

# GUIDE FOR PREPARING AWARDS SUBMITTALS

FY12 Gulf States Region  
Awards Committee  
Document

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## INTRODUCTION

Chapter awards programs are more relaxed when it comes to the submission of award nominations. At the chapter level, everyone knows each other and the person's past contributions, positions held, etc. Since chapter awards are the only form of "payment" a chapter member can receive for their efforts, often times numerous awards may be given out.

At the region level, the process is more structured. While the Gulf States Region is a small family when compared to many other organizations, there are still many people who provide service to the chapter, region or Institute on a daily basis. Just like chapter awards, there are defined awards within the Gulf States Region and specific requirements for making region nominations. Most often, the biggest obstacle in recognizing an individual at the region level is not a lack of effort on the person's part; it is a lack of sufficient justification in the nomination package. Because of this, this guide was developed to assist chapters in the submission of award nominations at the region level.

At the Institute level, the requirements are stipulated in the Honors & Awards Guide that is posted at [www.csinet.org](http://www.csinet.org) on the Honors & Awards page. Requirements for an Institute nomination are more specific and must be followed to avoid disqualification. . To help in this process, there are some tips in the last part of this guide for the preparation and submission of Institute Awards Nominations.

In addition to this guide and the Region Operating Guide, there are links at [www.csinet.org/Get-Involved/Honors-Awards.aspx](http://www.csinet.org/Get-Involved/Honors-Awards.aspx) for a general Chapter and Region Awards Guide and the latest edition of the Institute Honors & Awards Guide.

## **SECTION 1 – REGION AWARD NOMINATION PROCESS**

Before starting the nomination process, be sure to review the most current revision of the Gulf States Region (GSR) Operating Guide, for the most current award categories and requirements. (The GSR Operating Guide is posted on the Region Web Site) Based on this review, start aligning potential nominees with the different awards categories. This part of the process is often the hardest because some individuals work in many facets at the chapter, region and Institute levels.

It is recommended that a committee be established to make these recommendations to the chapter board for approval. There are a few basic questions that need to be answered before making the recommendations:

1. If nominating an individual, organization, or firm, are the contributions made by the individual, organization, or firm beyond what is expected in their normal duties or responsibilities? This question may be difficult because it requires a judgment to be made whether the contribution is above and beyond what is normally expected. For a region award, the contribution should have some region level implications. For example, a company that helps someone fulfill a region level position or manage an event or special function might be worthy of nomination. Another example could be someone who prepares a publication which impacts some aspect of region operations or assists all chapters in the region.
2. If submitting a newsletter for consideration, check to see if the newsletter provides the following:
  - a. a listing of chapter officers and committee chairs with contact information
  - b. an article from the president of the chapter in each issue
  - c. a chapter calendar in each issue which includes Region and/or Institute events
  - d. technical articles from either chapter members or other sources within the construction community
  - e. labeled pictures and articles from the chapter meetings and special events (i.e., Product Shows, Golf Tournaments, Awards Banquet, etc.)
  - f. fonts, text, formatting, and graphics that make it is easy to read
  - g. distribution of the newsletter beyond chapter members like others in the local construction community, the Gulf States Region Officers, and other chapter presidents or newsletter editors
  - h. contact information for region officers
  - i. chapter, region, and Institute web addresses
  - j. a budget neutral publication that does not cost the chapter money; using sponsorships or collecting advertising fees help offset costs. Electronic distribution is another way to help make a publication budget neutral.

Using these criteria will help determine whether a newsletter or publication may be worthy of a nomination. If in doubt, submit the newsletter and let it compete to see where it stands. Since there are a limited number of awards each year, the nomination may not win that specific year, but this does not mean it cannot be resubmitted the next year. Remember: the chapter will never win an award if a nomination is not submitted. So, send in those submissions!

3. For the special newsletter awards (Most Improved Publication and Rookie Editor), you need to take into consideration the following:
  - a. **Most Improved Publication** – This award is for a chapter newsletter which has made improvements to both appearance and content from previous fiscal publication years. What does this mean? It means that the nomination must show and describe how the publication in its current form has evolved, who is responsible for the improvements, and what this improvement has done for both readership and distribution. If possible, a sample progression from the original to the new newsletter would make the review of this category a lot easier.
  - b. **Rookie Editor of the Year** – This award is designed to recognize a newsletter editor in his/her first 18 months of editing or managing the publication. This is a good opportunity to showcase this person's or team's efforts in the design, publication, and/or management of the newsletter. Although only one award is presented each year, there is an opportunity for an editor to be submitted two years in a row since there is an eighteen month timeframe for nomination.

Once the selection of a nominee has been made, then a decision should be made whether the nomination will be by the chapter or by three (3) members.

- a. If the chapter is making the nominations, it is recommended that a nomination and vote be made formally at a board meeting. This officially records the decision for anyone who desires to know why a specific nomination was made.
  - b. If three (3) members are making the nomination, there is no action required by the chapter board. However, the three nominating members must all sign the nomination form (see Section 2).
4. Once this is done, the nominee needs to provide the appropriate information required by the nomination form. The next step in the process is the preparation of the narrative for the nomination. The narrative for the nomination is a critical part of the nomination package. This is where the nominator explains why the nomination is being made and why the nominee is worthy of an award. Following CSI's four Cs of effective communication, the narrative should be clear, concise, correct, and complete. Here are some other tips for a good narrative:

- a. Be as descriptive as possible without the superfluous use of adjectives or standard phrases. Stating a nominee did a great job is not specific enough. Don't just list what the nominee did; state outcomes and/or benefits from the nominee's contributions. Remember the awards committee judges do not know the nominee so they need sufficient, detailed information to understand why the nominee is deserving of the award.
- b. Always try and answer the basic information requirements of who, what, when, where, and why.
- c. Try and make the reader understand the impact this nominee had on the chapter or community, the region, and/or Institute.
- d. Make sure that you do not short change the nominee by making the nomination too short. All nominations are limited to five (5) pages total, which should be sufficient for making any nomination.
- e. Make sure that any attachments included to support the nomination are either required or are in direct support of the nomination. For example, a write-up or article in the newsletter by a nominee should only include the cover of the newsletter to establish print date and the page(s) which carry the article or write-up. No extra pages should be included.
- f. The consideration period is within 12-months of the cut-off date for submission of the award. Make sure that the nominee's efforts were conducted within the 12-month time frame for which the award. Submitting someone for an action that occurred outside this time frame would make them ineligible for an award this year. The only exception to this would be where their efforts culminated with the 12-month time frame but may have begun earlier.
- g. Make sure that the nomination package addresses all of the requirements for the award. If you leave out a basic requirement, the nomination will be disqualified.

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## SECTION 2 – SUBMISSION OF REGION AWARDS

The next important thing is the completion of the actual nomination form. The completion of this form is essential to avoid the nomination being disqualified. Below is a condensed version of the form with an explanation of each portion.

### APPENDIX F - NOMINATION FOR REGION STANDING SERVICE AWARD FORM

Date: \_\_\_\_\_ ①

TO: \_\_\_\_\_ ②  
 Chairman, Region Awards Committee

\_\_\_\_\_ ③ hereby nominates \_\_\_\_\_ ④  
*(Nominator – Individuals or Chapter)* *(Nominee)*

for the following Region award \_\_\_\_\_ ⑤  
*(as listed in the Awards Guide)*

Nominee's Biographical Data:

Name: \_\_\_\_\_ ⑥

Address (Line 1): \_\_\_\_\_

Address (Line 2): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Chapter: \_\_\_\_\_

Date Joined CSI: \_\_\_\_\_

Should the nominee be selected for this award the following is the nominator's suggested narration to be imprinted on the certificate of award:

\_\_\_\_\_ ⑦

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This Nomination is hereby submitted this \_\_\_\_\_ ⑧ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_ ⑨  
*Signature of Chapter President / Member in Good Standing*

\_\_\_\_\_ ⑩  
*Signature of Member in Good Standing*

\_\_\_\_\_ ⑪  
*Signature of Member in Good Standing*

1. Date – this is the date the nomination was approved by the chapter board or people making the nomination.
2. This is the name of the Gulf States Region Awards Chair.
3. This is the entity/person making the nomination.
  - If the chapter is making the nomination, then the chapter name is listed.
  - If the nomination is by individuals, then the primary person making the nomination is listed.
4. The full name and suffix (i.e. CSI, CDT, etc.) for the nominee. If not an individual, then the exact name of the company, organization, publication, or document is listed here

5. This is the name of the award that is listed in the awards section of the Gulf States Region Operating Guide. This is important since the awards committee can only judge the nomination based on the specific requirements of the award category as listed in the Region Operating Guide. If the requirements and the accomplishments don't match, then there is a chance the award may not be considered.



When writing the reason for nomination, explain the achievements of the nominee highlighting any outstanding results from the nominee's work. Be sure to describe the accomplishments in a way that the awards committee will know exactly what was done. Saying someone did "a great job" does not tell what was done or why it was above and beyond their normal duties. As always, remember the 4 Cs: be clear, concise, correct, and complete. Do not assume the awards committee can tell what the nominee has done just from the list of offices or positions held. Answer the basic questions of who, what, when, where, and why.

These tips are extremely important when submitting a nomination for the Bishop Award, the Wetzel Award, and the newly created "Sprit of Service" Award. These awards also require specific information and careful planning. Avoid fluff and repetition. These are signs of a weak package. Also avoid the overuse of descriptive language or standard phrases.

The key thing to remember is this is the only opportunity in the nomination package to tell the awards committee the full reason why this award should be given to the nominee.

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### **SECTION 3 – ROBERT V. BISHOP AWARD**

This award is the highest award presented by the Gulf States Region and is reserved for those members who have at least ten (10) years of continuous membership and who have provided exceptional and meritorious service and devotion to the Gulf States Region, as well as the principles of The Construction Specifications Institute.

There are specific criteria and submission requirements which must be met to be considered for this award.

1. First, this award may be presented to any member in good standing and whose home chapter\* is within the Gulf States Region. (\*Home chapter is defined as the chapter designated by the member as their principal membership location in the Institute member directory.)
2. The nomination package is limited to a total of five (5) single-sided pages and must contain, as a minimum, the following information:
  - a. CSI resume, which focuses mainly on chapter and region contributions.
  - b. A minimum of one (1) page of text describing how the nominee has contributed to their local chapter, the Gulf States Region, and/or The Construction Specification Institute in such a manner as to be worthy of the highest region honor.
  - c. Biographical information including the year that nominee became a member of CSI.

So, what makes a good write-up? As with any award, the nomination narrative is the key. Even if the person nominated is well known by every member of the jury, the narrative will be the only consideration for the award. Great care must be given to the wording of this because most members nominated for this award will have a formidable CSI resume. Since the biographical cover page is the third page, the narrative can be no more than two (2) pages.

The narrative should encompass the achievements of the member's entire career in CSI. The emphasis, however, should be on the member's devotion to the local chapter, the Gulf States Region, and the Institute (if applicable).

The author of the nomination package, if not experienced in writing nominations for this type of award, should seek a skilled writer or mentor to assist in the preparation of the narrative. Organization of the narrative is key to an effective package. Consider the following when preparing the nomination:

1. First, start with the individual's CSI resume and organize their career with major headings.
2. Underneath each major heading, outline in bullet format the accomplishments (short and concise).

3. Next develop the bullets in each section into a paragraph noting specific accomplishments related to the award.
4. Sequence the paragraphs into a single narrative and add introductory and closing paragraphs which summarize the overall intent and reason for nomination.
5. Review and spell check the entire document. Then have someone else who knows the nominee to review the package and provide feedback. (*Tip: read each paragraph backwards in order to check the spelling, punctuation and grammar of each paragraph.*)

Following these simple steps will help in preparing a competitive nomination package.

## **SECTION 4 – EUGENE WETZEL AWARD FOR COMMUNICATION EXCELLENCE**

This award is considered one of the most prestigious of the standing awards presented by the Gulf States Region. It is given to a member having at least five (5) years of continuous membership and who has demonstrated exceptional communication skills with CSI members and/or others affiliated with the design/construction industry while promoting the Gulf States Region and the principles of The Construction Specifications Institute.

There are specific criteria and submission requirements which must be met to be considered for this award.

1. First, this award may be presented to any member in good standing and whose home chapter\* is within the Gulf States Region. (\*Home chapter is defined as the chapter designated by the member as their home chapter in the Institute member directory.)
2. The Nomination Package is limited to a total of 5 single-sided pages and must contain, as a minimum, the following information:
  - a. CSI resume, which focuses mainly on chapter and region contributions.
  - b. Detailed descriptions of the reason this member is being nominated for this award.
  - c. Examples, where possible, of the communications the nominee has sent to CSI or industry affiliated people to show the level of expertise in communication.
  - d. Biographical information including the year that nominee became a member of CSI.

For potential nominees, look for members who communicate creatively and effectively with other chapter and region members or someone who has had an impact at the Institute level by communicating with many members or chapters across the Construction Specification Institute. The communication may be in a wide variety of methods or media including email, newsletters, websites, social media such as twitter or LinkedIn, or even verbal communications. Once a nominee is selected, the process of preparing the award nomination is similar to the steps outlined in the Robert V. Bishop Award (See Section 3).

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## SECTION 5 – SUBMISSION OF INSTITUTE AWARDS NOMINATION PACKAGES

This portion of the guide addresses the Institute Honors & Awards Program. This document will not cover the specific requirements for each honor or award; however, it will highlight some of the awards and provide tips for preparing a nomination package. For a list of all the Institute Honors & Awards and their criteria, please see the latest copy of the Institute’s Honors & Awards (H&A) Guide found at [www.csinet.org](http://www.csinet.org) under the Honors & Awards page.

The Institute Honors & Awards are considered the highest level of recognition in The Construction Specification Institute. As with the region awards, the Institute has specific criteria and form(s) required for each award.

Most, but not all, Institute Awards require CSI Honors & Awards Form 301, Nomination for an Institute Award.

The FY11 CSI Honors & Awards Form 301 (pictured below) is the FY11 form; however, always check the latest H&A Guide posted online to be sure the nomination is submitted with the latest form.

The Construction Specifications Institute

**NOMINATION FOR AN INSTITUTE AWARD**

DATE: \_\_\_\_\_

AWARD NAME: \_\_\_\_\_

NOMINEE’S NAME *(Individual, Chapter, Firm, Firm 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CSI Honors & Awards Form 301

The information required on this form is as follows:

← Date the nomination is submitted

← Award name as listed in the H&A Guide

← Nominee’s Name and physical mailing address / phone / email

← Nomination By: Select only one of the 5 options listed.

← Person to contact if there are questions regarding the nomination; it is recommended that this person have an email address.

← Signatures depend on who is making the nomination. For a nomination by a chapter or

a region, the president's and secretary's signatures are required. For a nomination by individual members, five (5) members in good standing must sign the form. For a nomination by an Institute Standing Committee, the Committee Chair signs, and for an Institute Officer or Director, the Officer or Director will sign.

Most awards require a narrative explaining why the nominee deserves to receive the award. As with the region award narrative, the nominator needs to clearly state the achievements of the nominee highlighting any outstanding results from the nominee's work. Quality of content is desired over quantity of words.

Endorsement letters are not required for all awards; however, the nominator should closely check the submission matrix in the H&A Guide as well as the "Letters of Endorsements" section at the front of the guide. A color photo is required for all Institute H&A submissions except the Outstanding Chapter Commendation. In the case of a firm or organization, a corporate logo should be submitted.

Some Institute Honors & Awards require specific forms. These include:

- Distinguished / Honorary Membership
- Fellowship
- Dale C. Moll Student Activity Fund
- The Outstanding Chapter Commendation (OCC)
- Nomination for National Award (this is only done by a National Officer or a design or construction industry organization/association with 5,000 or more members.)
- Excellence in Construction Information Award

Please check the latest copy of the Institute H&A Guide to see the specific forms for each honor or award.

It is highly recommended that a committee be established when submitting for some of the Institute Honors & Awards. Many awards require backup documentation and endorsements that will necessitate coordination by more than one person.

When is the time to start preparing a nomination package? It depends on the honor or award. Some honors, like Honorary/Distinguished Members or Fellowship, may take almost a year to prepare. For other awards, it may be as little as 3 to 4 months.

The Institute Honors & Awards Program has three separate areas. They include:

- Institute Honors
  - Distinguished Membership
  - Honorary Membership
  - Fellowship

- Institute Awards
  - 18 different awards
    - Distinguished Service Award
    - Robert P. Brosseau Award for the Advancement of CSI
    - Andrew J. Drozda Academic Programs Award
    - J. Norman Hunter Award for Construction Document Education
    - Hans William Meyer Award for Advancement of Certification Programs
    - Dale C. Moll Quality Management Award
    - Ben John Small Award for Specification Writing
    - Communication Award
    - Construction Technology Award
    - Dale C. Moll Student Activity Fund
    - Environmental Stewardship Award
    - Excellence in Construction Information Award
    - Organizational Certificate of Appreciation
    - Outstanding Chapter Commendation (OCC)
    - Outstanding Contribution Award
    - Technical Document Award
    - Michelangelo Award
    - Panel of Judges
  
- Institute Recognition
  - President's Plaque
  - 50<sup>th</sup> Anniversary Plaque
  - President's & Former President's Medal; Lifetime Member Plaque
  - Certificate of Merit and Appreciation
  - Special Awards

The rest of this document will discuss some of these awards in more detail.

Distinguished / Honorary Membership: By the book, this award is considered to be the most prestigious honor of the Institute. This is conferred on “individuals who have performed distinguished services to the construction industry in fields of activity related to the purposes of the Institute.”

Specific qualifications for this honor are stated in the Institute Bylaws as listed in the Institute Honors and Awards Guide. This nomination can be made two ways:

1. By a chapter - CSI Honors & Awards Form 101 and Form 103 required.
2. By a group of five CSI members - CSI Honors & Awards Form 102 and Form 103 required

The CSI Honors and Awards Form 101, Nomination for Distinguished/Honorary Membership by a Chapter, and Form 102, Nomination for Distinguished/Honorary Membership by five (5) CSI Members, is self explanatory in their completion, however great care must be taken to ensure that all appropriate information is filled in.

The CSI Honors and Awards Form 103, Statistical and Supporting Information, is the one consistent form used no matter which method of nomination is used. This form is also self-explanatory in its completion; however, great care must be used when completing each section. Ensure that all information presented is factual, complete, and chronological (where required).

Fellowship: This award is one of the top two honors given by the Institute. Fellows of the Institute are chosen by their peers. Nominees must have been members in good standing for not less than five years and have notably contributed to the advancement of construction technology, the improvement of construction specifications, education, or service to the Institute.

1. Specific qualifications for this honor are stated in the Institute Honors and Awards Guide. As with the Distinguished and Honorary Membership, nomination for Fellowship can be made by either a chapter or by five (5) CSI members in good standing. However, that is the only similarity between the nomination packages.
  - a. The CSI Honors & Awards Form 201, Nomination for Fellowship, has both nomination choices listed, however, the final preparation should only list the information for the method used. The information for the other method should not be included in the final preparation.
  - b. The CSI Honors and Awards Form 202, Nomination for Fellowship Biographical Statistics, has much of the same information as the Distinguished and Honorary Membership, however, there are differences and close attention must be paid when preparing. As with all nominations, this information must be factual, complete, and chronological (where required).
2. There are four categories on which a Fellowship nomination is based: One or more of these categories can be the basis for the nomination.
  - a. Notable Contribution to the Advancement of Construction Technology
  - b. Notable Contribution to the Improvement of Construction Specifications
  - c. Notable Contribution to Education
  - d. Notable Contribution in Service to the Institute
3. When preparing the nomination be sure that all four of the forms for each category are included in the nomination package, even if the nomination is based on only one category. Mark a form “Not Applicable or N/A” if there is not any information applicable to that form. Below are some tips for preparing a Fellowship nomination:
  - a. The information presented should carefully and specifically correlate the nominee’s performance, service, contributions, and accomplishments in the applicable categories. Presentation of information in a chronological manner is also suggested.
  - b. Coordination with potential endorsers (discussed below) is vital to preparation of a strong submittal package.
  - c. Technical documents (i.e., specifications, books, articles, etc) should not be included as a part of the package; however, they may be listed or referenced where they are applicable to specific category or contribution.

- d. Endorsement letters are required and a suggested limit of 10 letters. Endorsers should be carefully selected based on their knowledge of specific contributions of the nominee. The quality of the endorsement letter is more important than either the quantity or the office held by the endorser. The following general rules apply to the endorsement letters:
- 1) Unlike the nomination for most Institute Awards, the endorsement letters for Fellowship must be sent separately to the Jury of Fellows by the endorser and cannot be forwarded from a Chapter or other individuals.
  - 2) They must arrive before the stated deadline.
  - 3) Where a nomination is made by five members, each of the nominating members must submit an endorsement letter.
  4. Members of the Jury of Fellows are not allowed to write endorsement letters for any nominee.
  5. Refer to the Honors & Awards Guide for specific information on the suggested content and quality of the letters.
4. There are Fellowship mentors available to assist nominees in the preparation of a well documented dossier. For a list of mentors, go to:
- <http://www.csinet.org/Get-Involved/Honors-Awards/Fellows-Community.aspx>
5. Other documents are also online with tips and information on completing a Fellowship nomination and determining if there is a potential fellow in your chapter.

DALE C. MOLL STUDENT ACTIVITY FUND: This award was established to “promote the greater awareness of CSI to students completing studies in a construction related educational program.” The monies involved with this award are to assist the student and a faculty member to attend the annual CSI Convention. Since this is a student award, the chapter may want the Student Affiliate Committee to identify potential nominees to the Awards Committee.

The requirements for the award are found in the Honors & Award Guide. Please review these criteria carefully, as failure to meet any portion may result in disqualification. The key element of this Award is the Essay.

The nominee should be encouraged to take sufficient time in writing the essay since that portion is important in the selection process. The nominee should also take note of the number of words required. Not meeting this requirement may disqualify the student. For an example of a winning submission for this award, check [www.csinet.org](http://www.csinet.org) and go to the bottom of the Honors & Award page.

OUTSTANDING CHAPTER COMMENDATION (OCC): This award is presented to any chartered chapter that meets “the designated pre-requisite core and supplemental criteria.” The minimum required score to receive this award is not published. Chapters are separated into one of three classifications based on the number of members within in the chapter. These classifications are:

- Level 1 – 126 or more members
- Level II – 61 to 125 members
- Level III – 60 or fewer members

There are also milestones that chapters can attain based on the number of years the chapter has received the OCC. Obtaining the milestones does not require the years to be consecutive. The OCC milestones are:

- Five Years – Bronze Level
- Ten Years – Silver Level
- Twenty Years – Gold Level
- Thirty Years – Platinum Level

1. The FY11 nomination form was substantially revised and is now easier to complete. Also, the amount of required back-up information has been reduced and is only needed to support the Pre-Requisite Core Criteria (to be discussed below).
2. Here are some tips on completing the Outstanding Chapter Commendation Form 306:
  - a. It is suggested that the individual chapter committee chairs review and complete the applicable portions of the nomination packages and that the chapter board review the selections made on this form. The chapter board review should be recorded in the minutes of the meeting where the review takes place.
  - b. The most dramatic change is that a chapter must meet all of the Pre-requisite Core Criteria listed on the form. If there is one box on this part of the form which cannot be checked, then the chapter is not eligible for the OCC. No further time should be spent on the completion of the remainder of the nomination form.
  - c. The Pre-requisite Core Criteria has four categories:
    1. Chapter Administration
    2. Chapter Fiscal Responsibility
    3. Chapter Education and Programs
    4. Chapter Communications

3. Each of the categories has a set of requirements which must be met and checked in order to proceed with the nomination. One major change from previous years is that these are the only categories requiring “back-up information.” The required backup information includes:
  - a. A copy of the most current and approved Chapter By-Laws. The requirement for the chapter to review the bylaws within the past two (2) years should be documented in some fashion to support the requirement of the criteria. (An example of acceptable documentation would be a copy of the chapter board meeting where the By-Laws review was conducted)
  - b. In FY12, a copy of the Officer Form submitted to the Institute is required. After that year, all information for chapter officers will be based on submitting the information online by the required deadline.
  - c. A copy of the prepared chapter budget. This should, at a minimum, reflect the chapter income and expenses for the fiscal year being nominated for. If possible, a balanced budget should be maintained.
  - d. Examples of four (4) educational programs (flyers, newsletter ads, etc.) presented by the chapter
  - e. Copies of three (3) newsletters or other communications. This may include not only newsletters, but any other form of communication, either electronic or written the chapter leadership. Most often the chapter newsletter is a good source for this backup requirement.
  - f. It is suggested that the board meeting minutes reflect the review and the approval of the submission and the back-up documentation.
  
4. For the Supplemental Criteria, the categories are broken down as follows:
  - a. Chapter Administration – This category addresses topics pertaining to who fills committee chair positions, historical records and access, long range planning, leadership training, and mentoring program(s). A total of 6 points are possible here.
  - b. Chapter Membership – Chapter growth, retention, and membership programs are covered under this category. A total of 10 points are possible here.
  - c. Chapter Finances – This category addresses topics pertaining to scholarship or foundation support and support for member / officer attendance to region and/or Institute functions. A total of 5 points are possible here.
  - d. Chapter Certification Programs – This category addresses topics pertaining to the chapter’s support of the Certification Program through classes and having certified members. A total of 10 points are possible here.
  - e. Chapter Education / Technical Programs – This category addresses topics pertaining to the chapter’s support of education through the use of technical and educational programs. A total of 6 points are possible here.

- f. Chapter Communications – This category addresses topics pertaining to how well the chapter communicates with its membership. A total of 7 points are possible here.
- g. Chapter Events – This category addresses topics pertaining to how the chapter works with other construction industry organizations (e.g., USGBC, NAWIC, AGC, etc). and outreach events such as Product Shows, Golf Tournaments, etc. A total of 7 points are possible here.
- h. Chapter Academic Relationships – This category addresses topics pertaining to liaisons and association with local colleges and universities. A total of 5 points are possible here.
- i. Region and Institute Participation –This category addresses topics pertaining to attendance and/or involvement at the region and Institute levels. A total of 6 points are possible here.
- j. Other –This is an opportunity for the chapter to brag about a special or unique accomplishment that doesn't fit into the other categories. Did you host a Region / Institute Event? Did your Chapter hold a unique, one of a kind event such as a Chili Cook Off? Keep in mind that whatever is listed here cannot have earned a point anywhere in the preceding categories. 1 bonus point is possible here.

There are a total of 63 points possible under the Supplemental Criteria.

EXCELLENCE IN CONSTRUCTION INFORMATION (EICI) AWARD: This award is a joint effort by The Construction Specifications Institute (CSI) and the Specification 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.” Basically there are three categories under which an award nomination can be made. The categories are:

1. Project Documentation Category
2. Product Documentation Category
3. Innovation Category

Determining which of the categories to submit is important because it will determine the appropriate form to use. Because this information may change from year to year, for the specific requirements of each form, please refer to the H&A Guide posted at [www.csinet.org](http://www.csinet.org)

THE MICHELANGELO AWARD: This National Award is presented in “recognition of talent, achievements, and contributions, for any individual (CSI member or non-member) involved in the design and construction industry.” The 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.”

This award is unique in only a National Officer of a design and/or construction organization or association with 5,000 or more members can nominate someone for this award. If your chapter is planning to submit for this award, please see the Honors & Awards Guide. If there are any questions on the requirements or criteria, contact the Institute Awards Committee Chair. The email address is listed on the Honors & Awards page at [www.csinet.org](http://www.csinet.org).

PANEL OF JUDGES – THE MICHELANGELO AWARD: While this is not an award, it is an honor to be selected as a judge for this prestigious award. The requirements are quite specific, however. Each judge must be a distinguished leader in his/her field and widely known for his/her skill and level of competence. For more information on this, see the Institute Honors & Awards Guide.

As a wrap-up on Institute Awards, it is highly recommended that chapters thoroughly review all the Institute Honors & Awards that are available. There are many awards that receive few if any nominations each year. By searching for people, firms, or organizations that fit into one of the under-submitted categories, the chances to receive an award are much higher. Here are some examples to consider:

- The **Outstanding Contribution Award** is a new award and is a great way to recognize someone in the chapter or region that has undertaken a special task or performed some unique service that deserves recognition.
- **Technical Document Award** is for a single outstanding accomplishment in technical writing other than project specifications. For this award, consider someone who has written a technical article or prepared a technical presentation that is outstanding.
- The **Construction Technology Award** is presented for the development or use of a new material, technology, or method of project delivery during the building lifecycle.
- The **Environmental Stewardship Award** is for demonstrating environmental stewardship by promoting environmental awareness in the construction industry or practicing sustainable design in hands on way, or educating others in the advantages of sustainable design. With all the sustainable and green initiatives underway, this should be an award almost every chapter should submit a nomination.
- There are also the following the “named” awards that have specific purposes:
  - **Robert P. Brosseau Award for the Advancement of CSI**
  - **Andrew J. Drozda Academic Programs Award**
  - **J. Norman Hunter Award for Construction Document Education**
  - **Hans William Meier Award for Advancement of Certification Programs**
  - **Dale C. Moll Quality Management Award**
  - **Ben John Small Award for Specifications Writing**

For the latest information on all of the Institute Honors & Awards, please check on the Honors & Awards page on the Institute website. This page also has tips related to preparing a nomination package and a PowerPoint presentation about the H&A Program.