

Welcome to The 2011 Awards Program Discussion



INSTITUTE AWARDS PROGRAM



August 2011

AWARDS PROGRAMS

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The institute's new Honors and Awards Program has taken the already good Awards Program and bumped it up a level by making it more streamlined and user friendly.

If you studied the new Honors and Awards Guide, you will see some new features:

1. The most striking is the Summary of the Submission Information at the beginning of the booklet. This information tell you, the nominator what is required to be submitted.
2. Just behind that is the Nomination Matrix. This Matrix breaks each award down into it primary categories. All of this information you used to have to flip pages to see, is now conveniently located in one spot.

Required Forms

Endorsement Letter Requirements

Nominee Type

Nominee Membership Requirements,

Hard Copy Requirements**

Max. No. of Awards per Year

Method of Recognition

(** - If Hard Copies are submitted in lieu of Electronic Copies)

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3. The Awards were categorized, consolidated, and re-defined.

The “Named Awards” were reviewed and their titles updated to better reflect the type of award. An example is the Robert P. Brosseau Award for the Advancement of CSI. While the requirements of the Award were not changed significantly, the title change gives nomination committees and individuals an idea of just what the Award is all about.

The Remainder of the Awards were reviewed and where possible consolidated. While this consolidation reduced the overall number of Awards, it also allowed for better definition of what an Award is for while allowing for a more varied and updated field from which an award can be drawn from. An example is the Communications Award. This award was several individual awards consolidated together to cover more areas of communication, was updated to include modern communication formats, and allows for multiple awards in any single year.

4. Finally, the Outstanding Chapter Commendation was totally changed and updated to reflect modern chapter operations. This will be discussed later in this presentation.

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So how does this change to the program really effect me at the Chapter Level??

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1. Besides the biggest change which was the consolidation of Awards and the better definition of other Awards, the biggest impact is the implementation of electronic submission of both Awards and Endorsement Letters.

No more will you be required to kill many trees to submit someone for an award.

No more will you need to “nag” endorsers about their letters and getting them sent in time to avoid lost mail, mail delays, etc. Some packages can be submitted with the endorsement letters attached and others which must be submitted separately can now be submitted electronically.

2. The Outstanding Chapter Commendation now only requires a specific set of backup documentation and the remainder is done on points.
3. Individual Awards are now more organized, there are fewer categories with more numbers of awards. The Awards are also much better defined.

REGION AWARDS PROGRAM

So what is new with the Region Awards Program. As most of you may know The Region Awards Program was given a fresh face and overhaul last year. This overhaul included a reorganization of the award categories and better definitions of specific awards. This Awards Cycle, using comments and information gained from the submissions, questions from the Chapters, and input from the Awards Committee, I have made edits and improvements which include the following:

1. Addition of three new Awards or Categories of Awards. One for Electronic Communications other than Newsletters (i.e. websites, etc). The second is a President's Spirit of Service Award which is presented by the President to the individual, chapter, or organization which in their opinion epitomizes service to CSI and the third are the "People's Choice Awards" which are unique awards nominated from the field.
2. Small edits and updates to almost every award description to better define the award or to correct some misunderstanding. All changes were made to improve the understanding of what is required.

REGION AWARDS PROGRAM

So how does this affect me at the Chapter level. Basically, the process of determining which award should be made as simple as possible. Additionally, determining if someone or some organization or firm meets the criteria of the award is made easier.

All of the corrections were included in the latest update to the Gulf States Region Operating Guide and have been reviewed by several Chapter and Region level individuals with a background in Awards. I am handing out excerpts from the Guide in order to provide a complete Awards Package.

The bottom line is that this Awards Program is for everyone in the Region. I value your input and hope to make this program as responsive to the Region as possible.

HOW TO WRITE AN EFFECTIVE AWARD NOMINATION



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AWARDS 101

*She Done Good so She
Deserves this Award*

Hey Phil, I got 2 how
many do you have

*He's the Master of the Computer
which so we think he should get
this award.*

*The only reason the Chapter
did so well this last year was
due to his efforts.*

*She is a good communicator and
has helped recruit several members
making her deserving of this Award*

Without her efforts, we doubt
The Chapter would have been
Able to present this Program

AWARDS 101

We all learn in school that the key to effective writing is the precise selection of key words and phrasing them to reflect the idea that we are trying to portray to others.

In today's society, this has evolved into one of two categories – the too simple and the too complex.

The too simple involves trying to write like you speak. Most often that means that paraphrasing, use of acronyms, and other shortcuts are used to make the overall document size small. In addition, descriptions are very limited in scope and content.

The too complex involves trying to write what you think your audience would like to hear. Most often that means that the overuse of related terminology, the overabundance of descriptive terms, and the attempt to make what should be a sentence or two into a full page paragraph.

AWARDS 101

So what happens when these methods are utilized to submit an Awards Nomination Package. Most often the Award is either denied or the reviewing individual / team will be forced to try and interpret what was being said. Either outcome is bad for the Nominee because more times than not the Award will be denied.

So how do we fix it?

The easiest way is to think of a Nomination Package and especially the narrative portion, as a specification. The narrative has a beginning which we can call Part 1, a body which we can call Part 2, and a closure/summary which we can call Part 3. Just like a specification, if you don't fill in all three parts, the narrative will be incomplete. So lets break this down into its individual components.

AWARDS 101

Part 1 – the Introduction

This is the portion of the narrative where you introduce the reviewer to the individual being nominated. Besides the obvious name and suffixes (CSI, CDT, etc), you need to make a verbal snapshot of this individual, group, or Organization. Keep it simple and short, but make sure that their involvement is stressed along with their part in the process that resulted in the nomination.

The places where errors come in are, believe it or not, misspelling the name, having the wrong suffixes included or not included at all, and leaving out the connections between the individual and the effort which resulted in the nomination.

What you are trying to do is to help get the reviewer to think like the nominee is standing right in front of them.

AWARDS 101

Part 2 – the Body

This is the portion of the narrative where you describe, in detail, the accomplishments and/or actions which resulted in this nomination as well as the results (if any) of these accomplishments/actions. The key here is to be detailed without being over complicated. Don't try to dazzle with large words or industry specific terminology. The best way is to make sure you answer the 5 "Ws" of good writing - "Who, What, When, Where and Why". If you can answer these questions, then your narrative contains all the appropriate information.

Also keep in mind that being thorough, brief, concise and accurate are also important. Stress making sure you are accurate. There is nothing worse than submitting something and then discovering that part or all of the information presented may not be correct.

AWARDS 101

Part 3 – the Conclusion

This is the portion of the narrative where you sell the nomination. You should summarize the information presented in the “Body”, you should also remember that these words will be the last thing the reviewer reads and they will carry the burden of comparison to any other nomination packages reviewed.

Make sure you identify the nominee again, that the key elements of the nomination are stressed again, and close with language that could be utilized on the Certificate. Short and distinct sentence structure coupled with very selective inclusion of information will be the key here. Always close on a high point and make it sound like the reviewer only needs to read that part and they will know the nominee deserves to receive the award.

AWARDS 101

Final Considerations

Make sure that the Nominee's information is correct throughout the submission.

Don't include extraneous information or attachments.

Make sure the nomination narrative supports the award being submitted.

Check and make sure all award required items are included (pictures, endorsement letters, CSI Resume, etc).

Have a person not associated with writing the narrative check it for spelling, grammar and correct information.

If a suggested certificate narrative is requested (Region Awards), then keep it factual, short, and meaningful. Don't try to be cute.

ANY QUESTIONS

