# CSI Honors & Awards Guide 2022

Welcome to the 2022 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, region, or national 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, or at the national level, and to develop leadership opportunities for emerging professionals.

This year's Honors & Awards Guide contains the 2022 awards nomination matrices, 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.

**There is a new requirement this year for CSI's highest Honors. Background checks will be conducted on nominees for Distinguished and Honorary Membership and Fellowship. These background check reports will provide information regarding the character or general reputation of members being considered for CSI's highest Honors. Nominees must agree to Nominee Declaration and Voluntary Background Check as included in the application form.**

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 it 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,

**Awards Committee**
George Wade Bevier, FCSI, CCS™, CDT® (Chair)
Michael Bensky, CSI, CCS®, CCCA®, CDT®
Amy Fleming, CSI, CDT
Lynsey Hankins, CSI
Aron Winter, CSI-EP

**Jury of Fellows**
Anne Roeper, FCSI, CCPR™, CDT® (Chair)
Jonnie Cox, RA, FCSI
Betina Latiker, CSI, CDT®
Rachel Nava, CSI, CDT®
Jeffrey Parnell, CSI, CDT®
Daryl Robinson, FCSI, CCS™, CDT®

# Table of Contents


Award Submission Information....3

I. INSTITUTE HONORS AND AWARDS PROGRAM - OVERVIEW....5

A. Categories....5

B. Judging....5

C. Notification of Award Status....5

D. Premature Publicity....5

E. Venue of Presentation....5

F. Resubmission Requirements....6

G. Consent to Use....6

II. INSTITUTE AWARDS....7

A. Definition....7

B. CSI Awards Nomination Matrix....7

C. Institute Award Categories....8

1. Distinguished Service Award....8
2. Robert P. Brosseau Award for the Advancement of CSI....9
3. Andrew J. Drozda Mentorship Award....9
4. J. Norman Hunter Award for Innovative Allied Organization Cooperation....10
5. Hans William Meier Award for Innovation of Certification Programs....10
6. Ben John Small Technical Writing Award....11
7. Communications Award....11
8. The Construction Specifier Article of the Year Award....12
9. Innovation in Construction Award....13
10. Environmental Stewardship Award....13
11. Organizational Certificate of Appreciation....13
12. Outstanding Chapter Commendation....14
13. Chapter Cup....14
14. Outstanding Contribution Award....14
15. Outstanding Emerging Professional Award....15
16. Technical Document Award....15

III. INSTITUTE HONORS ..... 16
Submission Information ..... 16
A. Distinguished and Honorary Membership ..... 18
1. Definition ..... 18
2. Award Criteria – Distinguished Membership ..... 18
3. Award Criteria – Honorary Membership ..... 19
4. Initial Technical Review ..... 19
5. Notification of Award Status ..... 19
6. Premature Publicity ..... 19
7. Venue of Presentation ..... 19
8. Resubmission Requirements ..... 20
B. Fellowship ..... 20
1. Definition ..... 20
2. Fellowship Criteria ..... 20
3. Submission Requirements ..... 20
4. General Information ..... 21
5. Endorsement Letters ..... 22
6. Signatures ..... 22
7. Photo ..... 22
8. Instructions for Electronic Submission of Forms and Endorsement Letters ..... 23
9. Instructions for Hard Copy Submissions of Endorsement Letters ONLY ..... 23
10. Notification of Nomination Status ..... 23
11. Premature Publicity ..... 23
12. Resubmission of Fellowship Nominations ..... 23
13. CSI Honors Nomination Matrix ..... 24

APPENDICES ..... 25
A. Forms ..... 25
B. Forms ..... 25
C. Forms ..... 25

# Award Submission Information

SUBMISSION DEADLINE FOR 2022 HONORS & AWARDS:
**WEDNESDAY, MAY 25, 2022 Midnight Eastern**

SUBMISSION DEADLINE FOR 2022 OUTSTANDING CHAPTER COMMENDATION:
**WEDNESDAY, JULY 13, 2022 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 & Awards webpage and at the end of this Guide.
D. For convenience, signature requirements have been removed from all nomination forms. It is understood that any form or letter of endorsement submitted with a signature will be accepted as valid, regardless of how that signature appears.
E. The "fiscal year" is defined as July 1, 2021 through June 30, 2022.

**INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF NOMINATIONS:**

A. Electronic submissions must be made via the CSI website Honors & 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. Select the individual honor or award you are submitting
    3. Click on the Submit a Nomination link
    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 SUBMISSION OF ENDORSEMENT LETTERS ONLY:**

A. Electronic submission of endorsement letters is preferred.
B. To make an electronic submission:
    1. Go to http://www.csiresources.org/honorsandawards
    2. Select "Letter of Endorsement"
    3. Click on the Submit a Nomination link
    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 letter, 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
C. Endorsement letters must be submitted by the stated deadline.

D. If you chose to submit a hard copy Endorsement Letter, letters can be mailed, postmarked by the deadline, to CSI's office at:

CSI
Attn: CSI Honors & Awards Program
123 North Pitt Street, Suite 450
Alexandria, VA 22314

**MORE ON ENDORSEMENTS LETTERS:**

A. Endorsement may be made by any person, 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)
   3. Members of the Jury of Fellows (for Fellowship)

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 for 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 separately, directly to CSI.
   2. Endorsement letters for all other awards can be included in the submission packet or submitted directly to the Institute. When submitted directly to CSI, the 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.

**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 generated by word processor or 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. A recent color photograph suitable for publishing of the nominee/team (JPG or TIF file, at least 300 dpi)

B. In the case of a firm, submit a corporate logo.

C. The photo requirement does not apply to the Outstanding Chapter Commendation submissions. Chapter logos will be used instead.

**EXHIBITS (*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.

A. Graphic and photographic exhibits shall be professional quality and may be published at the discretion of the Institute.

B. Creator credits and authorization for publication shall be included with all exhibits.

C. 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.

## 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 individual region and chapter websites.

B. Judging

1. Distinguished/Honorary Memberships are judged by members of the Institute Board of Directors.
2. Fellowship is judged by the Jury of Fellows
3. 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 their 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. Selected submittals will be displayed without nominating forms, 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. CSI Awards 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 |
| 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 | Certificate; 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 |
| Outstanding Emerging Professional Award | 301 | 5 minimum | CSI Member, 35 years of age or younger | CSI Member for at least 3 years | 5 | Engraved Plaque |
| 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.

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.*

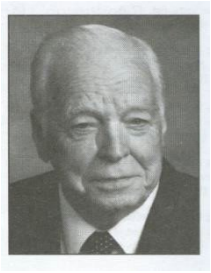
a. Award Criteria
1) This award is presented to a CSI member who is recognized by peers as a leader who takes on a leadership role focusing on education and the training and mentoring of students and emerging professionals.
2) The nominee shall have directly or indirectly affected the education, certification, 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.

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 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.

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 closer 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 events like golf tournaments or product shows. 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.



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.

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 tenets of leadership, innovation, technical expertise, and/or education excellence and shall be 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.

7. Communications Awards
   a. This award is presented to a member, 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, <u>the nomination shall include at least two of the communications systems listed below:</u>
      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.

         Examples of continuing publications include, but are not limited to, items such as newsletters, syndicated columns (either hard copy or electronic), etc. Items 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 the region.

2) Electronic Communications: 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
3) Special Publications: Those publications (either hard copy or electronic) which are published one time. 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 the region. Items which are 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

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 that of the chapter, or the 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 from 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 show more than screenshots.
   8) The number of Awards presented in each category will be determined by the Awards Committee.

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.

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.

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) Practice sustainability through design, technology, or construction means and methods in a prominent manner; and
            c) Educate and mentor 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.

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 tenets 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.

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.
        5) Submission time frames are as shown below:
            a) 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 Wednesday, July 13, 2022.**

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 2022 awards cycle, the calculation will be based on membership growth between July 1, 2021 and June 30, 2022.)

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 that:
            a) furthers the influence of CSI in the local construction industry; or
            b) increases the visibility of CSI in the local construction industry; or
            c) 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) Nominations shall include a detailed narrative explaining the reason for nomination, including an explanation of the "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.

16. Outstanding Emerging Professional Award
    a. Award Criteria:
        1) This award is presented to CSI Members 35 years of age or younger with 3 years or less CSI Membership who are recognized by their peers as having made commendable contributions to further the mission of CSI in one or more of the following:
            a) Exceptional accomplishments that bring CSI at the Chapter, Region, or Institute levels to the forefront of the design/construction industry; or
            b) Promotes one of the tenants of CSI Education, Certification, or Development of Technology to benefit the design/construction industry; or
            c) Has exhibited exceptional leadership at the Chapter, Region, or Institute, since joining CSI; or
            d) Has contributed significant work with their local Chapter, their Region, or Institute to assist with operations that provide a value-added service.
        2) Nomination shall include a detailed narrative explaining the reason for nomination including an explanation of how this member has impacted the local design/construction community as well as CSI at the Chapter, Region, or Institute level.

17. 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.

## III. INSTITUTE HONORS

# Submission Information

**CRITICAL INFORMATION FOR NOMINATIONS:**

A. Submissions shall only be submitted via the CSI 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. For convenience, signature requirements have been removed from all nomination forms. It is understood that any form or letter of endorsement submitted with a signature will be accepted as valid, regardless of how that signature appears.

E. The "fiscal year" is defined as July 1 through June 30 of the current year.

F. CSI has implemented a voluntary background check for all nominations to its two highest honors. The nominees must agree on the Nominee Declaration and Voluntary Background Check form, which is part of the application for Distinguished and Honorary Membership and Fellowship.

G. Fellowship submissions will ONLY be accepted electronically; however, Fellowship endorsement letters can be submitted electronically or in hard copy, following the instructions below.

**INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF NOMINATIONS:**

A. Electronic submissions must be made via the CSI 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. Select whether you are submitting for a fellowship or endorsement letter
3. Click on the Submit a Nomination link
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 SUBMISSION OF ENDORSEMENT LETTERS:**

A. Electronic submission of endorsement letters is preferred.

B. To make an electronic submission:

1. Go to http://www.csiresources.org/honorsandawards
2. Select "Letter of Endorsement"
3. Click on the Submit a Nomination link
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 letter, 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

C. Endorsement letters must be submitted by the stated deadline.

D. If you chose to submit a hard copy Endorsement Letter, letters can be mailed, postmarked by Friday, May 20, 2022, to CSI's office at:

CSI
Attn: CSI Honors & Awards Program
123 North Pitt Street, Suite 450
Alexandria, VA 22314

**MORE ON ENDORSEMENT LETTERS:**

A. Endorsement may be made by any person, except for the following:
   1. Members of the Institute Board (for Distinguished or Honorary Membership)
   2. Members of the Jury of Fellows (for Fellowship)
   3. The Board Chair and the Board Chair-elect (for Fellowship)
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 should be submitted directly to CSI. When submitted, nominee's name and the honor category must be included. All letters must be submitted using the instructions above.
E. Letters of endorsement sent directly to the CSI's office will be considered privileged communication.

**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. Nominee must agree on the Nominee Declaration and Voluntary Background Check form. 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. (JPG or TFF file, at least 300 dpi).

**EXHIBITS (*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.

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

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, as stated in the CSI Bylaws.

   2. Award Criteria – Distinguished Membership
      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, and 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. The nominee must agree to the Nominee Declaration and Voluntary Background Check in the Distinguished and Honorary Membership application.
      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. For electronic submission, go to: https://www.csiresources.org/institute/honorsandawards/awards.
      i. Hard copy letters, postmarked by Friday, May 20, 2022, can be mailed to:
         CSI
         Attn: Institute Secretary
         123 North Pitt Street, Suite 450
         Alexandria, VA 22314

      j. See CSI Honors 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. The nominee must agree to the Nominee Declaration and Voluntary Background Check in the Distinguished and Honorary Membership application.
h. Titles of books, magazine articles, and special publications shall be listed. Submission of the actual publication is not necessary.
i. 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. For electronic submission, go to https://www.csiresources.org/institute/honorsandawards/awards.
j. Hard copy letters, postmarked by Friday, May 20, 2022, to:

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

k. See CSI Honors 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. The technical review will include the voluntary background check conducted by CSI and/or its authorized agents.
   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 grant the honor 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 honor will not be publicized.

7. Venue of Presentation
   The venue of presentation for these awards is the CSI Honors and Awards Program.

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 have partly or entirely new information. Endorsement letters shall be new and not carried over from previous submissions.

B. Fellowship

1. Definition

   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. deceased January 2021 - last opportunity to submit a nomination would be by the deadline in the year 2023; deceased December 2020 - last opportunity to submit would be by the deadline in the year 2022).
   d. See CSI Honors 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 a 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 CSI Honors Nomination Matrix – use of any 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.
   k. The nominee must agree to the Nominee Declaration and Voluntary Background Check in the Fellowship nomination forms.

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 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. Voluntary Background Check:
    The results from the voluntary background check will not be disclosed to the members of the Jury of Fellows. The Jury will only be informed that something eliminating the nomination was discovered. CSI will comply with all reporting requirements as prescribed under the federal Fair Credit Reporting Act and other applicable federal, state, or local laws pertaining to reporting requirements. Upon written request, CSI will provide additional information as to the nature and scope of the report and any information regarding character or general reputation discovered and acted upon.
    c. 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. 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.
    d. 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 Chair of the Jury of Fellows if such inappropriate contact occurs.
    e. 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.
    f. Itemization of Work:
    The nominee's published works in books, letters, newspaper, and magazine articles, and other places should be listed if they apply, but actual materials or reprints should not be included.

g. 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, regions, or by the other national organizations.
h. 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 will not be accepted.
   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, the CSI Board Chair, and the CSI Board Chair-elect are not permitted to submit letters 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
   It is understood that any form or letter of endorsement submitted with a signature will be accepted as valid, regardless of how that signature appears.

7. Photo
   a. Submission requires a recent color photograph suitable for publishing of the nominee (JPG or TIF file, at least 300 dpi).
   b. Submittals should be 4" x 6" and have a vertical format, with head and shoulders view.

8. Instructions for Electronic Submission of Forms 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 submission should be made separately.
   d. To electronically submit:
      1) Go to http://www.csiresources.org/honorsandawards
      2) Log into your CSI profile
      3) Click on the link for the honor or award for which you are submitting
      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. Endorsement letters must be submitted by the deadline published.
   b. Electronic submission of endorsement letters is preferred: https://www.csiresources.org/institute/honorsandawards/awards
   c. Hard copies of letters of endorsement can be mailed to:
      CSI
      Attn: Chair, Jury of Fellows
      123 North Pitt Street, Suite 450
      Alexandria, VA 22314

10. Notification of Nomination Status
    The Chair of the Jury of Fellows 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 include partly or entirely new information.

13. CSI Honors Nomination Matrix

| Award Name | Required Form(s) | Endorsement Letter Requirement | Nominee Types | Nominee Membership Requirement | Max. No. of Advancement | Method of Recognition |
|---|---|---|---|---|---|---|
| Distinguished Membership | Nomination Form for Distinguished or Honorary Member | Yes; 10 maximum | CSI member | CSI member | Varies | Gold Medal w/Green and White Striped Ribbon; Etched Crystal; Framed Citation; Silver Lapel Pin |
| Honorary Membership | Nomination Form for Distinguished or Honorary Member | Yes; 10 maximum | Individual | None | Varies | Gold Medal w/Green and White Striped Ribbon; Etched Crystal; Framed Citation; Silver Lapel Pin |
| Fellowship | Nomination Form for Fellowship | Yes, at least 5; 10 maximum | CSI member | CSI member for not less than five years | No limit | Silver Medal w/Green and White Striped Ribbon; Framed Citation; Gold Lapel Pin |

**APPENDICES:**

i. CSI Honors and Awards Nomination Form for Distinguished/Honorary Membership
ii. CSI Honors and Awards Nomination for Fellowship
iii. CSI Honors and Awards Nomination Form for an Institute Award
iv. CSI Honors and Awards Form for Outstanding Chapter Commendation (OCC) Form

**{Attach PDF Forms}**

# NOMINATION FOR DISTINGUISHED/HONORARY MEMBERSHIP

**DATE:** _____

This form is for:

☐ Distinguished Membership

☐ Honorary Membership

**NOMINEE:**

*(This is the person being nominated for Distinguished or Honorary Membership.)*

Name: _____

Home Address: _____

Cell Phone: _____

Email: _____

Principal Occupation: _____

*(If retired, state former principal occupation and date of retirement.)*

Company/Business: _____

Company/Business Address: _____

Company/Business Phone: _____

Company/Business Email: _____

**NOMINATOR:**

*(This is the person primarily responsible for preparation of the form and who can answer questions about the nomination.)*

Full Name: _____

Home Chapter: _____

Address: _____

Phone: _____

Email: _____

**NOMINATION BY:**

*(Check applicable box)*

☐ Chapter: _____

☐ Individual Members (5 required)

# NOMINATION FOR DISTINGUISHED/HONORARY MEMBERSHIP

## NOMINEE DECLARATION AND VOLUNTARY BACKGROUND CHECK

I certify and declare that the information contained in this form is complete, true, and accurate. I acknowledge that falsification or omission of information may result in my immediate disqualification to be nominated for Distinguished or Honorary Membership.

In consideration of CSI's review of my nomination, I hereby voluntarily consent to and authorize CSI, and its designated agent to conduct a comprehensive review of my background to be generated for the purposes of my application for nomination for Distinguished or Honorary Membership. I agree that this report may include any or similar reports on the following:

- Employment, Education, Credential Verification
- Personal Identity Verification, Past Employment Verification, Reference Checks
- Criminal Records and Civil Cases
- Character, General Reputation

I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution, or other persons having personal knowledge of me to furnish CSI or its designated agents with any and all information in their possession regarding me in connection with an application for nomination for Distinguished or Honorary Membership.

I authorize all persons and organizations that may have information relevant to this research to disclose such information to CSI or its authorized agents. I hereby release CSI, its authorized agents, and all persons and organizations providing information from all claims and liabilities of any nature in connection with this research. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original.

If it is determined that I have specific prescribed rights under the federal Fair Credit Reporting Act, any other federal law pertaining to consumer credit, or relevant state law, then I will be accorded whatever rights I may have under applicable federal and/or state law or other countries. Upon my written request, CSI will provide to me additional information as to the nature and scope of the report, if one is made, in the event the report contains information regarding my character or general reputation which information CSI relied to take any adverse action against me.

To avoid risk, you will be contacted by an CSI staff member to obtain further information necessary to conduct an investigative report, such as Social Security or Passport Number.

☐ I agree.

# NOMINATION FOR DISTINGUISHED/HONORARY MEMBERSHIP

**NOMINEE:** _____

**FOR NOMINATION BY CHAPTER:**

To the CSI Board of Directors:

The _____ Chapter, at its regular meeting held on _____ nominated _____ for:

☐ Distinguished Membership

☐ Honorary Membership

We certify that the requirements as documented in the Institute Bylaws and further explained in the Honors & Award Guide have been met. The Chapter thus puts forth the resolution as follows:

> **"Whereas, this Chapter believes _____, has performed distinguished service to the construction industry by** *(please add description of distinguished service performed; no more than 100 words)*:
>
> **We therefore resolve that the Institute does hereby nominate _____ from the _____ Chapter of the Construction Specifications Institute for Distinguished/Honorary Membership in the Institute, and the President and Secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to the Institute and to do all things proper to forward said nomination."**

The qualifications of the nominee for Distinguished/Honorary Membership are included in this form.

The following information must be provided *("Wet Signatures" are not required)*:

**President:** _____

Address: _____

Phone / Email Address: _____

**Secretary:** _____

Address: _____

Phone / Email Address: _____

# NOMINATION FOR DISTINGUISHED/HONORARY MEMBERSHIP

**NOMINEE:** _____

**FOR NOMINATION BY 5 INDIVIDUAL MEMBERS:**

To the CSI Board of Directors:

The five (5) Members listed below, nominate _____ for:

☐ Distinguished Membership

☐ Honorary Membership

We certify that the requirements as required in the Institute Bylaws and further explained in the Honors and Award Guide have been met. The Group thus puts forth the resolution as follows:

**"Whereas, this Group of Five (5) Members believes _____, has performed distinguished service to the construction industry by**:

**(please add description of distinguished service performed; no more than 100 words)**

**We therefore resolve that the Group does hereby nominate _____ from the _____Chapter of the Construction Specifications Institute for Distinguished/Honorary Membership in the Institute, and the Nominator shown below is hereby authorized and directed to prepare the nomination papers and forward them to the Institute and to do all things proper to forward said nomination."**

The qualifications of the nominee for Distinguished/Honorary Membership are included in this form.

The following information must be provided *("Wet Signatures" are not required)*:

***Please add the name, home chapter, and email address of the remaining 4 members submitting the nomination*** *(the first nominator is on the first page of this nomination form)**:***

| | Member Name | Home Chapter | Email Address |
|---|---|---|---|
| #2 | | | |
| #3 | | | |
| #4 | | | |
| #5 | | | |

# NOMINATION FOR DISTINGUISHED/HONORARY MEMBERSHIP

Supporting Information

**NOMINEE:** _____

***(Please provide the following information for the nominee)***

1. Professional honors and awards:

2. Published book, treatises, and articles:

3. Attach narrative describing the distinguished service to The Construction Specifications Institute and/or the construction industry on which the nomination is based.

   **(please add description of distinguished service performed; no more than 100 words)**

4. Attach a recent original professional, color, head and shoulder photograph of the nominee suitable for publication.

5. Outside of those shown above, include other attainments and achievements of the nominee, relevant to this nomination.

6. Exhibits and delineation of service to the construction industry on which the nomination is based *(attach supporting documentation as necessary to support the nomination and letters of endorsement)*.

# NOMINATION FOR DISTINGUISHED/HONORARY MEMBERSHIP

Supporting Information

**NOMINEE:** _____

*(Provide a complete description including, actions and impacts, for this nomination; copy this page if additional space is needed.)*

**NARRATIVE:**

# NOMINATION FOR FELLOWSHIP

**DATE:** _____

**NOMINEE:**

*(This is the person being nominated for Fellowship.)*

Name: _____

Home Address: _____

Cell Phone: _____

Email: _____

Principal Occupation: _____

*(If retired, state former principal occupation and date of retirement.)*

Company/Business: _____

Company/Business Address: _____

Company/Business Phone: _____

Company/Business Email: _____

**NOMINATOR:**

*(This is the person primarily responsible for preparation of the form and who can answer questions about the nomination.)*

Full Name: _____

Home Chapter: _____

Address: _____

Phone: _____

Email: _____

**NOMINATION BY:**

*(Check applicable box)*

☐ Chapter: _____

☐ Individual Members (5 required)

# NOMINATION FOR FELLOWSHIP

## NOMINEE DECLARATION AND VOLUNTARY BACKGROUND CHECK

I certify and declare that the information contained in this form is complete, true, and accurate. I acknowledge that falsification or omission of information may result in my immediate disqualification to be nominated for Fellowship.

In consideration of CSI's review of my nomination, I hereby voluntarily consent to and authorize CSI, and its designated agent to conduct a comprehensive review of my background to be generated for the purposes of my application for nomination for Fellowship. I agree that this report may include any or similar reports on the following:

- Employment, Education, Credential Verification
- Personal Identity Verification, Past Employment Verification, Reference Checks
- Criminal Records and Civil Cases
- Character, General Reputation

I authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution, or other persons having personal knowledge of me to furnish CSI or its designated agents with any and all information in their possession regarding me in connection with an application for nomination for Fellowship.

I authorize all persons and organizations that may have information relevant to this research to disclose such information to CSI or its authorized agents. I hereby release CSI, its authorized agents, and all persons and organizations providing information from all claims and liabilities of any nature in connection with this research. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original.

If it is determined that I have specific prescribed rights under the federal Fair Credit Reporting Act, any other federal law pertaining to consumer credit, or relevant state law, then I will be accorded whatever rights I may have under applicable federal and/or state law or other countries. Upon my written request, CSI will provide to me additional information as to the nature and scope of the report, if one is made, in the event the report contains information regarding my character or general reputation which information CSI relied to take any adverse action against me.

To avoid risk, you will be contacted by an CSI staff member to obtain further information necessary to conduct an investigative report, such as Social Security or Passport Number.

☐ I agree.

# NOMINATION FOR FELLOWSHIP

**NOMINEE:** _____

**FOR NOMINATION BY CHAPTER:**

To the CSI Jury of Fellows:

The _____ Chapter, at its regular meeting held on _____ nominated _____ for Fellowship in the Construction Specifications Institute.

We certify that the requirements as documented in the Institute Bylaws and further explained in the Honors & Award Guide have been met. The Chapter thus puts forth the resolution as follows:

> **"Whereas, this Chapter believes _____, has performed distinguished service to the construction industry by** *(please add description of distinguished service performed; no more than 100 words)*:
>
> **We therefore resolve that the Institute does hereby nominate _____ from the _____Chapter of the Construction Specifications Institute for Fellowship in the Institute, and the President and Secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to the Institute and to do all things proper to forward said nomination."**

The qualifications of the nominee for Fellowship are indicated on the subsequent CSI Honors & Awards Form.

The following information must be provided *("Wet Signatures" are not required*):

**President:** _____

Address: _____

Phone / Email Address: _____

**Secretary:** _____

Address: _____

Phone / Email Address: _____

# NOMINATION FOR FELLOWSHIP

**NOMINEE:** _____

**FOR NOMINATION BY 5 INDIVIDUAL MEMBERS:**

To the CSI Jury of Fellows:

The five (5) Members listed below, nominate _____ for Fellowship in the Construction Specifications Institute.

We certify that the requirements as required in the Institute Bylaws and further explained in the Honors and Award Guide have been met. The Group thus puts forth the resolution as follows:

> **"Whereas, this Group of Five (5) Members believes _____, has performed distinguished service to the construction industry by** *(please add description of distinguished service performed; no more than 100 words)*:
>
> **We therefore resolve that the Group does hereby nominate _____ from the _____Chapter of the Construction Specifications Institute for Fellowship in the Institute, and the Nominator as listed above is hereby authorized and directed to prepare the nomination papers and forward them to the Institute and to do all things proper to forward said nomination."**

The qualifications of the nominee for Fellowship are indicated on the subsequent CSI Honors & Awards Form.

The following information must be provided *("Wet Signatures" are not required)*:

***Please add the name, home chapter, and email address of the 5 members submitting the nomination below, including the name of the nominator from the first page of this nomination form:***

| | Member Name | Home Chapter | Email Address |
|---|---|---|---|
| #1 | | | |
| #2 | | | |
| #3 | | | |
| #4 | | | |
| #5 | | | |

# NOMINATION FOR FELLOWSHIP

Biographical Information

**Nominee: _____**

1. Date nominee became a member of CSI.

2. Education.

   **(Degrees and dates)**

3. Professional registrations and certifications.

4. Professional honors and awards received from CSI and relevant non-CSI organizations.

   **(Include text of honor or award citation)**

5. Relevant published works.

   **(List, including name of publication, date published, and if article, title of article; do not include actual copies of such work, in whole or in part.)**

6. Of the four categories in which a nominee may be advanced, summarize in a few sentences how the nominee qualifies in each of the categories on which the nomination is based.

7. Include a recent professional, original color, head and shoulder photograph of the nominee suitable for publication.

8. Exhibits

# NOMINATION FOR FELLOWSHIP
## Notable Contribution to the Advancement of Construction Technology

*All four notable contribution parts of this form must be addressed, in order for the nomination to be eligible for consideration by the Jury. If any item on any form or any part of this form does not apply to a particular nominee, it should be noted as "Not Applicable," "N/A," or "None."*

**Nominee: _____**

**Instructions:**

**Contributions to the advancement of construction technology may be reflected in research; development of construction products or techniques; innovative design in the application and use of materials and technologies; and publication of books, treatises, and articles which influence construction practices. These considerations apply to both engineering and architectural uses of materials or systems. Describe nominee's notable work to the advancement of construction technology within the Institute or other relevant organizations. Cross-reference published works, honors, or awards related to this category with the list included in the Biographical Information Section, #5. All four notable contribution parts of this form must be addressed, in order for the nomination to be eligible for consideration by the Jury. If any item on any form or any part of this form does not apply to a particular nominee, it should be noted as "Not Applicable," "N/A," or "None."**

# NOMINATION FOR FELLOWSHIP

## Notable Contribution to the Improvement of Construction Specifications

**Nominee: _____**

**Instructions:**

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

**Construction specifications may also be improved by members who do not normally prepare specifications. This can occur through providing assistance in the art of specification writing or by improving the technology used to prepare or distribute construction specifications. The work of the nominee in this area shall be clearly explained, showing how it has improved construction specifications.**
**Such improvement of construction specifications may be shown in work of small scope as well as large, in private and domestic work, as well as public monumental work, interior as well as exterior. Value of construction or a multiplicity of impressive projects shall not, in themselves, be considered as evidence of outstanding improvement.**

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

**Cross-reference published works, honors, or awards related to this category with the list included in the Biographical Information Section, #5. All four notable contribution parts of this form must be addressed, in order for the nomination to be eligible for consideration by the Jury. If any item on any form or any part of this form does not apply to a particular nominee, it should be noted as "Not Applicable," "N/A," or "None."**

# NOMINATION FOR FELLOWSHIP

## Notable Contribution to Education

**Nominee: _____**

**Instructions:**

**Describe the nominee's significant educational activities and achievements, including organizational and instructional efforts and published works which have had notable influence on the construction industry. Cross-reference published works, honors, or awards related to this category with the list included in the Biographical Information Section, #5. All four notable contribution parts of this form must be addressed, in order for the nomination to be eligible for consideration by the Jury. If any item on any form or any part of this form does not apply to a particular nominee, it should be noted as "Not Applicable," "N/A," or "None."**

# NOMINATION FOR FELLOWSHIP

## Notable Contribution in Service to the Institute

**Nominee: _____**

*In a separate page, to be attached to this application, and per the sample below, document nominee's service to the Chapter, Regions, and Institute by enumerating them in chronological order and by describing notable work in a brief narrative. Cross-reference published works, honors, or awards related to this category with the list included in the Biographical Information Section, #5.*

1. Office and Positions Held *(Include offices, directorships, chairpersonships, and memberships on standing committees)*:

    a. Chapter:
    FY _____ Office or Position: _____

    b. Region:
    FY _____ Office or Position: _____

    c. Institute:
    FY _____ Office or Position: _____
    *(Please list positions as Institute Director from the Region under Institute service.)*

2. Special Services *(List memberships on and contributions to ad hoc committees, speaking engagements, seminar leaderships, and other non-regular service activities.)*:

    a. Chapter:
    FY _____ Office or Position: _____

    b. Region:
    FY _____ Office or Position: _____

    c. Institute:
    FY _____ Office or Position: _____
    *(Please list positions as Institute Director from the Region under Institute service.)*

3. Notable Services:

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

# NOMINATION FOR AN INSTITUTE AWARD

**DATE:** _____

**AWARD NAME:** _____

**NOMINEE:** (*This is the person being nominated for the award.*)

Name: _____

Address: _____

Phone: _____

Email: _____

***NOTE: The Nominee may be contacted by a CSI staff member to complete a Nominee Declaration and Voluntary Background Check form and to obtain further information necessary to conduct an investigative report, if deemed necessary, such as Social Security or Passport Number.***

**NOMINATOR:**

*(This is the person primarily responsible for preparation of the form and who can answer questions about the nomination.)*

Full Name: _____

Home Chapter: _____

Address: _____

Phone: _____

Email: _____

**NOMINATION BY:**

*(Check applicable box)*

☐ Chapter: _____

☐ Region: _____

☐ Institute Standing Committee

☐ Institute Officer or Director

☐ Individual Members (5 required)

***If the nomination is being made by 5 CSI members, please add the name, home chapter, and email address of the subsequent 4 members below:***

| | Member Name | Home Chapter | Email Address |
|---|---|---|---|
| #2 | | | |
| #3 | | | |
| #4 | | | |
| #5 | | | |

# NOMINATION FOR AN INSTITUTE AWARD
# NARRATIVE FORM

*(Please provide a narrative of why the nominee is deserving of this award; copy this page if additional space is needed.)*

**DATE:** _____

**AWARD NAME:** _____

**NOMINEE:** _____

The Construction Specifications Institute

# OUTSTANDING CHAPTER COMMENDATION

DATE: _____

FISCAL YEAR: FY 2022 (1 July 2021 through 30 June 2022)

CHAPTER NAME: _____

REGION: _____

**PRIMARY CONTACT INFORMATION:**

Full Name: _____

Address: _____

_____

Phone: _____

Email: _____

**Chapter Verification**

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

President: _____

(Print or Type Name)

Secretary: _____

(Print or Type Name)

The Construction Specifications Institute

# FY2022 OUTSTANDING CHAPTER COMMENDATION

## Pre-requisite Core Criteria

Please check the applicable boxes and provide the requested materials for the pre-requisite criteria as indicated below for the most recent completed fiscal year. **The PDF form must be completed and each of the editable boxes filled in.** To qualify for the Outstanding Chapter Commendation, a Chapter must have achieved all of the pre-requisites in each of the following four categories.

**Chapter Administration** ***Attach one Copy of Chapter Board Minutes showing Bylaws Review.)***

☐ Chapter updated names of officers and key committee chairs to Institute website by published deadline.

☐ Chapter leadership was elected and in office at the beginning of the fiscal year with a President, Treasurer, and minimum of one other officer in accordance with its Bylaws.

☐ Chapter has conducted an annual review of their Bylaws and documented the review in the Chapter Board Minutes.

☐ Chapter board meets in accordance with its Bylaws.

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

☐ Chapter prepared a fiscal year budget and utilized it for Chapter operations.
**DO NOT SEND BUDGET DOCUMENTS.**

☐ Chapter filed the appropriate forms and is in good standing with the IRS.

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

☐ Chapter held regular meetings held in accordance with its Bylaws.

☐ Chapter had a minimum of 4 educational programs during the fiscal year (i.e., seminars, technical programs at Chapter meeting, etc.). List them on the spaces below:

| DATE | TOPIC | SPEAKER(S) | LOCATION | ATTENDANCE |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

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

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

The Construction Specifications Institute

# OUTSTANDING CHAPTER COMMENDATION

## Supplemental Criteria

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

**Chapter Administration**

| | **Points** |
|---|---|
| ☐ Chapter has adopted a system of governance which is in accordance with chapter's Bylaws, administrative references or operating guide. (2 points) | _____ |
| ☐ Chapter maintains an active and accessible history archive. (1 point) | _____ |
| ☐ Chapter prepared a formal and documented (written) long-range plan spanning at least 3 years (1 point) | _____ |
| ☐ Chapter participated in leadership training from the Region and/or other sources. (1 point) | _____ |
| ☐ Chapter has developed a mentoring program to provide information and training to new and potential leaders within the Chapter. (1 point) | _____ |
| ☐ Chapter innovative administrative efforts that contributed to the above (0 points) | |

| **Supplemental Subtotal – Chapter Administration (6 possible points)** | |
|---|---|

**Chapter Membership**

| | |
|---|---|
| ☐ Chapter had net positive growth in the fiscal year for this award. (3 points)<br>Total Membership at start of fiscal year (July 1): ____<br>Total Membership at end of fiscal year (June 30): ____<br>Total Net Growth: ____ | _____ |
| ☐ Chapter has developed and documented a membership growth plan. (1 point) | _____ |
| ☐ New members are recognized in newsletter, website, or other communication. (1 point) | _____ |
| ☐ New members are recognized at Chapter meetings. (1 point) | _____ |
| ☐ Chapter has developed and implemented a new member orientation program. (2 points) | _____ |
| ☐ Member anniversaries and milestones are recognized in newsletter, website, or other communications. (1 point) | _____ |
| ☐ Chapter recognized members through its awards program. (2 points) | _____ |
| ☐ Chapter innovative recruitment efforts that contributed to the above (0 points) | |

| Supplemental Subtotal – Chapter Membership (11 possible points) | |
|---|---|

## Chapter Finances

**Points**

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

| Supplemental Subtotal – Chapter Finances (6 possible points) | |
|---|---|

## Chapter Certification Programs

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

| Supplemental Subtotal – Chapter Certification Programs (10 possible points) | |
|---|---|

## Chapter Education/Technical Programs

- ☐ Chapter Educational Programs provide educational opportunities which qualify for credits or learning units for attendees (2 points) _____
- ☐ Chapter offered continuing education at seminars. (2 points) _____
- ☐ Chapter conducts at least one or more seminars in partnership with other organizations or institutes (1 point) _____
- ☐ Chapter members contributed technical articles for publication or use on social media. (1 point) _____
- ☐ Chapter innovative financial efforts that contributed to the above (0 points)

| **Supplemental Subtotal – Chapter Education / Technical Programs (6 possible points)** | |
|---|---|

## Chapter Communications

**Points**

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

| **Supplemental Subtotal – Chapter Communications (7 possible points)** | |
|---|---|

## Chapter Events

☐ Chapter conducted joint event(s) with other organizations or institutions. (2 points) _____

☐ Chapter conducted social/networking outreach events that are not educational/technical events. Examples include product shows, Habitat for Humanity, golf outings, tours, etc. (1 point each; up to a maximum of 5 points)

- ☐ Event/Description (1 point) _____
- ☐ Event/Description (1 point) _____
- ☐ Event/Description (1 point) _____
- ☐ Event/Description (1 point) _____
- ☐ Event/Description (1 point) _____

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

| **Supplemental Subtotal – Chapter Events (7 possible points)** | |
|---|---|

## Chapter Academic Relationships

☐ Chapter had a relationship with an Institute of higher education. (1 point) _____

☐ Chapter had a member acting as a liaison with an Institute of higher education. (1point~~s~~) _____

☐ Chapter has a faculty member at an institute of higher education who is a member (1 point) _____

☐ Chapter had student members who were active in Chapter events, meetings, or other Chapter functions. (2 points) _____

☐ Chapter innovative academic relationship efforts that contributed to the above (0 points)

| **Supplemental Subtotal – Chapter Academic Relationships (5 possible points)** | |
|---|---|

## Region and Institute Participation

**Points**

☐ Chapter President attended Region event. (1 point) _____

☐ Chapter helped at least one member (other than the President) attend Region event. (1 point) _____

☐ Chapter President attended Institute event. (1 point) _____

☐ Chapter helped at least one member (other than President) attend Institute event. (1 point) _____

☐ Chapter member(s) are appointed to or elected as a Region committee or as Region office (1 point) _____

☐ Chapter member(s) are appointed to an Institute committee, task team, or serving on the board. (1 point)

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

| **Supplemental Subtotal – Region and Institute Participation (6 possible points)** | |
|---|---|

**Other**

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

| **Supplemental Subtotal – Other (1 possible point)** | |
|---|---|

| **Supplemental Criteria Total (65 possible points)** | |
|---|---|