Showing appreciation for work well done ensures the continuing growth and success of our organization.

Top Ten Reasons to Make a CSI Honor or Award Nomination:

1. To recognize excellence
2. To promote your chapter, region, and CSI
3. To motivate
4. To develop and strengthen professional relationships
5. To develop new talent and leadership in CSI
6. To say ‘thank you’ for contributing to the construction industry and CSI
7. Because someone DESERVES to be publicly recognized for his or her achievements
8. Continuing discussion of award winners at subsequent CSI meetings.
10. Public relations
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THE CSI AWARDS PROGRAM
Preface

This guide has been prepared to assist members and Chapters in the Great Lakes Region of the Construction Specifications Institute in determining the individuals and organizations to whom awards may be given and the procedures involved for awards given by the Great Lakes Region. More detailed descriptions can be found in the Region Awards section of this guide.

Purpose

It is important that CSI recognize the talent, achievements, and notable contributions to the construction industry that support the mission of CSI.

Since CSI is a voluntary organization, many members generously contribute their time and effort. The awards program is the principle method for saying ‘thank you’ to those members. Gracious and grateful recognition of extraordinary effort in the form of awards encourage continuing contributions.

An awards program intensifies membership interest, gains new members, develops new talent, and stimulates interest in CSI’s growth.

Note

This Honors and Awards Guide has been updated from the 2009 Version. Thanks to all who contributed information of award winners since 2009.
Three Levels of Awards

The CSI awards program has three levels – Institute, Region, and Chapter. The focus of this guide is strictly on the Region awards program, and more specifically the recognition of notable contributions and service that are regional or local in nature. The following list is a summary of the awards listed in the CSI Honors and Award Guide. For a more detailed description of each award and submittal requirements for the Institute and Chapter levels, consult the CSI Honors and Award Guide.

INSTITUTE

Institute Honors

Distinguished & Honorary Membership
To an individual for distinguished service to the construction industry
Highest recognition
Form(s) 101 or 102 and Form 103

Fellowship
To an individual with notable contribution in one or more of 4 areas
Advancement of Construction Technology
Improvement of Construction Specifications
Improvement of Construction Education
Service to the Institute
2nd highest recognition
Forms 201, 202 and 203

Institute Awards

Distinguished Service Award
Individual for service in the advancement of the Institute's mission at the Chapter, Region, or Institute levels.
Forms 301 & 302

Robert P Brosseau Award for the Advancement of CSI
Individual recognized by his or her peers as a leader who takes a leadership role focusing on education and training and mentoring to students and emerging professionals.
Forms 301 & 302

Andrew J. Drozda Mentorship Award
Individual recognized by their peers as a true mentor, one who leads by example, someone recognized throughout the chapter, region, or even Institute for their actions, and is considered the primary pillar for others to draw strength from and rely on for a foundation for their own participation.
Forms 301 & 302

J. Norman Hunter Award for Innovative Allied Organization Cooperation
Individual, Chapter, Region, or Group recognized by their peers for bringing multiple construction organizations together for a single goal or event.
Forms 301 & 302
Institute Awards (Continued)

Meier Award for Innovation of Certification Programs
Individual or team recognized by their peers as providing innovations in certification preparation and training methods or procedures. 
Forms 301 & 302

Ben John Small Technical Writing Award
Individual recognized by their peers as an outstanding technical writer and/or expert in their field.
Forms 301 & 302

Communication Award
Presented to a CSI Member, Chapter, Region, or Group for outstanding communication of CSI related topics or activities. 
Three categories:

Continuing Publications
Published at least four times a year. 
Form 301

Electronic Publications
Examples: e-mail communications, social media, blogs, websites, contests, webinars, and e-classes. 
Form 301

Special Publications
Examples: rosters, marketing collateral, directories, technical papers, posters, videos, and calendars that are published once a year. 
Form 301

Innovation in Construction Award
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. 
Form 301

Environmental Stewardship Award
Recognizing those who have become a “Steward of the Environment” within their city, county, state, region, etc. 
Form 301

Organizational Certificate of Appreciation
Recognizing a firm, organization, or association who has helped promoted CSI 
Form 301

Outstanding Chapter Commendation
Chapter that meets criteria set forth by Institute 
Can reach milestone years of achievement (not necessarily consecutive)
  5 years – Bronze
  10 years – Silver
  20 years – Gold
  30 years – Platinum 
Form 306
Institute Awards (Continued)

Chapter Cup
Greatest increase in membership for last fiscal year (percentage and net) for a Chapter achieving
The Outstanding Chapter Commendation.

Outstanding Contribution Award
Presented to a CSI Member, Chapter, Region, or Group that has made commendable
contributions that further CSI in the construction industry.
Form 301

Technical Document Award
Presented to an individual, Chapter, Region, or group for a single outstanding
accomplishment in technical writing other than project specifications.
Form 301

Institute Recognition

President’s Medal
President Elect

Former President’s Medal
Outgoing President

Lifetime Member Plaque
Outgoing Past President

President’s Plaque
CSI member or Group for exceptional work performed on behalf of the Institute

Special Awards
CSI member, Chapter, Region, or Group to promote the purposes of the Institute
given at the President’s or Board’s discretion

Certificate of Merit and Appreciation
Retiring Institute Board Members

Certificate of Merit and Appreciation – Chapter and Region Presidents
Retiring Chapter and Region Presidents

Chapter 50th Anniversary Plaque
Recognizing a Chapter’s 50th Anniversary
REGION

Service Recognition

Region President Service Award
Outgoing Region President

Region President’s Award
Presented at the discretion of the Region President

Region Service Award
Outgoing Board members and committee chairs

Honorary Member of the Region
Outstanding individual who is either a CSI member who is not a member of the region or a person who is not a CSI member but is living or working within the region

Service Awards

Bud Reed Memorial Award
Individual with distinguished service to the region
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Certificate of Appreciation
Significant service to region
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Organizational Certificate of Appreciation
Organization or firm with significant service to the region
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Commendation
Outstanding service to the region
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Continuous Service
At least 5 continuous year of service to the region
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Cooperation Award
Individual, chapter, firm, or organization for a singular outstanding accomplishment which promoted the objectives of the Institute or rendered outstanding service to the Region
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Technical Commendation
Individual, chapter, firm, or organization that has made a significant contribution to the technical program of the Region, or prepared notable technical documents.
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Educational Commendation
Individual, chapter, firm, or organization that has made a significant contribution to the field of education in areas related to the purposes of the Institute or a significant contribution to the education program of the Region.
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Student Liaison Award
Individual, chapter, firm, or organization for encouraging the involvement of students form the various curricula of construction technology in the activity of the Institute.
Great Lakes Region CSI Honors & Awards Forms 701 & 702
REGION (Continued)

Professional Accomplishment Awards

Region Craftsmanship Award
Outstanding craftsmanship on a project within the region
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Publication Awards

Continuing Publication Commendation
Outstanding continuous paper publication of interest or related to CSI
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Special Publication Commendation
Outstanding non-continuing paper publication of interest or related to CSI
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Electronic Media Award
Outstanding media publication
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Recognitions

Membership Award – Chapter Cup
This award is presented to chapters that achieve the greatest percentage of increase in home members, between July 1 and June 30 of the current CSI fiscal year.
Judged per chapter size
1 – 101 or more members
2 – 0 – 100 members

Great Lakes Region Conference – Chapter with Most Attendees
This award is presented each attendee of a chapter at the annual Great Lakes Region Conference which has the greatest number of total attendees at the conference.

Great Lakes Region Conference – Chapter that Traveled the Greatest Total Miles
This award is presented each attendee of a chapter at the annual Great Lakes Region Conference which has traveled the total farthest distance to the conference.

Great Lakes Region Conference – Chapter that Traveled the Furthest
This award is presented each attendee of a chapter at the annual Great Lakes Region Conference which has traveled the individual farthest distance to the conference.
CHAPTER

Service Recognition

Chapter Service Award
Outgoing board members, officers, and committee chairs

President’s Certificate
At the President’s discretion

Service Awards

Chapter Certificate of Appreciation
Significant Service to the Chapter
Form 801 & 802

Organizational Certificate of Appreciation
Organization or firm with distinguished service to the chapter
Form 801 & 802

Chapter Commendation
Outstanding service to the chapter
Form 801 & 802

Chapter Continuous Service
5 or more years of continuous service to the chapter
Form 801 & 802

Chapter Distinguished Service Award
Distinguished service to the chapter
Form 801 & 802

Professional Accomplishment Awards

Chapter Craftsmanship Award
Outstanding craftsmanship on a local project
Form 801 & 802

Publication Awards

Chapter Publication Award
Individual who has submitted at least 4 articles for publishing in the newsletter or on the website
Form 801 & 802
REGION AWARDS COMMITTEE

General

The Region Awards Committee is composed of no fewer than three members of the Region. The chairperson is appointed by the Region President. The committee shall consist of (as of July 1 of each calendar year):

- Region President
- Region President-Elect
- Region Immediate Past-President
- Awards Committee Chair
- Awards Committee Immediate Past Chair

Duties and Responsibilities – Administrative

INSTITUTE

1. Act as a liaison with the Institute Awards Committee, providing information to the committee and dissemination information about the Institute’s awards programs with the Region.

2. Submit reports to the Chairman of the Institute Awards Committee:

   a. One report should be received no later than February 1.

   b. The second report should be received no later than eight weeks prior to the annual convention.

   c. The reports should generally describe the status of the region and chapter awards programs and should list the region and chapter awards given during the period, noting the names of the recipients.

REGION

1. Develop details criteria, plus nomination, and judging procedures, for each region award.

2. Review, revise, and publish changes to this awards guide.
3. Conduct the ‘Awards Workshop’ at the annual Region Conference.

4. Determine and submit to Region Treasurer for the annual budget, the cost of awards.

CHAPTER

1. Serve as a resource person for the Region’s Chapter Awards Chairs.

Duties and Responsibilities – Awards Based

INSTITUTE

1. Publicize the Institute’s Awards Programs to create better understanding and to promote greater participation.

REGION

1. Organize, implement, and administer the Region’s awards program according to this Awards Guide.

2. Publicize the Region’s Awards Programs to create better understanding and to promote greater participation.

3. Receive and coordinate nomination paperwork for the Region nominations.

4. Review nominations for Region Awards and make selections.

5. Prepare the appropriate Award Certificate, Engraved Acrylic, or Medallion for presentation.

6. Assist the Region President, Region President-elect, and Region Immediate Past President in the presentation of awards at the annual Region awards banquet.

7. Submit award costs to the Region Treasurer for payment.

CHAPTER

1. Notify Chapter Awards Chairs about successful selections and nominations not accepted
REGION AWARDS PROGRAM

General

1. Be aware of deadlines for submission of all awards at all levels. For the Region, usually it will be eight to ten weeks prior to the annual Region Conference.

2. Award nominations must be submitted to the Region Award Chair.

3. Make sure you use the proper forms. Do not omit any forms.

4. Quality of endorsements (when required) is more important than quantity.

5. Secure the packet together using non-permanent clips (i.e., no staples or GBC binding).

6. Attach nomination forms to the packet.

7. When sending newsletters, make sure that they are not stapled closed.

8. Personal knowledge by any of the committee members will not be considered when judging nominations.

9. The awards nomination submitted needs to be as comprehensive and complete as possible because the nominated person or organization and the reason for the nomination may not be known to all members of the Region Awards Committee. Consequently, the nomination submitted serves as the basis of information regarding the nominee and his or her achievements.

10. The Awards Committee reviews the submitted applications and determines what awards are to be given.

11. If there are no nominations for a specific award or the committee does not feel that any of the received nominations are deserving of an award, the committee may choose not to give an award for that year.

12. When the candidate or team has been approved for an award, prepare an acrylic, certificate, or medal award depending on the award using the recommended criteria and templates contained in this Honor and Awards Guide.

13. All awards will be distributed at the annual Region Awards Banquet held at the annual Region Conference.
REGION AWARDS PROGRAM (Continued)

Nomination

1. Forms: Nominations must be made in writing in the style of the Great Lakes Region of the CSI Honors and Awards Forms listed in the specific award criteria, and must be submitted in the manner specified.

2. Compliance: Nominations shall be complete and establish compliance with the criteria for each award, should present reasons why the nominee deserves consideration for the award, and must contain supporting documentation to clearly establish the nominee’s qualifications for the award.

3. Qualified Nominators: Nominations shall be made by any chapter within the region, or not fewer than three region members in good standing.

4. Neither facsimile transmissions nor electronic submissions are acceptable.

Procedures for Nomination for Region Awards

1. Requisite Great Lakes Region of the CSI Honors and Awards Forms are listed in the specific award criteria. Forms are included in this Honors and Awards Guide.

2. One original copy of each nomination is required. Electronic submissions on CD or DVD are accepted where applicable. Refer to specific award criteria.

3. The deadline for Region Awards is determined by the Region Awards Chair.

Endorsements

1. Requirements for endorsements are described in the specific awards category.

2. Endorsements may be made by any party, except members of the Region Awards Committee. Letters should include endorsement from clients, professional associates, and peers.

3. 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.
4. Letters of endorsement may be sent directly to Region Awards Chair, or may be included in the nomination package. Letters of endorsement sent directly to the Region Awards Chair will be considered privileged communication.

5. Letters of endorsement shall be signed by the author.

**REGION AWARDS PROGRAM** (Continued)

**Endorsements** (Continued)

6. Facsimile transmissions are not acceptable.

**Exhibits**

1. Specific awards require exhibits, samples and/or photographs. Such required items shall be included in the nomination package.

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

**Re-submissions**

1. Nominees who are not selected to receive an award in any given year may be re-nominated in subsequent years. Exception: If an award category criterion requires activity within a specific year, nomination for activity within that year will not be reconsidered in subsequent years.

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.

**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 Region. Such premature publicity may embarrass both the nominee and the nominator.

2. Names of nominees not selected to receive an award will not be publicized.

REGION AWARDS PROGRAM (Continued)

Notification of Award

1. The Region Awards Chair will notify award recipients that they will be receiving an award, but may choose to keep the nature of the award secret until the annual Region Conference. All Region award recipients will be announced at the annual Region Conference.
REGION AWARD CATEGORIES
REGION AWARD CATEGORIES

SERVICE RECOGNITION

These awards are presented to an individual who is rendered significant and notable service to the Region in the advancement of the objective of the Region or Institute, or in administration of the Region. For awards presented by the Region President, the Region President may nominate members who meet the criteria, even though they are not Region Board Members or Committee Chairs.

Region President Service Award

This award is presented to outgoing Region Presidents at the end of their term of service to the region.

1. Award Criteria:
   a. One award is presented to the outgoing Region President.
2. Nomination: There is no nomination process and there are no nomination requirements.
3. Award:
   a. Method of Recognition: Engraved acrylic or plaque at the Awards Committee Chair’s discretion
   b. Venue of Presentation: Annual Region Conference.

Region President’s Award

This award is presented by the Region President at his or her discretion.

1. Award Criteria:
   a. Not more than four such awards may be made by in any year.
2. Nomination: There is no nomination process and there are no nomination requirements.
3. Award:
   a. Method of Recognition: Engraved acrylic or plaque at the President’s discretion.
   b. Venue of Presentation: Annual Region Conference.

Region Service Award

This award is presented to outgoing Region Board Members, including Chapter Presidents, and Region Committee Chairs.
1. **Award Criteria:**
   a. One award is presented to each outgoing Region Board Member, including Chapter Presidents, and each Region Committee Chair.

**REGION AWARD CATEGORIES** (Continued)

**SERVICE RECOGNITION** (Continued)

**Region Service Award** (Continued)

2. **Nomination:** There is no nomination process and there are no nomination requirements.
3. **Award:**
   a. **Method of Recognition:** Certificate and Appreciation Gift
   b. **Venue of Presentation:** Annual Region Conference.

**Honorary Member of the Region**

This award is presented to an outstanding individual who is either a CSI member who is not a member of the Region or a person who is not a CSI member but is living or working within the Region.

1. **Award Criteria:**
   a. No more than one such award may be given in any year.
2. **Nomination:** Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702. The Awards Committee may also make a nomination.
3. **Award:**
   a. **Method of Recognition:** Certificate and Appreciation Gift
   b. **Venue of Presentation:** Annual Region Conference.
REGION AWARD CATEGORIES (Continued)

SERVICE AWARDS

Bud Reed Memorial Award

This award was created to honor one of the Indianapolis chapter members who was an outspoken advocate of CSI, especially at the Region and Chapter level. Bud saw the importance of the Region in developing leaders within the chapter and the value of chapters sharing their formulas of success with each other. Bud was a Great Lakes Region Director from 1984 – 1987. Upon his death in September of 1998, the Region renamed the Great Lakes Director’s Award in his honor.

1. Award Criteria:
   a. Nominee must be a member of the region.
   b. No more than one such award may be given in any year.
   c. Will be judged in cooperation with a special review committee from the Indianapolis Chapter

2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. Nomination shall include minimum of two letters of endorsement.

3. Award:
   b. Venue of Presentation: Annual Region Conference.

Past Recipients

Tom Young
1989 Donald Amt
1990 Roger Nourse
1996 Richard Edwards
1998 Edith Washington
2005 Lane Beougher
2007 Steve Cain
2008 David Proudfit
2009 Glen Baines
2012 Kathy Bultman
2013 Blake Wagner
2014 Thad Goodman
REGION AWARD CATEGORIES (Continued)

SERVICE AWARDS (Continued)

Region Organizational Certificate of Appreciation

This award is presented to a firm or organization for distinguished accomplishments which promote the objectives of the Institute or has rendered significant service to the Region in the advancement of its objectives or in its administration. Firms which sponsor product shows, professional organizations that present education seminars and trade association that provide technical assistance are all possible candidates.

1. Award Criteria:
   a. No more than two such awards may be given in any year.
2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. Nomination shall include minimum of two letters of endorsement.
   c. One original of the completed nomination is required.
3. Award:
   b. Venue of Presentation: Annual Region Conference.

Region Commendation

This award is presented to an individual, chapter, firm, or organization for a singular outstanding accomplishment which promoted the objectives of the Institute or rendered outstanding service to the Region. The key to this award is the singular outstanding accomplishment. One time events, activities, and accomplishments should be nominated here.

1. Award Criteria:
   a. Nominee shall be a member of the region. In the case of a team or committee, a majority number of members of the team or committee shall be region members.
   b. No more than one such award may be given in any year.
2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. One original of the completed nomination is required.
3. Award:
   a. Method of Recognition: Engraved acrylic or framed certificate.
b. Venue of Presentation: Annual Region Conference.
REGION AWARD CATEGORIES (Continued)

SERVICE AWARDS (Continued)

Region Continuous Service Award

This award is presented to an individual who has rendered continuous outstanding service for at least 5 years to the Region in the advancement of its objectives or in its administration.

1. Award Criteria:
   a. No more than two such awards may be given in any year.
   b. Past recipients are not eligible for the award again until another 5 years have passed.

2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. One original of the completed nomination is required.

3. Award:
   b. Venue of Presentation: Annual Region Conference.

Region Cooperation Award

This award is presented to a trade association, trade union, contractor association, or professional association for exceptional liaison work with the Region. This is not a duplication of the Organizational Certificate of Appreciation. This award is for cooperation with CSI. It should involve some sort of joint sponsorship of an event, publication, or distribution of technical information.

1. Award Criteria:
   a. No more than two such awards may be given in any year.
   b. Recipient need not be a CSI member.

2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. One original of the completed nomination is required.

3. Award:
   b. Venue of Presentation: Annual Region Conference.
REGION AWARD CATEGORIES (Continued)

SERVICE AWARDS (Continued)

Region Technical Commendation

This award is presented to an individual, chapter, firm, or organization that has made a significant contribution to the technical program of the Region, or prepared notable technical documents.

1. Award Criteria:
   a. No more than two such awards may be given in any year.

2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. One original of the completed nomination is required.

3. Award:
   b. Venue of Presentation: Annual Region Conference.

Region Education Commendation

This award is presented to an individual, chapter, firm, or organization that has made a significant contribution to the field of education in areas related to the purposes of the Institute or a significant contribution to the education program of the Region.

1. Award Criteria:
   a. No more than two such awards may be given in any year.

2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. One original of the completed nomination is required.

3. Award:
   b. Venue of Presentation: Annual Region Conference.
REGION AWARD CATEGORIES (Continued)

SERVICE AWARDS (Continued)

Region Student Liaison Award

This award is presented to an individual, chapter, firm, or organization for encouraging the involvement of students from the various curricula of construction technology in the activity of the Institute.

1. Award Criteria:
   a. No more than two such awards may be given in any year.

2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. One original of the completed nomination is required.

3. Award:
   b. Venue of Presentation: Annual Region Conference.
REGION AWARD CATEGORIES (Continued)

PROFESSIONAL ACCOMPLISHMENT AWARDS

Region Craftsmanship Award

This award is presented to an individual, team, firm, or organization for superior craftsmanship with the purpose of recognizing and promoting such outstanding craftsmanship in the construction industry within the Region in the person’s trade profession. Many organizations in the Region recognize outstanding design, but very few emphasize craftsmanship.

1. Award Criteria:
   a. Work presented for consideration must have been completed within the 12 months preceding the nomination deadline.
   b. No more than one such award may be given in any year.

2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. Nomination shall include at least four different color photos clearly showing different aspects of the work. Photos shall be a minimum size of 4” x 6.”
   c. Nomination shall include minimum of two letters of endorsement.
   d. One original of the completed nomination is required.

3. Award:
   a. Method of Recognition: Engraved acrylic or framed certificate.
   b. Venue of Presentation: Annual Region Conference.
REGION AWARD CATEGORIES (Continued)

PUBLICATION AWARDS

Continuing Publication Commendation

This commendation is presented to an individual, team, firm, organization, or Chapter for an outstanding continuing publication (newsletter) of interest to or related to CSI. This publication commendation is to recognize the talent and creativity of newsletter editors in our Region.

1. Award Criteria:
   a. To be considered continuing, such publication must be issued not less than four times per year.
   b. Documents submitted for consideration must have been published within 12 months preceding the nomination deadline.
   c. Nominee shall be a member of the region. In the case of a team, firm, or organization, a majority number of members of the team, firm, or organization shall be region members.
   d. No more than two such awards may be given in any year.

2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. Nomination shall include three (no more, no less) different issues of the nominated publication.
   c. One original of the completed nomination is required. Electronic submissions on CD or DVD are acceptable.

3. Award:
   b. Venue of Presentation: Annual Region Conference.

4. Evaluation:
   a. Continuing publications will be evaluated on the following basis, with a potential score of 100:

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Technical Content</td>
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<tr>
<td>Chapter Information</td>
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<tr>
<td>Institute Information</td>
<td>20</td>
</tr>
<tr>
<td>Editorial</td>
<td>10</td>
</tr>
<tr>
<td>Format</td>
<td>10</td>
</tr>
<tr>
<td>Creativity</td>
<td>10</td>
</tr>
</tbody>
</table>
REGION AWARD CATEGORIES (Continued)

PUBLICATION AWARDS (Continued)

Special Publication Commendation

This commendation is awarded for rosters, guide books, calendars, and publications other than newsletter. It is also awarded for regional trade publications and articles published by Region CSI member in national magazines.

1. Award Criteria:
   a. This award is presented to an individual, team, firm, organization, or chapter to recognize an outstanding paper copy non-continuing publication that is of interest to or related to CSI.
   b. Special publications are those that are published less often than four times per year.
   c. Document submitted for consideration must have been published within twelve months preceding the nomination deadline.
   d. Special publications include but are not limited to: chapter directories, chapter rosters, guides, calendars, and technical documents.
   e. Nominee must be a member of the region. In the case of a team, firm, or organization, a majority number of members of the team, firm, or organization shall be region members.
   f. No more than two such awards may be given in any year.

2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. Nomination shall include the nominated publication, as it was issued for publication.
   c. One original of the completed nomination is required. Electronic submissions on CD or DVD are acceptable.

3. Award:
   b. Venue of Presentation: Annual Region Conference.
REGION AWARD CATEGORIES (Continued)

PUBLICATION AWARDS (Continued)

Electronic Media Award

This award is presented to an individual or Chapter to recognize an outstanding electronic media publication. An electronic media publication is one that is created and distributed entirely in electronic format and takes advantage of electronic technology in its making. Electronic media publications include but are not limited to: Websites, electronic newsletters, and technical documents.

1. Award Criteria:
   a. No more than two such awards may be given in any year.

2. Nomination:
   a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
   b. Nomination shall include minimum of two letters of endorsement.
   c. One original of the completed nomination is required. Electronic submissions on CD or DVD are acceptable.

3. Award:
   b. Venue of Presentation: Annual Region Conference.
REGION AWARD CATEGORIES (Continued)

REGION RECOGNITIONS

Membership Award – Chapter Cup

This award is presented to Chapters that achieve the greatest percentage of increase in home members, between July 1 and June 30 of the current CSI fiscal year. There are two awards: one for Chapters with one hundred or less members; the other for Chapters with more than one hundred members. Each is a traveling trophy passed from the winning chapters each year.

1. Award Criteria:
   a. No more than two such awards may be given in any year.
2. Nomination:
   a. There is no nomination process and there are no nomination requirements.
3. Award:
   a. Method of Recognition: Chapter Cup Trophy
   b. Venue of Presentation: Annual Region Conference.

Great Lakes Region Conference – Chapter with Most Attendees

This award is presented each attendee of a Chapter at the annual Great Lakes Region Conference which has the greatest number of total attendees at the conference.

1. Award Criteria:
   a. Chapter must have the greatest number of total attendees at the Great Lakes Region Conference.
2. Nomination:
   a. There is no nomination process and there are no nomination requirements.
3. Award:
   a. Method of Recognition: Varies each year
   b. Venue of Presentation: Annual Region Conference.
REGION AWARD CATEGORIES (Continued)

REGION RECOGNITIONS (Continued)

Great Lakes Region Conference – Chapter that Traveled the Greatest Total Miles

This award is presented each attendee of a Chapter at the annual Great Lakes Region Conference which has traveled the total farthest distance to the conference.

1. Award Criteria:
   a. Distance will be calculated by the Awards Chair for each Chapter and multiplied by the number of attendees per chapter.
2. Nomination:
   a. There is no nomination process and there are no nomination requirements.
3. Award:
   a. Method of Recognition: Varies each year
   b. Venue of Presentation: Annual Region Conference.

Great Lakes Region Conference – Chapter with the Greatest Percentage of Members in Attendance

This award is presented each attendee of a Chapter at the annual Great Lakes Region Conference in which the Chapter had the greatest percentage of its members in attendance at the conference.

1. Award Criteria:
   a. Distance will be calculated by the Awards Chair.
2. Nomination:
   a. There is no nomination process and there are no nomination requirements.
3. Award:
   a. Method of Recognition: Varies each year
   b. Venue of Presentation: Annual Region Conference.
NOMINATION FOR REGION AWARD – FORM 701

DATE: ____________________

Chairman, Region Awards Committee
[Enter Address]

Instructions:
Complete one of the nomination choices listed below. Nomination for any region award requires only one of the following options: nomination by chapter within the region; or nomination by three individual members of the region.

NOMINATION BY CHAPTER

The _______________ Chapter, at its meeting held on ________________, 20__, nominated _______________ for the _______________ Award of the region. We certify the resolution as follows:

“Whereas, this chapter believes _______________________________________________________
_________________________________________________________; therefore be it resolved that we do hereby nominate our candidate listed above for the award, and the president and secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to the region and to do all things proper to forward said nomination.”

Chapter President ____________________   Chapter Secretary ____________________
(Signature)                               (Signature)

NOMINATION BY THREE INDIVIDUAL MEMBERS

We hereby nominate ______________ for the ______________ Award of the region.

<table>
<thead>
<tr>
<th>Signatures*</th>
<th>Member Name and Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ___________</td>
<td>______________________</td>
</tr>
<tr>
<td>2. ___________</td>
<td>______________________</td>
</tr>
<tr>
<td>3. ___________</td>
<td>______________________</td>
</tr>
</tbody>
</table>
* Signatures of at least three voting members are required. All three members may sign the same form, or each member may sign a separate form. If separate forms are used, the names of all nominations must appear on one cover sheet.
The Construction Specifications Institute
The Great Lakes Region

NOMINATION FOR REGION AWARD – FORM 702

Statistical and Supporting Information

Instructions:
Provide information listed on this form. If not applicable, indicate such. Attach additional pages as necessary. Sequence information as follows:

1. Nominee’s full name

2. Nominee’s address

3. Basis for nomination. This nomination is made for the following reasons (be specific and brief)

4. Honors, awards, and other attainments of the nominee

5. Exhibits and delineation of achievements or service on which the nomination is based (Attach supporting documentation if necessary to support the nomination and letters of endorsement)

6. Certificate text – Should the nominee be selected for this award (expect for publication and electronic media commendations), the following is the nominator’s recommended narration to be imprinted upon the certificate of awards:
The Construction Specifications Institute  
The Great Lakes Region

CONTINUING PUBLICATION EVALUATION

Point Score Sheet

This form is provided for reference only. Judging of continuing publications will use this form and is based on scores assigned by the Awards Committee as they evaluate each entry. Each committee member assigns its own rank (points possible) for the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Possible</th>
<th>Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical articles by chapter members</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Reprints of timely and pertinent articles from other newsletters or sources</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>Chapter Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Report of previous meeting, board decisions, program speaker(s), attendance, etc.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Report of technical and education committee activities, meetings, etc.</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td><strong>Institute Information</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institute board decisions, elections, educational opportunities, convention, etc.</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Regional information</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td><strong>Editorial</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Newsy, particular with the audience clearly in mind</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Concise and supportive of members</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Format</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masthead/color and general appearance</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Arrangement, columns, margins, photos, advertisements</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td><strong>Creativity</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
AWARD TEMPLATES
AWARD TEMPLATES

Certificates (Template ‘A’)

- Service Recognition
  - Region Service Award
  - Board Members
  - Chapter Presidents
  - Committee Chairs
- Honorary Member
- Continuous Service – 5 Years
- Bud Reed Memorial Award
- Continuous Publication Commendation
- Special Publication Commendation
- Electronic Media Award

Engraved Acrylic (Template ‘B’)

- Region President Service Award
- Region Continuing Service Award – 10 or more years
- Region Organizational Certificate of Appreciation
- Region Commendation
- Region Cooperation Award
- Region Technical Commendation
- Region Education Commendation
- Region Student Liaison Award
- Region Craftsmanship

Medallion (Template ‘C’)

- Bud Reed Memorial Award

Notes

- Certificates are printed on Certificate Bond that has pre-printed border (usually gold). Certificates are inserted in diploma holders unless placed in a frame. The maximum size of the Certificate cannot exceed 8.625 inch wide by 6.125 inch tall to fit in pre-printed border. All Certificates are 8.5 inch by 11 inch.
- Engraved Acrylic Presentations are a similar format to the Certificate. The black shown on the Template is the engraved portion. There are no borders on the Engraved Acrylic Presentations. The Acrylic is curved and measures 10 inches wide and 6 inches tall net.
- The Bud Reed Memorial Medallion measures 2.5 inch in diameter and is hung with a Dark Maroon Ribbon. Both sides are engraved. Photographs show an actual award medallion.
Certificate (Template ‘A’)
Certificate of Commendation

Presented to

Jack P. Morgan, CSI, CCS, CCCA, AIA

For your efforts in providing members opportunities of running for region offices of the Great Lakes Region of CSI during FY 15 as Nominating Chair you are presented this Region Certificate of Commendation on this 8th day of May 2015.

Viviane Ramirez Bruns, CSI, CCS, CCCA
Region President, FY15
For your efforts in rendering continuous outstanding service to the Great Lakes Region of CSI as Director, Vice President, President, Immediate Past President, member and chair of numerous Region Committees including two years' service as Region Technical Chair, and presenter of various topics at multiple Great Lakes Region Conferences and throughout the region, from July 2002 through June 2014, you are presented this Continuous Service Award on this 1st day of August 2014.

Jack P. Morgan, CSI, CCS, CCMA, AIA
Region President F114

Thad Goodman, CSI
Great Lakes Region Director
H-CONSTRUCTION
SPECIFICATION INSTITUTE
GREAT LAKES REGION
HAROLD "BUD" REED
MEMORIAL
AWARD

For outstanding
and dedicated service
to Chapter,
Region and Institute.
"God Love You"
-Bud Reed.
PAST REGION AWARD RECIPIENTS
Past Region Award Recipients

2015

- Region President’s Award –
  - Dan McCloskey
  - Bob Schrock
  - Glen Baines
- Continuous Service – 5 Years - Jack Morgan
- Electronic Media Award – Columbus Chapter – Newsletter
- Special Publication Commendation – James Hojnacki
- Special Chapter Recognitions
  - Louisville – 50th Anniversary

2014

- Distinguished Service to CSI – Lane Beougher
- Presidents Award – Indianapolis Organization Committee - GLR Conference
  - Glen Baines
- Academic Programs Commendation Award – Thad Goodman
- Special Publication – Indianapolis Chapter Membership Card
  - David Young
- Chapter Cups
  - Small Chapter (100 or less) – Cleveland
  - Large Chapter ( 101 +) – Cincinnati

2013

- Education Commendation – Edmund Brown
- Electronic Media Award
  - Indianapolis Chapter - Video
    - Tom Frank
    - Ariel Su
- Indianapolis Chapter – Winners Circle Newsletter
  - Dan McCloskey
- Grand Rapids Chapter – Rapid River Ramblings Newsletter
  - Ed Avink
  - Gary Beimers
  - Dale Cammenga
  - Pete DeJohnge
  - Henry Hondorp
• Indianapolis Chapter - Social Media
  • Blake Wagner

Past Region Award Recipients (Continued)

2012

• Special Publication Award – Jim McDonald
• Communications Award – Rapid Rivers Ramblings Newsletter
  Grand Rapids Chapter

2011

• Special Chapter Recognitions
  • Indianapolis – 50th Anniversary

2010

• President’s Awards
  • Jim McDonald – Chair Columbus Chapter GLR Conference Committee
  • Ralph Pittman – Photographer – CONSTRUCT 2009
  • Mike Maxwell – Chair GLR Electronics Committee
  • Jeff Clark – President Louisville Chapter – Largest membership percentage increase

• Continuing Publication Commendation
  • Winners Circle Newsletter (Indianapolis)
    • Dan McCloskey - Editor
  • Rapid River Ramblings Newsletter Team (Grand Rapids)
    • Ed Avink
    • Gary Beimers
    • Dale Cammenga
    • Jim Hojnacki
    • Dawn McDonald
    • Brian Moynihan
    • Larry Olsen
    • David Trudell

• Special Publication Commendation
  • Trade Show Flyer – Indianapolis Chapter
    • Michael Brannan
  • Membership Roster – Indianapolis Chapter
    • Robin Leising
  • Electronic Media Award – Indianapolis Chapter
• Indianapolis Chapter Website
  • Mike Maxwell
  • Dan McCloskey

_Past Region Award Recipients_ (Continued)

2010 (Continued)

• Indianapolis Chapter Social Media
  • Blake Wagner

• Continuous Service Award
  • Ivette Ramirz Bruns – Indianapolis Chapter

• Region Student-Liaison Award
  • Bill White – Indianapolis Chapter

• Conference Attendance
  • Chapter with Most Attendees – Indianapolis
  • Chapter with Greatest Percentage of Members in Attendance – Akron Canton
  • Chapter Which Traveled the Most Miles – Grand Rapids

• Chapter Cups
  • Small Chapter (100 or less) – Cleveland
  • Large Chapter (101+) – Louisville

2009

• Director’s Awards
  • Jeff Clark
  • Peter Baker
  • Indianapolis Host Chapter Committee (for CONSTRUCT2009)

• Special Publication Commendation
  • Membership Roster Bookmark, the Indianapolis Chapter
    • Donald Amt
    • Robin Leising
  • CSI Construction and Design Professionals’ 2009 Expo Team (Grand Rapids)
    • Charlie Appleby
    • Josh Goldschemding
    • Larry Olson
    • Bill Smith
    • David Turner

• Continuing Publication Commendation – Rapid River Ramblings Newsletter Team (Grand Rapids)
  • Ed Avink
  • Dale Cammenga
  • Jim Hojnacki
Past Region Award Recipients (Continued)

2009 (Continued)

- David Trudell
  - Electronic Media Award – Metropolitan Detroit Chapter
  - Conference Attendance
    - Chapter with Most Attendees – not available at time of printing
    - Chapter with Greatest Percentage of Members in Attendance - not available at time of printing
    - Chapter Which Traveled the Most Miles – not available at time of printing
  - Chapter Cups
    - Small Chapter (100 or less) – Louisville
    - Large Chapter (101+) – Columbus

2008

- Director’s Awards
  - Scott Noel
  - Robert Grabhorn
- Honorary Member of the Region – Gary Betts
- Region Cooperation Award – NAWIC Region 4
- Technical Commendation
  - Paul Sternberg
  - David Wyatt
- Special Publication Commendation
  - The fACTs – Special Edition, the Akron-Canton Chapter
  - Chapter Membership Bookmark, the Indianapolis Chapter
- Continuing Publication Commendation – Rapid River Ramblings Newsletter Team (Grand Rapids)
  - Ed Avink
  - Gary Biemers
  - Dale Cammenga
  - Jim Hojnacki
  - Larry Olsen
  - Bill Smith
  - Joe Taber
  - David Trudell
• Region Commendation – CSI Construction and Design Professionals’ 2008 Expo Team (Grand Rapids)
  • Charlie Appleby
  • Josh Goldschemding
  • Jim McDonald
  • Larry Olson

Past Region Award Recipients (Continued)

2008 (Continued)

• Bill Smith
• Brian Stephens
• David Turner

• Electronic Media Award – Akron-Canton Chapter

• Conference Attendance
  • Chapter with Most Attendees – Indianapolis
  • Chapter with Greatest Percentage of Members in Attendance - Cincinnati
  • Chapter Which Traveled the Most Miles – Indianapolis

• Chapter Cups
  • Small Chapter (100 or less) – Bluegrass
  • Large Chapter (101 +) – none awarded

2007

• Director’s Awards
  • Gary Beimers
  • Roger Booker
  • Laura Parrott

• Education Commendation – Ivette Ramirez Bruns

• Commendation – 2007 Alliance Development Team (Grand Rapids)
  • Jim McDonald
  • Kathy McDonald
  • Bill Smith
  • Joe Taber

• Continuing Publication Commendation – Rapid River Ramblings Newsletter Team (Grand Rapids)
  • Ed Avink
  • Gary Biemers
  • Dale Cammenga
  • Jim Hojnacki
• Bill Smith
• Joe Taber
• David Trudell
• Special Publication Commendation – CSI Construction and Design Professionals’ 2007 Expo Team (Grand Rapids)
  • Charlie Appleby
  • Jim McDonald
  • Larry Olson

Past Region Award Recipients (Continued)

2007 (Continued)

• Bill Smith
• Brian Stephens
• Electronic Media Award – Akron-Canton Chapter
• Conference Attendance
  • Chapter with Most Attendees – not available at time of printing
  • Chapter with Greatest Percentage of Members in Attendance - not available at time of printing
  • Chapter Which Traveled the Most Miles – not available at time of printing
• Chapter Cups
  • Small Chapter (100 or less) – Fort Wayne
  • Large Chapter (101 +) – none awarded
• Special Chapter Recognitions
  • Cincinnati – 50th Anniversary
  • Columbus – 50th Anniversary
There was not a formal Great Lakes Region Honors and Awards before this point and awards are not consistent with the format of the Guide

Past Region Award Recipients (Continued)

2006
- Director’s Awards
  - John Fleck
  - Edith Washington
  - Tom Young
- Honorary Member Recognition
  - John Fleck
  - Joseph McGuire
  - George Van Neil
- Honorary Member of the Region - Ed Soenke
- Conference Attendance
  - Chapter with Most Attendees - Indianapolis
  - Chapter with the Greatest Percentage of Members in Attendance - Toledo
  - Chapter which Traveled the Most Total Miles – Grand Rapids
- Chapter Cups
  - Small Chapter (100 or less) – Akron-Canton
  - Large Chapter ( 101 +) – none awarded
- Special Chapter Recognitions
  - Metro-Detroit – 50th Anniversary
  - Cleveland – 50th Anniversary
- Outgoing Region President – Randy Reifsnider

2005
- Chapter Cups
  - Small Chapter (100 or less) – Akron-Canton
  - Large Chapter ( 101 +) – Columbus
- Outstanding Newsletter Editor – Mike Brannen
- Outstanding Chapter President – Phil Steinberg
- Outstanding Email Communication Skills – Brandilyn Fry
- CPR Award for Revival of the Bluegrass Chapter – Darlene Gardner
- Outgoing Region President – Laura Parrott
- Education of MasterFormat04 – Lane Beougher and Joel Altland
- Conference Chairs
  - George Merges (Mid-Atlantic Region)
  - Sandra Huntley (Mid-Atlantic Region)
**Past Region Award Recipients** (Continued)

**2004**
- Great Lakes Region Conference Chairs
  - Dan Sarvis
  - Phil Steinberg
- Chapter Cups
  - Small Chapter (100 or less) – Akron-Canton
  - Large Chapter (101+) – Cincinnati
- Region Guest – Institute President, Gary Betts
- Outgoing Region President – David Proudfit

**2003**
- Special Awards
  - Mike Vannater
  - Tony Wolfe

**2001**
- Chapter Cups
  - Large Chapter (101+) – Indianapolis
- Publication Award (Roster) – Leah Gayheart (Indianapolis)
- Corporate and Chapter Websites - SpecSource

**1996**
- Education Commendation – Joe McGuire (Indianapolis)
- Publication Award (Roster) – Donald Amt (Indianapolis)
- Publication Award (Newsletter) – Donald Amt (Indianapolis)

**1994**
- Publication Award (Roster) – Donald Amt (Indianapolis)
- Publication Award (Newsletter) – Donald Amt (Indianapolis)

**1986**
- Publication Award (Newsletter) – Mike Ross (Indianapolis)