

2011

Chapter & Region Awards Guide



The Construction
Specifications Institute

REGION AWARDS PROGRAM

Part 1 – General

1.01 Introduction

A. Purpose

1. Because each level of recognition plays a vital role in CSI's overall goals, an awards program at the region level is encouraged by the Institute.
2. It is essential that regions recognize the efforts of their members and others whose activities support the goals of CSI.
3. The CSI region awards program shall recognize the extraordinary efforts, talent, achievements, and notable contributions to the construction industry that support the purpose of CSI and the region.
4. The region's award program shall be the principle method for the region to say "thank you" to members and others who have contributed time and effort generously to the region. Awards that convey gracious and grateful recognition of extraordinary effort encourage continuing contributions.
5. The region's award program shall promote the goals of intensifying members' interest, gaining new members, developing new talent, stimulating interest in the region's growth, and promoting the public image of CSI.

B. Scope

1. The awards program at the region level is intended to recognize notable contributions, outstanding achievements, and service that are regional in nature.
2. The region may also recognize contributions to a chapter that have far-reaching effects outside that chapter.

C. Forms

1. CSI Honors & Awards Sample Forms are located at the end of this document.
2. Sample certificates are located at the end of this document.
3. Region award certificate stock may be purchased from the Institute office.

D. Sample Region Awards Guide:

1. The purpose of the Sample Region Awards Guide is to provide guidance to the Region Awards Committee.
2. Each region should review, edit, and expand this sample guide as appropriate for its specific needs and goals.

Part 2 – Judges

2.01 Region Awards Judges

A. Region Awards Committee

1. Unless specifically otherwise noted, the Region Awards Committee judges all region awards and selects winners, based on criteria stated in the specific award description.
2. Region Awards Committee consists of a chairman and members, as identified in Institute *Administrative References* Section C.
3. Region Awards Committee responsibilities are described in Institute *Administrative References* Section C.

B. Institute Directors

1. Institute Directors shall determine the recipients of the Institute Director's Certificates.
2. Institute Directors shall participate as judges on the Region Awards Committee.

Part 3 – Sample Region Awards Guide

3.01 Nomination

- A. Forms: Nominations must be made in writing in the style of CSI Honors & Awards Forms listed in the specific award criteria, and must be submitted in the manner specified.
- B. Compliance: Nominations shall be complete and establish compliance with the criteria for each award, should present reasons why the nominee deserves consideration for the award, and must contain supporting documentation to clearly establish the nominee's qualifications for the award.
- C. Qualified Nominators: Nominations shall be made by any chapter within the region, or not fewer than three region members in good standing.
- D. Facsimile: Neither facsimile transmissions nor electronic submissions are acceptable.

3.02 Procedures for Nomination for Region Awards

- A. Requisite CSI Honors & Awards Forms are listed in the specific award criteria.
- B. Requisite number of copies of the complete nomination package is described in the specific award criteria.
- C. Deadline: Region Awards Chairman must receive nominations for Region Craftsmanship Awards not later than [insert date], and for all other region awards not later than [insert date].

3.03 Endorsements

- A. Requirements for endorsements are described in the specific awards category.
- B. Endorsements may be made by any party, except members of the Region Awards Committee. Letters should include endorsement from clients, professional associates, and peers.
- C. Endorsers should make their endorsements pertinent to the specific areas of achievement or service on which the nomination is based, and should cite firsthand knowledge.
- D. Letters of endorsement may be sent directly to Region Awards Chairman, or may be included in the nomination package. Letters of endorsement sent directly to the Region Awards Chairman will be considered privileged communication.
- E. Letters of endorsement shall be signed by the author.
- F. Neither facsimile transmissions nor electronic submissions are acceptable.

3.04 Exhibits

- A. Specific awards require exhibits, samples and/or photographs. Such required items shall be included in the nomination package.
- B. Additional exhibits may also be included as appropriate to support the nomination. Such additional exhibits may include but are not limited to: renderings, drawings, photographs, and publications.

3.05 Re-submissions

- A. Nominees who are not selected to receive an award in any given year may be re-nominated in subsequent years. Exception: If an award category criterion requires activity within a specific year, nomination for activity within that year will not be reconsidered in subsequent years.
- B. Resubmitted nominations must be complete and must contain the required nomination forms, documentation, and letters of endorsement each time they are resubmitted. At the nominator's discretion, nomination package may include previously submitted information or may be partly or entirely new information.

3.06 Premature Publicity

- A. Nominators are cautioned not to publicize the names of nominees, except as necessary to secure letters of endorsement and documentation supporting the nomination, until such time as the nomination has been favorably acted upon and results have been announced by the region. Such premature publicity may embarrass both the nominee and the nominator.
- B. Names of nominees not selected to receive an award will not be publicized.

Part 4 – Region Award Categories

4.01 Service Recognition

A. REGION SERVICE AWARD

- 1. Award Criteria:
 - a. This award is presented to outgoing region board members, officers, and committee chairmen at the end of their term of service to the region.
 - b. One award is presented to each outgoing individual.
- 2. Nomination: There is no nomination process and there are no nomination requirements.
- 3. Award:
 - a. Method of Recognition: Framed Certificate.

- b. Venue of Presentation: Annual Region Conference.
- B. INSTITUTE DIRECTOR SERVICE AWARD
 - 1. Award Criteria:
 - a. This award is presented to outgoing Institute Directors at the end of their term of service to the region.
 - b. One award is presented to each outgoing Institute Director.
 - 2. Nomination: There is no nomination process and there are no nomination requirements.
 - 3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.

C. INSTITUTE DIRECTOR'S AWARD

- 1. Award Criteria:
 - a. This award is presented by the Institute Directors at their discretion.
 - b. Not more than two such awards may be made by each Institute Director in any year.
- 2. Nomination: There is no nomination process and there are no nomination requirements.
- 3. Award:
 - a. Method of Recognition: Printed certificate, mounted on a wooden plaque.
 - b. Venue of Presentation: Annual Region Conference.

4.02 Service Awards

A. REGION CERTIFICATE OF APPRECIATION

- 1. Award Criteria:
 - a. This award is presented to an individual who has rendered significant service to the region in the advancement of its objectives or in its administration.
 - b. No more than three such awards may be given in any year.
- 2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 701.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 702.
 - c. Nomination shall include minimum of two letters of endorsement.
 - d. One original and three copies of the completed nomination are required.
- 3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.

B. REGION ORGANIZATIONAL CERTIFICATE OF APPRECIATION

- 1. Award Criteria:
 - a. This award is presented to an organization, firm, or association that has rendered significant service to the region in the advancement of its objectives or in its administration.
 - b. No more than two such awards may be given in any year.
- 2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 701.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 702.
 - c. Nomination shall include minimum of two letters of endorsement.
 - d. One original and three copies of the completed nomination are required.
- 3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.

C. REGION COMMENDATION

- 1. Award Criteria:
 - a. This award is presented to an individual, team, committee, or Chapter that has rendered outstanding service to the region in the advancement of its objectives or in its administration.
 - b. Nominee shall be a member of the region. In the case of a team or committee, a majority number of members of the team or committee shall be region members.
 - c. No more than one such award may be given in any year.
- 2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 701.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 702.
 - c. Nomination shall include minimum of two letters of endorsement.
 - d. One original and three copies of the completed nomination are required.

3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.

D. REGION CONTINUOUS SERVICE AWARD

1. Award Criteria:
 - a. This award is presented to an individual who has rendered continuous outstanding service for at least five years to the region in the advancement of its objectives or in its administration.
 - b. No more than two such awards may be given in any year.
 - c. Past recipients are not eligible for the award again until another five years have passed.
2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 701.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 702.
 - c. Nomination shall include minimum of two letters of endorsement.
 - d. One original and three copies of the completed nomination are required.
3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.

E. REGION DISTINGUISHED SERVICE AWARD

1. Award Criteria:
 - a. This award is presented to an individual who has rendered distinguished service to the region in the advancement of its objectives or in its administration.
 - b. Distinguished service is long-term, continuous service that has resulted in important contributions to the region.
 - c. Nominee must be a member of the region.
 - d. No more than one such award may be given in any year.
2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 701.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 702.
 - c. Nomination shall include minimum of two letters of endorsement.
 - d. One original and three copies of the completed nomination are required.
3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.

4.03 Professional Accomplishment Awards

A. REGION CRAFTSMANSHIP AWARD

1. Award Criteria:
 - a. This award is presented to an individual, team, firm or organization for outstanding craftsmanship on a project constructed within the region.
 - b. Work presented for consideration must have been completed within the 12 months preceding the nomination deadline.
 - c. No more than one such award may be given in any year.
2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 701.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 702.
 - c. Nomination shall include at least four different color photos clearly showing different aspects of the work. Photos shall be a minimum size of 4" x 6."
 - d. Nomination shall include minimum of two letters of endorsement.
 - e. One original and three copies of the completed nomination are required. The same photos of the work shall be included in all four sets.
3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.

4.04 Publications Awards

A. CONTINUING PUBLICATION AWARD

1. Award Criteria:
 - a. This award is presented to an individual, team, firm, organization, or chapter for an outstanding paper copy continuing publication of interest to or related to CSI.

- b. To be considered continuing, such publication must be issued not less than four times per year.
 - c. Documents submitted for consideration must have been published within 12 months preceding the nomination deadline.
 - d. Nominee shall be a member of the region. In the case of a team, firm, or organization, a majority number of members of the team, firm, or organization shall be region members.
 - e. No more than two such awards may be given in any year.
2. Nomination:
- a. Nomination shall be in the style of CSI Honors & Awards Form 701.
 - b. Nomination shall include three (no more, no less) different issues of the nominated publication.
 - c. One original and three copies of the completed nomination are required. The same three issues of the publication shall be included in all four sets.
3. Award:
- a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.
- B. SPECIAL PUBLICATION AWARD**
1. Award Criteria:
- a. This award is presented to an individual, team, firm, organization, or chapter to recognize an outstanding paper copy non-continuing publication that is of interest to or related to CSI.
 - b. Special publications are those that are published less often than four times per year.
 - c. Document submitted for consideration must have been published within twelve months preceding the nomination deadline.
 - d. Special publications include but are not limited to: chapter directories, chapter rosters, guides, calendars, and technical documents.
 - e. Nominee must be a member of the region. In the case of a team, firm, or organization, a majority number of members of the team, firm, or organization shall be region members.
 - f. No more than two such awards may be given in any year.
2. Nomination:
- a. Nomination shall be in the style of CSI Honors & Awards Form 701.
 - b. Nomination shall include the nominated publication, as it was issued for publication.
 - c. One original and three copies of the completed nomination are required. Originals of the Special Publication shall be included in all four sets.
3. Award:
- a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.
- C. ELECTRONIC MEDIA AWARD**
1. Award Criteria:
- a. This award is presented to an individual or chapter to recognize an outstanding electronic media publication.
 - b. An electronic media publication is one that is created and distributed entirely in electronic format and takes advantage of electronic technology in its making.
 - c. Electronic media publications include but are not limited to: Websites, electronic newsletters, and technical documents.
 - d. No more than two such awards may be given in any year.
2. Nomination:
- a. Nomination shall be in the style of CSI Honors & Awards Form 701.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 702.
 - c. Nomination shall include minimum of two letters of endorsement.
 - d. One original and three copies of the completed nomination are required.
3. Award:
- a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.

CHAPTER AWARDS PROGRAM

Part 1 – General

1.01 Introduction

A. Purpose

1. Because each level of recognition plays a vital role in CSI's overall goals, an awards program at the chapter level is encouraged by the Institute.

2. It is essential that chapters recognize the efforts of their members and others whose activities support the goals of CSI.
 3. The CSI chapter awards program shall recognize the extraordinary efforts, talent, achievements and notable contributions to the construction industry that support purpose of CSI and the chapter.
 4. The chapter's awards program shall be the principle method for the chapter to say "thank you" to members and others who have contributed time and effort generously to the chapter. Awards that convey gracious and grateful recognition of extraordinary effort encourage continuing contributions.
 5. The chapter's awards program shall promote the goals of intensifying members' interest, gaining new members, developing new talent, stimulating interest in the region's growth, and promoting the public image of CSI.
- B. Scope
1. The awards program at the chapter level is intended to recognize notable contributions, outstanding achievements, and service that are chapter level in nature.
 2. The chapter may also recognize contributions to the chapter that have far-reaching effects outside that chapter.
- C. Forms
1. CSI Honors & Awards Forms are located at the end of this document.
 2. Sample certificates are located at the end of this document.
 3. Chapter award certificate stock may be purchased from the Institute office.
- D. Sample Chapter Awards Guide
1. The purpose of the Sample Chapter Awards Guide is to provide guidance to the Chapter Awards Committee.
 2. Each chapter should review, edit, and expand this sample guide as appropriate for its specific needs and goals.

Part 2 – Judges

2.01 Chapter Awards Judges

- A. Chapter Awards Committee
1. Unless specifically otherwise noted, the Chapter Awards Committee judges all chapter awards and selects winners, based on criteria stated in the specific award description.
 2. Chapter Awards Committee consists of a chairman and members, as identified in Institute *Administrative References* Section C.
 3. Chapter Awards Committee responsibilities are described in Institute *Administrative References* Section C.
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1. Chapter President shall determine the recipients of the President's Certificates.
 2. Chapter Officers shall participate as judges on the Chapter Awards Committee.

Part 3 – Sample Chapter Awards Guide

3.01 Nomination

- A. Forms: Nominations must be made in writing in the style of CSI Honors & Awards Forms listed in the specific award criteria, and must be submitted in the manner specified.
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- A. Requisite CSI Honors & Awards Forms are listed in the specific award criteria.
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- A. Requirements for endorsements are described in the specific awards category.

- B. Endorsements may be made by any party, except members of the Chapter Awards Committee. Letters should include endorsement from clients, professional associates, and peers.
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3.06 Premature Publicity

- A. Nominators are cautioned not to publicize the names of nominees, except as necessary to secure letters of endorsement and documentation supporting the nomination, until such time as the nomination has been favorably acted upon and results have been announced by the chapter. Such premature publicity may embarrass both the nominee and the nominator.
- B. Names of nominees not selected to receive an award will not be publicized.

Part 4 – Chapter Award Categories

4.01 Service Recognition

A. CHAPTER SERVICE AWARD

- 1. Award Criteria:
 - a. This award is presented to outgoing chapter board members, officers, and committee chairmen at the end of their term of service to the chapter.
 - b. One award is presented to each outgoing individual.
- 2. Nomination:
 - a. There is no nomination process and there are no nomination requirements.
- 3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Chapter Awards Program.

B. PRESIDENT'S CERTIFICATE

- 1. Award Criteria:
 - a. This award is presented by the President at his/her discretion.
 - b. No more than five such awards may be given in any year.
- 2. Nomination:
 - a. There is no nomination process and there are no nomination requirements.
- 3. Award:
 - a. Method of Recognition: Printed certificate, mounted on a wooden plaque.
 - b. Venue of Presentation: Annual Chapter Awards Program.

4.02 Service Awards

A. CHAPTER CERTIFICATE OF APPRECIATION

- 1. Award Criteria:
 - a. This award is presented to an individual who has rendered significant service to the chapter in the advancement of its objectives or in its administration.
 - b. No more than two such awards may be given in any year.
- 2. Nomination:

- a. Nomination shall be in the style of CSI Honors & Awards Form 801.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 802.
 - c. Nomination shall include minimum of two letters of endorsement.
 - d. One original and two copies of the completed nomination are required.
3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Chapter Awards Program.
- B. CHAPTER ORGANIZATIONAL CERTIFICATE OF APPRECIATION**
1. Award Criteria:
 - a. This award is presented to an organization, firm, or association that has rendered significant service to the chapter in the advancement of its objectives or in its administration.
 - b. No more than one such award may be given in any year.
 2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 801.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 802.
 - c. Nomination shall include minimum of two letters of endorsement.
 - d. One original and two copies of the completed nomination are required.
 3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Chapter Awards Program.
- C. CHAPTER COMMENDATION**
1. Award Criteria:
 - a. This award is presented to an individual, team, or committee that has rendered outstanding service to the chapter in the advancement of its objectives or in its administration.
 - b. Nominee shall be a member of the chapter. In the case of a team or committee, a majority number of members of the team or committee shall be chapter members.
 - c. No more than one such award may be given in any year.
 2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 801.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 802.
 - c. Nomination shall include minimum of two letters of endorsement.
 - d. One original and two copies of the completed nomination are required.
 3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Chapter Awards Program.
- D. CHAPTER CONTINUOUS SERVICE AWARD**
1. Award Criteria:
 - a. This award is presented to an individual who has rendered continuous outstanding service for at least five years to the chapter in the advancement of its objectives or in its administration.
 - b. No more than two such awards may be given in any year.
 - c. Past recipients are not eligible for the award again until another five years have passed.
 2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 801.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 802.
 - c. Nomination shall include minimum of two letters of endorsement.
 - d. One original and two copies of the completed nomination are required.
 3. Award:
 - a. Method of Recognition: Framed certificate.
 - b. Venue of Presentation: Annual Chapter Awards Program.
- E. CHAPTER DISTINGUISHED SERVICE AWARD**
1. Award Criteria:
 - a. This award is presented to an individual who has rendered distinguished service to the chapter in the advancement of its objectives or in its administration.
 - b. Distinguished service is long-term, continuous service that has resulted in important contributions to the chapter.
 - c. Nominee must be a member of the chapter.

- d. No more than one such award may be given in any year.
- 2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 801 and 802.
 - b. Nomination shall include minimum of two letters of endorsement.
 - c. One original and two copies of the completed nomination are required.
- 3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Chapter Awards Program.

4.03 Professional Accomplishment Awards

A. CHAPTER CRAFTSMANSHIP AWARD

- 1. Award Criteria:
 - a. This award is presented to an individual, team, firm, or organization for outstanding craftsmanship on a project constructed within the local area.
 - b. Work presented for consideration must have been completed within 12 months preceding the nomination deadline.
 - c. No more than one such award may be given in any year.
- 2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 801.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 802.
 - c. Nomination shall include at least four different color photos clearly showing different aspects of the work. Photos shall be minimum size 4" x 6".
 - d. Nomination shall include minimum of two letters of endorsement.
 - e. One original and two copies of the completed nomination are required. The same photos of the work shall be included in all three sets.
- 3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Chapter Awards Program.

4.04 Publication Awards

A. CHAPTER PUBLICATION AWARD

- 1. Award Criteria:
 - a. This award is presented to an individual who has submitted for publication at least four articles for the chapter newsletter or web site during the 12 months preceding the nomination deadline.
 - b. There is no limit to the number of awards that may be presented in any year.
- 2. Nomination:
 - a. Nomination shall be in the style of CSI Honors & Awards Form 801.
 - b. Nomination shall include information listed on CSI Honors & Awards Form 802.
 - c. One original and two copies of the completed nomination are required.
- 3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Chapter Awards Program.

The Construction Specifications Institute

NOMINATION FOR REGION AWARD

DATE: _____

Chairman, Region Awards Committee
[Enter Address]

Instructions:

Complete one of the nomination choices listed below. Nomination for any region award requires only one of the following options: nomination by chapter within the region; or nomination by three individual members of the region.

NOMINATION BY CHAPTER

The _____ Chapter, at its meeting held on _____, 20____, nominated _____ for the _____ Award of the region. We certify the resolution as follows:

"Whereas, this chapter believes _____
_____; therefore be it resolved that we do hereby nominate our candidate listed above for the award, and the president and secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to the region and to do all things proper to forward said nomination."

Chapter President _____ Chapter Secretary _____
(Signature) (Signature)

NOMINATION BY THREE INDIVIDUAL MEMBERS

We hereby nominate _____ for the _____ Award of the region.

Signatures*	Member Name and Chapter
1. _____	_____
2. _____	_____
3. _____	_____

** Signatures of at least three voting members are required. All three members may sign the same form, or each member may sign a separate form. If separate forms are used, the names of all nominations must appear on one cover sheet.*

NOMINATION FOR REGION AWARD

Statistical and Supporting Information

Instructions:

Provide information listed on this form. If not applicable, indicate such. Attach additional pages as necessary. Sequence information as follows:

1. **Nominee's full name**
2. **Nominee's address**
3. **Other background data of importance concerning the nominee (Education, important events, etc.)**
4. **Achievements or service of the nominee on which the nomination is based**
5. **Honors, awards, and other attainments of the nominee**
6. **Exhibits and delineation of achievements or service on which the nomination is based (Attach supporting documentation necessary to support the nomination and letters of endorsement)**

NOMINATION FOR CHAPTER AWARD

DATE: _____

Chairman, Chapter Awards Committee
[Enter Address]

Instructions:

Complete one of the nomination choices listed below. Nomination for any chapter award requires only one of the following options: nomination by chapter committee chairman; or nomination by two individual members of the chapter.

NOMINATION BY CHAPTER COMMITTEE CHAIRMAN

I hereby nominate _____ for the _____ Award of the chapter.

Chapter _____ Committee Chairman _____
(Committee Name) (Signature)

NOMINATION BY TWO INDIVIDUAL MEMBERS

We hereby nominate _____ for the _____ Award of the chapter.

Signatures*

Member Name

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |

** Signatures of at least two voting members are required. Both members may sign the same form, or each member may sign a separate form. If separate forms are used, the names of all nominations must appear on one cover sheet.*

NOMINATION FOR CHAPTER AWARD

Statistical and Supporting Information

Instructions:

Provide information listed on this form. If not applicable, indicate such. Attach additional pages as necessary. Sequence information as follows:

1. **Nominee's full name**
2. **Nominee's address**
3. **Other background data of importance concerning the nominee (Education, important events, etc.)**
4. **Achievements or service of the nominee on which the nomination is based**
5. **Honors, awards, and other attainments of the nominee**
6. **Exhibits and delineation of achievements or service on which the nomination is based (Attach supporting documentation necessary to support the nomination and letters of endorsement)**

For use on CSI certificate stock with pre-printed color logo.

Chapter Name

18 pt Times Roman

Certificate of
Merit and Appreciation

48/44 pt Times Roman

Presented to
Robert P. Smith, CSI

12 pt Times Roman
36 pt Times Roman or
Calligraphy

For your devoted and selfless personal contribution to the _____ Chapter while serving as Program Chairman, [month year] to [month year], you are presented the Certificate of Merit and Appreciation on the [day st,nd,rd,th] day of [month year].

18/20 pt Times Roman
40 pica maximum line length
Centered

President

Signature
1/2 pt. Rule, 19 picas long
9 pt. Times Roman

Region Identification

Certificate of
Merit and Appreciation

Presented to
Robert P. Smith, CSI

For rendering distinguished service to the _____
Region in advancing the objectives of the Institute,
[month year] to [month year], you are presented the
Certificate of Appreciation on the
[day st,nd,rd,th] day of [month year].

Director

For use on CSI certificate
stock with pre-printed color
logo.

18 pt Times Roman

48/44 pt Times Roman

12 pt Times Roman
36 pt Times Roman or
Calligraphy

18/20 pt Times Roman
40 pica maximum line length
Centered

Signature
1/2 pt. Rule, 19 picas long
9 pt. Times Roman