

GULF STATES REGION AWARDS COMMITTEE GUIDE

FY12 Gulf States Region
Awards Committee
Document

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INTRODUCTION

The Gulf States Region has a long standing tradition of recognizing excellence through a comprehensive and broad minded Awards program. As a part of a continuing effort to keep this tradition alive, the Awards Program received an overhaul in 2010 which better organized and defined the awards. As a result of your comments, submissions and suggestions during this past nomination year, the program has once again been updated to fix definitions, provide examples, and to incorporate new awards to fill holes in the award types identified.

In order to provide future Awards Committee Chairs and new Chapter Award Chairs a condensed reference for use in providing nominations for these Awards, this guide was produced. In addition, this guide can be used by each and every region member as a reference and a guide for their involvement in the Awards Program. The goal is to make the information available to each and every member of the region, thereby increasing the recognition potential through knowledge and understanding of the requirements for the various awards and presenting ideas for nominations which may not have been possible previously.

Included in this guide are not only the individual award descriptions, but also the nomination form and the committee judging form to be utilized for the upcoming year. This way, you not only have access to description and examples of nominations, the form required to nominate, but you also have the very information to be utilized by the Awards Committee to judge each award.

The idea is that if you know what the requirements are, more nominations will be forthcoming and more recognition will be shared throughout the region. Also, since this program is considered a "living and breathing" document, it provides a platform for suggestions and comments to be provide which goes with the fact that the Awards Program should be updated periodically as changes in technology, the programs and SI in general occur.

Good luck with preparation of nominations and we will see you at the next Awards Banquet.

A handwritten signature in black ink, appearing to read "Billy J. Mathis". The signature is stylized with a large initial "B" and a long horizontal stroke at the end.

Billy J. Mathis, CSI, CDT, Chairman
Gulf States Region Awards Committee

4.1 PURPOSE:

- A. To recognize extraordinary efforts, talent, achievements, and contributions to the Region by Region Members, Organizations, or Companies.
- B. To increase membership interest through recognition and to tangibly show the membership the value and benefits of actively supporting CSI.

4.2 LEVELS OF AWARDS:

- A. Chapter Level: The Awards Chair acts as an advisor to the Local Chapter Awards Chair for the establishment of an Awards Program, how to conduct an Awards Banquet. At no time is the Region Award Chair to dictate policy concerning Chapter Awards Programs.
- B. Region Level: To act as a conduit for the recognition of Region Members for their actions and accomplishments as recognized and nominated from the Members, Chapters or Region Officers/Chairs. This recognition will be as described in Paragraph 04.04 below.
- C. Institute Level: To nominate Region members, organizations, or chapters for Institute awards, to advise the Chapters on the preparation of nominations packages for Institute Level Awards, and to act as liaison between all levels.

4.3 TERM OF OFFICE:

- A. The commitment to the Region Awards Program is typically four years. The first two years are as Vice-Chairman whereupon an individual receives training and gains experience in the management and operations of the Region Awards Program. The next two years are as Chair of the Region Awards Program whereupon an individual actively manages and coordinates the Region Awards Program and trains the newly appointed Vice-Chair on the duties and responsibilities of the Region Awards Program.

4.4 COMMITTEE COMPOSITION

- A. The Region Awards Committee consists of the following members:
 - 1) Chair, Region Awards Committee
 - 2) Vice Chair, Region Awards Committee

- 3) A minimum of three (3) additional members (excluding Vice Chairman). Selection of these additional members should include individual from different chapters and should be selected based on their knowledge of Region Level activities, Region level events, and Awards in general. No Region Officer may serve on the Committee as a voting member, as they are responsible for decisions as to whether specific awards may be presented.

4.5 RESPONSIBILITIES OF AWARDS COMMITTEE:

- A. Organize and manage the Region Level Awards Program.
- B. Develop and maintain awards criteria. This criteria shall be reviewed each year to determine the applicability to the current Construction Industry and to update both awards and submission requirements to the changing technology.
- C. Review and Judge awards:
 - 1) Once established, the Chair, Region Awards Committee will advise the Committee Members as to their duties and responsibilities.
 - 2) The Committee shall review, update, and utilize the Judgment Form shown at the end of this section of the Awards. The form will be updated to reflect the current requirements and any special considerations needed.
 - 3) The Region Awards Chair shall work with the Awards Committee to fairly judge awards based solely on the nomination package presented and not on personal knowledge of the nominee or the event involved..
 - 4) In the event of a numerical tie in the voting or a situation whereby a final decision is required, the Awards Chair's vote and/or numerical valuation will be used break said tie.
 - 5) Specific Requirements for the Awards Chair are as follows:
 - a) The Eugene Wetzel Award for Communications Excellence
Submittals are to be presented to the Region Awards Chairman for review by both the Awards Chairman and Vice-Chairman and if a recommendation for presentation was made, final approval by both Region President and Vice-President are required for the award to be presented.
 - b) The Robert V. Bishop Award: If any nomination packages are received, they will be immediately forwarded to the Region President using the fastest method possible. It is not the Award's Chair responsibility to get the nomination to the Region President before the Due Date as the nomination package is to be delivered to the Region President for consideration.

D. Notification of awards recipients.

- 1) The Award Recipients will not normally be notified of their selection.
- 2) If, however, advance notice of award is required to justify an award recipient's attendance, said notice will be given to the recipient and Chapter President alone.

F. Coordination of Awards:

- 1) Coordinate the receipt of nominations with Chapter Award Chairs, Chapter Presidents, Region Officers, and Region Committee Chairs.
- 2) Allow for time in the Awards Banquet for Region Specification competition awards.
- 3) Prepare award certificates for all awards approved by the Awards Committee, presented by the Region Officers and/or Chairs, or as required.
- 4) Coordinate with the Robert V. Bishop Award Committee Chair (Region President) for the receipt of nominations and provide information for the preparation of the Award is to be given during any year.
- 5) Coordinate with the Region President / Vice-President for ordering the Eugene Wetzel Award Pen and Desk Plaque. Order should be made no later than 30 – days prior to the Awards Banquet.
- 6) Coordinate with the Gulf States Region Specifications Competition Chair for the preparation of award certificates (if desired).
- 7) Coordinate with the Gulf States Region Membership Chair for the collection of data and information pertaining to the Membership Awards and the Chapter Cup.

G. Coordination of Submission of Nominations Packages:

- 1) Place an article in the Region Newsletter concerning the submission of Award Nominations (normally October)
- 2) On or about November 1st of each Calendar Year, contact Chapter Awards Chairs, Chapter Presidents, Region Chairs, and Region Officers and advise of the upcoming deadline for Awards.
- 3) Forward each a copy of the current Awards Criteria and the most current Nomination Form.
- 4) On or about December 1st, send a note to each Chapter Awards Chair, Chapter President, and the Region President (for distribution to the Robert V. Bishop Award Committee) reminding them of the January 15th deadline for submission of the Nomination Packages. Also include a copy of the current Awards Criteria for the Robert V. Bishop Award.
- 5) On or about January, place another article reminding of the submission deadlines for Region Awards in the Region Newsletter.

H. Act as liaison between Chapters and Institute Awards Committee and visa versa.

1) This includes the following:

- a) Changes from the Institute Awards Committee to the Institute Awards Program.
- b) Problems encountered by the Chapter Awards Chairs or Awards Committees with the submission or content of Institute Awards.
- c) Interpret the submission requirements as shown in the Institute Honors and Awards Guide to assist the Chapters in the selection and preparation of Nomination Packages.
- d) Request information from the Institute and/or the Chapters as requested.

I. Conduct workshop at Leadership meeting.

- 1) Prepare a presentation which discusses the changes to the Awards Program at the Region or Institute level for any given year.
- 2) Prepare as a part of the presentation a discussion on the submission of an Award Nomination Package including wording and preparation requirements and/or suggestions.
- 3) Make sure that all new Chapter Awards Chairs have access to the Institute Honors and Awards Guide and the Region Awards Information.

K. Submit reports of committee activities as required and utilizing the report form as specified in this Operating Guide.

L. Present information as to the status of the Region Awards Program in a report for during the required session at the Region Conference and/or Region Leadership Meeting.

4.6 NOMINATIONS:

A. Nominations and support data shall be submitted on Region Awards Form by March 1 of each year. Nomination form contained at the end of this section of the Operating Guide.

4.7 AWARDS PROGRAM:

Awards are one of the keys to a successful volunteer organization in that they are the only way that active Chapter and Region Members can be "paid". The goal of the Region Awards Program is to ensure each and every nominated and qualified member of the Gulf States Region receives the recognition they deserve in the form of an Award. Nominations shall be by Individual Region Members, Chapters, Region Officers, and Committees and shall be judged as qualified by a committee selected from the Gulf States Region. In order to aid those nominating

individuals, firms, etc., the goal is to recognize those individuals whose impact goes beyond the local Chapter Level. It is not the intent of the Region Awards Program to circumvent the local Chapter Awards Program in any way nor is it the intent of the Region Awards Program to deny recognition to any nominated member, firm, etc., who is judged to be qualified to receive an award.

A. **The Robert V. Bishop Award:**

1. Award Background (*as researched and written by Mr. John Dunaway, AIA, CSI, CCS*)



This award, the highest recognition that can be bestowed on an individual from the Gulf States Region, came into existence at the Region Conference in Nashville, Tennessee in 1990. At that time Robert V. Bishop was honored by the presentation of a commemorative plaque and medal as the namesake of the award, and the award was then presented to the first recipient. The Robert V. Bishop Award has subsequently been awarded to nominees who exemplify Mr. Bishop's spirit of dedication and duty. This award may be presented to a member who has at least 10 years of continuous membership and has portrayed exceptional and meritorious service and devotion to the Gulf States Region and to the principles of CSI.

Mr. Bishop received his Bachelor of Architecture degree from Syracuse University in 1950. He began his distinguished career in Syracuse and subsequently relocated to Birmingham where he later served as City Architect.

He joined CSI in 1958 and was a Charter member of the Birmingham Chapter, serving as its first Chapter President in 1959. In 1966 he was elected to the office of Gulf States Region Director. He was instrumental in chartering, inspiring, and vitalizing other Gulf States Region Chapters. He was also a featured speaker at the 14th Annual CSI Convention in Chicago, Illinois and in 1970 he was advanced to the distinguished honor, Fellow of the Institute.

Mr. Bishop was involved in CSI at the Chapter, Region, and Institute level and established a long lasting example of service to CSI. The Region owes much to Bob's efforts during the formative years of CSI in the Gulf States where he was an outspoken advocate for MasterFormat and SectionFormat before these CSI documents were widely accepted as the Industry standard. He also was instrumental in writing the GSR Operating Guide and received numerous awards not only for his service to the Region but also for his exemplary work as a specification writer. Mr. Bishop served CSI throughout his lifetime and worked closely with other seasoned GSR members, sharing their combined knowledge and experience with others to build a better Gulf States Region. He was a mentor and source of inspiration to many members. After a long and prestigious career and 39 years of dedicated service to our Region, Mr. Bishop passed away on November 4, 1997.

Recipients of the Robert V. Bishop Award serve as the jury for nominees submitted for this honor. Their service continues to embody the dedication and life long service to the Gulf States Region displayed by Mr. Robert V. Bishop, FCSI, CCS.

2. This award will be given to a member having at least ten (10) years of continuous membership and who has portrayed exceptional and meritorious service and devotion to the Gulf States Region and to the principles of The Construction Specifications Institute. This award shall be considered as the highest recognition that can be given by the Region.
3. The deadline for the Robert V. Bishop is established as January 15th of each year.
4. Award General Information:
 - a. Submitted to: Region President
 - b. Presented: Region Awards Banquet
 - c. Presented by: Region President and Jury Chairman
5. Award Criteria:
 - a. Any member in good standing and whose Home Chapter* is within the Gulf States Region, is eligible to receive this award. (*Home chapter is defined as the chapter designated by the member as their principal membership location in the Institute member directory).
 - b. This award may or may not be presented in any given year.
 - c. The qualifications of the nominees will determine the presentation of the award.
 - d. Only one award will be given in any one year.
 - e. Nominations for this award shall be submitted to the Region President, not later than January 15th.
 - f. Nominations may be made either electronically or in hard copy by any Chapter or three (3) Members in good standing.
 - 1) Nominations are limited to 5 typed pages (11-12-pitch Font of your Choice with 1" margins all around. Single spacing is allowed if desired.).
 - a) If electronic Nominations are submitted, the single nomination document shall be sent utilizing the acceptable primary format of Adobe's .pdf format and submitted via CD-Rom in a minimum of two (2) copies. Alternative formats may be considered, however approval for their use shall be approved prior to submission. Submission in a non-previously approved alternate format or one which is not readily accessible will constitute a non-submission. The nomination package shall be in the form of a single file which can be easily opened and transmitted via electronic means.
 - b) If desired, written nomination packages may be submitted. If written nominations are submitted, there shall be a minimum of fifteen (15) copies for the Jury.

6. Submittal Guidelines:
 - a. Submittal shall include 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. List year that nominee became a member of CSI.
 - d. Submittal is limited to a total of 5 single-sided pages total.

7. Balloting And Jury Guidelines:
 - a. By January 22, the Region President shall distribute the nominations and a ballot to the Chair and the Jury. The distribution will be made electronically except that a paper copy of the submission and ballot will be provided to any Juror requesting a paper format.
 - b. The Jury for this award will consist of the previous recipients of this award and the current Region President. The active senior recipient of the last three (3) recipients of this Award shall serve as the Jury Chair. The Chairman shall be a non-voting member of the Jury, except that in the case of a tie vote, the Jury Chair shall cast the tie-breaking vote.
 - c. The Ballot shall indicate the nominees and provide a "YES" and "NO" (award) vote, as the Award does not have to be given each year.
 - d. The ballot shall also include the name, the physical address, and the email address of each of the tellers, along with instructions that copy of the cast ballot is to be returned to each of the two Tellers, electronically or via mail.
 - f. By February 15, a copy of the ballot shall be returned to each member of the Teller's Committee consisting of a minimum of the following: the Jury Chair, Region President, Region Vice President, or Region Awards Chairman.
 - g. A majority vote of these ballots cast will determine the winner (even if a "NO" vote is received).
 - h. The tellers committee shall verify the ballots and provide the results to the Jury Chair and the Awards Committee Chairman by March 1.

8. Award Information
 - a. This award will be in the form of a gold medallion worn on a ribbon and an accompanying wall plaque, will be presented at the Gulf States Region annual meeting and awards banquet by the President and the Jury Chairman.
 - b. The Awards Committee Chair shall be responsible for obtaining the plaque and the medallion for presentation to the successful candidate at the Region Awards Banquet upon notification by the Bishop Award Committee Chair. The full name and title of the recipient shall be provided to the Awards Chair. Since there is a six week lead time for preparation of the medal, it is imperative that the information be forwarded to the Awards Chair not any later than March 1. The Medal will be commissioned from the following location:

Leonard's Jewelers
4841 Line Ave
Shreveport, LA 71106-1529
Phone: (318) 868-5088
Fax: (318) 868-7673
Email: LEONARDSJEWELERS@comcast.net

- c. Additionally, the recipient's name will be added to a perpetual, Gulf States Region Robert V. Bishop Award plaque by the Region President. The Robert V. Bishop Award plaque will be maintained by the Region President and shall be on display at all region events. (Board approved 5/16/03)
9. Presentation Of The Award: The Award will be presented at the Gulf States Region Annual Meeting and Awards Banquet:
- a. The President and the Jury Chairman will present the Award.
 - b. The President will begin by asking all the recipients of the awards to stand at their tables.
 - c. The President will read the first three- (3) paragraphs (see below) of the Award Criteria as stated in the Region Operating Guide.
 - 1) "This award will be considered the highest recognition that can be given by the Region."
 - 2) "This Award will be given to a member having at least ten (10) years of continuous membership and who has portrayed exceptions and meritorious service and devotion to the Gulf States Region and to the principles of The Construction Specification Institute."
 - 3) "Any member in good standing is eligible to receive this Award."
 - d. The President will then announce the winner, ask him/her to come forward, and present the plaque.
 - e. The Jury Chairman will present the Medallion to the recipient.
 - f. The medallion may be worn by the recipient at any/or all Chapter, Region, or Institute functions.

- B. The Eugene Wetzel Award for Communications Excellence and the other Awards listed below are considered as “Standing Service Awards” and as such may or may not be awarded in any given year. These Awards will be reviewed by an Awards Committee consisting of the Chair, Vice-Chair, and at least three Region Members not directly involved in the preparation and submission of Award Nomination Packages at the Chapter Level. Additionally, where possible, nominations will not be reviewed by Region Members whose Home Chapter made a specific nomination.
1. The deadline for all other Region Awards, including the Eugene Wetzel Award For Communication Excellence, is established as March 1st; however, the Awards Committee may extend this due date if it is determined to be in the best interest of the Region Awards Program.
 2. Nominations may be made either electronically or in hard copy by any Chapter or three (3) Members in good standing.
 - a. If electronic Nominations are submitted, the single nomination document shall be sent utilizing an easily acceptable format, such as Adobe’s .pdf format, and submitted either via CD-Rom in a minimum of two (2) copies or via an approved electronic transmission system such as email or FTP / FTH sites (Specific instructions to be provided annually by the Awards Committee Chair).
 - b. If desired, hard copy written nomination packages may be submitted. If written nominations are submitted, there shall be a minimum of one (1) original signed (wet signature required) document and five (5) copies for the Review Committee.
 3. All Award Nominations are intended to meet the same 4 Cs of Specifying (Clear, Concise, Correct and Complete) and shall be limited in size as follows:
 - a. Nominations are limited to 5 typed pages (only 11-12-pitch Font of your Choice) overall for the Nomination portion of the Package. The first page of the submission must be the Nomination for Region Award Form as contained in this Operating Guide.
 - b. Have additional supporting documents, if needed, attached. (Note: While the total number of pages allowed for supporting documentation is not established, every effort should be made to exclude any superfluous or un-needed documentation.)
 - c. For the Eugene Wetzel Award for Communication Excellence, only attach examples of the Nominee’s actual correspondence, articles, etc. Do not attach entire newsletters or teaching syllabus.
 - d. For the Newsletter Awards, no less than three (3) nor more than five (5) different copies of the Newsletter shall be attached and submitted.
 - e. For Special Publication Awards, only the publication discussed shall be attached and submitted. All other aspects of the nomination shall be included in the 5-page nomination package.

C. Standing Service Award Descriptions:

1. **The Eugene Wetzel Award for Communications Excellence** is considered the most prestigious of the Standing Awards and will be given to a member having at least five (5) years of continuous membership and who has portrayed exceptional communication skills and levels of communication with CSI members and/or other affiliated people in the design/construction industry promoting the Gulf States Region and to the principles of The Construction Specifications Institute.



Background for the Award (*Researched and written by Mr. Billy J. Mathis, CSI, CDT with valued inputs from John Dunaway, AIA, CSI, CCS; Mr. Phillip McDade, FCSI, Lifetime Member, CCS, FASLA; Mr. Robert B. Swan, CSI, CCS, CCCA, AIA; Ms. Betty C. Hays, FCSI, CCS, SCIP; Ms. Jan Sanders, FCSI, CCPR, SEGD; and Mr. M. Keith West, CSI, CCPR*)

- a. Mr. Eugene Wetzel was a very well recognized member of the New Orleans Chapter and the Gulf States Region. The Eugene Wetzel Award for Communication Excellence was mainly based on Mr. Wetzel's efforts in keeping everyone in his Home Chapter apprised of what was going on and his ability to communicate his thoughts and those of the New Orleans Chapter at the Gulf States Region Level. Within the New Orleans Chapter, he personally notified members of upcoming meetings and for many years was involved in their publications committee and the success of their newsletter. Gene also was the mouthpiece for the chapter and made sure the New Orleans Chapter was well represented by attending many Region Conferences and Leadership meetings over the years. Mr. Wetzel's personality and charms were well known within the New Orleans Chapter and by many others within the Gulf States Region. Gene always had some type of humor to interject into any situation, while at the same time, he was extremely serious about CSI, its members and its impact on the Construction Industry.

When the decision was made to create this Award, the criteria of the award was identified as requiring a package submittal that clearly showed the communications skills of the applicant and how it benefited CSI, the Region, and/or the Chapter. Submittals are to be presented to the Region Awards Chairman for review by both the Awards Chairman and Vice-Chairman and if a recommendation for presentation was made, final approval by both Region President and Vice-President are required for the award to be presented.

- b. Award Criteria:
 - 1) Any member in good standing and whose Home Chapter* is within the Gulf States Region, is eligible to receive this award. (*Home chapter is defined as the chapter designated by the member as their principal membership location in the Institute member directory).

- 2) This award may or may not be presented in any given year. The qualifications of the nominees will determine the presentation of the award. Only one award will be given in any one year.
- 3) Nominations for this Award must be made using the "Nomination for Region Award Form" located at Appendix "F" of this Operating Guide.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

c. Submittal Guidelines:

- 1) Submittal shall include CSI resume, which focuses mainly on chapter and region contributions.
- 2) Submittal shall include detailed descriptions of the reason this member is qualified for this award.
- 3) Examples where possible of the communications the nominee has sent to CSI or industry affiliated people to prove level of expertise in communication.
- 4) List year that nominee became a member of CSI.

d. Award Description:

- 1) This award will be in the form of an engraved Monte Blanc style pen and an accompanying desk plaque, will be presented at the Gulf States Region annual meeting and awards banquet by the President.
- 2) The Awards Committee Chair shall be responsible for obtaining the pen for presentation to the successful candidate at the Region Awards Banquet. Engraving on the pen shall be:

*Eugene Wetzel Award
For Excellence in Communication
Year*

- 3) The Awards Committee Chair shall also be responsible for obtaining the desk plaque for presentation to the successful candidate at the Region Awards Banquet.

- a) Engraving on the plaque shall be:

*Eugene Wetzel Award
For Excellence in Communication "Year"
Full Name of Winner*

- b) Desk Plaque shall consist of two pieces. The base shall be wooden and shall have the engraving shown above. Atop the base shall be an acrylic "Fleur-De-Lis" shape with engraving similar to the picture shown below:



Eugene Wetzel Award Acrylic and Base

- c) Currently this Award can be ordered and purchased through:

Crown Trophy
C&M Plaza
114 South Fourth Street
Cabot, Arkansas 72073
Phone: (501) 605-9700
Fax: (501) 605-9701
Email: crown056@yahoo.com

2. Region Service Awards: These Awards are given to those individuals, firms, or organizations which have provided “above and beyond service” to the Gulf States Region.

a. Region “Spirit of Service” Award

- 1) This award is presented to the Individual Chapter Member or the Individual Chapter identified by the Region President as making the greatest impact on the Gulf States Region though service either on the Chapter, Region or Institute Level. The level of service required to receive this award must be above that of any other member of chapter in the Region.
- 2) There can be a maximum of one (1) of these Awards made in any given Award Year and this award is not required to be presented annually.
- 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located at the end of this section of the Operating Guide.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

b. Region Certificate of Appreciation – Individual Award:

- 1) This award is presented to an individual who, in the opinion of the nominating individual or Chapter, has rendered service or support to the Region, Region Officer, or Region Committee in a manner which goes “above and beyond” that expected of a member in that particular position. Service should impact beyond the Chapter Level to the Region and shall promote and work for the advancement of the Region’s goals and objectives. Service in the Region’s administration is also to be considered utilizing the same criteria.
- 2) There can be a maximum of ten (10) of these Awards made in any given Award Year.
- 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located at the end of this section of the Operating Guide.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

c. Region Certificate of Appreciation – Firm or Organizational Award:

- 1) This Award is presented to a Firm or Organization who has rendered significant service and/or support to the Region in the advancement of the Region’s objectives or in the Region’s administration. Said service and/or support can include such items as allowing time to perform tasks or serve on committees, providing support to Chapter and/or Region functions or Events, etc., however, this service should be tied to supporting the Gulf States Region in some fashion.
- 2) There can be a maximum of five (5) of these Awards made in any given Award Year.
- 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located at the end of this section of the Operating Guide.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

d. Region Officer's Certificate:

- 1) This Award is given at the discretion of any Region Officer for exceptional support provided to them or by personal knowledge of work performed in behalf of the Region.
- 2) The Region Officer desiring to have this Award given must prepare the “Nomination for Region Award Form” located at the end of this section of the Operating Guide.
- 3) Each Officer is limited on two (2) such Awards in any given Award year.

- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.
- e. Other Service Awards:
- 1) Other standing or special awards may be established by the Awards Committee based solely on the nomination packages submitted by an individual Chapter, any Chapter Member, or any Chapter Officer. The intent of this Award is recognizing Service to the Region in non-traditional ways which cannot be fully described by any of the current Award formats. Chapters are encouraged to “think outside the box” in these nominations.
 - 2) There can be a maximum of ten (10) of these Awards made in any given Award Year.
 - 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located at the end of this section of the Operating Guide
 - 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.
3. Region Technical Awards: These Awards are given to those individuals, firms, or organizations which have provided “above and beyond service” to either their individual Chapter in direct support of and/or directly to the Gulf States Region in a specific area such as Publications, Technical Programs, Education Programs, Membership Recruitment / Retention, etc.
- a. Region Most-Improved Continuing Publication Award:
- 1) This Award is given to an individual, chapter, or organization for an outstanding continuing publication which contributes to the advancement of the Chapter’s and Region’s Objectives and/or Goals. In order to be eligible for this Award, the publication must be published and distributed at least five (5) times per year and can be either printed or electronic format. Chapters should keep in mind that the intent of this award is to recognize the best, most cutting edge, informative, and useful Newsletters. The Award is broken into two categories as follows:
 - a) Most Improved Continuing Publication – Given to the Chapter Publication which has shown the most improvement in the following areas:
 - (1) Overall appearance;
 - (2) Self-Sustainability; and
 - (3) Service to the Chapter.
 - b) Rookie Editor of the Year – Given to the Editor of a Chapter Continuing Publication (Newsletter) who is in the first 18-months of being appointed (being re-appointed as

Editor after leaving as editor does not qualify) as the Editor and who has generally improved the publication's using the same criteria as above and improving the overall effectiveness within the Chapter.

- 2) There can be a maximum of one (1) of these Awards made in each category during any Award Year.
- 3) Nominations for this Award must be made using the "Nomination for Region Award Form" located at the end of this section of the Operating Guide.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

b. Region Continuing Publication Award:

- 1) This Award is given to an individual, chapter, or organization for an outstanding continuing publication which contributes to the purposes of CSI. In order to be eligible for this Award, the publication must be published and distributed at least five (5) times per year and can be either printed or electronic format. Chapters should keep in mind that the intent of this award is to recognize the best, most cutting edge, informative, and useful Newsletters and especially those which have been published at this level for more than one fiscal year.
- 2) The Award is based on the following Criteria:
 - a) Appearance (is it in color? Does it include pictures from special events and/or meetings? Is the overall use of graphics and special effects enhance the message?, etc).
 - b) Service to the Chapter (Does the publication provide information to the Chapter? Does the publication provide a forum to ask and receive answers to questions? Does the publication have regular and on-going articles of both technical and entertaining value? Etc.)
 - c) Contents (Does the publication contain the items recommended by the institute for a newsletter or continuing publication?)
 - d) Self-Sustainability (Is the publication capable of generating income in an amount capable to offsetting the overall costs associated with the publishing and distribution costs?)
- 3) There can be a maximum of three (3) of these Awards made during any Award Year.
- 4) Nominations for this Award must be made using the "Nomination for Region Award Form" located at the end of this section of the Operating Guide.
- 5) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

c. Award for Special Chapter, Region, or Institute Publication:

- 1). This Award is given to an individual, chapter, or organization for an outstanding special publication which:
 - a) Enhances the effectiveness of a single program, event, or provides education and/or information pertaining to the Chapter, Region or Institute. This program can be directed locally at the Chapter, regionally during a Region Event or nationally through the Institute. Method of presentation can be just as important as content and programs, presentations, etc which think “outside the box” are especially desired.
 - b) Provides Specialized instruction on completion of a function, event or task; and/or
 - c) Provides cutting edge training or information to Chapter or Region members or committees;
- 2) There can be a maximum of five (5) of these Awards made in any given Award Year.
- 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located at the end of this section of the Operating Guide.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

d. Award for Chapter Program or Seminar:

- 1) This Award is given to chapter for that chapter program or seminar which best demonstrates creativity in selection and discussion of a single topic and/or presentation, improves the educational values and results a more efficient use of materials or manpower for the accomplishment of some purpose, and . or enhances the understanding of the mission and purposes of CSI. This program can be directed locally at the Chapter, regionally during a Region Event or nationally through the Institute. Method of presentation can be just as important as content and programs, presentations, etc which think “outside the box” are especially desired.
- 2) There can be a maximum of five (5) of these Awards made in any given Award Year.
- 3) Nominations for this Award must be made using the “Nomination for Region Award Form” located at the end of this section of the Operating Guide.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

e. Technical Commendation:

- 1) Awarded to an individual, firm, or organization that has made a significant contribution to the field of construction technology. This can be for a document, a pamphlet, a program, or some device which has improved some technical process associated with the construction industry.
- 2) There can be a maximum of three (3) off these Awards made in any given Award Year.
- 3) Nominations for this Award must be made using the "Nomination for Region Award Form" located at Appendix "F" of this Operating Guide.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

f. Education Commendation:

- 1) This Award is given to an individual, firm, or organization that has made a significant contribution to the field of education related to the purposes of CSI. This award is designed to be presented to an individual, firm or organization who has enhanced, updated, or otherwise influenced the education process within the Chapter and taken this process to a new measurable level (test scores, attendance, inclusion as curriculum, etc).
- 2) There can be a maximum of three (3) off these Awards made in any given Award Year.
- 3) Nominations for this Award must be made using the "Nomination for Region Award Form" located at the end of this section of the Operating Guide.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

g. Region Electronic Communications Award

- 1) This Award is given to an individual, firm, or organization that has created, enhanced or otherwise improved the Electronic Communications capability within the Chapter. This includes Web Sites, Social Networking Systems, or other forms of electronic communications.
- 2) There can be a maximum of two (2) off these Awards made in any given Award Year.
- 3) Nominations for this Award must be made using the "Nomination for Region Award Form" located at Appendix "F" of this Operating Guide.
- 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

4. Region Membership Awards: These Awards are given to those Region Chapters which have proven to be the leader(s) in the addition or retention of Members.
 - a. Membership Award (Percentage Increase):
 - 1) This Award is given to the Chapter with greatest overall percentage increase in membership, excluding student members, previous Fiscal Year period ending June 30th..
 - 2) There can be a maximum of one (1) Award made in any given Award Year.
 - 3) Identification of the Chapter for this Award is vested with the Gulf States Region Membership Chair who will determine the winner based on statistical information gained from the Institute Membership Committee.
 - 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.
 - b. Membership Award (Numerical Gain):
 - 1) Awarded to the Chapter with the largest overall numerical gain in members, excluding student members, for the previous Fiscal Year period ending June 30th.
 - 2) There can be a maximum of one (1) Award made in any given Award Year.
 - 3) Identification of the Chapter for this Award is vested with the Gulf States Region Membership Chair who will determine the winner based on statistical information gained from the Institute Membership Committee.
 - 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.
 - c. Student Membership Award:
 - 1) Awarded to Chapter with the largest overall numerical gain in Student members previous Fiscal Year period ending June 30th..
 - 2) There can be a maximum of one (1) Award made in any given Award Year.
 - 3) Identification of the Chapter for this Award is vested with the Gulf States Region Membership Chair who will determine the winner based on statistical information gained from the Institute Membership Committee.
 - 4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

d. Membership Commendation:

- 1) This Award is given to an individual Chapter Member that has made a significant contribution to the field of membership recruitment and / or retention as related to a single Chapter within the Gulf States Region.
- 2) This member's accomplishments should be tied to the Chapter's winning one or more of the Membership Awards mentioned in paragraph D below; however, winning one of the Membership Awards is not a required prerequisite for nomination or award.
- 3) There can be a maximum of four (4) off these Awards made in any given Award Year.
- 4) Nominations for this Award must be made using the "Nomination for Region Award Form" located at Appendix "F" of this Operating Guide.
- 5) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

5. People's Choice Awards: Because of the very nature of this award, it being one nominated by the Region Membership for recognition of an individual for a specific reason or action, this list is not "all inclusive" and can be modified, expanded or reduced. The list of suggested titles for nomination of a Member for a "People's Choice" Award is shown below.

a. Award Criteria:

- (1) This award is presented to an individual who, in the opinion of the Membership, has displayed traits or leadership skills which are not normally included as recognized by any other Standing Award presented by the Region. These may be for specific events or could be a accumulation of activities over the period of a specific Fiscal Year.
- (2) This award is intended for those members who give extra efforts, who can be counted on, who can bring life to a situation, etc.
- (3) Care and Caution must be exercised to ensure that no maliciousness (no matter how unintended) is displayed.
- (4) This type of Award will be limited to a maximum of ten (10) individual Awards per Fiscal Year.
- (5) This Award is not required to be given in any Fiscal Year.
- (6) Examples of the Awards include, but are not limited to:
 - (a) Most Organized Member
 - (b) Most Photogenic
 - (c) Great at Fund Raising
 - (d) Most Outgoing
 - (e) Rising Star
 - (f) Best Comedian

b. Nomination and Voting:

- (1) Nominations for this Award must be made using the "Nomination for Region Award Form" located at the end of this section of the Operating Guide.
- (2) Nomination must include a short narrative describing the nomination (service, merit, etc)
- (3) Nomination may only be received from Members of the Gulf States Region (Home Chapter is in the Gulf States Region).
- (4) Nominations for this Award must be received no later than March 1st of the year the Award and comply with the requirements of paragraph B above.

c. Award:

- (1) Method of Recognition: Certificate, Special Award, Plaque, Flowers, or any other accepted and approved method (if Region Funded) or any .method which does not detract or otherwise make fun of an individual at their own expense.
- (2) Venue of Presentation: Annual Region Awards Banquet.

Gulf States Region



Award Nomination Evaluation Checklist

Award Nominated For:						
Nominee's Name:						
Mandatory Items		Yes	No			
Has the Nomination Packages been received on or before the Due Date?						
Was the Appropriate Nomination Form utilized?						
Is the Nomination Package limited to five (5) Pages plus any appropriate Back-up Material?						
Has the appropriate Nomination Package been received (5 Hard Copy / 2 Electronic)?						
Does the Nomination Package match the Award being Nominated?						
No to any of the above results in automatic rejection						
Approval Criteria		Points				
		1	2	3	4	5
Is the Nomination Package presented in a neat, concise, and orderly fashion?						
Is the Region Service Award Nomination Form correctly filled out and complete?						
Does the Nomination Package contain the appropriate amount of Backup Material to support the Nomination?						
Does the Back-up Material submitted limited to that which directly supports the award?						
Is the Back-up Material clear and concise in it's presentation?						
Using the Criteria for the Award, does the Nominee meet the requirements for the Award Nominated?						
In comparison to the other Nomination Packages received, how well does this package meet the 4 Cs of CSI?						
Is the Level of Benefit to fellow members equal to or above that required for the Award?						
Column Subtotals:						
Overall Total						
Evaluator Comments (Please make notations for non-recommendation scores):						
BASIC EVALUATOR NOTES / INFORMATION						
Each Committee Member has a maximum of 40 points which can be awarded overall.						
A Nominee must receive an average minimum of 25 points to be eligible for an award. This "Average Score" will be determined by averaging the scores from each Committee Member.						
In the event of Multiple Eligible Nominees, the Award(s) will be Awarded in Order of Scores received till the limit is reached.						
Unless a Nomination Package is Perfect or an Achievement is Outstanding, do not over rate. A rating of 5 should be limited to Outstanding Service or Commitment - should be the exception not the rule.						
Do not allow personal acquaintance with a Nominee to enter into consideration unless that helps you understand the information as included in Package.						
In order to avoid the "Appearance of Impropriety" do not evaluate any package received from your Home Chapter even if accidentally sent to you to review.						

NOMINATION FOR REGION STANDING SERVICE AWARD

Date: _____

TO: _____
Chairman, Region Awards Committee

_____ hereby nominates _____
(Nominator – Individuals or Chapter) *(Nominee)*

for the following Region award _____
(as listed in the Awards Guide)

Nominee's Biographical Data:

Name: _____

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:

This Nomination is hereby submitted this _____ day of _____, _____

Signature of Chapter President / Member in Good Standing

Signature of Member in Good Standing

Signature of Member in Good Standing

