



## Outstanding Chapter Commendation

July 1, 2025 to June 30, 2026

**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. \***

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 type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input 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. \***

No file chosen

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

No file chosen

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