letters can be included in the submission packet or submitted directly to the Institute.
 - Fellowship endorsement letters must be submitted directly to the Institute.
 - Endorsement letters for all other awards can be included in the submission packet or submitted directly to the Institute. When submitted directly to the Institute, nominee's name and the honor/award category must be included.
 - All letters must be submitted using the instructions above according to the submission requirements for the specific award.
- Letters are required to contain the author's signature. Unsigned letters will not be considered and will not be read. Signatures may be "wet" or an electronic rendering (ex. JPG, TIF) of the author's original "wet" signature inserted at the signature line of the letter. The author's typed name alone is not considered an acceptable signature. If you have any questions regarding the requirement for signature on letters of endorsements, please contact awards@csinet.org.
- Letters of endorsement sent directly to the Institute office will be considered privileged communication.

I. INSTITUTE HONORS & AWARDS PROGRAM – OVERVIEW

A. Categories

1. Institute Honors
 - a. An Honor is a membership status bestowed not for specific accomplishments, but as a result of extensive contributions which support the mission of the Institute or its administration.
2. Institute Awards
 - a. An Institute Award is recognition of talent, achievements and contributions in one of the Awards categories.
3. Institute Recognition: Recognition is acknowledgement of a particular nature, as described in the Recognition categories.
4. Region and Chapter Awards Guidelines: Refer to the Region and Chapter Awards Guide(s) on csinet.org

B. Judging

1. Distinguished/Honorary Memberships are judged by members of the Institute Board.
2. Fellowship submissions are judged by the Jury of Fellows.
3. Recognition Awards are given; not judged.
4. All other awards are judged by the Awards Committee.
5. “Guest Judges” may be used at the discretion of the Awards Committee Chair.

C. Notification of Award Status

1. Fellowship
 - a. The Institute Secretary will inform nominees of the disposition of their nominations, and notify those elevated of the designated venue for presentation and request their presence. In the event the Honor is being presented posthumously, the honoree’s family shall accept the Honor, or may designate another individual.
2. Awards
 - a. The Awards Chair will notify winning individuals and request his/her presence at the designated venue for presentation. In the event an honoree cannot attend, arrangements will be made to either present the award to another representative or arrange for delivery for presentation in an appropriate venue.
 - b. For non-winners, the Awards Chair will notify the nominator and will provide feedback as to the committee’s decision.
 - c. Incomplete or late submissions will not be judged, and nominator will be notified by the Institute.

D. Premature Publicity

1. Nominators are cautioned not to publicize the names of nominees, except as necessary to secure letters of endorsement and documentation supporting the nomination, until such time as the nomination has been favorably acted upon and results have been announced by the Institute. Premature publicity may embarrass both the nominee and the nominator. Names of the nominees not selected to receive an award will not be publicized.

E. Venue of Presentation

1. The CSI Annual Convention is the venue of presentation for most awards.
2. Special Awards may be given at any time.
3. Some Chapter and Region awards (ex. 50th Anniversary, President’s Certificates of Appreciation) are mailed to the Chapter/Region Secretary for presentation at the appropriate Chapter/Region event.

F. Resubmission Requirements

1. General
 - a. Nominees who are not selected to receive an award in a given year may resubmit provided they met the current award criteria. Resubmitted nominations must be complete and must contain the required letters of endorsement, current nomination forms, and documentation according to the current award criteria each time they are resubmitted. At the nominator’s discretion, nomination package may include previously submitted information or may be partly or entirely new information.
2. Resubmission of Fellowship Nominations
 - a. Nominees who are not selected to receive an honor in any given year may be re-nominated in subsequent years, except as follows:

- 1) If any nominee fails to be advanced to Fellowship after the nomination has been under consideration for three consecutive years, at least two years must elapse before the nomination may again be presented for consideration.
- b. Resubmitted nominations must be complete and must contain the required nomination forms, documentation, and letters of endorsement each time they are resubmitted. At the nominator's discretion, nomination package may include previously submitted information or may be partly or entirely new information.

G. Consent To Use

1. Each year a handful of successful submissions are selected for display at The CSI Annual Convention and on CSINet. Nominators and nominees shall understand that by submitting an award nomination, they are giving the Institute permission to display the nomination package. Should your submission be selected, it will be displayed without the nomination form(s) containing your personal information or endorsement letters.

II. INSTITUTE HONORS

A. Distinguished and Honorary Membership

1. Definition

- a. Distinguished and Honorary Membership are considered to be the most prestigious honors of the Institute. They are conferred on individuals who have performed distinguished services to the construction industry in fields of activity related to the purposes of the Institute.

2. Award Criteria

- a. CSI Bylaws state the qualifications, requirements for nomination and election, and the rights and privileges of Distinguished and Honorary Membership.
- b. Nominations shall be submitted by a Chapter or not fewer than five members in good standing.
- c. Additional supporting data describing the nominee's specific areas of service shall be attached to the nomination forms.
- d. Titles of books, magazine articles, and special publications should be listed. Submission of the actual publication is not necessary.
- e. Letters of endorsement may also be submitted as supporting documentation. They may be included with the nomination or sent directly to the Institute Secretary. Letters sent directly to the Institute will be considered privileged communication.

CSI

Attn: Institute Secretary

110 S. Union Street, Ste. 100

Alexandria, VA 22314

- f. The Board's evaluation of the nominee will be enhanced by documentation that is concise, factual, and complete.
- g. See nomination matrix, submission information page and submission forms for general requirements.

3. Notification of Award Status

- a. The Institute Secretary will notify those elected and request their presence at the venue of presentation. In the event the honoree cannot attend, the Honor may be presented in absentia or posthumously.

4. Premature Publicity

- a. Nominators are cautioned not to publicize the names of nominees, except as necessary to secure letters of endorsement and documentation supporting the nomination, until such time as the nomination has been favorably acted upon and results have been announced by the Institute. Premature publicity may embarrass both the nominee and the nominator. Names of the nominees not selected to receive an award will not be publicized.

5. Venue of Presentation

- a. The CSI Annual Convention is the venue of presentation for most awards.

6. Resubmission Requirements

- a. Nominees who are not selected to receive an award in a given year may resubmit provided they met the current award criteria. Resubmitted nominations must be complete and must contain the required letters of endorsement, current nomination forms, and documentation according to the current award criteria each time they are resubmitted. At the nominator's discretion, nomination package may include previously submitted information or may be partly or entirely new information

7. Nomination Matrix

Award Name	Required Form(s)	Endorsement Letter Requirement	Nominee Types	Nominee Membership Requirement	Max. No. of Awards per Year	Method of Recognition
Distinguished Membership	101 or 102 and 103	Yes; 10 maximum	CSI Member	Member	Varies	Gold Medal w/Green and White Striped Ribbon; Crystal; Citation; Silver Lapel Pin
Honorary Membership	101 or 102 and 103	Yes; 10 maximum	Individual	None	Varies	Gold Medal w/Green and White Striped Ribbon; Etched Crystal; Matted Citation; Silver Lapel Pin

B. Fellowship

1. Definition

- a. Fellowship is one of the top two honors given by the Institute. Fellows of the Institute are chosen by their peers. Nominees must have been members in good standing for not less than five years and have notably contributed to the advancement of construction technology, the improvement of construction specifications, education, or by service to the Institute.

2. Award Criteria

- a. CSI's Bylaws state the qualifications, requirements for nomination and the rights and privileges of Fellowship.
- b. Nominations shall be submitted by a Chapter or not fewer than five members in good standing. It is unnecessary and may be deemed unacceptable by the Jury that a nomination be made by both a Chapter and voting members or by multiple Chapters.
- c. Nominations for Fellowship can be submitted posthumously. The latest a nomination for a deceased person will be accepted is the nomination deadline two years after the year of death (i.e. Died January 2014 - last opportunity to submit a nomination would be by the deadline in the year 2016; Died December 2014 - last opportunity to submit would be by the deadline in the year 2017).
- d. See nomination matrix, submission information page and submission forms for general requirements.

3. Submission Requirements

- a. Nominations shall be complete, organized to comply with the criteria, and include detailed narrative describing not only why the nomination deserves consideration for the award, but also the impact this action had on the Chapter, Region, or Institute. Related honors, awards, background data, and other attainments of the nominee should be included in the nomination as supporting documentation only
- b. Submissions shall be made electronically.
- c. Handwritten submissions will not be accepted and will be automatically disqualified from consideration.
- d. Fax or email submissions will not be accepted and will be automatically disqualified from consideration.
- e. Submissions must be in English.
- f. Submissions must be received at CSI by the deadline. Late submissions will not be considered.
- g. Include all forms indicated on the Nomination Matrix – use of any of the previously issued forms, other than those included at the end of this Guide, will result in a disqualification.
- h. All award nomination forms shall be completed using MS Word or other word processor software. Illegible or handwritten submissions will not be considered.
- i. All forms must be signed where indicated. Refer to information pertaining to what constitutes a 'signature' below.

4. General Information

- a. Election Criteria: Nominations for Fellowship will be judged on the basis of the submitted nomination package and letters of endorsement. The information required by the Honors & Awards Guide constitutes the only basis for judging the qualifications of the nominee, notwithstanding applicable references within Institute Policy and Institute Bylaws. The nomination must be complete and comply with the required format to be acceptable for consideration by the Jury. Knowledge of a nominee by a member of the Jury will not be considered unless such information is included in the submitted written data of the nomination or in letters of endorsement.
- b. Notable Service: The nomination, together with the letters of endorsement, must carefully and specifically correlate the nominee's performance, contributions, and accomplishments to any one or more of the four categories described in the definition above. In Form 202 of the nomination, summarize in a few sentences why the nominee should be advanced in any one or more of the four categories. Information which is fully delineated in one category and which may apply in another category may be cross-referenced in the other category or categories in Form 202 and in Form 203. The nominee's activities should be presented chronologically. Focus and emphasis should be placed on how the nominee's contributions notably distinguished the performance beyond normal achievements and expectations. Service to the Institute, as a basis for advancement, may include exemplary and distinguished service to the Institute or to one or more CSI Chapters or Regions.
- c. Consultation and Assistance: No member of the Jury, except the chair, prior to submittal of the nomination, may advise a nominator of additional information that could be submitted. However, Jury members are encouraged to promote Fellowship nominations and generically educate potential nominators and nominees concerning proper and effective Fellowship submittals.
 - 1) Attempts to coerce or intimidate Jury of Fellows members to influence the outcome of a candidate's nomination may result in the disqualification of the nomination that year. Jury members will immediately notify the Chairman of the Jury of Fellows if such inappropriate contact occurs.
- d. Technical Documents: Specifications should not be submitted, as the Jury is not organized to judge the quality of such technical work. However, contractors, owners and others who have utilized the nominee's specifications may comment on such in letters of endorsement. Similarly, writers and users of specifications who have benefited from the nominee's contribution to their specifications may also comment appropriately in letters of endorsement.
- e. Itemization of Work: The nominee's published works in books, letters, newspaper and magazine articles, and other places should be listed if they apply, but actual materials or reprints should not be included.
- f. Method of Recognition: The Fellow's medal shall be worn with no other honor badge except those of Distinguished or Honorary Member, Former President/Board Chair, and President's/Board Chair medals or medals of similar prestige bestowed by Chapters or Regions or by the other national organizations.
- g. Disposition of Submittals: Successful nomination packages will be retained by the Institute as part of the Fellow's permanent membership file. All letters of endorsement and unsuccessful nomination packages will be destroyed.

5. Endorsement Letters

- a. Address endorsement letters to Chair, Jury of Fellows.
- b. All letters of endorsement must be signed – printed emails or unsigned memoranda are unacceptable.
- c. Letters shall be submitted electronically or in hard copy directly to the Institute by the writer of the letter of endorsement. Letters shall not be collected by the nominator for submittal with the nomination.
- d. Where nomination is made by individual members, a letter of endorsement must be submitted from each nominator.
- e. Members of the Jury are not permitted to submit a letter of endorsement.
- f. Letters of endorsement should corroborate specifics of the nomination with which the endorser is familiar.
- g. Quantity of letters submitted is not a qualification for judging the nomination, but rather the quality of the endorsements as they relate to details contained in the nomination.
- h. It is highly desirable that letters of endorsement be submitted by CSI members and non-members familiar with the nominee. These letters of endorsement are beneficial because personal testimony

- of the nominee's outstanding contributions adds to the nomination information available to the Jury.
- i. Letters should be factual, concise, and complete, and should elaborate on the achievements of the nominee to bring out not only the offices held or items of work done, but to indicate how well these functions were performed.
 - j. If an endorser's personal knowledge of a nominee's performance indicates other than excellent qualifications for advancement to Fellowship, the endorser should provide a frank evaluation in a letter of endorsement.
 - k. Since the Jury of Fellows relies on unbiased and candid opinions by endorsers, these letters of endorsement are considered confidential and privileged communications and shall not be sent to anyone else, including the nominator or nominee.
 - l. Letters of endorsement shall apply to one nominee only.
 - m. A limit of ten letters is strongly encouraged. By recommending a limit on the number of letters of endorsement, the Jury places responsibility upon the nominator to ensure that endorsers selected can attest to the activities for which the nomination is made. Further, the nominator should ensure that endorsers are selected carefully and encouraged to send a letter of endorsement.
6. Signatures
- a. All forms require a signature of either nominator, Chapter or Region officer or others as indicated on the form. Unsigned forms will result in the nomination being disqualified. Signatures may be "wet" or an electronic rendering (ex. JPG, TIF) of the author's original "wet" signature inserted at the signature line on the form. The author's typed name or "electronically signed" alone are not considered acceptable signatures. If you have any questions regarding the requirement for signature on letters of endorsements, please contact awards@csinet.org.
7. Photo
- a. Submission requires a recent color photograph suitable for publishing of the nominee.
 - b. Submittals should have 4"x6", vertical format, head and shoulders view.
8. Instructions for Electronic Submission of Dossiers and Endorsement Letters
- a. Electronic submissions of dossiers must be made in a single PDF file.
 - b. Electronic submissions of an endorsement letter must be made in a single PDF file.
 - c. Each award submission must be made separately.
 - d. To make an electronic award submission:
 1. Go to <http://www.csiresources.org/honorsandawards>
 2. Click on the Submit a Nomination link.
 3. Fill in the required fields
 4. Browse for your document and upload
 5. For issues with uploading an award/letter, please email awards@csinet.org
9. Instructions for hard copy submissions of Endorsement Letters ONLY:
- a. Submission of endorsement letters must be received by the deadline..
 - b. It is highly recommended that hard copy endorsement letters be shipped several days in advance using a traceable method of shipment.
 - c. A postmark/ship date is not acceptable; letters must be received by deadline.
 - d. Shipping address for hard copy letters of endorsement
CSI
Attn: Chair, Jury of Fellows
110 S. Union Street, Ste 100
Alexandria, VA 22314
10. Notification of Award Status
- a. The Institute Secretary will inform nominees of the disposition of their nominations, and notify those elevated of the designated venue for presentation and request their presence. In the event the Honor is being presented posthumously, the honoree's family shall accept the Honor, or may designate another individual.
11. Premature Publicity
- a. Nominators are cautioned not to publicize the names of nominees, except as necessary to secure letters of endorsement and documentation supporting the nomination, until such time as the nomination has been favorably acted upon and results have been announced by the Institute. Premature publicity may embarrass both the nominee and the nominator. Names of the nominees not selected to receive an award will not be publicized.

12. Resubmission of Fellowship Nominations

- a. Nominees who are not selected to receive an honor in any given year may be re-nominated in subsequent years, except as follows:
 - 1) If any nominee fails to be advanced to Fellowship after the nomination has been under consideration for three consecutive years, at least two years must elapse before the nomination may again be presented for consideration
 - 2) Resubmitted nominations must be complete and must contain the required nomination forms, documentation, and letters of endorsement each time they are resubmitted. At the nominator's discretion, nomination package may include previously submitted information or may be partly or entirely new information

13. Nomination Matrix

Award Name	Required Form(s)	Endorsement Letter Requirement	Nominee Types	Nominee Membership Requirement	Max. No. of Awards per Year	Method of Recognition
Fellowship	201, 202, and 203	Yes, Suggested Limit of 10	CSI Member	Member for not less than five years	Varies	Silver Medal w/Green and White Striped Ribbon; Citation; Gold Lapel Pin

III. INSTITUTE AWARDS

A. Definition

1. An Institute Award is recognition of talent, achievements, and contributions in one of the following award categories. Nominations shall be made by:
 - a. An Institute Officer or Director; or
 - b. A Chapter; or
 - c. A Region; or
 - d. An Institute Standing Committee; or
 - e. Five Voting CSI Members, none of which is a nominee.

B. Nomination Matrix

Award Name	Required Form(s)	Endorsement Letter Requirement	Nominee Types	Nominee Membership Requirement	Max. No. of Awards per Year	Method of Recognition
Distinguished Service Award	301	5 minimum	Member (except Students)	Member for not less than 10 years	3	Engraved Plaque
Robert P. Brosseau Award for the Advancement of CSI	301	5 minimum	CSI Member	Member	3	Certificate
Andrew J. Drozda Mentorship Award	301	5 minimum	CSI Member, Chapter, Region or Group	In case of a group, at least one person must be a CSI Member	2	Certificate

Award Name	Required Form(s)	Endorsement Letter Requirement	Nominee Types	Nominee Membership Requirement	Max. No. of Awards per Year	Method of Recognition
J. Norman Hunter Award for Innovative Allied Organization Cooperation	301	5 minimum	CSI Member, Chapter, Region or Group	In case of a group, at least one person must be a CSI Member	1	Certificate
Hans William Meier Award for Innovation of Certification Programs	301	5 minimum	CSI Member or Group	In case of a group, at least one person must be a CSI Member	Varies	Certificate
Ben John Small Technical Writing Award	301	5 minimum	CSI Member	Member and Current CCS	1	Certificate
Communication Award	301	None	CSI Member, Chapter, Region or Group	In case of a Group, at least one person must be a CSI Member	Varies (refer to award criteria)	Certificate
The Construction Specifier Article of the Year Award	301	None	Individual or Group	None	1	Certificate
Innovation in Construction Award	301	5	Individual, Chapter, Region or Group	None	2	Certificate
Environmental Stewardship Award	301	5 minimum	Individual, Chapter, Region or Group	None	2	Certificate
Organizational Certificate of Appreciation	301	Optional	Firm, Organization, or Association	None	Varies	Certificate
Outstanding Chapter Commendation (OCC)	306	None	Chartered Chapter	N/A	No Limit	Certificate; Electronic Seal
Chapter Cup	None	None	Chartered Chapter	OCC Winners	1	Nameplate; Electronic Seal
Outstanding Contribution Award	301	Optional	CSI Member, Chapter, Region or Group	In case of a group, at least one person must be a CSI Member	Varies	Certificate
Technical Document Award	301	Optional	Individual, Chapter, Region or Group	None	2	Certificate

Note: Group is defined as a team, firm, association, organization, committee, etc.

C. Institute Award Categories

1. Distinguished Service Award

a. Award Criteria

- 1) This award is presented to a CSI member who has provided distinguished service as being identified by their peers as one of more of the following:
 - a. Providing distinguished service by providing exceptional leadership at the chapter, region, and/or Institute levels; or
 - b. Being an exceptional innovator through establishment and implementation of programs, methods, or other ideas which further the presence of the CSI in the local, region or national construction industry; or
 - c. Being an educator and mentor for members of the chapter which results in a marked impact on the chapter, region or Institute; or
 - d. Recognized as a technical expert who is sought out at a local, regional or national level for their knowledge and expertise.
- 2) “Distinguished Service” is defined as notable and significant contributions at the Chapter, Region or Institute level that have furthered the mission of CSI, its standing in the industry or its image to the public.
- 3) This award is one of the highest forms of recognition the Institute can bestow upon an individual.
- 4) Nominee shall be an Honorary, Distinguished, Emeritus, Retired, or Professional Member of CSI with a minimum of 10 years of membership in and service to CSI.
- 5) Nomination shall include a detailed narrative explaining the reason for nomination including an explanation of how this person impacted the local construction community as well as CSI at the chapter, region, and/or Institute level.
- 6) See nomination matrix, submission information page and submission forms for general requirements.

2. Robert P. Brosseau Award for the Advancement of CSI



Robert P. Brosseau, FCSI, was a member of the Baltimore Chapter, joining in 1967. He served on the Chapter Board of Directors from 1968 through 1980. He also served as a Region director from the Middle Atlantic Region. Mr. Brosseau was greatly interested in continuing education within the construction industry. He was instrumental in establishing such a program at Catonsville Community College (Maryland), to provide courses sponsored and staffed by the Baltimore Chapter. He contributed to seminars sponsored by the AIA and the Building Congress and Exchange of Baltimore. Mr. Brosseau was always concerned with enhancing the position of CSI in the construction industry. He was advanced to Fellowship posthumously in 1982.

a. Award Criteria

- 1) This award is presented to a CSI member who has recognized by peers as a leader who takes on a leadership role focusing on education and the training and mentoring of students and emerging professionals.
- 2) The nominee shall have directly or indirectly affected the education, certification, emerging professional, or academic programs with the local construction community
- 3) Nomination shall include a detailed narrative explaining the reason for nomination including an explanation of how this person impacted the local construction community as well as CSI at the chapter, region, and/or Institute level.
- 4) See nomination matrix, submission information page and submission forms for general requirements.

3. Andrew J. Drozda Mentorship Award



Andrew J. Drozda, CSI, was a leader in increasing CSI's visibility in the collegiate and construction arenas. A member of the Raleigh-Durham Chapter since 1986, Drozda served as Southeast Region Institute Director and member of the Institute Education Committee and Academic Affairs Task Team. Drozda encouraged education at the Chapter, Region, and Institute levels, increasing student participation in activities. In June 2000, he received the Robert P. Brosseau Memorial Award for his "enthusiastic efforts and leadership promoting student activities, continuing education, and hands-on student involvement." Drozda was an inspiration to many for his dedication to continuing education as well as his efforts in getting the CSI message on college campuses.

a. Award Criteria

- 1) This award is presented to a CSI member recognized by their peers as a true mentor, one who espouses leading by example, someone recognized throughout the chapter, region, and even Institute for their actions and is one who is considered a primary support pillar for others to draw strength from and rely on for a foundation for their own participation.
- 2) Nomination shall include a detailed narrative explaining the reason for nomination including an explanation of how this person impacted the local construction community as well as CSI at the chapter, region and/or Institute level.
- 3) See nomination matrix, submission information page and submission forms for general requirements.

4. J. Norman Hunter Award for Innovative Allied Organization Cooperation



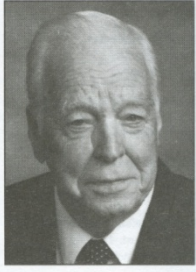
J. Norman Hunter, FCSI, was a founder of the Southern California Chapter and after serving two terms as Chapter president became a member of the Institute Board. In 1959 he was advanced to Fellowship posthumously.

Born in New Zealand, he came to America in the early 1930's and practiced architecture in New York and New Jersey before his move to California. Mr. Hunter became one of the first specifications consultants in that Region. In his address at the 1957 CSI Convention, then Institute President Hunter urged the closest cooperation with allied industries in fostering common aims and observed the need for professional leadership that would bring about industry-wide cooperation.

a. Award Criteria

- 1) This award is presented to a CSI member, Chapter, Region or Group recognized by their peers for bringing multiple construction organizations together for a single goal or event.
- 2) This award recognizes those efforts that go beyond simply conducting joint meetings or for straight forward events like golf tournaments or product show. The nominee shall have achieved a level of cooperation, synergy, and success which exceeds the expected outcome. The result being collaboration within multiple construction organizations, education, etc., for a specific program or event.
- 3) Nomination shall include a detailed narrative explaining the reason for nomination including an explanation of how this person impacted the local construction community as well as CSI at the Chapter, Region, and/or Institute level.
- 4) See nomination matrix, submission information page and submission forms for general requirements.

5. Hans William Meier Award for Innovation of Certification Programs



Hans William Meier, FCSI, Distinguished Member advocated, nurtured and supported the Certified Construction Specifier (CCS) program for more than 30 years. He has been acknowledged as the leading force in the establishment of CSI's certification programs and considered an expert in specification and construction document development. Recognized as one of the nation's best known specification writers and specification educators, Mr. Meier has authored "The Library of Specifications Sections" and "The Construction Specification Handbook".

a. Award Criteria

- 1) This award is presented to a CSI member or team recognized by their peers as providing innovations in certification preparation and training methods or procedures.
- 2) The award is for plans, programs, lesson plans, etc., which incorporate cutting edge technology as well as methods of presenting which go well beyond the normal certification preparation classes offered online and at multiple chapters within the Institute.
- 3) Nomination shall include a detailed narrative explaining the reason for nomination including an explanation of how this person impacted the local construction community as well as CSI at the chapter, region and/or Institute level.
- 4) May include documented recognition of nominee's work.
- 5) See nomination matrix, submission information page and submission forms for general requirements.

6. Ben John Small Technical Writing Award



Ben John Small, FCSI, was a founder and former president of the Metropolitan New York Chapter of CSI and served as chairman of the Chapter's Technical Committee. He was in charge of specifications for the hospital division of the New York City Department of Public Works. In 1945 he joined the firm of La Pierre, Litchfield and Partners, where he became a partner in 1954. He was advanced to fellowship posthumously in 1959. Mr. Small was a frequent lecturer at Columbia and Princeton Universities, Massachusetts Institute of Technology, and Virginia Polytechnic Institute; wrote a column for "Progressive Architecture;" and was the author of several volumes on specification writing, and use and adaptation of materials. Mr. Small was a member of the American Institute of Architects (AIA) and served as chairman of the AIA Education Committee.

a. Award Criteria

- 1) This award is presented to a CSI Member recognized by their peers as an outstanding technical writer and/or expert in their field.
- 2) The nominee shall embody the tenants of leadership, innovation, technical expertise, and/or education excellence and shall work in any medium of communication (hard copy or electronic).
- 3) Nomination shall include a detailed narrative explaining the reason for nomination including an explanation of how this person impacted the local construction community as well as CSI at the chapter, region, and/or Institute level..
- 4) Nomination may include documented recognition of nominee's work, such as articles, presentations, discussion leadership (Linked-In, blog, etc.), or chapter, region, Institute awards for technical excellence.
- 5) See nomination matrix, submission information page and submission forms for general requirements.

7. Communications Award

a. Award Criteria

- 1) This award is presented to a CSI Member, Chapter, Region or Group for outstanding effort in the communication of CSI related topics and activities.
- 2) This award has three categories:
 - a. **Continuing Publications** such as newsletters, syndicated columns (either hard copy or electronic), etc. published at least 4 times per year.
 - b. **Electronic Communications** such as email communications, social media, blogs, websites, contests, webinars and eClasses
 - c. **Special Publications** such as rosters, marketing collateral, directories, technical papers, posters, videos, and calendars (either hard copy or electronic) that are published one time a year.
- 3) A Chapter, Region or Member Group is permitted to submit a separate, single nomination in each of the three categories. The nomination material shall be pertinent only to the category to which is being submitted.
- 4) Materials must be published within the current CSI fiscal year or inside the preceding 12 months of the nomination.
- 5) Nomination shall:
 - a. Indicate which category noted above for which it is being submitted.
 - b. Provide a copy of the nominated publication/communication, as it was issued (Example provided must include the issue date somewhere on the publication).
 - c. Include a detailed narrative explaining the reason for nomination including an explanation of how the nominated publication/communication impacted and/or supports the local construction community as well as CSI at the Chapter, Region, and/or Institute level
 - d. For website submittals, the website URL must be provided.
- 6) See nomination matrix, submission information page and submission forms for general requirements.
- 7) The number of Awards presented in each category will be determined by the Awards Committee.

8. The Construction Specifier Article of the Year Award

a. Award Criteria

- 1) This award is presented to the author(s) of an original article published in the Construction Specifier Magazine during the current fiscal year.
- 2) Individual articles are nominated by the Construction Specifier Magazine Editorial staff and/or an individual member of the Specifier Editorial Advisory Board.
- 3) The articles are judged by the Specifier Editorial Advisory Board on the following criteria:
 - a. Relevance to the industry as a whole,
 - b. Readability
 - c. Compliance with CSI's mission and technical standards/formats
 - d. Impact factor
- 4) See nominations matrix, submission information page for general requirements.

9. Innovation in Construction Award

a. Award Criteria

- 1) This award is presented to an individual or team who, in the opinion of their peers innovatively developed or discovered new uses for materials, methods, technology, or project delivery systems.
- 2) Nomination shall include a detailed narrative explaining the reason for nomination including an explanation of how this nominee impacted the construction community as well as CSI at the chapter, region and/or Institute level.
- 3) See nomination matrix, submission information page and submission forms for general requirements.

10. Environmental Stewardship Award

a. Award Criteria

- 1) This award was created to recognize those who have become a “Steward of the Environment” within their city, county, state, region, etc. (A Steward of the Environment is one who not only espouses but actively and publically is an environmental practitioner.)
- 2) This award is presented to those individuals, organizations, or firms who, in the opinion of their peers:
 - a. Demonstrate environmental stewardship through innovations in promoting environmental awareness in the construction industry; and
 - b. Practicing sustainability through design, technology or construction means and methods in a prominent manner; and
 - c. Educating and mentoring others in the advantages of designing for sustainability.
- 3) Nomination shall include a detailed narrative explaining the reason for nomination including an explanation of how this entity impacted the local construction community as well as CSI at the chapter, region and/or Institute level.
- 4) See nomination matrix and submission forms for general requirements.

11. Organizational Certificate of Appreciation

a. Award Criteria

- 1) This award is presented to a firm, organization, or association who, in the opinion of their peers, has provided one of the following:
 - a. Exceptional accomplishments that bring CSI (at the chapter, region or Institute levels) to the forefront of the construction industry in their respective arenas; or
 - b. Promotes one of tenants of CSI – Education, Certification, or Development of Technology to benefit the construction industry; or
 - c. Working with the local chapter, region, or Institute to assist with their operations that provide a value added service.
- 2) This award is the highest award the Institute can bestow on a firm, organization, or association.
- 3) Nomination shall include a detailed narrative explaining the reason for nomination including an explanation of how this entity impacted the local construction community as well as CSI at the Chapter, Region and/or Institute level.
- 4) See nomination matrix, submission information page and submission forms for general requirements.

12. Outstanding Chapter Commendation

a. Award Criteria

- 1) This award is presented to a chartered Chapter that meets the designated pre-requisite core criteria and has provided the required supplemental data.
- 2) As Chapters earn Commendations, they reach the following milestones. Note that the number of years does not need to be consecutive.
 - a) **Five years - Bronze Level**
 - b) **Ten years - Silver Level**
 - c) **Twenty years - Gold Level**
 - d) **Thirty years - Platinum Level**
- 3) Nomination shall include all supporting documentation required by the pre-requisite criteria . Supporting documentation shall be labeled to designate the criteria being supported and included with the form.
- 4) See nomination matrix, submission information page and submission forms for general requirements.
- 5) Submission time frames are as shown below:
 - a. Reminder: CSI’s fiscal year runs from July 1 through June 30 of the following calendar year.
 - b. The submission deadline for the Outstanding Chapter Commendation is July 17, 2017 at 2PM ET.

13. Chapter Cup

a. Award Criteria

- 1) To be considered for the Chapter Cup, a Chapter must submit and receive the Outstanding Chapter Commendation in the current awards cycle.
- 2) One Chapter Cup is awarded to the Chapter with the greatest percentage (%) increase in total membership.
- 3) The membership increase will be based upon the Institute's membership records as of June 30 of the fiscal year ending immediately prior to the nomination deadline. (For example, for the FY 2017 awards cycle, the calculation will be based on membership growth between July 1, 2016 and June 30, 2017.)
- 4) See nomination matrix, submission information page and submission forms for general requirements.

14. Outstanding Contribution Award

a. Award Criteria

- 1) This award is presented to a CSI member, Chapter, Region or Group that has made commendable contributions.
 - a. that furthers the influence of CSI in the local construction industry; or
 - b. that increases the visibility of CSI in the local construction industry; or
 - c. that provides a value-added service to the chapter, region or Institute.
- 2) This award is for those contributions which are not specifically covered by other awards.
- 3) This award recognizes contributions above and beyond those normally performed as part of a Chapter, Region, or Institute officer, committee or member (i.e. educational or technical programs).
- 4) Nomination shall include a detailed narrative explaining the reason for nomination, including an explanation "commendable contribution" impacting the local construction community as well as CSI at the chapter, region and/or Institute level. The narrative should show how the contribution consistently over a period of years has made an improvement and how it will continue in future years.
- 5) See nominations matrix, submission information page and submission forms for general requirement.

15. Technical Document Award

a. Award Criteria

- 1) This award is presented to an individual, Chapter, Region or Group for a single outstanding accomplishment in technical writing other than project specifications.
- 2) Document shall have been published or revised within 24 months of the nomination deadline.
- 3) Nomination shall include the technical document and a narrative explaining its significance.
- 4) See nomination matrix, submission information page and submission forms for general requirements.

IV. INSTITUTE RECOGNITION

A. Definition

1. The Institute bestows recognition as acknowledgement of a particular nature, service, or activity.

B. Nomination Matrix

Award Name	Required Form(s)	Endorsement Letter Requirement	Nominee Types	Nominee Membership Requirement	Max. No. of Awards per Year	Method of Recognition
Board Chair's Medal	None	None	CSI President-elect	CSI President-elect	1	Copper Medal w/Green Ribbon
Former Board Chair Medal	None	None	CSI President	CSI President	1	Bronze Medal w/White Ribbon
Lifetime Member Plaque	None	None	CSI President	CSI President	1	Engraved Plaque
Board Chair's Plaque	None	None	CSI Member or Group	In case of a group, at least one person must be a CSI Member	5 Max	Engraved Plaque
Special Award	None	None	CSI Member, Chapter, Region or Group	In case of a group, at least one person must be a CSI Member	Varies	Varies
Certificate of Merit and Appreciation	None	None	Retiring CSI Board Member, Chapter or Region President	Retiring CSI Board Member, Chapter or Region President	Varies	Certificate
Chapter 50 th Anniversary Plaque	None	None	Chartered Chapter	50 Years as CSI Chapter	Varies	Engraved Plaque

C. Institute Recognition Categories

1. Board Chair's Medal
 - a. Award Criteria
 - 1) This award is given to the Board Chair to be worn during the term of office.
2. Former Board Chair's Medal
 - a. Award Criteria
 - 1) This award is given to the outgoing Board Chair in recognition of service to the Institute.
3. Lifetime Member Plaque
 - a. Award Criteria
 - 1) This award is given to the outgoing Board Chair in recognition of service as Board Chair.
4. Board Chair's Plaque
 - a. Award Criteria
 - 1) These awards are presented to a CSI member or Group for exceptional work performed on behalf of the Institute.
 - 2) These awards are presented at the Board Chair's sole discretion.
 - 3) No more than five such awards shall be made in any year, unless additional awards are authorized by the Board with a three-fourths affirmative vote of the Board members present at any meeting of the Board.
 - 4) Identities of the recipients will not be disclosed until presentation of the awards.
5. Special Award
 - a. Award Criteria
 - 1) These awards are presented to a CSI member, Chapter, Region or Group, to promote the purposes of the Institute.
 - 2) Any special award, except standing awards, may be presented.
 - 3) These awards are presented at the discretion of the Board Chair or the Board.
6. Certificate of Merit and Appreciation – Board Members
 - a. Award Criteria
 - 1) These awards are presented to retiring Institute Board members in recognition of their service to the Institute as members of the Board.
 - 2) One award is presented to each retiring member of the Board.
7. Certificate of Merit and Appreciation – Chapter and Region Presidents
 - a. Award Criteria
 - 1) This award is given to the retiring Chapter and Region Presidents in recognition of Chapter and Region leadership and service.
 - 2) Certificates are mailed by the Institute Secretary to the Chapter or Region Secretaries. Chapters and Regions are encouraged to frame and present certificate at their Chapter and Region Awards program or other appropriate event.
8. Chapter 50th Anniversary Plaque
 - a. Award Criteria
 - 1) These awards are presented to recognize a Chapter's 50th Anniversary.

The Construction Specifications Institute

**NOMINATION FOR
DISTINGUISHED/HONORARY MEMBERSHIP**

By _____ Chapter

DATE: _____

Dear CSI Board:

This Chapter, at its meeting held on _____, 20__, nominated _____ for

☐ Distinguished or ☐ Honorary membership in the Construction Specifications Institute. We certify the resolution as follows:

“Whereas, this Chapter believes _____, has performed distinguished service to the
construction industry by _____

_____;

therefore be it resolved that the _____ Chapter of the Construction Specifications
Institute does hereby nominate _____ for Distinguished/Honorary Membership 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 Institute and to do all things proper to forward said nomination.”

The qualifications of the nominee for Distinguished/Honorary Membership are indicated on the attached CSI Honors & Awards
Form 103.

President: _____
(Signature) (Print or Type Name)

(Mailing Address) (City, State, Zip)

(Phone) (Email Address)

Secretary _____
(Signature) (Print or Type Name)

The Construction Specifications Institute

**NOMINATION FOR
DISTINGUISHED/HONORARY MEMBERSHIP**
By Individual Members

DATE: _____

Dear CSI Board:

We hereby nominate _____ for ☐ Distinguished; ☐ Honorary Membership in the Construction Specifications Institute.

The qualifications of the nominee for Distinguished/Honorary Membership are indicated on the attached CSI Honors & Awards Form 103.

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.*

PRIMARY CONTACT INFORMATION

Contact Full Name: _____

Address: _____

Phone: _____

Email Address: _____

The Construction Specifications Institute

**NOMINATION FOR
DISTINGUISHED/HONORARY MEMBERSHIP**
Statistical and Supporting Information

1. Nominee's full name
2. Nominee's address
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. Professional honors and awards
7. Published book, treatises, and articles
8. Distinguished service to the construction industry on which the nomination is based
9. Attach a recent original professional, color, head and shoulder photograph of the nominee suitable for publication
10. Other attainments and achievements of the nominee
11. Exhibits and delineation of service to the construction industry on which the nomination is based (attach supporting documentation as necessary to support the nomination and letters of endorsement)

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.

The Construction Specifications Institute

NOMINATION FOR AN INSTITUTE AWARD

DATE: _____

AWARD NAME: _____

NOMINEE'S NAME *(Individual, Chapter, Firm, Team or Organization)*

Address: _____

Phone: _____

Email: _____

NOMINATION BY *(Check applicable box, documentation of nominations to be provided on subsequent forms):*

☐ Chapter: _____ ☐ Individual Members (5 required)

☐ Region: _____

☐ Institute Standing Committee ☐ Institute Officer or Director

PRIMARY CONTACT INFORMATION *(The person primarily responsible for preparation of the nomination; person who can answer questions about the nomination)*

Full Name: _____

Home Chapter: _____

Address: _____

Phone: _____

Email: _____

SIGNATURES: *(Nominations by Chapter must include Chapter President and Secretary signatures.)*

Name /Office (if Applicable) Chapter Signature

The Construction Specifications Institute

NOMINATION FOR AN INSTITUTE AWARD

AWARD NARRATIVE FORM

DATE: _____ AWARD NAME: _____

NOMINEE'S NAME: _____ PAGE ____ OF ____ PAGES

If additional pages are needed, please note, as a minimum, the nominee's name, award name, and page information on the top of each subsequent page

The Construction Specifications Institute

OUTSTANDING CHAPTER COMMENDATION

DATE: _____

FISCAL YEAR: _____ (ex. FY 2013 = July 1, 2012 to June 30, 2013)

CHAPTER NAME: _____

REGION: _____

PRIMARY CONTACT INFORMATION:

Full Name: _____

Address: _____

Phone: _____

Email: _____

Chapter Verification

The Board of Directors at its meeting held on _____, 20__, verified that our Chapter has met all of the pre-requisite core criteria and the supplemental criteria as indicated on the Outstanding Chapter Commendation Form 306, and the President and Secretary are authorized and directed to sign the nomination form.

President: _____
(Signature) (Print or Type Name)

Secretary: _____
(Signature) (Print or Type Name)

The Construction Specifications Institute

OUTSTANDING CHAPTER COMMENDATION
Pre-requisite Core Criteria

Submitting for FY2017

Please check the applicable boxes and provide the requested materials for the pre-requisite criteria as indicated below for the most recent completed fiscal year.

To qualify for the Outstanding Chapter Commendation, a Chapter must have achieved all of the pre-requisites in each of the following four categories.

Chapter Administration *(No back-up is required for this category.)*

- ☐ Chapter submitted updated names of officers and key committee chairs to Institute by published deadline.
- ☐ Chapter leadership was elected and in office at the beginning of the fiscal year with a President, Treasurer, and minimum of one other officer in accordance with its bylaws.
- ☐ Chapter has filed updated bylaws with Institute Secretary since 2011.
- ☐ Chapter board meets in accordance with its bylaws.

Chapter Fiscal Responsibility *(No back-up is required for this category.)*

- ☐ Chapter prepared a fiscal year budget and utilized it for Chapter operations.
- ☐ Chapter filed the appropriate forms and is in good standing with the IRS.

Chapter Education and Programs *(No back-up is required for this category other than the list of programs below.)*

- ☐ Chapter held regular meetings held in accordance with its bylaws.
- ☐ Chapter had a minimum of 4 educational programs during the fiscal year (i.e., seminars, technical programs at Chapter meeting, etc.). List them on the spaces below:

DATE	TOPIC	SPEAKER(S)	LOCATION	ATTENDANCE

Chapter Communications *(Attach one example of a chapter newsletter or other communication)*

- ☐ Chapter communicated to members a minimum of 6 times during the fiscal year in the form of email, newsletter, or other documentation regarding Chapter events and other CSI related information. ***Attach one example of a chapter newsletter or other communication.***

The Chapter must have met ALL of the pre-requisite criteria above to be eligible for the Outstanding Chapter Commendation.

The Construction Specifications Institute

OUTSTANDING CHAPTER COMMENDATION

Supplemental Criteria

Check the box and include points for each Supplemental Criteria the Chapter met during the fiscal year for this award.

Chapter Administration

Points

☐ Committee chair positions were filled by someone other than the President in accordance with chapter's bylaws, administrative references or operating guide. (2 points) _____

☐ Chapter maintains an active and accessible history archive. (1 point) _____

☐ Chapter prepared a formal long-range plan spanning at least 3 years. (1 point) _____

☐ Chapter participated in formal leadership training (i.e. Region or Institute). (1 point) _____

☐ Chapter has or participates in a formal mentoring program to provide information and training to new and potential leaders within the Chapter. (1 point) _____

☐ Chapter innovative administrative efforts that contributed to the above (0 points) _____

Supplemental Subtotal – Chapter Administration (6 possible points) _____

Chapter Membership

☐ Chapter had net positive growth in the fiscal year for this award. (3 points) _____

Total Membership at start of fiscal year (July 1): _____

Total Membership at end of fiscal year (June 30): _____

Total Net Growth: _____

☐ Chapter has a formal, written membership growth plan. (1 point) _____

☐ New members were recognized in newsletter, website, or other communication. (1 point) _____

☐ New members were recognized at Chapter meetings. (1 point) _____

☐ Chapter conducted new member orientation. (2 points) _____

☐ Member anniversaries and milestones were recognized in newsletter, website, or other communications. (1 point) _____

☐ Chapter recognized members through its awards program. (2 points) _____

☐ Chapter innovative recruitment efforts that contributed to the above (0 points) _____

Supplemental Subtotal – Chapter Membership (11 possible points) _____

Chapter Finances

Points

- ☐ Chapter funded a scholarship or foundation. (1 points) _____
- ☐ Chapter presented a scholarship program. (1 points) _____
- ☐ Chapter paid all or part of expenses for officers and/or chairs to attend Region event. (2 point) _____
- ☐ Chapter paid all or part of expenses for officers and/or chairs to attend Institute events such as CONSTRUCT. (2 points) _____
- ☐ Chapter innovative financial efforts that contributed to the above (0 points) _____

Supplemental Subtotal – Chapter Finances (6 possible points) _____

Chapter Certification Programs

- ☐ Chapter conducts certification study courses or identifies a certification mentor to assist individuals preparing for certification exams. (2 points) _____
- ☐ Chapter currently has members with:
 - ☐ CDT (1 point) _____
 - ☐ CCPR (2 points) _____
 - ☐ CCS (2 points) _____
 - ☐ CCCA (2 points) _____
- ☐ Chapter promoted Institute Certification Programs in Chapter communications. (1 point) _____
- ☐ Chapter innovative certification efforts that contributed to the above (0 points) _____

Supplemental Subtotal – Chapter Certification Programs (10 possible points) _____

Chapter Education/Technical Programs

Points

- ☐ Chapter is an AIA Provider and/or provides certificates to support other required continuing education. (2 points) _____
- ☐ Chapter offered continuing education at seminars. (2 points) _____
- ☐ Chapter conducts at least one or more seminars in partnership with other organizations or institutes. (1 point) _____
- ☐ Chapter members contributed technical articles for publication or use on social media. (1 point) _____
- ☐ Chapter innovative efforts that contributed to the above (0 points) _____

Supplemental Subtotal – Chapter Education/Technical Programs (6 possible points) _____

Chapter Communications

- ☐ Chapter communicated with membership monthly (2 points) _____
- ☐ Chapter maintains a current website. (2 points) _____
(Provide URL: _____)
- ☐ Chapter promoted Region and Institute events to membership. (1 point) _____
- ☐ Chapter maintains a presence and promotes activities on a minimum of one other social media site
(LinkedIn, Facebook, Twitter, etc.). (1 point) _____
- ☐ Chapter promoted meetings, seminars, and other CSI activities to non-members in their local community. (1 point) _____
- ☐ Chapter innovative communications efforts that contributed to the above (0 points). _____

Supplemental Subtotal – Chapter Communications (7 possible points) _____

Chapter Events

Points

- ☐ Chapter conducted joint event(s) with other organizations or institutions. (2 points) _____
- ☐ Chapter conducted social/networking outreach events that are not educational/technical events. Examples include product shows, Habitat for Humanity, golf outings, tours, etc. (1 point each; up to a maximum of 5 points)
- ☐ Event/Description (1 point) _____
- ☐ Event/Description (1 point) _____
- ☐ Event/Description (1 point) _____
- ☐ Event/Description (1 point) _____
- ☐ Event/Description (1 point) _____
- ☐ Chapter innovative event efforts that contributed to the above (0 points).

Supplemental Subtotal – Chapter Events (7 possible points) _____

Chapter Academic Relationships

- ☐ Chapter had a relationship with an Institute of higher education. (1 point) _____
- ☐ Chapter had a member acting as a liaison with an Institute of higher education. (2 points) _____
- ☐ Chapter had student members who were active in Chapter events, meetings, or other Chapter functions. (2 points) _____
- ☐ Chapter innovative academic relationship efforts that contributed to the above (0 points).

Supplemental Subtotal – Chapter Academic Relationships (5 possible points) _____

Region and Institute Participation

- ☐ Chapter had President attend Region event. (1 point) _____
- ☐ Chapter had at least one member (other than the President) attend Region event. (1 point) _____
- ☐ Chapter had President attend Institute event. (1 points) _____
- ☐ Chapter had at least one member (other than President) attend Institute event. (1 point) _____
- ☐ Chapter had member(s) appointed to or elected as a Region committee or as Region officer. (1 point) _____
- ☐ Chapter had member(s) appointed to an Institute committee, task team, or serving on the board. (1 points) _____
- ☐ Chapter innovative participation efforts that contributed to the above (0 points). _____

Supplemental Subtotal – Region and Institute Participation (6 possible points) _____

Other

- ☐ Chapter Innovation Box (Here's the Chapter's opportunity to brag about something innovative or outstanding accomplished during the fiscal year that added a value added service to the chapter, region, or Institute and has not already been reported above): (1 point) _____

Supplemental Subtotal – Other (1 possible points) _____

Supplemental Criteria Total (65 possible points) _____

The Construction Specifications Institute

**NATIONAL AWARDS
NOMINATION FOR A NATIONAL AWARD**

DATE: _____

INSTRUCTIONS:

Nomination for a National Award shall be by a National Officer of a design and/or construction industry organization or association with 5,000 or more members. Include with this nomination, the nominee's qualifications as outlined in CSI Awards Form 402. See submission information page and nomination matrix for additional information.

Dear Chair:

_____ is hereby nominated for the _____

National Award of the Construction Specifications Institute

BY

Officer: _____
(Signature) (Title) (Print or Type Name)

Or

Director: _____
(Signature) (Print or Type Name)

Of the _____

Organization's Official Business Mailing Address: _____

Nominator's Phone: _____ Email: _____

Number of members in good standing as of the date of this nomination: _____

I have reviewed this nomination package and approve of its submission

(Nominee's Signature)

The Construction Specifications Institute

**NATIONAL AWARDS
NOMINATION FOR A NATIONAL AWARD**
Statistical and Supporting Information

Instructions:

Provide information listed on this form. Present the information in a format most suitable for the nomination, as determined by the nominator. As appropriate, separate each section of information with tab dividers (or similar), in sequence to coincide with the list on this form. Include additional information and exhibits necessary to support the nomination, within the appropriate section. Include CSI Honors & Awards Form 401 with this package and suitably bind the entire nomination and each copy. See submission information page and nomination matrix for additional information.

1. Nominee's full name
2. Nominee's address
3. Nominee's principal occupation (If individual is retired, state former principal occupation and date of retirement)
4. Nominee's employer
5. Nominee's business address and email address
6. Other background data of importance concerning the nominee (education, important events, etc.)
7. Achievements or service of the nominee on which the nomination is based
8. Honors, awards, and other attainments of the nominee
9. Exhibits and delineation of achievements or service on which the nomination is based
10. Nominee's photograph



110 South Union Street, Suite 100
Alexandria, VA 22314
800-689-2900

Please be sure to visit CSIResources to
download the Honors & Awards Forms in
electronic format!

www.csiresources.org/honorsandawards