



Outstanding Chapter Commendation

July 1, 2023 to June 30, 2024

Chapter Name: *

Region *

PRIMARY CONTACT INFORMATION:

First Name *

Last Name *

Street Address *

Address Line 2

City *

State *

Zip Code *

Phone Number *

Email Address *

CHAPTER VERIFICATION:

The Board of Directors verifies that our Chapter has met all of the pre-requisite core criteria and the supplemental criteria as indicated in the Outstanding Chapter Commendation. The Chapter President and Secretary are authorized and directed to complete and submit this nomination form.

Chapter Meeting Date: *



*

Name

Email

Telephone

President

Secretary

PREREQUISITE CORE CRITERIA

Please check the applicable boxes and provide the requested materials for the prerequisite criteria as indicated below for the most recent completed fiscal year. To qualify for the Outstanding Chapter Commendation, a Chapter must have achieved all of the prerequisites in each of the four categories below.

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

Chapter Administration

Check if applicable. *

- The Chapter updated the names of officers and key committee chairs on the CSI National website by the published deadline.
- The Chapter leadership was elected and in office at the beginning of the fiscal year with a President, Treasurer, and a minimum of one other officer in accordance with its Bylaws.
- The Chapter has conducted an annual review of their Bylaws and documented the review in the Chapter Board Minutes.
- The Chapter Board meets in accordance with its Bylaws.

Attach a copy of the Chapter Board Minutes showing the Bylaws Review. *

Choose File

No file chosen

Chapter Fiscal Responsibility

Check if applicable. *

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

DO NOT INCLUDE BUDGET DOCUMENTATION.

Chapter Education and Programs

Check if applicable. *

- The Chapter held regular meetings in accordance with its Bylaws.
- The Chapter had a minimum of 4 educational programs during the fiscal year, to be listed in the grid below:

I.E., seminars or technical programs at the Chapters' meetings.

	Date	Topic	Speaker(s)
1	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>
2	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>	<input style="width: 100%; height: 100%;" type="text"/>

3			
4			

No additional backup is required for this category.

Chapter Communications

Check if applicable. *

- The Chapter communicated to members a minimum of 6 times during the fiscal year via email, newsletter, or other format, regarding Chapter events and other CSI-related information.

Attach an example of a Chapter newsletter. *

Choose File

No file chosen

Attach an example of another Chapter communication (other than the Chapter newsletter). *

Choose File

No file chosen

For Reference Purposes Only

FY2024 Outstanding Chapter Commendation

Supplemental Criteria

Chapter Administration

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

- The Chapter adopted a system of governance that is in accordance with chapter's Bylaws, administrative references, or operating guide (2 points).

- The Chapter maintains an active and accessible history archive (1 point).
- The Chapter prepared a formal and documented (written) long-range plan spanning at least 3 years (1 point).
- The Chapter participated in leadership training from the Region and/or other sources (1 point).
- The Chapter developed a mentoring program to provide information and training to new and potential leaders within the Chapter (1 point).
- The Chapter had innovative administrative efforts that contributed to the above (0 points).

SUPPLEMENTAL SUBTOTAL - Add the points associated with each item checked above (6 possible points).

Total points for Chapter Administration: *

Chapter Membership

The Chapter has a net positive growth in the fiscal year (if yes, 3 points).

Total Membership Count

Total Membership at the start of the fiscal year (July 1)

Total Membership at the end of the fiscal year (June 30)

Total Net Growth

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

- The Chapter developed and documented a membership growth plan. (1 point)
- New members were recognized in newsletters, websites, or other communications (1 point).
- New members were recognized at Chapter meetings (1 point).
- The Chapter developed and implemented a new member orientation program (2 points).
- Member anniversaries and milestones were recognized in newsletters, websites, or other communications (1 point).
- The Chapter recognized members through its awards program (2 points).
- The Chapter had innovative recruitment efforts that contributed to the above (0 points).

SUPPLEMENTAL SUBTOTAL - Add the points associated with each item checked above (11 possible points).

Total points for Chapter Membership: *

Chapter Finances

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

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

SUPPLEMENTAL SUBTOTAL - Add the points associated with each item checked above (6 possible points).

Total points for Chapter Finances: *

Chapter Certification Programs

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

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

SUPPLEMENTAL SUBTOTAL - Add the points associated with each item checked above (10 possible points).

Total points for Chapter Certification Programs: *

Chapter Educational/Technical Programs

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

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

SUPPLEMENTAL SUBTOTAL - Add the points associated with each item checked above (6 possible points).

Total points for Chapter Educational/Technical Programs: *

Chapter Communications

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

- The Chapter communicated with members monthly (2 points).
- The Chapter promoted Region and National events to members (1 point).
- The Chapter maintained a presence and promoted activities on a minimum of one other social media site (LinkedIn, Facebook, Twitter, etc.) (1 point).
- The Chapter promoted meetings, seminars, and other CSI activities to non-members in their local community (1 point).
- The Chapter had innovative communications efforts that contributed to the above (0 points).

The Chapter maintains a current website (2 points). Provide the URL:

SUPPLEMENTAL SUBTOTAL - Add the points associated with each item checked above (7 possible points).

Total points for Chapter Communications: *

Chapter Events

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

- The Chapter conducted joint event(s) with other organizations or institutions (2 points).
- The Chapter had innovative communications efforts that contributed to the above (1 points).

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

	Event	Description	Point
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUPPLEMENTAL SUBTOTAL - Add the points associated with each item checked above (7 possible points).

Total points for Chapter Events: *

Chapter Academic Relationships

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

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

SUPPLEMENTAL SUBTOTAL - Add the points associated with each item checked above (5 possible points).
Total points for Chapter Academic Relationships: *

Region and National Participation

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

- The Chapter President attended Region event (1 point).
- The Chapter helped at least one member (other than the President) attend a Region event (1 point).
- The Chapter President attended a CSI National event (1 point).
- The Chapter helped at least one member (other than the President) attend a CSI National event (1 point).
- The Chapter member(s) were appointed or elected to a Region committee or a Region office (1 point).
- A Chapter member(s) were appointed to a CSI National committee or task team or served on the CSI Board of Directors (1 point).
- The Chapter had innovative participation efforts that contributed to the above (0 points)

SUPPLEMENTAL SUBTOTAL - Add the points associated with each item checked above (6 possible points).
Total points for Region and National Participation: *

Other

Chapter Innovation Box

Here's the Chapter's opportunity to brag about something innovative or outstanding accomplished during the fiscal year that added value to the Chapter, Region, or CSI National and has not already been reported above (1 point). *

0/300 words

SUPPLEMENTAL SUBTOTAL - Add the points associated with each item checked above (1 possible point).
Point for Other: *

SUPPLEMENTAL CRITERIA TOTAL

Add the subtotals for all supplemental categories above (65 possible points).

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