

2011

Honors & Awards Guide



**The Construction
Specifications Institute**

Welcome to the FY 2011 Honors & Awards Guide!

Being part of CSI's Awards Program is exciting and fulfilling. Participation in the awards program will let members know they are appreciated, as well as stimulate membership, develop leadership opportunities for members, highlight innovative ideas and best practices for replication, and develop professional relationships.

Not all awards require the nominee to be a CSI member, so take some time this year to assess not only your chapter members but also other individuals, educational institutions, firms and businesses in your community for accomplishments made in support of the built environment and the mission of CSI. Say "Thank You" by preparing a submittal for an Institute Award.

Should you have any questions, please email awards@csinet.org and your inquiry will be directed to the appropriate committee or task team member. While we cannot assist you in the actual preparation of a submission, we will gladly provide guidance on general information such as the appropriate forms to use or what to include in your submission package. For those of you preparing a Fellowship nomination, it is recommended that you contact a Fellowship Mentor.

We wish you the best in preparing and submitting your nomination package.

Sincerely,
CSI Awards Committee and Jury of Fellows

Awards Committee

Jonnie Cox, RA, CSI (Chair)
Marvin Kemp, CSI, CDT
Arlen J. Packard, CSI, CCCA
Lynn Javoroski, CSI, CCS, LEED AP SCIP
Anne Marie Roeper, CSI, CCPR
Robert E. Olson, CSI (Board Liaison)

Jury of Fellows

Bob Kenworthy, FCSI, CCS, CCCA (Chair)
Gary L. Beimers, FCSI, CDT
Timothy J. Gottwalt, CSI, CCPR
Catherine D. Guglielmoni, CSI, CCCA
Paulette K. Salisbury, FCSI, CDT
David W. Vaughan, CSI, CCPR
Sheryl L. Dodd-Hansen, FCSI, CCS, CCCA (Board Liaison)

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Submission Information for All Awards

SUBMISSION DEADLINE FOR ALL 2011 HONORS AND AWARDS: MAY 6, 2011 (5pm Eastern)

Submissions, including letters of endorsement, may be made electronically or in hard copy according to the following instructions. Fax or email submissions are unacceptable for all awards. All submissions must be in English.

A single PDF electronic copy is acceptable in lieu of the hard copy submission for all honor and award categories.

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF NOMINATIONS AND ENDORSEMENT LETTERS:

- Submissions must be posted electronically by 5pm Eastern on the deadline date.
- No exceptions will be made for late submittals.
- Electronic submissions must be made in a single PDF file.
- Each award submission must be made separately.
- To make an electronic award submission:
 - Go to http://dora.csinet.org/csi_services/awards.aspx
 - Select whether you are submitting for an individual, organization or endorsement
 - Fill in all required fields
 - Browse for your document and upload (this may take a few minutes depending on the size of your document)
 - You will receive an email stating your submission was uploaded successfully.

INSTRUCTIONS FOR HARD COPY SUBMISSION:

- Submissions must be received at CSI's office (address below) by 5pm Eastern on the deadline date.
- It is highly recommended that submittals be shipped several days in advance using a traceable method of shipment.
- A postmark/ship date is not acceptable.
- No exceptions will be made for late submittals.
- The required number of copies must be included (see submission matrix).
- For submissions requiring multiple copies, one should be marked "original". Additional copies may be photocopied, but should be of high enough quality for judging.
- It is suggested that hard copy submissions be adequately bound and packaged to arrive intact and in order.

Shipping address for hard copy submissions:

CSI
Attn: CSI Honors & Awards Program
110 South Union Street, Suite 100
Alexandria, VA 22314
(800) 689-2900

SUBMISSION REQUIREMENTS:

Nominations shall be complete, organized and establish compliance with the criteria for each award, and should present detailed reasons why the nomination deserves consideration for the award. Related honors, awards, background data, and other attainments of the nominee should be included in the nomination.

FORMS

Include appropriate forms. If a section on a form is not applicable, put N/A in that section of the form.

PHOTO

In addition to the items noted in the submission matrix on the following pages, all submissions must include:

- A recent color photograph suitable for publishing of the nominee/team.
- In the case of a firm, submit a corporate logo.
- Electronic photographs should be submitted in eps or jpeg format.
- Hard copy photographs should be 4" x 6", vertical format, head and shoulders view.
- Original photographs should be submitted with the original hard copy nomination package. Copies of photographs are acceptable for the copies of the hard copy nomination package.
- Note: The photo requirement does not apply to Outstanding Chapter Commendation Award submissions.

GRAPHICS

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. Graphic and photographic exhibits shall be professional quality and may be published at the discretion of the Institute. Creator credits and authorization for publication shall be included with all exhibits. Specific awards require exhibits, samples, and/or photographs. Such required items shall be included in the nomination package and inserted where indicated on the appropriate nomination form.

LETTERS OF ENDORSEMENTS

- Endorsement may be made by any party, except for the following:
 - members of the Institute Awards Committee (for all Institute awards)
 - the Jury of Fellows (for Fellowship)
- Some awards require specific qualifications for endorsers; see the specific award criteria.
- Letters should include endorsement from clients, professional associates, and peers.
- 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.
- Submission of endorsement letters
 - Distinguished/Honorary Membership endorsement letters can be included in the submission packet or submitted directly to the Institute.
 - Fellowship endorsement letters must be submitted directly to the Institute.
 - Endorsement letters for all other awards can be included in the submission packet or submitted directly to the Institute. When submitted directly to the Institute, nominee's name and the honor/award category must be included.
 - All letters may be submitted electronically or in hard copy using the instructions above according to the submission requirements for the specific award.
- Letters must contain the author's signature. Unsigned letters will not be considered. Signatures may be "wet" or an electronic rendering (ex. JPEG, TIF) of the author's original signature. The author's typed name alone is not considered an acceptable signature (ex. John Doe).
- Letters of endorsement sent directly to the Institute office will be considered privileged communication.

Nomination Matrix

Award Name	Required Forms	Endorsement Letter Requirements	Nominee Types	Nominee Membership Requirements	Hard Copy Requirements	Max. No. of Awards per Year	Method of Recognition
Distinguished Membership	101 or 102 and 103	Yes; 10 maximum	CSI Member	Member	1	Varies	Gold Medal w/Green and White Striped Ribbon; Crystal; Citation; Silver Lapel Pin
Honorary Membership	101 or 102 and 103	Yes; 10 maximum	Individual	None	1	Varies	Gold Medal w/Green and White Striped Ribbon; Etched Crystal; Matted Citation; Silver Lapel Pin
Fellowship	201, 202, and 203	Yes, Suggested Limit of 10	CSI Member	Member for not less than five years	1 original plus 6 copies	Varies	Silver Medal w/Green and White Striped Ribbon; Citation; Gold Lapel Pin
Distinguished Service Award	301	5 minimum	Member (except Intermediate or Student)	Member for not less than 10 years	1 original plus 6 copies	1	Engraved Plaque
Robert P. Brosseau Award for the Advancement of CSI	301	5 minimum	CSI Member	Member	1 original plus 6 copies	1	Certificate
Andrew J. Drozda Academic Programs Award	301	5 minimum	CSI Member, Chapter, Region or Group	In case of a group, at least one person must be a CSI Member	1 original plus 6 copies	2	Certificate

Award Name	Required Forms	Endorsement Letter Requirements	Nominee Types	Nominee Membership Requirements	Hard Copy Requirements	Max. No. of Awards per Year	Method of Recognition
J. Norman Hunter Award for Construction Document Education	301	5 minimum	CSI Member, Chapter, Region or Group	In case of a group, at least one person must be a CSI Member	1 original plus 6 copies	1	Certificate
Hans William Meier Award for Advancement of Certification Programs	301	5 minimum	CSI Member or Group	In case of a group, at least one person must be a CSI Member	1 original plus 6 copies	2	Certificate
Dale C. Moll Quality Management Award	301	5 minimum; at least 2 from employees, team members or consultants; at least 2 from clients	Individual, Chapter, Region or Group	None	1 original plus 6 copies	1	Certificate
Ben John Small Award for Specification Writing	301	5 minimum	CSI Member	Member and Current CCS	1 original plus 6 copies	1	Certificate
Communication Award	301	None	CSI Member, Chapter, Region or Group	In case of a Group, at least one person must be a CSI Member	1 original plus 6 copies	Varies	Certificate
Construction Technology Award	301	5	Individual, Chapter, Region or Group	None	1 original plus 6 copies	2	Certificate
Dale C. Moll Student Activity Fund	301 and 303	No	Individual	See Award Criteria	1 original plus 6 copies	1	See Award Description
Environmental Stewardship Award	301	5 minimum	Individual, Chapter, Region or Group	None	1 original plus 6 copies	2	Certificate
Excellence in Construction Information Award	301 and 501, 502 or 503	Optional; 10 maximum	Varies; See Award Criteria	None	1 original plus 6 copies	Varies	Plaque

Award Name	Required Forms	Endorsement Letter Requirements	Nominee Types	Nominee Membership Requirements	Hard Copy Requirements	Max. No. of Awards per Year	Method of Recognition
Organizational Certificate of Appreciation	301	Optional	Firm, Organization, or Association	None	1 original plus 6 copies	Varies	Certificate
Outstanding Chapter Commendation (OCC)	301 and 306	None	Chartered Chapter	N/A	1 original	No Limit	Certificate; Electronic Seal
Chapter Cup	None	None	Chartered Chapter	Outstanding Chapter Commendation Winners	None	1	Nameplate; Electronic Seal
Outstanding Contribution Award	301	Optional	CSI Member, Chapter, Region or Group	In case of a group, at least one person must be a CSI Member	1 original plus 6 copies	Varies	Certificate
Technical Document Award	301	Optional	Individual, Chapter, Region or Group	None	1 original plus 6 copies	2	Certificate
Michelangelo Award	401 and 402	5 Minimum	Individual	None	1 original plus 6 copies	1	Varies
Panel of Judges	411 and 412	Optional	See Award Criteria	None	1 original plus 6 copies	Varies	Certificate
President's Medal	None	None	CSI President-elect	CSI President-elect	None	1	Copper Medal w/Green Ribbon
Former President's Medal	None	None	CSI President	CSI President	None	1	Bronze Medal w/White Ribbon
Lifetime Member Plaque	None	None	CSI President	CSI President	None	1	Engraved Plaque
President's Plaque	None	None	CSI Member or Group	In case of a group, at least one person must be a CSI Member	None	5 Max	Engraved Plaque
Special Award	None	None	CSI Member, Chapter, Region or Group	In case of a group, at least one person must be a CSI Member	None	Varies	Varies

Award Name	Required Forms	Endorsement Letter Requirements	Nominee Types	Nominee Membership Requirements	Hard Copy Requirements	Max. No. of Awards per Year	Method of Recognition
Certificate of Merit and Appreciation	None	None	Retiring CSI Board Member, Chapter or Region President	Retiring CSI Board Member, Chapter or Region President	None	Varies	Certificate
Chapter 50 th Anniversary Plaque	None	None	Chapter	50 Years as CSI Chapter	None	Varies	Engraved Plaque

Note: Group is defined as a team, firm, association, organization, committee, etc.

I. INSTITUTE HONORS & AWARDS PROGRAM – OVERVIEW

- A. Categories
 - 1. Institute Honors
 - a. An Honor is a membership status bestowed not for specific accomplishments, but as a result of extensive contributions which support the mission of the Institute or its administration.
 - 2. Institute Awards
 - a. An Institute Award is recognition of talent, achievements and contributions in one of the Awards categories.
 - 3. Institute Recognition: Recognition is acknowledgement of a particular nature, as described in the Recognition categories.
 - 4. Region and Chapter Awards Guidelines: Refer to the Region and Chapter Awards Guide(s) on csinet.org
- B. Judging
 - 1. Distinguished/Honorary Membership are judged by members of the Institute Board.
 - 2. Fellowship submissions are judged by the Jury of Fellows.
 - 3. Dale C. Moll Student Activity Fund are judged by the Academic Programs Committee and approved by the CSI Foundation.
 - 4. Excellence in Construction Information (EICI) are judged by the Awards Committee which includes SCIP members. Additional SCIP members will be added if needed.
 - 5. Recognition Awards are given; not judged.
 - 6. All other awards are judged by the Awards Committee.
 - 7. “Guest Judges” may be used at the discretion of the Awards Committee.
- C. Notification of Award Status
 - 1. Distinguished/Honorary Member
 - a. The Institute Secretary will notify those elected and request their presence at the venue of presentation. Under unusual circumstances, the Honor may be presented in absentia or posthumously.
 - 2. Fellowship
 - a. The Institute Secretary will inform nominees of the disposition of their nominations, and notify those elevated of the designated venue for presentation and request their presence. Under unusual circumstances, the Honor may be presented in absentia or posthumously.
 - 3. Awards
 - a. The Awards Chair will notify winning individuals and request his/her presence at the designated venue for presentation. In unusual circumstances, the award may be presented in absentia or posthumously.
 - b. For non-winners, the Awards Chair will notify the nominator.
 - c. Incomplete or late submissions will not be judged, and nominator will be notified by the Institute.
- D. Premature Publicity
 - 1. Nominators are cautioned not to publicize the names of nominees, except as necessary to secure letters of endorsement and documentation supporting the nomination, until such time as the nomination has been favorably acted upon and results have been announced by the Institute. Premature publicity may embarrass both the nominee and the nominator. Names of the nominees not selected to receive an award will not be publicized.
- E. Venue of Presentation
 - 1. The CSI Annual Convention is the venue of presentation for most awards.
 - 2. President’s Award may be given at any time.
 - 3. Some Chapter and Region awards (ex. 50th Anniversary, Presidents certificates of appreciation) are mailed to the Chapter/Region Secretary for presentation at the appropriate Chapter/Region event.
- F. Resubmission Requirements
 - 1. General
 - a. Nominees who are not selected to receive an award in a given year may resubmit provided they met the current award criteria. Resubmitted nominations must be complete and must contain the required letters of endorsement and current nomination forms, documentation, according to the current award criteria each time they are resubmitted. At the nominator’s discretion, nomination package may include previously submitted information or may be partly or entirely new information.
 - 2. Resubmission of Fellowship Nominations

- a. Nominees who are not selected to receive an honor in any given year may be re-nominated in subsequent years, except as follows:
 - 1) If any nominee fails to be advanced to Fellowship after the nomination has been under consideration for three consecutive years, at least two years must elapse before the nomination may again be presented for consideration.
 - 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. Resubmission of EICI:
- a. Nominations for a particular project or "work effort" that has previously received an Excellence in Construction Information Award may be submitted provided the nomination is for a different work product, or is submitted under a different category from the previous awarded nomination.
- G. Consent To Use
- 1. Each year a handful of successful submissions are selected for display at The CSI Annual Convention and on CSINet. Should your submission be selected, it will be displayed without the nomination form(s) containing your personal information or endorsement letters.

II. INSTITUTE HONORS

A. Distinguished and Honorary Membership

- 1. Definition
 - a. Distinguished and Honorary Membership are considered to be the most prestigious honors of the Institute. They are conferred on individuals who have performed distinguished services to the construction industry in fields of activity related to the purposes of the Institute.
- 2. Award Criteria
 - a. CSI's Bylaws state the qualifications, requirements for nomination and election, and the rights and privileges of Distinguished and Honorary Membership.
 - b. Nominations shall be submitted by any Chapter or not fewer than five members in good standing.
 - c. Additional supporting data describing the nominee's specific areas of service shall be attached to the nomination forms.
 - d. Titles of books, magazine articles, and special publications should be listed. Submission of the actual publication is not necessary.
 - e. Letters of endorsement may also be submitted as supporting documentation. They may be included with the nomination or sent directly to the Institute Secretary. Letters sent directly to the Institute will be considered privileged communication.
 - f. The Board's evaluation of the nominee will be enhanced by documentation that is concise, factual, and complete.
 - g. See nomination matrix, submission information page and submission forms for general requirements.

B. Fellowship

- 1. Definition
 - a. Fellowship is one of the top two honors given by the Institute. Fellows of the Institute are chosen by their peers. Nominees must have been members in good standing for not less than five years and have notably contributed to the advancement of construction technology, the improvement of construction specifications, education, or by service to the Institute.
- 2. Award Criteria
 - a. CSI's Bylaws state the qualifications, requirements for nomination and the rights and privileges of Fellowship.
 - b. Nominations shall be submitted by any Chapter or not fewer than five members in good standing. It is unnecessary and unacceptable that a nomination be made by both a Chapter and voting members or by multiple Chapters.
 - c. See nomination matrix, submission information page and submission forms for general requirements.
- 3. Endorsement Letters
 - a. Address Letters of Endorsement to Chair, Jury of Fellows.

- b. Letters shall be submitted directly to the Institute by the writer of the letter of endorsement. Letters shall not be collected by the nominator for submittal with the nomination.
 - c. Where nomination is made by individual members, a letter of endorsement must be submitted from each nominator.
 - d. Members of the Jury are not permitted to submit a letter of endorsement.
 - e. Letters of endorsement should corroborate specifics of the nomination with which the endorser is familiar.
 - f. Quantity of letters submitted is not a qualification for judging the nomination, but rather the quality of the endorsements as they relate to details raised by the nomination.
 - g. It is highly desirable that letters of endorsement be submitted by CSI members and non-members familiar with the nominee. These letters of endorsement are beneficial because personal testimony of the nominee's outstanding contributions adds to the nomination information available to the Jury.
 - h. Letters should be factual, concise, and complete, and should elaborate on the achievements of the nominee to bring out not only the offices held or items of work done, but to indicate how well these functions were performed.
 - i. If an endorser's personal knowledge of a nominee's performance indicates other than excellent qualifications for advancement to Fellowship, the endorser should provide a frank evaluation in a letter of endorsement.
 - j. Since the Jury of Fellows relies on unbiased and candid opinions by endorsers, these letters of endorsement are considered confidential and privileged communications and shall not be sent to anyone else, including the nominator or nominee.
 - k. Letters of endorsement shall apply to one nominee only.
 - l. A limit of ten letters is strongly encouraged. By recommending a limit on the number of letters of endorsement, the Jury places responsibility upon the nominator to ensure that endorsers selected can attest to the activities for which the nomination is made. Further, the nominator should ensure that endorsers are selected carefully and encouraged to send a letter of endorsement.
4. General Information
- a. Election Criteria: Nominations for Fellowship will be judged on the basis of the submitted nomination package and letters of endorsement. The information required by the Honors & Awards Guide constitutes the only basis for judging the qualifications of the nominee, notwithstanding applicable references within Institute Policy and Institute Bylaws. The nomination must be complete and comply with the required format to be acceptable for consideration by the Jury. Knowledge of a nominee by a member of the Jury will not be considered unless such information is included in the submitted written data of the nomination or in letters of endorsement.
 - b. Notable Service: The nomination, together with the letters of endorsement, must carefully and specifically correlate the nominee's performance, contributions, and accomplishments to any one or more of the four categories described in the definition above. In Form 202 of the nomination, summarize in a few sentences why the nominee should be advanced in any one or more of the four categories. Information which is fully delineated in one category and which may apply in another category may be cross-referenced in the other category or categories in Form 202 and in Form 203. The nominee's activities should be presented chronologically. Focus and emphasis should be placed on how the nominee's contributions notably distinguished the performance beyond normal achievements and expectations. Service to the Institute, as a basis for advancement, may include exemplary and distinguished service to the Institute or to one or more CSI Chapters or Regions.
 - c. Consultation and Assistance: No member of the Jury, except the chair, prior to submittal of the nomination, may advise a nominator of additional information that could be submitted. However, Jury members are encouraged to promote Fellowship nominations and generically educate potential nominators and nominees concerning proper and effective Fellowship submittals.
 - d. Technical Documents: Specifications should not be submitted, as the Jury is not organized to judge the quality of such technical work. However, contractors, owners and others who have utilized the nominee's specifications may comment on such in letters of endorsement. Similarly, writers and users of specifications who have benefited from the nominee's contribution to their specifications may also comment appropriately in letters of endorsement.

- e. Itemization of Work: The nominee's published works in books, letters, newspaper and magazine articles, and other places should be listed if they apply, but actual materials or reprints should not be included.
- f. Method of Recognition: The Fellow's medal shall be worn with no other honor badge except those of Honorary Member, Former President, and President's medals or medals of similar prestige bestowed by Chapters or Regions or by the other national organizations.
- g. Disposition of Submittals: Successful nomination packages will be retained by the Institute as part of the Fellow's permanent membership file. All letters of endorsement and unsuccessful nomination packages will be destroyed.

III. INSTITUTE AWARDS

A. Definition

1. An Institute Award is recognition of talent, achievements, and contributions in one of the following award categories. Nominations shall be made by:
 - a. An Institute Officer or Director; or
 - b. A Chapter; or
 - c. A Region; or
 - d. An Institute Standing Committee; or
 - e. Five Voting CSI Members, none of which is a nominee.

B. Institute Award Categories

1. Distinguished Service Award

a. Award Criteria

- 1) This award is presented to a CSI member who has rendered distinguished service in the advancement of the Institute's mission or in its administration.
- 2) "Distinguished service" is defined as notable and significant contributions at the Chapter, Region or national level that have furthered the mission of CSI, its standing in the industry or its image to the public.
- 3) This award is one of the highest forms of recognition the Institute can bestow upon an individual.
- 4) Nominee shall be an Honorary, Distinguished, Emeritus, Retired, Professional, Industry or Associate Member of CSI with a minimum of 10 years of membership in and service to CSI.
- 5) See nomination matrix, submission information page and submission forms for general requirements.

2. Robert P. Brosseau Award for the Advancement of CSI



Robert P. Brosseau, FCSI, was a member of the Baltimore Chapter, joining in 1967. He served on the Chapter Board of Directors from 1968 through 1980. He also served as a Region director from the Middle Atlantic Region. Mr. Brosseau was greatly interested in continuing education within the construction industry. He was instrumental in establishing such a program at Catonsville Community College (Maryland), to provide courses sponsored and staffed by the Baltimore Chapter. He contributed to seminars sponsored by the AIA and the Building Congress and Exchange of Baltimore. Mr. Brosseau was always concerned with enhancing the position of CSI in the construction industry. He was advanced to Fellowship posthumously in 1982.

a. Award Criteria

- 1) This award is presented to a CSI member who has rendered outstanding service to further the mission and programs of the Institute.
- 2) Nomination shall include a narrative explaining the reason for nomination
- 3) See nomination matrix, submission information page and submission forms for general requirements.

3. Andrew J. Drozda Academic Programs Award



Andrew J. Drozda, CSI, was a leader in increasing CSI's visibility in the collegiate and construction arenas. A member of the Raleigh-Durham Chapter since 1986, Drozda served as Southeast Region Institute Director and member of the Institute Education Committee and Academic Affairs Task Team. Drozda encouraged education at the Chapter, Region, and Institute levels, increasing student participation in activities. In June 2000, he received the Robert P. Brosseau Memorial Award for his "enthusiastic efforts and leadership promoting student activities, continuing education, and hands-on student involvement." Drozda was an inspiration to many for his dedication to continuing education as well as his efforts in getting the CSI message on college campuses.

a. Award Criteria

- 1) This award is presented to a CSI member, Chapter, Region or Group that has worked with an institution of higher education offering a construction-related curricula and:
 - a) Has made significant contributions to enhance the image and recognition of CSI, within the educational institution(s), OR
 - b) Has significantly contributed to preparing students in construction-related curricula to make a difference in the construction community
- 2) Nomination shall include a narrative explaining the reason for nomination.
- 3) See nomination matrix, submission information page and submission forms for general requirements.

4. J. Norman Hunter Award for Construction Document Education



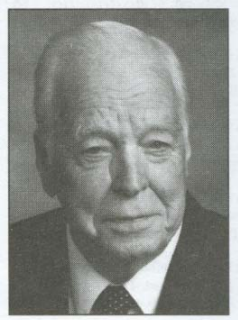
J. Norman Hunter, FCSI, was a founder of the Southern California Chapter and after serving two terms as Chapter president became a member of the Institute Board. In 1959 he was advanced to Fellowship posthumously.

Born in New Zealand, he came to America in the early 1930's and practiced architecture in New York and New Jersey before his move to California. Mr. Hunter became one of the first specifications consultants in that Region. In his address at the 1957 CSI Convention, then Institute President Hunter urged the closest cooperation with allied industries in fostering common aims and observed the need for professional leadership that would bring about industry-wide cooperation.

a. Award Criteria

- 1) This award is presented to a CSI member, Chapter, Region or Group for promoting or developing and implementing construction documents education.
- 2) Nomination shall include a narrative explaining the reason for nomination.
- 3) This award is to recognize education efforts beyond the Chapter, Region and Institute.
- 4) See nomination matrix, submission information page and submission forms for general requirements.

5. Hans William Meier Award for Advancement of Certification Programs



Hans William Meier, FCSI, Distinguished Member advocated, nurtured and supported the Certified Construction Specifier (CCS) program for more than 30 years. He has been acknowledged as the leading force in the establishment of CSI's certification programs and considered an expert in specification and construction document development.

Recognized as one of the nation's best known specification writers and specification educators, Mr. Meier has authored "The Library of Specifications Sections" and "The Construction Specification Handbook".

a. Award Criteria

- 1) This award is presented to a CSI member or Group that demonstrates exceptional commitment to CSI's certification programs through the recognition of their value by advocating, implementing, educating, developing, utilizing and otherwise supporting the programs.
- 2) Nomination shall include a narrative explaining the reason for nomination
- 3) May include documented recognition of nominee's work.
- 4) See nomination matrix, submission information page and submission forms for general requirements.

6. Dale C. Moll Quality Management Award



Dale C. Moll, FCSI, CDT, was a member of the Minneapolis-St. Paul Chapter where he served in many capacities, including chairman of the Technical Committee, secretary/treasurer, vice-president, president, and chairman of the Long Range Planning Committee. He served on the Institute Finance Committee, becoming chairman in 1985 and 1986. Following this, he served as Institute Treasurer in 1989-1990 and Institute Vice President in 1991. As ex-officio member of the Convention Planning Committee in 1991, Mr. Moll's commitment and knowledge of the quality management process led to the development of the Quality Management Education track at the 1991 Institute Convention. He contended that CSI should be the leader in Total Quality Management in the construction industry. An achiever at Chapter, Region, and Institute levels, Mr. Moll was advanced to fellowship in 1987.

a. Award Criteria

- 1) This award is presented to an individual, Chapter, Region or Group whose continued commitment to implementation, promotion or enhancement of the quality management process has led to improvements in the construction industry.
- 2) Quality Management is the process by which management continually identifies and meets customers' requirements by inspiring and empowering its employees to make better decisions through continuous quality improvement.
- 3) Nomination may include management's plan describing the implementation and continuous commitment to the quality management process.
- 4) Nomination shall include a brief summary describing the problem to be improved, the process used, the parties involved in the implementation, and the desired and actual results.
- 5) See nomination matrix, submission information page and submission forms for general requirements.

7. Ben John Small Award for Specifications Writing



Ben John Small, FCSI, was a founder and former president of the Metropolitan New York Chapter of CSI and served as chairman of the Chapter's Technical Committee. He was in charge of specifications for the hospital division of the New York City Department of Public Works. In 1945 he joined the firm of La Pierre, Litchfield and Partners, where he became a partner in 1954. He was advanced to fellowship posthumously in 1959. Mr. Small was a frequent lecturer at Columbia and Princeton Universities, Massachusetts Institute of Technology, and Virginia Polytechnic Institute; wrote a column for "Progressive Architecture;" and was the author of several volumes on specification writing, and use and adaptation of materials. Mr. Small was a member of the American Institute of Architects (AIA) and served as chairman of the AIA Education Committee.

a. Award Criteria

- 1) This award is presented to a CSI Member who has attained special proficiency and outstanding stature as a specifications writer.
- 2) Nominee shall be a Certified Construction Specifier.
- 3) Nomination shall include a narrative explaining the reason for nomination.
- 4) Nomination may include documented recognition of nominee's work, such as specifications writing awards.
- 5) See nomination matrix, submission information page and submission forms for general requirements.

8. Communications Award

a. Award Criteria

- 1) This award is presented to a CSI Member, Chapter, Region or Group for outstanding effort in the communication of CSI related topics and activities.
- 2) Nominations submitted for this award include, but are not limited to: continuing publications, syndicated columns, email communications, social media, blogs, websites, and special publications such as rosters, directories, posters, videos, and calendars.
- 3) Materials submitted for consideration must have been published or produced within the previous 12 months of the nomination deadline.
- 4) Nomination shall include the nominated publication, as it was issued for publication. Nomination must include the publication date.
- 5) For website submittals, the website URL must be provided.
- 6) Nomination shall include a clear explanation of how the communication document supports CSI.
- 7) See nomination matrix, submission information page and submission forms for general requirements.

9. Construction Technology Award

a. Award Criteria

- 1) This award is presented to an individual, Chapter, Region or Group, for:
 - a) Development or use of new materials, methods, technology or project delivery systems used in the building lifecycle; or
 - b) Development or use of existing materials, methods or technology in a new or innovative manner for the building lifecycle.
- 2) See nomination matrix, submission information page and submission forms for general requirements.

10. Dale C. Moll Student Activity Fund

The Dale C. Moll Student Activity Fund was established to promote the greater awareness of CSI to students completing studies in a construction related educational program. Monies from the Fund are intended to enable a student and faculty member from the student's institution of higher learning to attend The CSI Annual Convention.

a. Award Criteria

1) Nominee must:

- a) be enrolled in one of the following types of bona fide institutions of higher education: Colleges or Universities; Junior Colleges; Community Colleges; Vocational/Technical Schools.
 - b) be attending an accredited institution pursuing a course of study pertaining to the construction industry in one of the following: Architecture; Landscape Architecture; Interior Design; Construction Engineering; Construction Management; Construction Technology; Engineering, or other design or construction related field.
 - c) have at least one year of school and course work remaining before graduation or if in the last year of their current program, be continuing their education at an accredited institution in the immediate succeeding year.
 - d) have a grade point average of not less than 2.5 on a point scale of 4.0.
- 2) Qualified Nominators: Any person may nominate the student or the student may self-nominate.
- 3) No part of the nomination shall be handwritten.
- 4) See nomination matrix, submission information page and submission forms for general requirements.

b. Funding:

- 1) The Dale C. Moll Student Activity Fund will finance attendance at The CSI Annual Convention for student and a faculty member from the college or department in which the student is majoring for each to receive a framed certificate. Funding will cover the reimbursement of the following for both the student and the faculty member:
 - a) Exhibit hall and education programs registration;
 - b) Hotel reservation (base on single occupancy, three nights maximum, room and tax); and,
 - c) Lowest available coach airfare up to \$450
- 2) Should funding not be available, the award will not be offered. This determination will be made prior to the opening of each awards season.

c. Judging:

- 1) Subject to availability of funds by CSI's Finance Committee.
- 2) Recommendation: CSI's Academic Programs Committee will review the nominations and recommend awardees to the CSI Foundation Board.
- 3) Approval: The CSI Foundation Board will review the Academic Programs Committee's recommendations and approve the Awardees.

Note: For FY 2011 the Dale C. Moll Student Activity Fund Award **will** be fully funded.

11. Environmental Stewardship Award

a. Award Criteria

- 1) This award is presented to an individual, Chapter, Region, or Group for demonstrating environmental stewardship by: promoting environmental awareness in the construction industry; practicing sustainable design; or educating others in the advantages of designing for sustainability.
- 2) Nomination shall include a narrative explaining the reason for nomination.
- 3) See nomination matrix and submission forms for general requirements.

12. Excellence in Construction Information (EICI) Award

The EICI Award Program is a joint effort of the Construction Specifications Institute (CSI) and Specifications Consultants in Independent Practice (SCIP). The EICI Award was created to recognize excellence, originality or creativity in processes, tools, or documents used in development or construction of the built environment.

a. Award Criteria

- 1) Nominated documents shall be in the original form used for the project.
- 2) Unauthorized reproduced copies of copyrighted documents are not permitted.
- 3) See nomination matrix, submission information page and submission forms for general requirements.

b. Excellence in Construction Information Award – Categories

1) **Project Documentation Category**

Written project documentation documents including project conception documents, project delivery documents, design documents, or construction documents and may be submitted in nomination of an individual, a project team, or organization.

a) Nominations may be submitted for, but not limited to:

- Preliminary Studies
- Project Programs
- Preliminary Project Descriptions
- Outline Specifications
- Entire Project Manuals
- Individual Specification Divisions
- Individual Specification Sections
- Request for Proposal
- Request for Qualifications

b) Project Documentation submittals shall clearly state the project delivery method in the nomination. See Honors & Awards Form 501.

c) Nominations will be judged as follows:

- Adherence to CSI standards as outlined in the current edition of The Project Resource Manual – CSI Manual of Practice.
- Adherence to the CSI principle of Clear, Concise, Complete, and Correct (the Four C's) in preparing all written documentation.
- Supporting narrative.

2) **Product Documentation Category**

Product information may be submitted in nomination of a manufacturer or organization.

a) Product information award nominations may be submitted for, but not limited to:

- Manufacturers Website
- Guide Specification
- Or other Product Information that is used by a project team that contributes to successful project development provided the type of information is clearly noted in the nomination. See Honors & Awards Form 502.

b) Nominations will be judged as follows:

- Adherence to CSI standards as outlined in the current edition of The Project Resource Manual – CSI Manual of Practice.
- Adherence to the CSI principle of the Four C's in preparing written documentation: Clear, Concise, Complete, and Correct.
- Supporting narrative that forms the basis for the nomination.

3) **Innovation Category**

This category includes different forms of construction documentation and processes for presenting construction related information in a logical and organized method for which there is no established method or a modification to an established CSI standard and that improves the presentation method, processes or allows for a response to a special project need. Innovative work may be submitted in nomination of an individual, a project team, organization, or manufacturer. Written innovation document award nominations may be

submitted for any innovative construction documentation, work effort or process that have been developed and applied successfully to a project(s). See Honors & Awards Form 503.

a) Nominations in this category will be judged as follows:

- Adherence to the CSI principle of the Four C's in preparing all written documentation: Clear, Concise, Complete and Correct.
- Supporting narrative that forms the basis for the nomination.
- Supporting narrative must describe the reasons for the nomination.

13. Organizational Certificate of Appreciation

a. Award Criteria

- 1) This certificate is presented to a firm, organization, or association for exceptional accomplishments that promote the mission of the Institute or for exceptional liaison work with the Institute.
- 2) This award is the highest award the Institute can bestow on a firm, organization, or association.
- 3) Nomination shall include a clear explanation of how the organization supports CSI.
- 4) See nomination matrix, submission information page and submission forms for general requirements.

14. Outstanding Chapter Commendation

a. Award Criteria

- 1) This award is presented to a chartered Chapter that meets the designated pre-requisite core and supplemental criteria. Minimum score criteria is not published.
- 2) There are three classifications, based on Institute records of the number of total Chapter members (excluding students) as of June 30 of the fiscal year ended immediately prior to the nomination deadline:
 - a) Level I, 126 and more members;
 - b) Level II, 61-125 members; and
 - c) Level III, 60 and fewer members
- 3) As Chapters earn Commendations, they reach the following milestones. Note that the number of years does not need to be consecutive.
 - a) Five years - Bronze Level
 - b) Ten years - Silver Level
 - c) Twenty years - Gold Level
 - d) Thirty years - Platinum Level
- 4) It is recommended that the nomination form be completed using MS Word or other word processor software. Illegible handwritten submissions will not be considered.
- 5) Nomination shall include supporting documentation for the pre-requisite criteria as required on the nomination form. Examples should be labeled to designate the criteria being supported and be provided directly behind the related page of the form.
- 6) See nomination matrix, submission information page and submission forms for general requirements.

15. Chapter Cup

a. Award Criteria

- 1) To be considered for the Chapter Cup, a Chapter must submit and receive the Outstanding Chapter Commendation in the current awards cycle.
- 2) One Chapter Cup is awarded to the Chapter with the greatest net increase in total membership (excluding students).
- 3) The membership increase will be based upon the Institute's membership records as of June 30 of the fiscal year ending immediately prior to the nomination deadline. (For example, for the FY 2011 awards cycle, the calculation will be based on membership growth between July 1, 2010 and June 30, 2011.)
- 4) See nomination matrix, submission information page and submission forms for general requirements.

16. Outstanding Contribution Award

a. Award Criteria

- 1) This award is presented to a CSI member, Chapter, Region or Group that has made notable contributions to the goals of the Institute.
- 2) This award recognizes contributions above and beyond those normally performed as part of a Chapter, Region, or Institute educational or technical programs.
- 3) Nomination shall include a clear explanation of how the contribution supports CSI.
- 4) See nomination matrix, submission information page and submission forms for general requirements.

17. Technical Document Award

a. Award Criteria

- 1) This award is presented to an individual, Chapter, Region or Group for a single outstanding accomplishment in technical writing other than project specifications.
- 2) Document shall have been published or revised within 24 months of the nomination deadline.
- 3) Nomination shall include the technical document and narrative explaining its significance.
- 4) See nomination matrix, submission information page and submission forms for general requirements.

18. The Michelangelo Award

Michelangelo is one of the greatest artists of all time, a man whose name has become synonymous with the word "masterpiece." As an artist he was unmatched, the creator of works of sublime beauty that express the full breadth of the human condition. Because of his lifetime devotion to art and architecture he was venerated after his death as the "father and master of all the arts."

This National Award is recognition of talent, achievements, and contributions, for any individual (CSI member or non-member) involved in the design and construction industry.

a. Michelangelo Award Criteria

- 1) This award is presented to pay tribute to an individual for a lifetime of distinguished, innovative service to the design and construction industry, thereby exhibiting excellence in the mastery of creating and sustaining the built environment.
- 2) Nominations shall be supported by specific evidence of far-reaching effect and lifetime achievement.
- 3) See nomination matrix and submission form for general requirements.

b. Panel of Judges

1) Purpose of Panel of Judges

- a) Because of the stature of National Awards nominees, it is necessary that the Panel of Judges be of equivalent nationally recognized stature. Further, selection of judges from a

cross section of the design and construction industry ensures that evaluation of nominations will be as objective as possible.

- 2) Criteria for Judges
 - a) A distinguished Panel of Judges, consisting of five individuals representing a cross section of the design and construction industry, will select the National Award winners.
 - b) The Panel of Judges will be selected each year from the nominations received by the Institute Awards Committee.
 - c) The Panel of Judges will be chaired by the Immediate Past President of CSI. For the purpose of this panel, the Immediate Past President is the person whose term ended immediately prior to each year's Panel of Judges nomination deadline. Each judge must be a distinguished leader in his/her field and widely known for individual skill and level of competence.
 - d) Maximum representation on the panel of judges from any one organization is one person. Term limit is one year and a panel member cannot be a judge more than twice. Consecutive terms are permissible. Complete nomination process is required for consideration for a second term.
- 3) Nominations for Panel of Judges
 - a) Nominations shall be made in writing in the style of CSI Honors & Awards Forms 411 and 412 and submitted in the manner specified.
 - b) Nominations shall be complete, establish compliance with the criteria for judges, and include reasons why the nominee deserves such an honorable position.
 - c) Judges nominated in any given year will be judging award nominations received in the same year.
- 4) Procedures for Nomination of a Judge
 - a) The Institute Awards Committee and CSI Board will seek nominations. The Awards Committee will make the selections for the Panel of Judges. Nominations will be solicited from nationally recognized design and/or construction industry organizations, publications, or associations. Maximum number of nominations by any one such organization, publication, or association is two.
 - b) Nominations shall be in the style of CSI Honors & Awards Form 411
 - c) Nominations shall include information listed on CSI Honors & Awards Form 412. Nomination shall clearly demonstrate that the individual is a distinguished Leader in their field and is willing to participate on this Panel of Judges.
 - d) A recent photograph of the nominee shall be submitted with the nomination. Original color photo (4" x 6"; head and shoulders view; vertical format) shall be included with the original nomination. Photograph shall be professional quality and authorized for publication by the Institute.
 - e) Letters of endorsement are not required, but may be included at the discretion of the nominator.
- 5) Endorsements (if included)
 - a) Endorsers should make their endorsements specifically pertinent to the nomination. Fewer quality endorsements are more effective than multiple weak endorsements. Endorsement letters should cite firsthand knowledge of the nominee's specific achievements, service or level of expertise.
 - b) Any party, except members of the Institute Awards Committee, may make endorsement.
 - c) Letters of endorsement may be sent directly to Institute offices, or may be included in the nomination package. Letters of endorsement sent directly to Institute offices will be considered privileged communication.
- 6) Resubmission and Nomination for a Second Term
 - a) Nominees who are not selected to sit on the Panel of Judges may be re-nominated in subsequent years.
 - b) Judges who have been selected may be nominated to sit on the Panel for a second term.
 - c) Re-nomination and nomination for a second term require complete nomination process.
- 7) Premature Publicity
 - a) Nominators are cautioned not to publicize the names of nominees for the Panel of Judges, except as necessary to secure letters of endorsement and documentation

supporting the nomination, until such time as nomination has been favorably acted upon and the results have been announced by the Institute. Such premature publicity may embarrass both the nominee and the nominator.

- b) Names of nominees not selected to serve on the Panel of Judges will not be publicized.

IV. INSTITUTE RECOGNITION

A. Definition

1. The Institute bestows recognition as acknowledgement of a particular nature, service, or activity.

B. Institute Recognition Categories

1. President's Medal

a. Award Criteria

- 1) This award is given to the President-elect to be worn during the term of office.

2. Former President's Medal

a. Award Criteria

- 1) This award is given to the outgoing President in recognition of service to the Institute.

3. Lifetime Member Plaque

a. Award Criteria

- 1) This award is given to the outgoing President in recognition of service as President.

4. President's Plaque

a. Award Criteria

- 1) These awards are presented to a CSI member or Group for exceptional work performed on behalf of the Institute.
- 2) These awards are presented at the President's sole discretion.
- 3) 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.
- 4) Identities of the recipients will not be disclosed until presentation of the awards.

5. Special Award

a. Award Criteria

- 1) These awards are presented to a CSI member, Chapter, Region or Group, to promote the purposes of the Institute.
- 2) Any special award, except standing awards, may be presented.
- 3) These awards are presented at the discretion of the President or the Board.

6. Certificate of Merit and Appreciation – Board Members

a. Award Criteria

- 1) These awards are presented to retiring Institute Board members in recognition of their service to the Institute as members of the Board.
- 2) One award is presented to each retiring member of the Board.

7. Certificate of Merit and Appreciation – Chapter and Region Presidents

a. Award Criteria

- 1) This award is given to the retiring Chapter and Region Presidents in recognition of Chapter and Region leadership and service.
- 2) Certificates are mailed by the Institute Secretary to the Chapter and Region Secretaries. Chapters and Regions are encouraged to frame and present certificate at their Chapter and Region Awards program or other appropriate event.

8. Chapter 50th Anniversary Plaque

a. Award Criteria

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

The Construction Specifications Institute

**NOMINATION FOR
DISTINGUISHED/HONORARY MEMBERSHIP**

By _____ Chapter

DATE: _____

Dear CSI Board:

This Chapter, at its meeting held on _____, 20__, nominated _____ for

Distinguished or Honorary membership in the Construction Specifications Institute. We certify the resolution as follows:

“Whereas, this Chapter believes _____, has performed distinguished service to the construction industry by _____

_____;

therefore be it resolved that the _____ Chapter of the Construction Specifications Institute does hereby nominate _____ for Distinguished/Honorary Membership in the Institute, and the President and Secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to the Institute and to do all things proper to forward said nomination.”

The qualifications of the nominee for Distinguished/Honorary Membership are indicated on the attached CSI Honors & Awards Form 103.

President:

(Signature)

(Print or Type Name)

(Mailing Address)

(City, State, Zip)

(Phone)

(Email Address)

Secretary

(Signature)

(Print or Type Name)

The Construction Specifications Institute

**NOMINATION FOR
DISTINGUISHED/HONORARY MEMBERSHIP**
By Individual Members

DATE: _____

Dear CSI Board:

We hereby nominate _____ for Distinguished; Honorary Membership in the Construction Specifications Institute.

The qualifications of the nominee for Distinguished/Honorary Membership are indicated on the attached CSI Honors & Awards Form 103.

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

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

PRIMARY CONTACT INFORMATION

Contact Full Name: _____

Address: _____

Phone: _____

Email Address: _____

The Construction Specifications Institute

**NOMINATION FOR
DISTINGUISHED/HONORARY MEMBERSHIP**
Statistical and Supporting Information

1. Nominee's full name
2. Nominee's address
3. Nominee's principal occupation (if retired, state former principal occupation and date of retirement)
4. Nominee's employer
5. Nominee's business address, phone and email
6. Professional honors and awards
7. Published book, treatises, and articles
8. Distinguished service to the construction industry on which the nomination is based
9. Attach recent professional, original color, head and shoulder photograph of the nominee suitable for publication
10. Other attainments and achievements of the nominee
11. Exhibits and delineation of service to the construction industry on which the nomination is based (attach supporting documentation as necessary to support the nomination and letters of endorsement)

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP

DATE: _____

Dear Chair, Jury of Fellows:

(Complete one of the nomination choices below: Attach CSI Honors & Awards Form 202 and 203, Part 1 through 4. Italicized working is provided as instruction and should not be included in the text.)

NOMINATION BY CHAPTER

The _____ Chapter, at its meeting held on _____, 20__, nominated _____, a member of this Chapter, for Fellowship in the Construction Specifications Institute. We certify the resolution as follows:

“Whereas, this Chapter believes _____, a member of this Chapter, has made so notable a contribution to the advancement of the construction industry and is worthy of Fellowship in the Institute, and

“Whereas, said member has been in good standing in the Chapter for ____ years to this date, therefore be it

“Resolved that this Chapter of the Construction Specifications Institute does hereby nominate _____ for Fellowship in the Institute, and the President and Secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to the Jury of Fellows of the Institute and to do all things proper to forward said nomination.”

The qualifications of the nominee for Fellowship are indicated on the attached CSI Honors & Awards Forms 202 and 203.

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

*The signature of the President and Secretary should be replaced with another officer if either the President or Secretary is being nominated.

NOMINATION BY INDIVIDUAL MEMBERS

We hereby nominate _____, member of the _____ Chapter, for Fellowship in the Construction Specifications Institute. We believe that the nominee has made a notable contribution to the advancement of the construction industry and is worthy of Fellowship in the Institute.

The qualifications of the nominee for Fellowship are indicated on the attached CSI Honors & Awards Forms 202 and 203.

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

**Signatures of at least five voting members are required. All five members may sign the same form, or each member may sign a separate form. If separate forms are used, the names of all nominators must appear on one cover form. All members who have signed the form (or forms) must also submit individual letters of endorsement.*

PRIMARY CONTACT INFORMATION

Contact Full Name: _____
Address: _____
Phone: _____
Email Address: _____

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP
Biographical Statistics

(Italicized wording is provided as instruction and should not be included in the text)

1. Nominee's full name
2. Nominees' home address and home telephone number
3. Nominee's principal occupation *(if retired, state former principal occupation and date of retirement)*
4. Nominee's employer
5. Nominee's business address, phone, and email
6. Date nominee became a member of CSI
7. Education *(degrees and dates)*
8. Professional registrations and certifications
9. Professional honors and awards received from CSI and relevant non-CSI organizations *(include text of honor or award citation)*
10. Relevant published works *(List, including name of publication, date published, and if article, title of article. Do not include actual copies of such work, in whole or in part.)*
11. Of the four categories in which a nominee may be advanced, explain in a few sentences how the nominee qualifies in each of the categories on which the nomination is based.
12. Attach a recent professional, original color, head and should photograph of the nominee suitable for publication *(original color photo on original nomination package with either color or black and white copies of photo on required copies of nomination package).*
13. Exhibits *(Attach a summary of the nominee's notable contributions to the advancement of construction technology, the improvement of construction specifications, education or by service to the Institute prepared in accordance with CSI Honors & Awards Form 203, Parts 1 through 4. State "Not Applicable" or "NA" in each part that the nomination is not based.)*

CSI Honors & Awards Form 202

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP

Nominee's Notable Contribution to the Advancement of Construction Technology

(Italicized wording is provided as instruction and should not be included in the text)

Nominee's Name: _____

Contributions to the advancement of construction technology may be reflected in research; development of construction products or techniques; innovative design in the application and use of materials and technologies; and publication of books, treatises, and articles which influence construction practices. These considerations apply to both engineering and architectural uses of materials or systems.

Describe nominee's notable work in the advancement of construction technology within the Institute or other relevant organizations. Cross-reference published work and honors or awards related to this category with list contained on CSI Honors & Awards Form 202. All four parts of Form 203 must be completed, in order for the nomination to be acceptable for consideration by the Jury. If any item on any form or any part of Form 203 does not apply to a particular nominee, it shall be noted "Not Applicable" or "None".

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP

Nominee's Notable Contribution to the Improvement of Construction Specifications

(Italicized wording is provided as instruction and should not be included in the text)

Nominee's Name: _____

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

Construction specifications may also be improved by members who do not normally prepare specifications. This can occur through providing assistance in the art of specification writing or by improving the technology used to prepare or distribute construction specifications. The work of the nominee in the area shall be clearly explained showing how it has improved construction specifications.

Such improvement of construction specifications may be shown in work of small scope as well as large, in private and domestic work as well as public monumental work, interior as well as exterior. Value of construction or a multiplicity of impressive project shall not, in themselves, be considered as evidence of outstanding improvement.

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

Cross-reference published work and honors or awards related to this category with list contained on CSI Honors & Awards Form 202.

State "Not Applicable" or "NA" if the nomination is not based on this category.

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP
Nominee's Notable Contribution to Education

(Italicized wording is provided as instruction and should not be included in the text)

Nominee's Name: _____

Describe the nominee's significant educational activities and achievements, including organizational and instructional efforts and published work which have had notable influence on the construction industry; cross-reference published work and honors or awards related to this category with list contained on CSI Honors & Awards Form 202. State "Not Applicable" or "NA" if the nomination is not based on this category.

The Construction Specifications Institute

NOMINATION FOR FELLOWSHIP
Nominee's Notable Contribution in Service to the Institute

(Italicized wording is provided as instruction and should not be included in the text)

Nominee's Name: _____

Per the sample below, document nominee's service to the Chapter, Regions, and Institute by enumerating them in chronological order and by describing notable work in brief narrative. Cross-reference published work and honors or awards related to this category with the list contained on CSI Honors & Awards Form 202.

1. Office and Positions Held: *(Include offices, directorships, chairpersonships, and memberships on standing committees.)*
 - a. Chapter
FY _____ Office or Position: _____
 - b. Region
FY _____ Office or Position: _____
 - c. Institute
FY _____ Office or Position: _____

(Even though Institute directors serve their Regions at a level of service, the directorship should be listed under Institute service.)

2. Special Services: *(List memberships on and contributions to ad hoc committees, speaking engagements, seminar leaderships, and other non-regular service activities.)*
 - a. Chapter
FY _____ Office or Position: _____
 - b. Region
FY _____ Office or Position: _____
 - c. Institute
FY _____ Office or Position: _____

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

State "Not Applicable" or "NA" if the nomination is not based on this category.

The Construction Specifications Institute

NOMINATION FOR AN INSTITUTE AWARD

DATE: _____

AWARD NAME: _____

NOMINEE'S NAME *(Individual, Chapter, Firm, Team or Organization)*

Address: _____

Phone: _____

Email: _____

NOMINATION BY *(Check applicable box, documentation of nominations to be provided on subsequent forms):*

Chapter: _____ Individual Members (5 required)

Region: _____

Institute Standing Committee Institute Officer or Director

PRIMARY CONTACT INFORMATION *(The person primarily responsible for preparation of the nomination; person who can answer questions about the nomination)*

Full Name: _____

Home Chapter: _____

Address: _____

Phone: _____

Email: _____

SIGNATURES: *(Nominations by Chapter must include Chapter President and Secretary signatures.)*

Name / Office (if Applicable)	Chapter	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The Construction Specifications Institute

**NOMINATION FOR THE
DALE C. MOLL STUDENT ACTIVITY FUND**
Statistical and Supporting Information

Instructions:

Provide statistical information and supported documents listed on this form. Attach additional pages as necessary.

Sequence information as follows:

1. Nominee's full name
2. Nominee's address, phone and email
3. Nominee's date of birth
4. Nominee's Institute of higher learning and address
5. Nominee's curriculum major and year of study
6. Nominee's grade point average and point scale
7. Faculty member's full name, email and department
8. List honors, awards, achievements, CSI participation, and other attainments of the nominee
9. Attach an original typewritten 500-to-750 word essay on ONE of the following topics:
 - a. Design as it relates to the development of construction documents
 - b. How does the quality of construction documents relate to the constructor or the construction process?
 - c. What is the role of construction documents as defined by the Project Resource Manual – CSI Manual of Practice, in improving quality of the construction process?
10. Attach an original typewritten letter, signed by the Nominee, certifying: that the essay is the work of the nominee; that nominee has a least one year of school remaining before graduation; and that nominee releases essay for publication by CSI.

OUTSTANDING CHAPTER COMMENDATION

DATE: _____

FISCAL YEAR: _____

CHAPTER NAME: _____

REGION: _____

Has the Chapter received this award in the past? Yes No

If yes, list the fiscal years: _____

Check applicable box below for this submittal:

Bronze Level (Five years) Silver Level (Ten years)

Gold Level (Twenty years) Platinum Level (Thirty years)

PRIMARY CONTACT INFORMATION:

Full Name: _____

Address: _____

Phone: _____

Email: _____

Chapter Certification

The Board of Directors at its meeting held on _____, 20__, certified that our Chapter has met all of the prerequisite core criteria and the supplemental criteria as indicated on the Outstanding Chapter Commendation Form 306, and the President and Secretary are authorized and directed to sign the nomination papers as verification of the Board certification.

President: _____
(Signature) (Print or Type Name)

Secretary: _____
(Signature) (Print or Type Name)

The Construction Specifications Institute

OUTSTANDING CHAPTER COMMENDATION
Pre-requisite Core Criteria

Please check the applicable boxes and provide the requested materials for the pre-requisite criteria as indicated below for the most recent completed fiscal year.

To qualify for the Outstanding Chapter Commendation, a Chapter must have achieved all of the pre-requisites in each of the following four categories.

Chapter Administration *(Please provide a copy of the Chapter Bylaws and Officer Form submitted to the Institute)*

- Chapter leadership was in place at the beginning of the fiscal year with a President, Treasurer, and minimum of one other officer in accordance with its bylaws.
- Chapter submitted officers to Institute by published deadline.
- Institute Secretary has approved Chapter bylaws and bylaws have been reviewed internally by the Chapter within the past two years.
- Chapter board meetings were held in accordance with its bylaws.

Chapter Fiscal Responsibility *(Attach a copy of the Chapter's budget)*

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

Chapter Education and Programs *(Attach example(s) describing the 4 educational programs)*

- Chapter had regular meetings held in accordance with its bylaws.
- Chapter had a minimum of 4 educational programs during the fiscal year (i.e., seminars, technical programs at Chapter meeting, etc.)

Chapter Communications *(Attach three examples of newsletters or other communications)*

- Chapter communicated to members a minimum of 6 times during the fiscal year in the form of email, newsletter, and etc. regarding Chapter events and other CSI related information.

If all of the above pre-requisite criteria has not been met, then the Chapter is not eligible to submit for the Outstanding Chapter Commendation.

The Construction Specifications Institute

OUTSTANDING CHAPTER COMMENDATION

Supplemental Criteria

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

Chapter Administration

Points

- Chapter committee chair positions were filled by someone other than the President in accordance with its bylaws, administrative references or operating guide. (2 points) _____
- Chapter had a historian or an accessible history archive. (1 point) _____
- Chapter prepared a formal long-range plan spanning at least 3 years. (1 point) _____
- Chapter participated in formal leadership training (i.e. Region or Institute) (1 point) _____
- Chapter had a structured mentoring program for potential leaders (1 point) _____

Supplemental Subtotal – Chapter Administration (6 possible points) _____

Chapter Membership

- Chapter had a net positive growth (excluding students) in most recently completed fiscal year. (3 points) _____
 Total Membership as of July 1 of fiscal year: _____
 Total Membership as of June 30 of fiscal year: _____
 Total Net Growth: _____
- Chapter had retention rate of: (Future requirement to be calculated by Institute)
 - 80% or above (3 points) _____
 - 70% -79% (2 points) _____
 - 65%-69% (1 point) _____
- New members were recognized in newsletter, website, or other communication. (1 point) _____
- New members were recognized at Chapter meetings. (1 point) _____
- Chapter conducted new member orientation. (2 points) _____
- Member anniversaries and milestones were recognized in newsletter, website, or other communications (1 point) _____
- Chapter recognized members through awards program. (2 points) _____

Supplemental Subtotal – Chapter Membership (10 possible points) _____

Chapter Finances

- Chapter funded a scholarship or foundation. (2 points) _____
- Chapter paid for all or part of expenses for officers and/or chairs to attend Region event (1 point) _____
- Chapter paid for all or part of expenses for officers and/or chairs to attend Institute events (2 points) _____

Supplemental Subtotal – Chapter Finances (5 possible points) _____

Chapter Certification Programs

Points

- Chapter provided certification study courses or had a certification mentor to assist individuals preparing for certification tests. (2 points) _____
- Chapter had members with:
- CDT (1 point) _____
 - CCPR (2 points) _____
 - CCS (2 points) _____
 - CCCA (2 points) _____
- Chapter promoted Institute certification programs in Chapter communications. (1 point) _____

Supplemental Subtotal – Chapter Certification Programs (10 possible points) _____

Chapter Education/Technical Programs

- Chapter was a registered CEN provider. (2 points) _____
- Chapter offered CEU's at seminars. (2 points) _____
- Chapter conducts at least one or more seminars focused on construction technology. (1 point) _____
- Chapter members provided technical articles for publication. (1 point) _____

Supplemental Subtotal – Chapter Education/Technical Programs (6 possible points) _____

Chapter Communications

- Chapter communicated with membership monthly during regular meeting season via newsletter or email blast. (2 points) _____
- Chapter website is current. (2 points) _____
(Provide URL: _____)
- Chapter promoted Region events to membership. (1 point) _____
- Chapter promoted Institute events to membership. (1 point) _____
- Chapter promoted meetings, seminars, and other CSI activities to non-members in their local community. (1 point) _____

Supplemental Subtotal – Chapter Communications (7 possible points) _____

Chapter Events

Points

- Chapter conducted joint event(s) with other organizations. (2 points) _____
- Chapter conducted outreach events for members and non-members such as:
(1 point each; up to a maximum of 5 points)
 - Product Show _____
 - Golf outing _____
 - Social/Networking Event _____
 - Other _____ (Provide Name/Description) _____
 - Other _____ (Provide Name/Description) _____

Supplemental Subtotal – Chapter Events (7 possible points) _____

Chapter Academic Relationships

- Chapter had a student affiliate in-place. (1 point) _____
- Chapter had a liaison with an Institute of higher education. (2 points) _____
- Chapter had student members that were active in Chapter events, meetings, or other Chapter functions. (2 points) _____

Supplemental Subtotal – Chapter Academic Relationships (5 possible points) _____

Region and Institute Participation

- Chapter had at least one member attend Region event. (1 point) _____
- Chapter had at least one member attend Institute event. (2 points) _____
- Chapter had member(s) on Region committee or as Region officer. (1 point) _____
- Chapter had member(s) on Institute committee, task team, or board. (2 points) _____

Supplemental Subtotal – Region and Institute Participation (6 possible points) _____

Other

- Chapter Brag Box (Here’s the Chapter’s opportunity to brag about something unique or outstanding accomplished during the fiscal year, that has not already earned points above): (1 point)

Supplemental Subtotal – Other (1 possible points) _____

Supplemental Criteria Total (63 possible points) _____

The Construction Specifications Institute

**NATIONAL AWARDS
NOMINATION FOR A NATIONAL AWARD**

DATE: _____

INSTRUCTIONS:

Nomination for a National Award shall be by a National Officer or a design and/or construction industry organization or association with 5,000 or more members. Include with this nomination, the nominee's qualifications as outlined in CSI Awards Form 402. See submission information page and nomination matrix for additional information.

Dear Chair:

_____ is hereby nominated for the _____

National Award of the Construction Specifications Institute

BY

Officer: _____
(Signature) *(Title)* *(Print or Type Name)*

Or

Director: _____
(Signature) *(Print or Type Name)*

Of the _____

Organization's Official Business Mailing Address: _____

Nominator's Phone: _____ Fax: _____ Email: _____

Number of members in good standing as of the date of this nomination: _____

I have reviewed this nomination package and approve of its submission

(Nominee's Signature)

The Construction Specifications Institute

**NATIONAL AWARDS
NOMINATION FOR A NATIONAL AWARD
Statistical and Supporting Information**

Instructions:

Provide information listed on this form. Present the information in a format most suitable for the nomination, as determined by the nominator. As appropriate, separate each section of information with tab dividers (or similar), in sequence to coincide with the list on this form. Include additional information and exhibits necessary to support the nomination, within the appropriate section. Include CSI Honors & Awards Form 401 with this package and suitably bind the entire nomination and each copy. See submission information page and nomination matrix for additional information.

1. Nominee's full name
2. Nominee's address
3. Nominee's principal occupation (If individual is retired, state former principal occupation and date of retirement)
4. Nominee's employer
5. Nominee's business address and email address
6. Other background data of importance concerning the nominee (education, important events, etc.)
7. Achievements or service of the nominee on which the nomination is based
8. Honors, awards, and other attainments of the nominee
9. Exhibits and delineation of achievements or service on which the nomination is based
10. Nominee's photograph

The Construction Specifications Institute

**NATIONAL AWARDS
NOMINATION FOR PANEL OF JUDGES**

DATE: _____

INSTRUCTIONS:

Nomination for the national Awards Panel of Judges shall be by an officer or director of participating organizations and associations. Nominee shall be a Past President of a nationally recognized design and/or construction industry organization or association with 5,000 or more members. Maximum representation on the panel of judges from any one organization or association is one. Include with this nomination, the nominee's qualifications as outlined in CSI Honors & Awards Form 412. See submission information page and nomination matrix for additional information.

Dear Awards Committee Chair:

_____ is hereby nominated for the
(Print or Type Name)
_____ National Awards Panel of Judges of the Construction Specifications Institute

By Officer _____
(Signature) _____ *(Title)* _____ *(Print or Type Name)*

Or

Director _____
(Signature) _____ *(Title)* _____ *(Print or Type Name)*

Director _____
(Signature) _____ *(Title)* _____ *(Print or Type Name)*

Of the _____

Organization's Official Business Mailing Address: _____

Nominator's Phone: _____ Fax: _____

Email: _____

Number of members in good standing as of the date of this nomination: _____

I have reviewed this nomination package and approve of its submission _____
(Nominee's Signature)

The Construction Specifications Institute

**NATIONAL AWARDS
NOMINATION FOR PANEL OF JUDGES**
Statistical and Supporting Information

Instructions:

Provide information listed on this form. Present the information in a format most suitable for the nomination, as determined by the nominator. As appropriate, separate each section of information with tab dividers (or similar), in sequence to coincide with the list on this form. Include additional information necessary to support the nomination, within the appropriate section. Include CSI Honors & Awards Form 411 with this package and suitably bind the entire nomination and each copy. See submission information page and nomination matrix for additional information.

1. Nominee's full name
2. Nominee's address
3. Nominee's professional organization or associated affiliation
4. Nominee's principal occupation (If individual is retired, state form principal occupation and date of retirement)
5. Nominee's employer
6. Nominee's business address, phone and email
7. Other background data of importance concerning the nominee (Education, important events, etc.)
8. Achievements or service of the nominee on which the nomination is based
9. Honors, awards, and other attainments of the nominee
10. Nominee's photograph

The Construction Specifications Institute

**EXCELLENCE IN CONSTRUCTION INFORMATION
AWARD NOMINATION**
Project Documentation Category

DATE: _____

Description of Basis for Nomination for Submitted Project Documentation

Project documentation will be reviewed by the Awards Committee for its compliance with CSI core principals and the standards as published in the Project Resource Manual Fifth Edition.

Attach a narrative, not exceeding one page, identifying the project documentation being nominated and those characteristics that should be considered for an award.

Nominee Information (If Project Team list Project Name):

Nominee/Project Name: _____

Address: _____

City/State/Zip: _____

Primary Contributor (Check all that apply)

Individual Firm Project Team CSI Member SCIP Member Non-Member

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Address: _____

City/State/Zip: _____

Nomination Data

Project Category (Check applicable sub-category for appropriate project documentation being nominated):

Preliminary Studies – Title: _____ Specification Division - Division: _____

Date of Publication: _____ Date of Publication: _____

Project Programs – Title: _____ Specification Section(s) – Section #(s): _____

Date of Publication: _____ Date of Publication: _____

Preliminary Project Description Request for Proposal (RFP)

Date of Publication: _____ Date of Publication: _____

Outline Specifications Request for Qualification

Date of Publication: _____ Date of Publication: _____

Project Manual Other – Description: _____

Date of Publication: _____ Date of Publication: _____

Declarations

The nomination complies with the award nomination requirements. Nominator agrees that CSI and SCIP may exhibit the award winning nominations. Nominator certifies they have not illegally reproduced any copyrighted documents or forms as part of submitted nomination.

I do declare that all information given and statements shown are true to the best of my knowledge and belief.

Signature of Nominator

Date

Type or print name on nominator

The Construction Specifications Institute

EXCELLENCE IN CONSTRUCTION INFORMATION
AWARD NOMINATION
Product Documentation Category

DATE: _____

Description of Basis for Nomination for Submitted Product Documentation

Product documentation will be reviewed by the Awards Committee for its compliance with CSI core principals and the standards as published in the Project Resource Manual Fifth Edition.

Attach a narrative, not exceeding one page, in support of the product documentation being nominated that identifies those characteristics that should be noted by the committee in determining if nomination should be considered for an award.

Nomination Data

Product Category (Check applicable sub-category for appropriate product documentation being nominated):

Manufacturer's Website

URL: _____

Guide Specifications:

MasterFormat 04 Section: _____

Other

Describe: _____

Declarations

The nomination complies with the award nomination requirements. Nominator agrees that CSI and SCIP may exhibit the award winning nominations. Nominator certifies they have not illegally reproduced any copyrighted documents or forms as part of submitted nomination.

I do declare that all information given and statements shown are true to the best of my knowledge and belief.

Signature of Nominator

Date

Type or print name on nominator

The Construction Specifications Institute

**EXCELLENCE IN CONSTRUCTION INFORMATION
AWARD NOMINATION**
Innovation Category

DATE: _____

Description of Basis for Nomination for Submitted Innovation

Innovation work will be reviewed by the Award Committee for its compliance with CSI core principals and the standards as published in the Project Resource Manual Fifth Edition.

Attach a narrative, not exceeding two pages, identifying the innovative work being nominated and those characteristics that should be noted by the committee in determining if nomination should be considered for an award.

Nomination Data

Innovation Category (Provide a summary description of the work being nominated):

Declarations

The nomination complies with the award nomination requirements. Nominator agrees that CSI and SCIP may exhibit the award winning nominations. Nominator certifies they have not illegally reproduced any copyrighted documents or forms as part of submitted nomination.

I do declare that all information given and statements shown are true to the best of my knowledge and belief.

Signature of Nominator

Date

Type or print name on nominator



The Construction
Specifications Institute

110 South Union Street, Suite 100
Alexandria, VA 22314
800-689-2900

Please be sure to visit CSINet to download the
Honors & Awards Forms in electronic format!

www.csinet.org/honorsandawards

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