

2020

Honors & Awards Guide



*Building Knowledge
Improving Project Delivery*

Welcome to the 2020 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 2020 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

Jack Morgan, FCSI, CCS, CCCA (Chair)
Alan Itzkowitz, FCSI, CCS, CCCA
Erica Kennedy, CSI-EP, CDT
Cherise Lakeside, FCSI, CDT
Jeremy Olsen, CSI, CCS, CCCA

Jury of Fellows

John Lape, FCSI, FCSC, AIA (Chair)
Lauren Anderson, CSI, CDT
Eric Camin, CSI
Anne Roeper, FCSI, CCPR, CDT
Eugene Willis, CSI-S, CDT
Sheldon Wolfe, FCSI, Distinguished Member,
CCS, CCCA

Table of Contents

Submission Information	4
I. INSTITUTE HONORS & AWARDS PROGRAM – OVERVIEW	6
A. Categories	6
B. Judging	6
C. Notification of Award Status	6
D. Premature Publicity	6
E. Venue of Presentation	6
F. Resubmission Requirements	6
G. Consent to Use	7
II. INSTITUTE AWARDS	7
A. Definition	7
B. Nomination Matrix	7
C. Institute Award Categories	9
1. Distinguished Service Award	9
2. Robert P. Brosseau Award for the Advancement of CSI	9
3. Andrew J. Drozda Mentorship Award	10
4. J. Norman Hunter Award for Innovative Allied Organization Cooperation	10
5. Hans William Meier Award for Innovation of Certification Programs	11
6. Ben John Small Technical Writing Award	11
7. Communications Award	12
8. Communicator of the Year	13
9. The Construction Specifier Article of the Year Award	14
10. Innovation in Construction Award	14
11. Environmental Stewardship Award	15
12. Organizational Certificate of Appreciation	15
13. Outstanding Chapter Commendation	15
14. Chapter Cup	16
15. Outstanding Contribution Award	16
16. Technical Document Award	17
III. INSTITUTE RECOGNITION	17
A. Definition	17
B. Nomination Matrix	17
C. Institute Recognition Categories	18

1.	Board Chair’s Medal	18
2.	Former Board Chair’s Medal.....	18
3.	Lifetime Member Plaque	18
4.	Board Chair’s Plaque.....	18
5.	Special Award	18
6.	Certificate of Merit and Appreciation – Board Members	18
7.	Certificate of Merit and Appreciation – Chapter and Region Presidents.....	18
8.	Chapter 50 th Anniversary Plaque	19
IV.	INSTITUTE HONORS.....	19
	Submission Information.....	19
A.	Distinguished and Honorary Membership	21
1.	Definition.....	21
2.	Award Criteria – Distinguished Membership.....	21
3.	Award Criteria – Honorary Membership	21
4.	Initial Technical Review.....	22
5.	Notification of Award Status	22
6.	Premature Publicity	22
7.	Venue of Presentation.....	22
8.	Resubmission Requirements.....	22
B.	Fellowship	23
1.	Definition	23
2.	Fellowship Criteria	23
3.	Submission Requirements	23
4.	General Information	24
5.	Endorsement Letters	25
6.	Signatures	25
7.	Photo	26
8.	Instructions for Electronic Submission of Dossiers and Endorsement Letters.....	26
9.	Instructions for hard copy submissions of Endorsement Letters ONLY	26
10.	Notification of Nomination Status.....	26
11.	Premature Publicity	26
12.	Resubmission of Fellowship Nominations	26
13.	Nomination Matrix	27

Submission Information

SUBMISSION DEADLINE FOR 2020 HONORS AND AWARDS:
THURSDAY, MAY 28, 2020 Midnight Eastern

SUBMISSION DEADLINE FOR 2020 OUTSTANDING CHAPTER COMMENDATION:
MONDAY, JULY 13, 2020 Midnight Eastern

CRITICAL INFORMATION FOR NOMINATIONS:

- A. Submissions shall only be submitted via the CSI website Honors and Awards webpage. Any submission made in any other fashion, including via fax or email, will be automatically disqualified from consideration.
- B. All submissions and letters of endorsement must be received at CSI by the deadline. Late submissions will not be considered.
- C. All nominations shall be made using the forms indicated on the Nomination Matrix. The forms are available on the Honors and Awards webpage.
- D. For convenience, signature requirements have been removed from all nomination forms. Any form or letter of endorsement that does require a signature must provide a “wet” signature, defined as:
 - 1. An original copy of the form, originally signed by the signer, or
 - 2. An electronic scan or photocopy of the original copy above, or
 - 3. An electronic rendering (ex. JPG, TIF) of the author’s original “wet” signature inserted at the signature line on the form.
 - 4. 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.
- E. The “fiscal year” is defined as July 1 through June 30 of the current year.

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF NOMINATIONS AND ENDORSEMENT LETTERS:

- A. Electronic submissions must be made via the CSI website Honors and Awards webpage by the stated deadline.
- B. Each honor or award submission must be made separately.
- C. To make an electronic honor or award submission:
 - 1. Go to <http://www.csiresources.org/honorsandawards>
 - 2. Click on the Submit a Nomination link
 - 3. Select whether you are submitting for an individual honor, award, or endorsement letter
 - 4. Fill in required fields
 - 5. Browse for your document and upload (this may take a few minutes depending on the size of your document)
 - 6. For issues uploading a document, please email awards@csinet.org
 - 7. 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:

- A. Submission of endorsement letters must be received at CSI’s office (address below) on the stated 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; endorsement letters must be received by stated deadline.
 - 1. Mailing address for a hard copy letter of endorsement:
 - CSI
 - Attn: CSI Honors & Awards Program
 - 123 North Pitt Street, Suite 450
 - 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 submissions will be disqualified.

PHOTO:

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

- 1. A recent color photograph suitable for publishing of the nominee/team. (high resolution JPEG, or TIFF file)
- 2. In the case of a firm, submit a corporate logo.
- 3. The photo requirement does not apply to the Outstanding Chapter Commendation Award submissions. Chapters should submit a logo instead.

EXHIBITS (I.E. GRAPHICS, PAPERS, ARTICLES, ETC.):

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.

- 1. Graphic and photographic exhibits shall be professional quality and may be published at the discretion of the Institute.
 - 2. Creator credits and authorization for publication shall be included with all exhibits.
- 3. 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:

- A. Endorsement may be made by any party, except for the following:
 - 1. Members of the Institute Awards Committee (for all Institute awards).
 - 2. Members of the Institute Board (for Distinguished or Honorary Membership)
- B. Some awards require specific qualifications for endorsers; please refer to the specific award criteria.
- C. Letters should include a well-rounded field of endorsers including, but not limited to clients, professional associates, and peers.
- D. 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.
- E. Submission of endorsement letters
 - 1. Distinguished/Honorary Membership endorsement letters can be included in the submission packet or submitted directly to the Institute.
 - 2. 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.
3. All letters must be submitted using the instructions above according to the submission requirements for the specific award.
- F. Letters are required to contain the author's "wet" signature. Unsigned letters will not be considered and will not be read. Letters of endorsement sent directly to the Institute office will be considered privileged communication.

I. HONORS & AWARDS PROGRAM – OVERVIEW

- A. Categories
1. Institute Honors: An Honor is a membership status bestowed as a result of extensive contributions which support the mission of the Institute or its administration, not for a specific accomplishment.
 2. Institute Awards: 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 the CSI website.
- B. Judging
1. Distinguished/Honorary Memberships are judged by members of the Institute Board of Directors.
 2. Institute Recognition awards are given; not judged.
 3. All other awards are judged by the Awards Committee.
 4. "Guest Judges" may be used at the discretion of the Awards Committee Chair.
- C. Notification of Award Status
1. Awards
 - a. The Awards Chair will notify winning individuals personally prior to public announcement 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 Awards Chair.
- 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, Board Chair's Certificates of Appreciation) are mailed to the Chapter/Region Secretary for presentation at the appropriate Chapter/Region event.
- F. Resubmission Requirements
- Nominees who are not selected to receive an award in a given year may resubmit provided they meet 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.

G. Consent to Use

Each year a handful of successful submissions are selected for display at The CSI Annual Convention and on the CSI website. 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 AWARDS

A. Definition

An Institute Award is recognition of talent, achievements, and contributions in one of the award categories. Nominations shall be made by:

1. An Institute Officer or Director;
2. A Chapter;
3. A Region;
4. An Institute Standing Committee; or
5. Five CSI Members in good standing, none of which is a nominee.

B. Award/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	CSI Member (except Students)	CSI Member for not less than 10 years	3	Engraved Plaque
Robert P. Brosseau Award for the Advancement of CSI	301	5 minimum	CSI Member	CSI 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	3	Certificate
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	3	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	CSI Member and Current CCS	3	Certificate

Communication Award	301	None	CSI Member, Chapter, Region or Group	Nominee shall be a CSI Member. In case of a group, at least one member of the nominated group shall be a CSI Member	Varies (refer to award criteria)	Certificate
Communicator of the Year	301	None	Individual	Nominee shall be a CSI Member	1	Certificate
The Construction Specifier Article of the Year Award	301	None	Individual or Group	None	1	Certificate
Innovation in Construction Award	301	5 minimum	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: A 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 or more of the following:
 - a) Providing distinguished service by providing exceptional leadership at the chapter, region, and/or Institute levels;
 - b) Being an exceptional innovator through establishment and implementation of programs, methods, or other ideas which further the presence of CSI in the local, region or national construction industry;
 - 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 is 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.

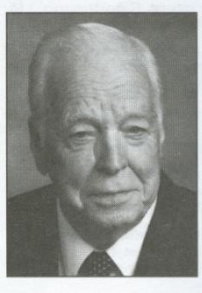
a. Award Criteria

- 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) Nomination 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 Awards

a. This award is presented to a Chapter, Region or Organization which has implemented a comprehensive communications program, inclusive of multiple types of communications programs. Each nomination package must meet the specific requirements. In order to show a comprehensive communication program, the nomination shall include at least two of the communications systems listed below

- 1) Continuing Publications: The goal of this award is to recognize new, upcoming, and impactful ongoing publications which contain innovative content that highlights cutting edge technology; helps individuals and businesses improve within the construction industry; or helps members or chapters improve their operations. Example of a continuing publication include, but is not limited to items such as newsletters, syndicated columns (either hard copy or electronic), etc. published a minimum of 4 times per award cycle are included in this category. Each continuing publication shall include the following requirements to be considered:
 - a) The publication shall utilize the CSI Logo within its pages and shall meet all requirements for display of the CSI Logo as defined by the Institute.
 - b) The publication shall contain more than standard content (such as President's Message, upcoming meeting flyer, chapter officer/committee chair information, etc.).
 - c) The nomination shall describe how this Continuing Publication impacts the mission of CSI, the Chapter or Region.
- 2) Electronic Communications which form the overall basis of an integrated communications program within a chapter, region or group. The following are considered part of this portion of the program:
 - a) Email
 - b) Facebook
 - c) LinkedIn
 - d) Blogs
 - e) Website
 - f) Contests
 - g) Webinars (YouTube or some other media)
 - h) e-Classes
 - i) The communications system shall properly use the CSI logo within its pages.
- 3) Special Publications are those publications (either hard copy or electronic) which are published one time, although they may be used for an annual event. They may be used for an event, to provide information, be a reference, or simply provide a means to further the

mission of CSI, the Chapter or Region. Items which can be considered under this communication system include, but are not limited to:

- a) Rosters
- b) Marketing Flyers
- c) Directories (meeting all Institute Member information release requirements)
- d) Technical Papers
- e) Posters
- f) Calendars
- g) Videos
- h) The special publication shall utilize the CSI Logo within its pages and shall meet all requirements for display of the CSI Logo as defined by the Institute.

b. Award Nomination Requirements:

- 1) The Award Nomination shall contain a narrative which not only spells out the parts and pieces used in the Communication System, but how this System as a whole is used to advance the Mission of CSI as well as the Chapter or Region.
- 2) The Narrative must also describe the impact that the communication system has on the Membership as well as any Non-Members.
- 3) Materials included shall be published within the preceding 12 months form the due date of the Nomination deadline.
- 4) All materials referenced must contain a specific publication or issue date plainly marked on the document.
- 5) Samples of all documents referenced will be included with the nomination. Screenshots from websites, YouTube videos, etc. shall be included.
- 6) Links or other references will not be used unless it is to supplement the attachments, should someone desire to see more than screenshots.
- 7) See nomination matrix, submission information page and submission forms for general requirements.
- 8) The number of Awards presented in each category will be determined by the Awards Committee.

8. Communicator of the Year Award

a. Award Criteria: This Award is presented to the individual who is shown to communicate at the Institute Level through the “Communities” system. The Award is presented to the individual who provides not only a high volume of interactions, but also provides content, which is thought provoking, informative, or instructional. Pure volume is not a key component of this award. This Award will not be nominated from the field but will be selected from a list of the top 10 contributors to the CSI Web Communities.

b. Award Requirements:

- 1) The Nominee shall be a member of CSI and subscribe to one or more of the Communities on the CSI Website.
- 2) The Nominee shall be a regular contributor to the Communities they subscribe to.
- 3) Contributions shall be more than simple responses to questions or comments. Contributions shall also include inciteful and informative responses to other contributor’s messages.
- 4) Additional consideration will be given to each new string initiated by the Nominee as well as the content of the string, including their own

- responses to other contributors input.
- 5) While the volume of information posted is considered, the content and impact that the string has on the Community is also considered.
- c. Award Grading:
- 1) The Awards Committee shall receive a report from the Institute concerning the top ten contributors to the various Communities. This report will provide the following:
 - a) Name of Contributor.
 - b) Number and Name of Communities they subscribe to.
 - c) Number of new strings they started during the award cycle.
 - d) Description of Subject Title for the string.
 - e) Number of other contributions they made.
 - f) Any other information that is relevant to the selection process.
 - 2) Based on this Report, the Awards Committee shall review and vote on which of the Contributors has provided the most information, substantive discussions, and/or the most inciteful responses to strings started by others.
 - 3) There shall only be one such award given in any award cycle and the award may not be given should there not be someone meeting the criteria above.
 - 4) The Award shall consist of a Certificate signed by the Institute Awards Committee Chair and the Institute Board Chair.
9. *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.
10. 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.

11. 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 publicly 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.

12. 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;
 - 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.

13. 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 may 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 13, 2020.**

14. 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 2020 awards cycle, the calculation will be based on membership growth between July 1, 2019 and June 30, 2020.)
- 4) See nomination matrix, submission information page and submission forms for general requirements.

15. 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.

16. 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.

III. INSTITUTE RECOGNITION

A. Definition

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 Chair - elect	CSI Chair- elect	1	Copper Medal w/Green Ribbon
Former Board Chair Medal	None	None	CSI Chair	CSI Chair	1	Bronze Medal w/White Ribbon
Lifetime Member Plaque	None	None	CSI Chair	CSI Chair	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	Outgoing 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

Award Criteria: 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:

This award is given to the outgoing Board Chair in recognition of service to the Institute.
 3. Lifetime Member Plaque
 - a. Award Criteria:

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 outgoing Institute Board members in recognition of their service to the Institute as members of the Board.
 - 2) One award is presented to each outgoing 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.

IV. INSTITUTE HONORS

Submission Information

CRITICAL INFORMATION FOR NOMINATIONS:

- A. Submissions shall only be submitted via the CSI website Fellowship webpage. Any submission made in any other fashion, including via fax or email, will be automatically disqualified from consideration.
- B. All submissions and letters of endorsement must be received at CSI by the deadline. Late submissions will not be considered.
- C. All nominations shall be made using the forms designated on the Nomination Matrix. The forms are available on the <http://www.csiresources.org/fellowship>.
- D. Signatures on submission forms and letters of endorsement are required and must be a "wet" signature, defined as:
 1. An original copy of the form, originally signed by the signer, or
 2. An electronic scan or photocopy of the original copy above, or
 3. An electronic rendering (ex. JPEG, TIFF) of the author's original "wet" signature inserted at the signature line on the form.
 4. 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.
- E. The "fiscal year" is defined as July 1 through June 30 of the current year.
- F. Fellowship dossier submissions may ONLY be accepted electronically; however, Fellowship letters of endorsement may be submitted electronically or in hard copy, following the instructions below.

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF NOMINATIONS AND ENDORSEMENT LETTERS:

- A. Electronic submissions must be made via the CSI website Fellowship webpage by the stated deadline.
- B. Each submission must be made separately.
- C. To make an electronic Fellowship submission:
 1. Go to <http://www.csiresources.org/fellowship>.
 2. Click on the Submit a Nomination link
 3. Select whether you are submitting for a fellowship or endorsement letter
 4. Fill in required fields
 5. Browse for your document and upload (this may take a few minutes depending on the size of your document)
 6. For issues uploading a document, please email awards@csinet.org
 7. 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:

- A. Submission of endorsement letters must be received at CSI's office (address below) on the stated 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; endorsement letters must be received by stated deadline.

Shipping address for hard copy letter of endorsement:

CSI Fellowship Program
123 North Pitt Street, Suite 450
Alexandria, VA 22314
(800) 689-2900

SUBMISSION REQUIREMENTS:

Nominations shall be complete, organized to comply with the criteria for Fellowship and include detailed narrative describing not only why the nomination deserves consideration for Fellowship, but also the impact 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 submissions 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. (High resolution JPG or TIFF file, at least 300 dpi).

EXHIBITS (i.e. GRAPHICS, PAPERS, ARTICLES, ETC.)

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.

1. Graphic and photographic exhibits shall be professional quality and may be published at the discretion of the Institute.
2. Creator credits and authorization for publication shall be included with all exhibits.
3. 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

- A. Endorsement may be made by any party, except members of the Jury of Fellows, the Board Chair, and the Board Chair-elect.
- B. Letters should include a well-rounded field of endorsers including, but not limited, to clients, professional associates, and peers.
- C. 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.
- D. Fellowship endorsement letters must be 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.
- E. Letters are required to contain the author's "wet" signature. Unsigned letters will not be considered and will not be read.
- F. Letters of endorsement sent directly to the Institute office will be considered privileged communication.

IV. INSTITUTE HONORS (continued)

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 – Distinguished Membership

CSI Bylaws state that the qualifications, requirements for nomination, and election for Distinguished Membership are individuals who have performed distinguished services to the construction industry in fields of activity related to the purposes of the Institute.

- a. Distinguished services shall be “over and above” that expected of a similar member performing those duties within the organization.
- b. The nominee’s entire body of work including this distinguished work shall be considered when reviewing the nomination.
- c. All nominations shall include not only a “resume” and publications listing but shall also show how the actions identified have brought about change, enhanced the construction industry or CSI.
- d. Nominations shall be submitted by a Chapter or not fewer than five members in good standing.
- e. Additional supporting data describing the nominee’s specific areas of service shall be attached to the nomination forms.
- f. Titles of books, magazine articles, and special publications should be listed. Submission of the actual publication is not necessary.
- g. Letters of endorsement shall be submitted as supporting documentation. They may be included with the nomination or sent directly to the Institute Secretary by the person preparing the endorsement. Letters sent directly to the Institute will be considered privileged communication.

CSI

Attn: Institute Secretary
123 North Pitt Street, Suite 450
Alexandria, VA 22314

- h. See nomination matrix, submission information page, and submission forms for general requirements.

3. Award Criteria – Honorary Membership

- a. CSI Bylaws state that the qualifications, requirements for nomination and election for Honorary Membership are individuals who have performed distinguished services to the construction industry in fields of activity related to the purposes of the Institute. Nominees are not members of CSI.
- b. Distinguished services shall be “over and above” that expected of an individual (non-member) performing those duties
- c. The nominee’s entire body of work shall be considered when reviewing the nomination.
- d. All nominations shall include not only a “resume” and publications listing, but shall also show, in narrative form, how the actions identified have brought about change, enhanced the construction industry or CSI.

- e. Nominations shall be submitted by a Chapter or not fewer than five members in good standing.
- f. Additional supporting data describing the nominee's specific areas of service shall be attached to the nomination forms.
- g. Titles of books, magazine articles, and special publications shall be listed. Submission of the actual publication is not necessary.
- h. Letters of endorsement shall be submitted as supporting documentation. They may be included with the nomination or sent directly to the Institute Secretary by the person preparing the endorsement. Letters sent directly to the Institute will be considered privileged communication.

CSI

Attn: Institute Secretary

123 North Pitt Street, Suite 450

Alexandria VA 22314

awards@csinet.org

<https://www.csiresources.org/institute/honorsandawards/awards>

- i. See nomination matrix, submission information page, and submission forms for general requirements.
4. Initial Technical Review
- a. Upon receipt, the Institute Awards Committee shall review each nomination package submitted to determine that all requirements are met. This review shall be a technical review only.
 - b. If all requirements are met, the nomination package shall be forwarded to the CSI Board of Directors for review, consideration, and decision as to award or not.
 - c. If the package does not meet the basic requirements, then it will be disqualified, and the nominator or nomination committee will be notified by letter by the Institute Secretary.
5. Notification of Award Status
- 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.
6. Premature Publicity
- 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.
7. Venue of Presentation
- The venue of presentation for these awards is the CSI Honors and Awards Program, in conjunction with CONSTRUCT.
8. Resubmission Requirements
- Nominees who are not selected to receive an award in a given year may resubmit provided they meet 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. Endorsement letters shall be new and not carried over from previous submissions.

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. Fellowship 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 honor, 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 be disqualified from consideration.
- g. Include all forms indicated on the Nomination Matrix – use of any of the previously issued forms, other than the current forms, will result in disqualification.
- h. All Fellowship nomination forms shall be completed using the application available on the CSI website. 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 in the Appendix of 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 shall 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. 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 shall 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. By requiring a limit of 10 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. If more than 10 letters of endorsement are sent, the Jury will only review the first 10 letters received.
6. Signatures
- 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. JPEG, TIFF) 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 (High resolution JPEG or TIFF file).
 - b. Submittals should have 4"x6", vertical format, head and shoulders view.
8. Instructions for Electronic Submission of Dossiers and Endorsement Letters
 - a. Electronic submission of a dossier must be made in a single PDF file.
 - b. Electronic submission 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 link for the award you are submitting for
 - 3) Log into your CSI profile
 - 4) Fill in the required fields
 - 5) Upload your completed application
 - 6) 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 at the CSI offices 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 as confirmation of receipt by CSI.
 - d. No email submissions will be accepted.
 - e. Shipping address for hard copy letters of endorsement

CSI
 Attn: Chair, Jury of Fellows
 123 North Pitt Street, Suite 450
 Alexandria, VA 22314

10. Notification of Nomination Status

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

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

Nominees who are not selected to be advanced to Fellowship 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 Advancements 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
Fellowship	201, 202, and 203	Yes, Limit of 10	CSI Member	Member for not less than five years	No Limit	Silver Medal w/Green and White Striped Ribbon; Citation; Gold Lapel Pin