

CSI Honors & Awards Guide 2024



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Welcome to the 2024 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 a CSI 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.

We've revamped this year's Honors & Awards Guide to consolidate the information you need to submit a winning award. It still contains the Honors and Awards nomination matrices, as a quick reference, but all Honors and Awards now have their page, with a detailed description and the requirements to submit for that honor or award.

The submission process has been revamped as well. You can now submit using the online form, attaching the required documentation, so that all submissions are uniform.

CSI's highest Honors require a background check. These 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. This information is kept confidential. Nominees must agree to the Nominee Declaration and Voluntary Background Check included in the application form.

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 guide 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

Lynsey Hankins, FCSI (Chair)
Michael Bensky, CSI, CCS®, CCCA®, CDT®
Julie Foley, CSI, CDT®
Robert Vaughn, CSI
Aron Winter, CSI-EP

Jury of Fellows

Jonnie Cox, RA, FCSI (Chair)
Ken Buschle, FCSI, Member Emeritus, CDT®
Betina Latiker, CSI, CDT®
J.W. Mollohan, FCSI, Member Emeritus, CCPR™, CDT®
Jeffrey Parnell, CSI, CDT®
Glenn Remler, CSI, CDT®

Submission Information

A. Deadlines

The deadlines for the various CSI honor and award categories are midnight Eastern Time, on the date listed below.

CSI National Awards	Wednesday, May 29, 2024
CSI Fellowship	Wednesday, May 29, 2024
CSI Distinguished or Honorary Membership	Wednesday, May 29, 2024
CSI Outstanding Chapter Commendations	Tuesday, July 16, 2024

B. Availability of Forms

Each CSI honor and award category listed below has its online submission form. Please use the appropriate form for the submission.

[CSI National Awards](#)

[CSI Fellowship](#)

[Fellowship Narrative Template](#)

[CSI Distinguished or Honorary Membership](#)

[Distinguished/Honorary Membership Narrative Template](#)

[CSI Outstanding Chapter Commendations](#)

C. Fiscal Year

The “fiscal year” is defined as July 1, 2023, through June 30, 2024. Presentation of all CSI Honors and Awards will take place during CSI Celebrates, at the CSI National Conference, Houston, Texas, on October 17, 2024.

D. Consent to Use

Each year a handful of successful submissions are selected to serve as samples on the CSI website. Nominators and nominees shall understand that by submitting an award nomination, they are giving CSI National permission to display the nomination package. Selected submittals may be displayed without nominating forms, personal information, or endorsement letters.

E. Contact Information

Construction Specifications Institute

123 North Pitt Street, Suite 450

Alexandria, Virginia 22314

Tel: 800-689-2900

awards@csinet.org

CSI Awards

CSI Named Awards

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.

Award Criteria

- 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.
- The nominee shall have directly or indirectly affected the education, certification, emerging professional, or academic programs of the local construction community
- 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.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative of why the nominee is deserving of receiving this award
- Submission Attachments
 - Five (5) Letters of Endorsement (required); Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee (at least 300 dpi)
 - Professional and Volunteer Resumes

Other Information

- Three (3) awards given per year
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award is limited to a CSI Member
- Submission package is judged by the CSI Awards Committee based on:
 - Completion of the submission package
 - Criteria as listed above have been met or exceeded

- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award.
- Awardee receives a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

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.

Award Criteria

- 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 considered a primary support pillar for others to draw strength from, and rely on, for a foundation for their participation.
- 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.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative of why the nominee is deserving of receiving this award
- Submission Attachments
 - Five (5) Letters of Endorsement (required); Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee (at least 300 dpi)
 - Professional and Volunteer Resumes

Other Information

- Three (3) awards given per year
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award recipients can include a CSI Member, CSI Chapter, CSI Region, or a group within CSI
 - In the case of a group, at least one member of the group must be a CSI Member
- Submission package is judged by the CSI Awards Committee based on:
 - Completion of the submission package
 - Criteria as listed above has been met or exceeded
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award.
- Awardee receives a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

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 1930s 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.

Award Criteria

- 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.
- 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 that exceeds the expected outcome. The result is collaboration within multiple construction organizations, education, etc., for a specific program or event.
- 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.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative of why the nominee is deserving of receiving this award
- Submission Attachments
 - Five (5) Letters of Endorsement (required); Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee (at least 300 dpi)
 - Professional and Volunteer Resumes

Other Information

- Three (3) awards given per year
- Eligible nominators: Eligible Nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award recipients can include a CSI Member, CSI Chapter, CSI Region, or a group within CSI
 - In the case of a group, at least one member of the group must be a CSI Member
- Submission package is judged by the CSI Awards Committee based on:
 - Completion of the submission package
 - Criteria as listed above have been met or exceeded
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award
- Recipient receives a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

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 over 30 years. He has been acknowledged as the leading force in establishing CSI's certification programs and is considered an expert in specification and construction document development. Meier, a well-known specification writer and educator, authored "The Library of Specifications Sections" and "The Construction Specification Handbook."

Award Criteria

- 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.
- The award is for lesson plans and programs, which incorporate cutting-edge technology and presentation methods that go beyond the standard certification preparation classes offered online and at various chapters within CSI.
- Nomination shall include a detailed narrative explaining the reason for the nomination including an explanation of how the nominee impacted the local construction community as well as CSI at the chapter, region, and/or Institute level.
- Nomination may include documented recognition of the nominee's work.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative of why the nominee is deserving of receiving this award
- Submission Attachments
 - Five (5) Letters of Endorsement (required); Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee (at least 300 dpi)
 - Professional and Volunteer Resumes
 - Exhibits related to the nominee's work in the development of certification training programs

Other Information

- No limit to the number of awards given per year
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award is limited to a CSI Member
- Submission package is judged by the CSI Awards Committee based on:
 - Completion of the submission package
 - Criteria as listed above have been met or exceeded
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award.
- Awardee receives a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

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. He was also a member of the American Institute of Architects (AIA) and served as the chair of their Education Committee.

Award Criteria

- This award is presented to a CSI member recognized by their peers as an outstanding technical writer and/or expert in their field.
- 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).
- 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.
- Nomination may include documented recognition of nominee's work, such as articles, presentations, discussion leadership (Linked-In, blog, etc.), or chapter, region, or Institute awards for technical excellence.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative of why the nominee is deserving of receiving this award
- Submission Attachments
 - Five (5) Letters of Endorsement (required); Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee (at least 300 dpi)
 - Professional and volunteer Resumes
 - Relevant example(s) of technical work, with a list of similar bodies of work

Other Information

- Three (3) awards given per year
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award is limited to CSI Members and CCS® designation holders

- Submission package is judged by the CSI Awards Committee based on:
 - Completion of the submission package
 - Criteria as listed above have been met or exceeded
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award.
- Awardee receives a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

CSI Awards

Communications Award

The Communications Award recognizes excellence in the communication efforts of a member, chapter, region, or organization with the implementation of a comprehensive communications program that includes multiple types of communications programs.

Award Criteria

- This award is presented to a member, chapter, region, or organization that has implemented a comprehensive communications program, inclusive of multiple types of communications programs. Each nomination package must meet the specific requirements. To show a comprehensive communication program, the nomination shall include at least two of the communications systems listed below:
 - Continuing Publications: The goal of this award is to recognize new, upcoming, and impactful ongoing publications that contain innovative content that highlights cutting-edge technology; help individuals and businesses improve within the construction industry; or help 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:

- The publication shall utilize the CSI Logo within its pages and shall meet all requirements for the display of the CSI Logo as defined by the Institute.
 - The publication shall contain more than standard content (such as the President's Message, upcoming meeting flyer, chapter officer/committee chair information, etc.).
 - The nomination narrative shall describe how this Continuing Publication impacts the mission of CSI, the chapter, or the region.
- 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:
 - Email
 - Facebook
 - LinkedIn
 - Blogs
 - Website
 - Contests
 - Webinars (YouTube or some other media)
 - e-Classes

- 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:
 - Rosters
 - Marketing Flyers
 - Directories (meeting all Institute member information release requirements)
 - Technical Papers
 - Posters
 - Calendars
 - Videos
- The Award Nomination shall contain a narrative that 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.
 - The Narrative must also describe the impact that the communication system has on the membership as well as any non-members.
 - Materials included shall be published within the preceding 12 months from the due date of the Nomination deadline.
 - All materials referenced must contain a specific publication or issue date marked on the document.
 - Samples of all documents referenced will be included with the nomination. Screenshots from websites, YouTube videos, etc. will be included.
 - Links or other references will not be used unless it is to supplement the attachments, should someone desire to show more than screenshots.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative of why the nominee is deserving of receiving this award
- Submission Attachments
 - Headshot of the nominee (at least 300 dpi); Chapter, Region, or group logo
 - All referenced communication vehicles included in the narrative. Screenshots from websites, YouTube videos, etc. should be included. Links can be included as support to screenshots provided (see award criteria above).

Other Information

- The limit on the number of Communications awards presented for the year is determined by the Awards Committee
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award recipients can include CSI Members, CSI Chapters, CSI Regions, or groups within CSI
 - In the case of a group, at least one member of the group must be a CSI Member

- Submission package is judged by the CSI Awards Committee based on:
 - Completion of the submission package
 - Criteria as listed above have been met or exceeded
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award.
- Awardee(s) receives a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

Distinguished Service Award

The Distinguished Service Award recognizes notable and significant contributions by a CSI member to CSI, at the chapter, region, or national level, that has furthered CSI's mission, CSI's standing in the AECO industry, or CSI's image to the public.

Award Criteria

- This award is presented to a CSI member identified by their peers as a member who has provided distinguished service in one or more of the following:
 - Providing distinguished service by providing exceptional leadership at the chapter, region, and/or Institute levels;
 - Being an exceptional innovator through the establishment and implementation of programs, methods, or other ideas that further the presence of CSI in the local, regional, or national construction industry;
 - Being an educator and mentor for members of the chapter which resulted in a marked impact on the chapter, region, or Institute; or
 - Being recognized as a technical expert who is sought out at a local, regional, or national level for their knowledge and expertise.
- “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.
- This award is one of the highest forms of recognition the Institute can bestow upon an individual.
- 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.
- 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.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative of why the nominee is deserving of receiving this award
- Submission Attachments
 - Five (5) Letters of Endorsement (required); Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee (at least 300 dpi)
 - Professional and Volunteer Resumes

Other Information

- Three (3) awards given per year
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award is limited to a CSI Member with more than ten (10) years of membership (Student and Emerging Professional members are not eligible)

- Submission package is judged by the CSI Awards Committee based on:
 - Completion of the submission package
 - Criteria as listed above has been met or exceeded
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award.
- Awardee receives an engraved plaque
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

Environmental Stewardship Award

A Steward of the Environment actively and publicly champions environmental practices. This award recognizes individuals, organizations, or firms who have become “Stewards of the Environment” within their city, county, state, or region.

Award Criteria

- 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 actively and publicly champions environmental practices in construction and design.
 - This award is presented to those individuals, organizations, or firms who:
 - Demonstrate environmental stewardship through innovations in promoting environmental awareness in the construction industry; and
 - Practice sustainability through design, technology, or construction means and methods in a prominent manner; and
 - Educate and mentor others on the advantages of designing for sustainability.
- 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.

Requirements

- Completed award nomination form
 - Submitter’s name and contact information
 - Nominee’s name and contact information
 - Narrative explaining the reason for nomination including an explanation of how this individual or entity impacted the local construction community as well as CSI at the chapter, region, and/or Institute level with their efforts in sustainability
- Submission Attachments
 - Five (5) Letters of Endorsement (required); Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee when the nominee is an individual; logo or group symbol when the nominee is a group (at least 300 dpi)

Other Information

- Two (2) awards given per year
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award recipients include individuals, organizations, or groups; CSI membership is not required
- Submission package is judged by the Awards Committee based on:
 - Completion of the submission package
 - Criteria as documented have been met or exceeded
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award
- Recipients receive a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year’s CSI National Conference

Innovation in Construction Award

This award recognizes an individual or team who innovatively developed or discovered new uses for materials, methods, technology, or project delivery systems.

Award Criteria

- 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.
- The nomination must include an explanation of how this nominee impacted the construction community as well as CSI, at the chapter, region, and/or Institute level.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative of why the nominee is deserving of receiving this award
- Submission Attachments
 - Five (5) Letters of Endorsement (required); Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee when the nominee is an individual; logo or group symbol when the nominee is a group (at least 300 dpi)

Other Information

- Two (2) awards given per year
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award recipients can include individuals or groups; CSI membership is not required
- Submission package is judged by the Awards Committee based on:
 - The nature of the innovation, discovery, or new use in a construction system
 - An explanation of how this innovation impacted the construction community and CSI at the chapter, region, and/or Institute level
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award
- Recipients receive a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

Organizational Certificate of Appreciation

The Organizational Certificate of Appreciation is the highest honor presented to an organization that has demonstrated its support for CSI at all levels, chapters, regions, or nationally, based on the documented award criteria.

Award Criteria

- This award is presented to a firm, organization, or association who, in the opinion of their peers, has provided one of the following exceptional accomplishments:
 - Brings CSI, at the chapter, region, or Institute levels, to the forefront of the construction industry in their respective arenas;
 - Promotes one of the tenets of CSI – Education, Certification, or Development of Technology to benefit the construction industry; or
 - Works with the local chapter, region, or Institute to assist with their operations that provide a value-added service.
- 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.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative explaining the reason for nomination including an explanation of how this individual or entity impacted the local construction community as well as CSI at the chapter, region, and/or Institute level with their efforts in sustainability
- Submission Attachments
 - Letter(s) of Endorsement (optional); Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee when the nominee is an individual; logo or group symbol when the nominee is a group (at least 300 dpi)

Other Information

- The number of awards given per year is determined by the Awards Committee at the time of review and evaluation of the submissions
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award recipients are firms, organizations, groups, or associations; CSI membership is not required
- Submission package is judged by the Awards Committee based on the criteria documented
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award
- Recipients receive a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

Outstanding Contribution Award

The Outstanding Contribution Award is presented to a CSI member, chapter, region, or group that has made commendable and noteworthy contributions above and beyond those normally performed as part of their normal duties or responsibilities. The recipient of this award has: furthered the influence of CSI in the local construction industry; increased the visibility of CSI in the local construction industry; and/or provided a value-added service to their chapter, region, or Institute.

Award Criteria

- This award is presented to a CSI member, chapter, region, or group that has made commendable contributions that:
 - Furthers the influence of CSI in the local construction industry; or
 - Increases the visibility of CSI in the local construction industry; or
 - Provides a value-added service to the chapter, region, or Institute.
- This award is for those contributions which are not specifically covered by other awards.
- 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).
- Nominations shall include a detailed narrative explaining the reason for the 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.

Requirements

- Completed award nomination form
 - Submitter’s name and contact information
 - Nominee’s name and contact information
 - Narrative explaining the reason for nomination including an explanation of how the contribution impacted 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.
- Submission Attachments
 - Letter(s) of Endorsement (optional) Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee when the nominee is an individual; logo or group symbol when the nominee is a group (at least 300 dpi)

Other Information

- The number of awards given per year is determined by the Awards Committee at the time of review and evaluation of the submissions
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award recipients can be a CSI Member, Chapter, Region, or group;
 - In the case of a group, at least one person must be a CSI Member.
- Submission package is judged by the Awards Committee based on:
 - Completion of the submission package
 - Criteria as documented above have been met or exceeded

- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award
- Recipients receive a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

Outstanding Emerging Professional Award

The Outstanding Emerging Professional Award is presented to CSI Members 35 years of age or younger, with 3 years or less of membership in CSI, who are recognized as having made commendable contributions to further the mission of CSI in one or more of the following: exceptional accomplishments that bring CSI at the Chapter, Region, or Institute levels to the forefront of the design/construction industry; promotion of one of the tenants of CSI Education, Certification, or Development of Technology to benefit the design/construction industry; exhibition of exceptional leadership at the Chapter, Region, or Institute; and/or contributions of significant work to assist with operations that provide a value-added service at their local Chapter, Region, or Institute.

Award Criteria

- 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:
 - Exceptional accomplishments that bring CSI at the chapter, region, or Institute levels to the forefront of the design/construction industry; or
 - Promotes one of the tenants of CSI Education, Certification, or Development of Technology to benefit the design/construction industry; or
 - Has exhibited exceptional leadership at the chapter, region, or Institute, since joining CSI; or
 - Has contributed significant work with their local chapter, their region, or Institute to assist with operations that provide a value-added service.
- 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.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative explaining the reason for nomination including the impact this individual has had on the CSI, at all levels, and the local design/construction community.
- Submission Attachments
 - Five (5) Letters of Endorsement (required); Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the nominee when the nominee is an individual (at least 300 dpi)

Other Information

- Five (5) awards given per year
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award recipients CSI members for at least 3 years, under the age of 35
- Submission package is judged by the Awards Committee based on:
 - Completion of the submission package
 - Criteria as documented have been met or exceeded

- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award
- Recipients receive an engraved plaque
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

Technical Document Award

This award is presented to an individual, Chapter, Region, or Group for a single outstanding accomplishment in technical writing other than project specifications.

Award Criteria

- This award is presented to an individual, Chapter, Region, or Group for a single outstanding accomplishment in technical writing other than project specifications.
- The document shall have been published or revised within 24 months of the nomination deadline.
- The nomination must include a narrative explaining the significance of the technical document being nominated, as well as a copy of the technical document.

Requirements

- Completed award nomination form
 - Submitter's name and contact information
 - Nominee's name and contact information
 - Narrative of why the nominee is deserving of receiving this award
 - Copy of the technical document being nominated
- Submission Attachments
 - Letters of Endorsement (optional; not required) Refer to Appendix B for details on submitting Letters of Endorsement
 - Headshot of the author when the nominee is an individual; logo or group symbol when the nominee is a group (at least 300 dpi)

Other Information

- Two (2) awards given per year
- Eligible nominators: Region, Chapter, CSI National Committee (Operational or Board), CSI Board Member or Officer, 5 individual CSI Members
- Award recipients can include individuals or groups; CSI membership is not required
- Submission package is judged by the Awards Committee based on:
 - A copy of the technical document being nominated
 - The narrative of why the technical document being nominated is deserving of the award
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award
- Recipients receive a framed certificate
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

CSI Outstanding Chapter Commendation

Deadline for the Outstanding Chapter Commendation:

Tuesday, July 16, 2024

Outstanding Chapter Commendations

This award is presented to a chartered chapter that meets the designated prerequisite core criteria and has provided supplemental data.

Award Criteria

- Prerequisite Core Criteria – A chapter must have achieved all the prerequisites in each of the four categories listed below to qualify for the Outstanding Chapter Commendation.
 - Administration
 - Current Chapter Board Officers submitted on a timely basis to CSI National
 - Chapter Leadership elected and in place, by the beginning of the fiscal year, per the chapter bylaws
 - Annual Review of Chapter Bylaws, documented in Chapter Board Meeting Minutes
 - Chapter Board meetings, per the Chapter Bylaws
 - Fiscal Responsibility
 - Fiscal budget prepared and utilized for chapter operations
 - Chapter filed appropriate forms and is in good standing with the IRS
 - Education and Programs
 - Regular meetings held per the Chapter Bylaws
 - A minimum of four (4) educational programs during the fiscal year
 - Communications
 - Chapter communications to chapter members at least six (6) times per fiscal year
- Chapter Supplemental Criteria – Optional criteria that provide the chapter with points. Chapters with the most points are more likely to receive an Outstanding Chapter Commendation. Points are awarded if specific criteria are met in each of the following areas:
 - Administration
 - Membership
 - Finances
 - Certification Programs
 - Educational /Technical Programs
 - Communications
 - Events
 - Academic Relationships
 - Region and National Organizational Participation
 - Other – Anything innovative or outstanding that the chapter has accomplished during the fiscal year that has added value to the chapter, region, or National association, that has not already been reported.

Requirements

- Completed Outstanding Chapter Commendation (OCC) submission form
- Completion of the required Prerequisite Core Criteria (as documented in the OCC submission form)
- Submission Attachments
 - Chapter verification, which is included in the OCC submission form
 - Copy of the Chapter Board Meeting Minutes documenting the review of the Chapter's Bylaws
 - One copy of the Chapter's newsletter and a copy of a sample of one other chapter communication (other than the chapter's newsletter)

Other Information

- Submission package is judged by the CSI Awards Committee based on:
 - Completion of the required Prerequisite Core Criteria
 - Total number of Supplemental Criteria points.
 - The Awards Committee sets a minimum percentage of points to be met every year. Any chapter that submits a complete OCC submission package that meets all required Prerequisite Core criteria and exceeds this percentage receives an Outstanding Chapter Commendation.
- Membership numbers are forwarded to you from CSI's Component Relations Department (through the Chapter and Region Leadership site) shortly after July 1. You can use these to add in the membership counts and growth information.
- Recipient(s) receive notification from the Chair of the Awards Committee, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the presentation of the award
- Recipients receive a certificate in a CSI certificate holder
- Award is presented at CSI Celebrates, scheduled for the current year's CSI National Conference

The Chapter Cup

This award is presented to the chapter, among those that have received an Outstanding Chapter Commendation in the current awards cycle, with the greatest percentage (%) increase in total membership. The membership increase will be based upon the CSI National's membership records as of June 30 of the fiscal year ending immediately prior to the nomination deadline.

CSI Honors

Distinguished Membership

Distinguished Membership is considered to be the most prestigious honor CSI offers its members. It is conferred on CSI Members who have performed distinguished services to the construction industry in fields of activity related to the purposes of CSI, as stated in the [CSI Bylaws](#).

Criteria

- Distinguished services shall be “over and above” what is expected of a similar member performing those duties within the organization.
- The nominee’s entire body of work, including distinguished work, shall be considered when reviewing the nomination.
- All nominations shall include not only a “resume” and a publications list but shall also show how the actions identified have brought about change, and enhanced the construction industry and CSI.
- Nominations shall be submitted by a chapter or not fewer than five members in good standing.
- Additional supporting data describing the nominee’s specific areas of service shall be attached to the nomination forms.
- Titles of books, magazine articles, and special publications should be listed. Submission of the actual publication is not necessary.
- The nominee must agree to the Nominee Declaration and Voluntary Background Check in the Distinguished and Honorary Membership application.
- Letters of endorsement shall be submitted as supporting documentation. They may be included with the nomination or sent directly to the CSI National Board Secretary by the person preparing the endorsement. Letters sent directly to CSI National will be considered privileged communication. For electronic submission, please send letters to awards@csinet.org. Confirmation of your submission will be sent within two business days. Refer to Appendix B of this manual for further details on submitting Letters of Endorsement.

Requirements

- Completed Distinguished and Honorary Membership nomination form
 - Nominee’s name and contact information
 - Submitter’s name and contact information
- Nominee’s resume, both volunteer and professional
- List of titles of books, articles, and special publications authored by the nominee
- Completed Nominee Declaration and Voluntary Background Check
- A maximum of 10 Letters of Endorsement; Refer to Appendix B for details on submitting Letters of Endorsement
- A narrative describing the distinguished service to CSI and the construction industry
- Professional color head-and-shoulder photo (headshot) for publication (at least 300 dpi)
- Other achievements and attainments of the nominee, relevant to the nomination
- Exhibits and delineation of service to the construction industry and CSI

Other Information

- No limit to the number of Distinguished Membership conferred in a fiscal year.
- Nomination can be submitted by a chapter or 5 individual CSI voting members
- Distinguished membership is limited to members

- Initial Technical Review
 - Upon receipt, the CSI National Awards Committee shall review each nomination package submitted to determine that all requirements are met. This review shall be technical only.
 - The technical review will include the voluntary background check conducted by CSI and/or its authorized agents.
 - 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.
 - 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 CSI Board Secretary.
- The CSI Board of Directors judges submissions for Distinguished membership. The Board confers this honor to the nominee.
- Notification of Award Status
 - The CSI Board Secretary will notify those elected and request their presence at the venue of the presentation. In the event the honoree cannot attend, the honor may be presented in absentia or posthumously.
 - In some cases, the Board Chair will contact the nominee to inform them of their elevation to Distinguished Member.
- Nominators are cautioned not to publicize the names of nominees, except as necessary to secure letters of endorsement and documentation supporting the nomination until the nomination has been favorably acted upon and results have been announced by CSI National. Premature publicity may embarrass both the nominee and the nominator. Names of the nominees not selected to receive an honor will not be publicized.
- The venue of the presentation for these awards is the CSI Celebrates, at the CSI National Conference.
- Resubmission Requirements
 - Nominees who are not elevated to Distinguished Membership in a given year may be renominated 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.

Honorary Membership

Honorary Membership is considered to be the most prestigious honor of the Construction Specifications Institute. It is conferred on individuals who have performed distinguished services to the construction industry in fields of activity related to the purposes of CSI, as stated in the [CSI Bylaws](#).

Criteria

- Distinguished services shall be “over and above” what is expected of someone similar performing those duties within the organization.
- The nominee’s entire body of work, including distinguished work, shall be considered when reviewing the nomination.
- All nominations shall include not only a “resume” and a publications list but shall also show how the actions identified have brought about change, and enhanced the construction industry and CSI.
- Nominations shall be submitted by a chapter or not fewer than five members in good standing.
- Additional supporting data describing the nominee’s specific areas of service shall be attached to the nomination forms.
- Titles of books, magazine articles, and special publications should be listed. Submission of the actual publication is not necessary.
- The nominee must agree to the Nominee Declaration and Voluntary Background Check in the Distinguished and Honorary Membership application.
- Letters of endorsement shall be submitted as supporting documentation. They may be included with the nomination or sent directly to the CSI National Board Secretary by the person preparing the endorsement. Letters sent directly to CSI National will be considered privileged communication. For electronic submission, please send letters to awards@csinet.org. Confirmation of your submission will be sent within two business days. Refer to Appendix B of this manual for further details on submitting Letters of Endorsement.

Requirements

- Completed Distinguished and Honorary Membership nomination form
 - Nominee’s name and contact information
 - Submitter’s name and contact information
- Nominee’s resume, both volunteer and professional
- List of titles of books, articles, and special publications authored by the nominee
- Completed Nominee Declaration and Voluntary Background Check
- A maximum of 10 Letters of Endorsement
 - Refer to Appendix B for details on submitting Letters of Endorsement
- A narrative describing the distinguished service to CSI and the construction industry
- Professional color head-and-shoulder photo (headshot) for publication (at least 300 dpi)
- Other achievements and attainments of the nominee, relevant to the nomination
- Exhibits and delineation of service to the construction industry and CSI

Submission Information

- There is no limit to the number of Honorary Memberships conferred in a fiscal year.
- The nomination can be submitted by a chapter or 5 individual CSI voting members
- Honorary Membership is limited to non-members.
- Initial Technical Review
 - Upon receipt, the CSI National Awards Committee shall review each nomination package submitted to determine that all requirements are met. This review shall be technical only.
 - The technical review will include the voluntary background check conducted by CSI and/or its authorized agents.
 - 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.
 - 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 CSI Board Secretary.
- The CSI Board of Directors judges submissions for Honorary Membership. The Board confers this honor to the nominee.
- Notification of Award Status
 - The CSI Board Secretary will notify those elected and request their presence at the venue of the presentation. In the event the honoree cannot attend, the honor may be presented in absentia or posthumously.
 - In some cases, the Board Chair will contact the nominee to inform them of their elevation to Honorary Member.
- Nominators are cautioned not to publicize the names of nominees, except as necessary to secure letters of endorsement and documentation supporting the nomination until the nomination has been favorably acted upon and results have been announced by CSI National. Premature publicity may embarrass both the nominee and the nominator. Names of the nominees not selected to receive an honor will not be publicized.
- The venue of the presentation for these awards is the CSI Celebrates, at the CSI National Conference.
- Resubmission Requirements
 - Nominees who are not elevated to Honorary Membership in a given year may be renominated 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.

Fellowship

Fellowship is one of the top two honors granted by CSI. CSI Fellows are chosen by their peers. Nominees must have been members in good standing for not less than five years and must have notably contributed to the advancement of construction technology, the improvement of construction specifications, education, or by service to CSI. Further details are found in the [CSI Bylaws](#).

Criteria

- [CSI's Bylaws](#) state the qualifications, requirements for nomination, and the rights and privileges of Fellowship.
- Nominations shall be submitted by a chapter or by not fewer than five CSI 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.
- 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.
- Nominees can work with a current Fellow as a mentor to complete the submission requirements. A directory of Fellowship Mentors can be found on the CSI College of Fellows website: <https://www.csiresources.org/communities/fellowship>.

Requirements

- Completed Fellowship submission form, organized to comply with the criteria, and including a detailed narrative describing why the nominee deserves consideration for Fellowship, but also the impact this action will have on the chapter, region, or National organization. Related honors, awards, background data, and other achievements of the nominee should be included in the submission package as supporting documentation.
- Submission requirements:
 - Submissions shall be made electronically
 - Handwritten submissions will not be accepted and will be automatically disqualified from consideration.
 - Fax or email submissions will not be accepted and will be automatically disqualified from consideration.
 - Submissions must be in English.
 - Submissions must be received at CSI by the deadline. Late submissions will be disqualified from consideration.
 - The Fellowship submission package shall be completed using the form available on the CSI website.
 - The nominee must agree to the Nominee Declaration and Voluntary Background Check in the Fellowship nomination forms.
- A minimum of 5 and a maximum of 10 Letters of Endorsement; refer to Appendix B for details on submitting Letters of Endorsement
- Professional color head-and-shoulder photo (headshot) for publication (at least 300 dpi)
- Nominee's biographical information including:
 - Resume, both volunteer and professional
 - Relevant published works
 - Other achievements and attainments of the nominee, relevant to the nomination
 - Exhibits and delineation of service to the construction industry and CSI
- Narrative of the notable contributions to at least one of the four categories of advancement:

- Advancement of Construction Technology
- Improvement of Construction Specifications
- Education
- Service to CSI

Submission Information

- Nominations for Fellowship will be judged based on the submission package and Letters of Endorsement received. 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.
- 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.
- Notable Service:
 - The submission package, 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 the Fellowship nomination form, summarize in a few sentences why the nominee should be advanced in any one or more of the four categories. Information that 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 CSI, as a basis for advancement, may include exemplary and distinguished service to CSI and/or to one or more CSI chapters or regions.
- Consultation and Assistance:
 - Members of the Jury of Fellows are prohibited from advising a nominator on the information that should be included in the submission package before the submission and judging of the package.
 - Jury members are encouraged to promote Fellowship nominations and generically educate potential nominators and nominees concerning proper and effective Fellowship submittals.
 - The Chair of the Jury of Fellows can provide feedback to submitters on failed submission packages so that the package can be resubmitted at a later date.
 - Attempts to coerce or intimidate members of the Jury of Fellows to influence the outcome of a candidate's submission will result in the disqualification of the submission. Jury members will immediately notify the Chair of the Jury of Fellows if such inappropriate contact occurs.
- Technical Documents:
 - Specifications should not be submitted. Contractors, owners, and others who have utilized the nominee's specifications may comment on such in their 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.

- Itemization of Work:
 - The nominee's published works in books, letters, newspaper, and magazine articles, and other places can be listed if they apply, but actual materials or reprints should not be included.

Other Information

- There is no limit to the number of Fellowships elevated in one fiscal year.
- Nominations can be received from a chapter or 5 individual CSI members in good standing.
- Fellowship is limited to CSI members in good standing, with 5 years or more of membership (Student and Emerging Professionals are not eligible).
- Submission package is evaluated and judged by the Jury of Fellows based on:
 - Technical completion of the submission package, with all requirements met
 - Criteria as listed above have been met or exceeded
- New Fellows are notified by the Chair of the Jury of Fellows, with follow-up from CSI staff regarding relevant presentation information and requests for any additional information as related to the induction to Fellowship
- Honorees receive a Silver Medal w/Green and White Striped Ribbon; Framed Citation; Gold Lapel Pin.
- The Induction Ceremony is held at CSI Celebrates at the CSI National Conference.

Appendix A: Cumulative List of Honors and Awards

CSI Named Awards

Robert P. Brosseau Award for the Advancement of CSI

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.

Andrew J. Drozda Mentorship Award

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 considered a primary support pillar for others to draw strength from, and rely on, for a foundation for their participation.

J. Norman Hunter Award for Innovative Allied Organization Cooperation

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. 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 that exceeds the expected outcome. The result is collaboration within multiple construction organizations, education, etc., for a specific program or event.

Hans William Meier Award for Innovation of Certification Programs

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. The award is for lesson plans and programs, which incorporate cutting-edge technology and presentation methods that go beyond the standard certification preparation classes offered online and at various chapters within CSI.

Ben John Small Technical Writing Award

This award is presented to a CSI member recognized by their peers as an outstanding technical writer and/or expert in their field. The nominee shall embody the tenets of leadership, innovation, technical expertise, and/or education excellence and shall work in any medium of communication (hard copy or electronic).

CSI Awards

Communications Award

The Communications Award recognizes excellence in the communication efforts of a member, chapter, region, or organization by implementing a comprehensive communications program that includes multiple types of communications programs.

Distinguished Service Award

The Distinguished Service Award recognizes notable and significant contributions by a CSI member to CSI, at the chapter, region, or national level, that has furthered CSI's mission, CSI's standing in the AECO industry, or CSI's image to the public.

Environmental Stewardship Award

A Steward of the Environment actively and publicly champions environmental practices. This award recognizes individuals, organizations, or firms who have become "Stewards of the Environment" within their city, county, state, or region.

Innovation in Construction Award

This award recognizes an individual or team who innovatively developed or discovered new uses for materials, methods, technology, or project delivery systems.

Organizational Certificate of Appreciation

The Organizational Certificate of Appreciation is the highest honor presented to an organization that has demonstrated its support for CSI at all levels, chapters, regions, or nationally, based on the documented award criteria.

Outstanding Contribution Award

The Outstanding Contribution Award is presented to a CSI member, chapter, region, or group that has made commendable and noteworthy contributions above and beyond those normally performed as part of their normal duties or responsibilities. The recipient of this award has: furthered the influence of CSI in the local construction industry; increased the visibility of CSI in the local construction industry; and/or provided a value-added service to their chapter, region, or Institute.

Outstanding Emerging Professional Award

The Outstanding Emerging Professional Award is presented to CSI Members 35 years of age or younger, with 3 years or less of membership in CSI, who are recognized as having made commendable contributions to further the mission of CSI in one or more of the following: exceptional accomplishments that bring CSI at the Chapter, Region, or Institute levels to the forefront of the design/construction industry; promotion of one of the tenants of CSI Education, Certification, or Development of Technology to benefit the design/construction industry; exhibition of exceptional leadership at the Chapter, Region, or Institute; and/or contributions of significant work to assist with operations that provide a value-added service at their local Chapter, Region, or Institute.

Technical Document Award

This award is presented to an individual, Chapter, Region, or Group for a single outstanding accomplishment in technical writing other than project specifications.

Outstanding Chapter Commendation

Outstanding Chapter Commendation

This award is presented to a chartered chapter that meets the designated prerequisite core criteria and has provided supplemental data.

Chapter Cup

This award is presented to the chapter, among those that have received an Outstanding Chapter Commendation in the current awards cycle, with the greatest percentage (%) increase in total membership. The membership increase will be based upon the CSI National's membership records as of June 30 of the fiscal year ending immediately prior to the nomination deadline.

CSI Honors

Distinguished and Honorary Membership

Distinguished and Honorary Membership are considered to be the most prestigious honors of the Institute. They are conferred by the CSI Board of Directors 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. Distinguished services shall be "over and above" what is expected of a similar member performing those duties within the organization. The nominee's entire body of work, including any distinguished work, shall be considered when reviewing the nomination.

Fellowship

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 service to the Institute. CSI's Bylaws state the qualifications, requirements for nomination, and the rights and privileges of Fellowship.

Other CSI National Honors, Awards, or Recognitions

Construction Specifications Magazine Article of the Year

The Construction Specifier Article of the Year Award is presented to an original article published in The Construction Specifier Magazine, as determined by the managing editor of the publication. The article demonstrates relevance to the industry as a whole, is readable, has a high impact factor, and complies with CSI's mission and technical standards and formats.

Board Chair's Plaque

These awards are presented to a CSI member or Group for exceptional work performed on behalf of CSI National. They are presented at the Board Chair's sole discretion. No more than five such awards shall be made in any year unless additional awards are authorized by the Board with a three-fourths affirmative vote of the Board members present at any meeting of the Board. Identities of the recipients will not be disclosed until the awards presentation, at CSI Celebrates at the CSI National Conference.

Special Award

These awards are presented to a CSI member, chapter, region, or group, to promote the purposes of CSI National. Any special award, except standing awards, may be presented. These awards are presented at the discretion of the Board Chair or the Board.

Certificate of Merit and Appreciation – Board Members

These awards are presented to outgoing CSI National Board members in recognition of their service to CSI as members of the Board of Directors. One award is presented to each outgoing member of the Board.

Certificate of Merit and Appreciation – Chapter and Region Presidents

This award is given to the retiring chapter and region Presidents in recognition of chapter and region leadership and service. Certificates are mailed by CSI Component Relations staff to the Chapter or Region Secretaries. Chapters and regions are encouraged to frame and present certificates at their Chapter and Region Awards program or another appropriate event.

Chapter 50th Anniversary Plaque

These awards are presented to recognize a Chapter's 50th Anniversary.

Appendix B: Letters of Endorsement

Click here to submit Letters of endorsement:

[Submit Letters of Endorsement](#)

- Letters of endorsement serve as the personal testimony to the nominee's outstanding contributions and add to the nomination information available to the Awards Committee and the Jury of Fellows when judging for an honor or award.
- Letters of endorsement should corroborate specifics of the nomination with which the endorser is familiar. Letters should be factual, concise, and complete, and should elaborate on the achievements of the nominee to highlight the offices held, the project work done, and how well this work was performed.
- Letters of endorsement shall apply to one nominee only. A letter for multiple nominations will not be accepted.
- Letters of endorsement are confidential and privileged communications will not be shared with anyone outside of the judging committees (Awards Committee, the Jury of Fellows, or the CSI Board of Directors).
- Membership is not a requirement for the submission of letters of endorsement for honor and award nominees.
- The required number of letters of endorsement for each Honor and Award is listed on the award's page.
- All letters of endorsement must be signed – printed emails or unsigned memoranda will not be accepted. Digital signatures are acceptable.
- If a nomination is made by individual members, each individual listed as a nominator must also submit a letter of endorsement.
- Letters of endorsement should be addressed to:
 - The Chair of the Awards Committee for Distinguished or Honorary Membership, or for those CSI awards that require letters of endorsement.
 - The Chair of the Jury of Fellows for nominations for Fellowship.
- Letters of endorsement will be accepted electronically, via the online submission process, by email to awards@csinet.org, or in hard copy directed to CSI (123 North Pitt Street, Suite 450, Alexandria, VA 22314). If mailed, the letter must be postmarked before the due date for submission.
 - Letters can also be collected by the nominator for submission with the nomination.
- The CSI Board Chair and the CSI Board Chair-elect are not permitted to submit letters of endorsement. Additionally,
 - Members of the Jury of Fellows are not permitted to submit letters of endorsement for nominations to Fellowship.
 - Members of the Awards Committee are not permitted to submit letters of endorsement for CSI honors or awards.

- Honors and Awards nominations are not judged by the quantity of letters received, beyond the minimum required. Judging is based on the quality of the endorsements as they relate to details contained in the nomination.

Honors and Awards that Require Letters of Endorsement

- Distinguished Membership (10)
- Honorary Membership (10)
- Fellowship (5 to 10)
- Distinguished Service Award (5)
- Robert P. Brosseau Award for the Advancement of CSI (5)
- Andrew J. Drozda Mentorship Award (5)
- J. Norman Hunter Award for Innovative Allied Organization Cooperation (5)
- Hans William Meier Award for Innovation of Certification Programs (5)
- Ben John Small Technical Writing Award (5)
- Innovation in Construction Award (5)
- Environmental Stewardship Award (5)
- Outstanding Emerging Professional Award (5)

Appendix C: CSI Awards Matrix

Award Name	Endorsement Letter Requirement	Nominee Types	Nominee Membership Requirement	Max. No. of Awards per Year	Method of Recognition
Named Awards					
Robert P. Brosseau Award for the Advancement of CSI	5 minimum	CSI member	CSI member	3	Certificate
Andrew J. Drozda Mentorship Award	5 minimum	CSI member, chapter, region, or group	In the case of a group, at least one person must be a CSI member	3	Certificate
J. Norman Hunter Award for Innovative Allied Organization Cooperation	5 minimum	CSI member, chapter, region, or group	In the case of a group, at least one person must be a CSI member	3	Certificate
Hans William Meier Award for Innovation of Certification Programs	5 minimum	CSI member or group	In the case of a group, at least one person must be a CSI member	Varies	Certificate
Ben John Small Technical Writing Award	5 minimum	CSI member	CSI member and Current CCS	3	Certificate
Awards					
Communication Award	None	CSI member, chapter, region, or group	A nominee shall be a CSI member. In the case of a group, at least one member of the nominated group shall be a CSI member	Varies (refer to award criteria)	Certificate
Distinguished Service Award	5 minimum	CSI member (except Students)	CSI member for at least 10 years	3	Engraved Plaque
Innovation in Construction Award	5 minimum	Individual, chapter, region, or group	None	2	Certificate
Environmental Stewardship Award	5 minimum	Individual, chapter, region, or group	None	2	Certificate
Organizational Certificate of Appreciation	Optional	Firm, organization, or association	None	Varies	Certificate
Outstanding Contribution Award	Optional	CSI member, chapter, region, or group	In the case of a group, at least one person must be a CSI member	Varies	Certificate
Outstanding Emerging Professional Award	5 minimum	CSI Member, 35 years of age or younger	CSI Member for at least 3 years	5	Engraved Plaque
Technical Document Award	Optional	Individual, chapter, region, or group	None	2	Certificate
Outstanding Chapter Commendation					
Outstanding Chapter Commendation (OCC)	None	Chartered chapter	N/A	No Limit	Certificate; Electronic Seal
<i>Separate Application Form</i>					

Appendix D: Distinguished and Honorary Membership Matrix

Award Name	Required Form(s)	Endorsement Letter Requirement	Nominee Types	Nominee Membership Requirement	Max. No. of Advancements per Year	Method of Recognition
Distinguished Membership	Nomination Form for Distinguished Member	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 Honorary Member	10 maximum	Individual	None	Varies	Gold Medal w/Green and White Striped Ribbon; Etched Crystal; Framed Citation; Silver Lapel Pin

Appendix E: Fellowship Matrix

Required Form(s)	Endorsement Letter Requirement	Nominee Types	Nominee Membership Requirement	Max. No. of Advancements per Year	Method of Recognition
Nomination Form for Fellowship	At least 5; No more than 10	CSI member	CSI member (for at least 5 years)	No limit	Silver Medal w/Green and White Striped Ribbon; Framed Citation; Gold Lapel Pin