



CSI Southeast Region Awards Guide

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Introduction

- 1) This document serves as a guide to enhance Chapter participation in the Southeast Region CSI Awards Program. It is not intended to provide any guidance, whatsoever, regards to awards programs on the Chapter or Institute level.
- 2) This electronic version of the CSI Southeast Region Awards Guide (hereafter, Guide) is a Portable Document File (PDF) and requires the latest version of Adobe Acrobat Reader for viewing. [Click here](#) to download a free copy.
- 3) Document links are provided throughout this document in [blue text](#). If you mouse click on one of these links you will automatically jump to the referenced page. Internet links are provided throughout this document in [red text](#). If you mouse click on these links you will automatically load your default browser and jump to the referenced internet address. To return to the Table of Links, mouse click on the  icon at the top of each page.
- 4) This electronic version of the Guide has been designed for optimum viewing in either 800 x 600 or 1028 x 768 screen resolutions using the following settings: Fit Visible [Ctrl+M], Single Page [Ctrl+Shift+N], and Page Only [Ctrl+6] .
- 5) If you have any questions concerning this document, contact the Southeast Region Awards Committee:
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Awards - General

Nomination Submittals and Deadline

- 1) All nominations for CSI Southeast Region Awards, in accordance with the requirements set forth in this Awards Guide, shall be received by the Southeast Region Awards Chairman no later than July 15 of each year. Nominations received after this date will be returned to the nominating party and will not be acceptable for the Award Committee's consideration.
- 2) Each nomination must also include the original and six copies of the entire nomination package, including all attachments, and each pack must be bound in some fashion to prevent lost pages.

Recommendations and Suggestions

- Get involved and make nominations.
- Make sure nomination submittals are complete.
- Make sure the nominee's name is complete with all professional designations and properly spelled.
- Be specific in your nomination. Do not simply restate the award's performance specification.
- Practice the Awards Program as an all year event; not just the month before the end of the year.
- Don't wait until the end of the year to say "thank you" those deserving recognition.
- Coordinate with other committees such as Membership, Education, Publications, and Planning.
- Be creative and make the awards process a fun event.
- Try creative awards.
- Refer to CSI's Products Catalog for awards and gift Ideas.
- Before commencing your awards activities, read:
 - [How To Nominate a Person or Organization](#)
 - [Debunking the Awards Process](#)



Chapter Excellence Award (Outstanding Chapter Commendation)

Description

- 1) This award is presented to Chapters achieving overall excellence in promoting the objectives of the Institute. Due to the disparity in size between Chapters within the Region and with the mind set that smaller Chapters with fewer volunteers should not be judged with larger Chapters having greater resources, this award will be judged based upon the Membership size of the Chapter.
- 2) The Chapters within the Southeast Region, for the purposes of this award, are grouped in the following categories:
 - a) Large Chapter: Atlanta, Greater Orlando, Miami
 - b) Medium Chapters: Charleston, Charlotte, Florida Southwest, Florida West, Fort Lauderdale, Palm Beach
 - c) Small Chapters: Columbia, Grand Strand, Greenville, Jacksonville, Puerto Rico, Raleigh-Durham, Tallahassee, Triad

Nominations by

- 1) The Southeast Region Institute Directors shall be responsible for judging Chapters for this award and making the final election of Chapter award recipients.

Nomination Forms and Support Documentation

- 1) Nomination Form 105 - [CSI Form 306 - Outstanding Chapter Commendation Form](#)

Award Type: Trophy/Cup

Maximum Number of Awards: The number of Chapters to be awarded is at the sole discretion of the Region Institute Directors.



Chapter Membership Award

Description

- 1) This award is presented to the two Chapters within the Southeast Region having the highest percentage of Membership growth for the fiscal year.

Nominations by

- 1) The Southeast Region Membership Chairman shall be responsible for making these nominations. The two recipient Chapters shall be determined by using the percentage ratio derived from the following formula using data provided by the Institute:

$$\frac{\text{Number of Chapter Members on June 30, the last day of the fiscal year}}{\text{Number of Chapter Members on July 1, the first day of the fiscal year}}$$

Award Type: Trophy/Cup

Maximum Number of Awards: Two



Chapter Technical Excellence Award

Description

- 1) This award is presented to either a Chapter or a Chapter's Technical Committee Chairman for making a significant achievement toward technical activity during the year prior to the Southeast Region Conference.

Nominations by

- 1) Chapter in cooperation with its Technical Committee
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Three [Letters of Endorsement](#)

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



Charles J. Huckleberry Memorial Award

General

- 1) Charles J. "Huck" Huckleberry, FCSI, was a man of strong convictions. He made himself an expert on his product and promoted it honestly. His professionalism was and still is known widely. He used many of his talents to establish the technical goals of CSI. Huck was a member of the Atlanta Chapter from 1957 until his death in June 1984. He was responsible for the organizing of the Atlanta, Jacksonville, and Miami Chapters. In 1966, Huck was advanced to Fellowship in the Institute.

Description

- 1) Awarded to an Industry Member who has rendered distinguished service to the Professional Members of CSI in the expert promotion of their product; and the promotion of CSI; and in organizing and/or maintaining the leadership necessary to obtain the goals of the Institute throughout the Southeast Region.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Three [Letters of Endorsement](#)



Citation Award

Description

- 1) This award is presented to an Individual, Firm, or Organization for a single outstanding accomplishment in specification writing or a technical writing.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Supportive Documents: Specifications, Technical Writing, etc. for which the nomination is being made

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



Commendation Award

Description

- 1) This award is presented to an Individual, Chapter, Firm, or Organization for a single outstanding service to the Region.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Three [Letters of Endorsement](#)

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



Cooperation Award

Description

- 1) This award is presented to a Trade Association, Trade Union, Contractor, Association, or Professional Association for exceptional liaison work with the Region.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Three [Letters of Endorsement](#)

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



Craftsmanship Award

Description

- 1) This award is presented to an Individual, Company, or Organization for superior craftsmanship with the purpose of recognizing and promoting such outstanding craftsmanship in the construction industry within the Region.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Supportive Documents: Photographs, Specifications, Project Drawings, etc. for which the nomination is being made

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



Distinguished Service Award

Description

- 1) This award is presented to an Individual who has rendered distinguished service to the Region in the advancement of Institute or Region objectives or in its administration. This award is the highest award the Region can bestow on an Individual.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Three [Letters of Endorsement](#)

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: One



Education Commendation Award

Description

- 1) This award is presented to an Individual, Chapter, Firm, or Organization that has made a significant contribution to the field of education in areas related to the objectives of the Institute or Region, or made a significant contribution to the educational programs of the Institute.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Three [Letters of Endorsement](#)

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: One



Frederick W. Bucky, Jr. Memorial Award

General

- 1) Frederick W. Bucky, Jr., CSI, was a Charter Member of the Jacksonville, Florida Chapter from 1959 until his death in January 1992. He brought the Jacksonville Chapter to the forefront of the Institute by enabling it to receive the Chapter Cup in 1967, the Institute Technical Excellence Award in 1971 and 1973, and by this receiving the Institute Technical Commendation in 1974. As Region Director, he was the prime mover in the change of the former Region 3 designation to the title of Southeast Region; and he developed the Region Conference Planning Guide. He was truly an advocate of the Individual Member, constantly striving to keep the Members informed about relevant CSI issues. His dedication and conviction to CSI was unceasing and his professional contributions to CSI were innumerable.

Description

- 1) This award is presented to a Professional Member who has rendered distinguished service and leadership to the Membership of CSI on the Chapter, Region., and Institute levels, and the industry by the use of CSI principles and practices, in obtaining of goals of the Institute throughout the Southeast Region.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Three [Letters of Endorsement](#)



Organization Appreciation Award

Description

- 1) This award is presented to a Firm or Organization for distinguished accomplishments which promote the objectives of the Region. This award is the highest award the Region can bestow on a Firm or Organization.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Three [Letters of Endorsement](#)

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: One



Publication - Electronic Media Award

Description

- 1) This award is presented to an Individual, Firm, Chapter, or Organization for a single outstanding article of service publicly available to the construction industry in electronic media format.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Supportive Documents: Actual copy of the article of service in electronic media format including CD, floppy disk, or via internet access.

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



Publication - Newsletter Award

Description

- 1) This award is presented to an Individual or Chapter for an outstanding continuing publication (newsletter) which attempts to fulfill the objectives of the Institute.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Supportive Documents: Three issues of the Chapters newsletter within the fiscal year being nominated.

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



Publication - Special Publication Award

Description

- 1) This award is presented to an Individual, Chapter, Firm, or Organization for an outstanding special publication deemed to be, in-part, responsible for the Chapter to achieve a special accomplishment while fulfilling an objective of the Institute.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Supportive Documents: Actual copy of the article of service for which the nomination is being made.

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



Publication - Website Award

Description

- 1) This award is presented to an Individual, Chapter, or Firm for the development and maintenance of an outstanding Chapter Web Site deemed to be a valuable resource and fulfilling objectives of the Institute.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Supportive Documents: Printed copy of the entire web site and the URL for viewing by the Awards Committee.

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



Recognition Award

Description

- 1) This award is presented to an Individual or Company by the Region Awards Committee as a "thank you" for continued support and the promotion of CSI in the Region. This award may be presented in recognition of those for which no other award specifically applies or to recognize those for their accomplishments when the original nomination category, by others, was either inappropriate or, for other reasons, deemed commendable by the Awards Committee where recognition of an accomplishment or service is deserving.

Nominations by

- 1) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [103](#)

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



Region Institute Director's Award

Description

- 1) This award is presented to an Individual by the Region Institute Directors at their sole discretion for exceptional work performed in behalf of the Institute within the Region

Nominations by

- 1) Region Institute Directors

Nomination Forms and Support Documentation

- 1) None

Judgment and Approval

- 1) SER Institute Directors

Award Type: Plaque

Maximum Number of Awards: 3 per Director



Technical Award

Description

- 1) This award is presented to an Individual, Chapter, Firm, or Organization that has made a significant contribution to the technical programs of the Institute.

Nominations by

- 1) Chapter
- 2) Region Institute Director
- 3) Five Region Members
- 4) Region Awards Committee Member

Nomination Forms and Support Documentation

- 1) Nomination Form [101](#), [102](#), or [103](#)
- 2) Nominee's Resume Form [104](#)
- 3) Three [Letters of Endorsement](#)

Judgment and Approval

- 1) Southeast Region Awards Committee

Award Type: Plaque

Maximum Number of Awards: No limit



How to Nominate a Person or Organization

Surely, every Chapter in the Southeast Region has one or more Members who have contributed to the success of their Chapter, Region, or the Institute. There are many Members deserving to be recognized and it's the Chapter's responsibility to bring their accomplishments to the attention of the Southeast Region Awards Committee.

For the purpose of this revised article, the question is, "**How do we nominate a person or organization for a Region Award?**"

First, brainstorm within your Chapter. Each Chapter President and Awards Chairman should receive this Guide. Here you will find the names of all possible awards along with the criteria that the Awards Committee looks at, as well as the requirements for making a nomination. Follow these requirements, including those for letters of endorsement, where required. Letters of endorsement are very important.

Next, prepare the nomination as required by this Guide. Involve the nominee in gathering information and letters of endorsement. And make sure that the nomination is bound or stapled so that it will not come apart.

Submit the nomination on time. Make sure that the proper number of copies are attached.

Last, start to prepare nominations now! Region award nominations can't be prepared over a weekend. It can take months to pull everything together.

Good luck in your efforts!



Debunking The Awards Process

What will make your Chapter's attempts at nominating and receiving Region awards more successful? This article presents an overview of important considerations for submitting a Southeast Region Award Nomination.

Begin Early

This sounds simple, but as anyone who's done this job before, this is the first, important step. The reasons that this is so important are:

- 1) Several nominations require letters of endorsement which are very time consuming to obtain; and
- 2) Most of us don't keep a [CSI Resume](#) of our activities up to date. This means that the nominee has to dig through his or her files and old chapter newsletters to get a chronological listing of CSI activities to support the nomination. Your Chapter's Membership Chairman can make life easier by encouraging Members to keep a current [CSI Resume](#).
[Refer to Preparing a CSI Resume](#)

Select the Proper Award Category

Review this Guide with your Awards Committee. Identify persons who qualify for Region awards. Make sure that you have the latest edition of the Guide.

Review how the nomination will be made. Will it be made by the Chapter, by Members, by a Region Institute Director, or a Member of the Region Awards Committee? All of these are acceptable and most often the nomination will be made by the Chapter. Just be aware that these other methods are acceptable.



Review the Selected Category with the Nominee

Make sure that he or she feels comfortable with the category and can contribute to the process. It is important that the Nominee be involved in preparing the nomination. He or she is probably the best person to verify details and dates and to furnish important information relative to the nomination. It is unwise to attempt a nomination without the Nominee's knowledge and approval.

Don't Publicize the Nomination Throughout the Chapter

This can be embarrassing to the Nominee if the nomination is not successful. Naturally, you will want the Chapter Awards Committee, the Board of Directors and any writers of letters of endorsement to know about the nomination.

Prepare the Nomination or a Synopsis

This must be prepared in time to send along with letters requesting endorsement of the nomination. Remember that endorsers need to be reminded of specifics about which they should write. A possible endorser may not remember the actual dates or activities without a reminder. Early preparation will also give you an indication as to the quality of the nomination and can identify any lack of data, either as to dates or activities. Prepare this in the form required for the submittal and review it with the Nominee for accuracy.

Pay Particular Attention to

"Contributions and Achievements" in [Form 104](#). This is the heart of a nomination and should reflect evidence of a nominee's involvement in activities in a particular area. If the nomination criterion is based on education activity and the achievements describe technical activity, it may be time to review the nomination's intent.

Also, be sure that you describe within Forms [101](#), [102](#), or [103](#) the activities for which the Nominee is being nominated. **Do not simply restate the respective award's performance requirement.** Be specific. You must realize that the Region Awards Committee Members do not know this person, and that the award will go to a nomination which spells out clearly the Nominee's achievements relative to the award category. For example, this Guide states the performance requirement for the Publications - Newsletter Award as: *"This award is bestowed to an Individual, Chapter, Firm, or Organization for an outstanding Chapter Newsletter fulfilling the objectives of the Institute".*



Again, **do not simply restate this in the respective nomination form as the reason for the nomination.** Be specific! Provided below is an example of what the Awards Committee is looking for (reprinted from the Miami Chapter 1998 Nomination):

"Whereas, members have expressed their hearty approval of Checklist's attention to important details such as significant industry reports, featured updates on Region and Institute CSI matters, and the faithful distribution of complete Meeting Minutes with appropriate financial details, and

Whereas, on occasions when a Member cannot attend a particular Monthly Chapter Meeting, its highlights and literate coverage of programs keeps such Members fully advised and whets the Member's appetite to attend the next meeting,

and Whereas, increased membership and attendance at meetings has occurred; thereby be it

Resolved that the Miami Chapter of The Construction Specifications Institute hereby nominates Checklist and its Editor, Hugo D. Ley, CSI for the Publications Award, and holds it up as an example of a publication that completely meets the needs of its Members and inspires their continued participation."

Review the Category Again

You probably are about one-third through. So, review the nomination package, comparing the data to the criteria given in this Guide. How do you feel about the nomination? Is the nomination complete? Does it meet the criteria? Is the nominee qualified?

Have the Nominee Prepare a List of Endorsers

The person who is requested to write a letter of endorsement should be familiar with the Nominee's activities and should be able to address those that are "pertinent to the specific areas of achievement or service on which the nomination is made." Letters of endorsement should not be "good old boy" letters but should show that the endorser is knowledgeable about the nominee's activities. Convey this request in your letter to potential endorsers, as many people are not adept at writing good letters of endorsement. To help them, send a copy of [Writing an Endorsement Letter](#). Region and Institute Officers and Directors with whom the Nominee has worked with, as well as Institute Committee Members are good sources for letters of endorsement.



Restrict requests for letters of endorsement to those who can actually make a good supporting statement. However, request sufficient letters so that if some letters do not come through, or are of questionable support, there will still be sufficient letters to make the nomination. It is an unhappy scene when late June occurs and insufficient letters have been received to make a submittal. Less than three letters results in disqualification of a nomination requiring letters of endorsement.

Most Award Categories Do Not Require Letters of Endorsement

Refer to the Guide for information regarding letters of endorsement. Nominations that do not require letters of endorsement are much less time consuming to assemble than those that do. Letters of endorsement go to the Chapter Awards Committee. The Chapter Awards Committee Chairman should review these, insuring a sufficient number and that endorsers have addressed salient points of the nomination.

Identify, Print and Bind the Nomination

Except for the Chapter Excellence Award, all nominations must include Nomination [Form 104](#) and one of [Form 101](#), [Form 102](#), or [Form 103](#). Be sure that the nomination is complete and clearly spells out the basis of the nomination. Be sure to submit the original and six copies of each nomination package. These are distributed to Members of the Awards Committee for their judging and the original is filed with the Region's Secretary. Many chapters go to great effort and expense in binding nominations. This is not necessary, but nominations, along with their letters of endorsement should be bound in a folder or notebook to keep all the paperwork together. Make sure that proper signatures are affixed and that the minimum number of letters of endorsement are included.

Make the Nomination on Time

July 15 is the deadline for receipt of nominations and letters of endorsement. Make sure you leave plenty of time for printing and binding as well as shipping to insure arrival on time. Nominations received after the deadline are disqualified.

Communicate with the Region Awards Committee

The Region Awards Committee is prohibited from assisting with preparation of nominations but can and will be happy to answer questions and give advice. Each member of the Awards Committee is assigned three Chapters so it be wise to contact your



assigned Awards Committee Member. The Committee's interest is to increase the number and quality of nominations and to keep the award categories pertinent through continual communication with the Chapters. See [Southeast Region Awards Committee](#)

The Region Awards Program is **your program**; a way to recognize those who have contributed to success in CSI. and the construction industry at large. Please take the opportunity of nominating worthy Members, Committees, Chapters, Firms, and Organizations for Southeast Region Awards.



Writing a Letter of Endorsement

Several Southeast Awards Nominations require letters of endorsement supporting the nomination. Most often, the Nominee is not known to members of the Region's Awards Committee, so letters of endorsement are a significant means of conveying support for the nomination.

Who Should Write Letters of Endorsement?

Certainly a person asked to write a letter of endorsement should be familiar with the activities of the Nominee in the area of the nomination. CSI Members who have a direct encounter with the Nominee's activities are good resources. Non-members of CSI who can attest to contributions are very valuable, not only in that they can confirm those activities, but also in doing so they demonstrate that such actions are valuable to the community beyond CSI and worthy of recognition.

What Should a Request for a Letter of Endorsement Contain?

A request for a letter of endorsement from a Chapter Awards Committee should clearly spell out exactly what the nomination criteria is and why that Committee has selected the Nominee for that award nomination. A Nominee's resume may list numerous efforts at Chapter, Region and Institute activities. The request for a letter of endorsement should direct the potential writer to address specific activities and accomplishments.

What Should a Letter of Endorsement Accomplish?

The letter of endorsement should convey to the reader that the writer has had involvement with the Nominee in activities related to the nomination. Letters from dignitaries that cannot discuss the purpose of the nomination are of questionable help. The letter of endorsement should state specific accomplishments of which the writer is aware. Letters which state that the Nominee is a fine Member of CSI and is highly qualified for the award are not given much weight, since they bring no personal experience to bear on the nomination. Letters which contain such statements as, "*served on the Education Committee during which time we implemented the program in specifications at XYZ University*" states a specific accomplishment and demonstrates that the endorser has



knowledge of that accomplishment. Since the Region Awards Committee does not know the Nominee, the letter of endorsement should bring the activities for which the nomination is based clearly into focus.

Should Letters of Endorsement be Limited to Institute Officers and Directors?

No. Letters of endorsement should be solicited from any venue, as long as they relate to the nomination.

What Should I do if I'm Asked to Write a Letter of Endorsement?

A request for a letter of endorsement should be considered an honor. The Nominee has intrusted you with the task of supporting his or her nomination. Hopefully, the Nominee has chosen wisely and you feel that you can support the nomination. Also, hopefully, the communication requesting a letter of endorsement clearly states the criteria for the award and the Nominee's resume supports the nomination. Review the data provided and your personal relationship with the nominee. Focus on particular areas of the nomination which relate to those activities and address those in your letter. Do not address areas of which you have no knowledge, even if these seem more important than specifics you can deal with. If the nomination is well prepared, the nominee has selected other people who can address those areas. Write clearly about your knowledge about the Nominee. State specific accomplishments, drawing from dates and activities stated in the nomination package. Keep the letter short and to the point. Avoid generalities and broad brush statements.

What Should I Do if I Can't Write a Letter of Endorsement?

You are under no obligation to write a letter of endorsement for a nomination you don't support or can't attest to. If you don't feel qualified to support the nomination, you should not write the letter. Whether you contact the person requesting the letter is one of personal preference. If you don't feel that the nomination package is complete or accurate, contact the person requesting the letter asking for more information or for clarification. Your request may alert him or her of a deficiency which has been overlooked.

Writing a supportive letter of endorsement is truly an act of friendship. It conveys your respect and appreciation for the Nominee as well as your regard for the chapter or individuals making the nomination.



Preparing a CSI Resume

If you are active in your CSI Chapter and Region, or if you serve as an Institute leader, you probably will need a resume of your CSI activities at some time. This need may arise from a nomination for a Chapter, Region or Institute Award, for an elected office or as an introduction as a speaker. Creating a "CSI Resume" is not difficult, and it can be the basis for a broader base resume and once created can be quickly and easily updated.

Creating the resume in the first place is the difficult task. Unless you've kept good records, you probably don't remember when you held specific offices and you may have forgotten some posts you held years ago. Assuming you haven't got a place to start, where do you begin. Start with the outline provided in [Form 104](#). Fill in as much data as you can.

Look at those CSI award plaques on your wall for awards received and the dates. Diplomas from your alma mater will also give you the date of graduation, as well as the name of your degree. List these in chronological order.

When did you become a member of CSI. No records? Look at your CSI member number. The first four numbers are the month and year you joined CSI.

Then identify all the jobs you've had in CSI. If you're just starting this journey, this might not be difficult, and if you begin now, this thing will be a breeze. But, if you have to account for 15 years of active membership, it will be different. First, list those things you can remember. If you're using CSI's fiscal year, remember that the year begins on July 1 and ends June 30.

The detective work begins now. If your Chapter has archives, it might be a good time to pay a visit. Perhaps there's a scrapbook or photo journal. The biggest catch of all is past Chapter or Region newsletters. These will most likely list Officers, Directors and Committees. This part is time consuming, made further so when you stop to read every past newsletter for the couple of decades. You might even refer to The Specifier and other Institute publications if your activities have you in the national spotlight.

Once this document is created, it's easily updated. Now you're ready for the Chapter Awards Committee.



Form 104 - Statistical Resume (Sample)

PERSONAL INFORMATION

- **Name:** Michael J. Giglio, Ph.D., CSI, CDT
- **Home address:** 6910 Carissa Circle, Lake Clarke Shores, FL 33406
- **Home phone:** 561.439.1352
- **Business name:** AEC InfoCenter USA / BricsNet N.V.
- **Business activity:** A/E/C information, resource, and e-Business portal, software, desktop environment, and extranet provider.
- **Job title:** Vice President Strategic Alliances
- **Responsibilities:** Provide IT education, develop A/E/C technology, execute strategic relationships with A/E/C industry partners.
- **Business address:** 1601 Belvedere Road, Suite 403 South Tower, West Palm Beach, FL 33406
- **Mailing address:** 1601 Belvedere Road, Suite 403 South Tower, West Palm Beach, FL 33406
- **Business telephone:** 561.687.8891
- **Business fax:** 360.838.0316
- **Business e-mail:** mjgiglio@aecinfo.com **Personal e-mail:** mjgiglio@csi.aecinfo.com
- **Membership Classification:** Associate
- **Joined CSI:** January 1990
- **Home Chapter:** Palm Beach - 095



EMPLOYMENT

- AEC InfoCenter USA / BricsNet N.V.; Toronto, Ontario; West Palm Beach, FL; Brussels, Belgium; 1998 - present
- Freelance Computer Consulting for the construction industry; 1997 - 98
- Giglio & Associates, Inc., Construction Consultants, West Palm Beach, FL; Principal; 1988 - 98
- M.J. Giglio, Inc., General Contractor, West Palm Beach and St. Petersburg, FL; President; 1987 - 88
- Tambone Corporation, Real Estate Development, Palm Beach Gardens, FL; Director Engineering/Construction; 1985 - 87
- Sabre Enterprises, Real Estate Development, West Palm Beach, FL; Vice President Engineering/Construction; 1983 - 85
- Gee & Jenson, Engineer, Planners, Architects, West Palm Beach, FL; Director Airport Engineering Division; 1980 - 1983
- HKM Associates, Engineers and Planners, Billings, MT; Director Airport Engineering Division; 1977 - 1980

EDUCATION

- B.S. Aeronautical Studies; Embry-Riddle Aeronautical University; 1975
- M.A. Airport Planning/Design; California Western University; 1977
- Ph.D. Airport Planning/Design; California Western University; 1979



LICENSES & CERTIFICATION

- State of Florida Building Official - BU0000009
- State of Florida Building Inspector - BN0000025
- State of Florida General Contractor - CGC023696
- SBCCI Registered Building Inspector
- CABO Building Official
- CSI Construction Documents Technologist - CDT

CSI SERVICES - PALM BEACH CHAPTER

- 1998, 1999: Treasurer
- 1998: Chairman, Products Show Committee
- 1995 through 1997: Member, Products Show Committee
- 1998: Immediate Past President
- 1996 and 1997: President
- 1996: Vice President
- 1996: Chairman, Membership Committee
- 1995 and 1997: Chairman, Awards Committee



CSI SERVICES - PALM BEACH CHAPTER - CONTINUED

- 1994 through 1999: Webmaster
- 1992 through 1999: Member, Education Committee
- 1990 through 1993: Chairman, Publications Committee (Editor)

CSI SERVICES - SOUTHEAST REGION

- 1992 - Present: Member, Awards Committee
- 1998, 1999: Chairman, Awards Committee
- 1995: Chairman, Region Conference Committee
- 1992, 1993, 1994: Chairman, Publications Committee

CSI SERVICES - INSTITUTE

- 1999, 1997, 1996: Annual Convention Booth Judging



CSI HONORS AND AWARDS

- October, 1999: Institute Director's Award - CSI Regions/Chapters Web Site Environment
- October, 1999: Southeast Region Appreciation Commendation - Awards Committee Services
- October, 1999: Southeast Region Publication Commendation - Palm Beach Chapter Web Site
- October, 1999: Southeast Region Publication Commendation - Southeast Region Awards Guide
- June, 1999: Institute Award - Electronic Publications
- June, 1998: President's Award - Palm Beach Chapter
- October, 1997: Southeast Region Publications Award - Palm Beach Chapter Web Site
- June, 1997: Institute Award - Electronic Publications
- June, 1995: President's Award - Palm Beach Chapter
- May, 1995: Southeast Region Appreciation Award - Region Conference
- June, 1994: Institute Award - Newsletter Publications
- May, 1993: Institute Director's Award - Southeast Region Newsletter
- June, 1993: President's Award - Palm Beach Chapter
- June, 1993: Hurricane Andrew Humanity Award - Miami Chapter



CSI SPEAKING ENGAGEMENTS

- September, 1999: Internet Technology 3 for the Construction Industry, Palm Beach Chapter Meeting
- March, 1999: Internet Technology 1 for the Construction Industry, Atlanta Chapter Meeting
- March, 1999: Product Representative Academy, CSI Institute, Safety Harbor, FL
- November, 1998: Use of Extranets for the Construction Industry, Palm Beach Chapter Meeting
- June, 1998: NETDOC I, CSI Annual Convention, Baltimore, MD
- May, 1998: Internet Technology 2 for the Construction Industry, Palm Beach Chapter Meeting
- October, 1997: Internet Technology 1 for the Construction Industry, Palm Beach Chapter Meeting

EXHIBITS AND DELINEATION OF ACHIEVEMENTS OR SERVICE ON WHICH THE NOMINATION IS BASED

- See the attached titled "About the Palm Beach Chapter Web Site".



Awards Committee

General

The Committee shall be comprised of five Southeast Region Members, including the current Chairman serving a two-year term, Co-Chairman, Immediate Past Chairman, and two other Members. In the event that the Committee desires to expand the size of the Committee, there must always be an odd number of Committee Members to help reduce the possibility of an award nomination's split vote. At all times, regardless of the number of Committee Members, there shall not be more than one additional Professional or Industry Member at any time. For example, if the Committee is comprised of five Members, there shall no be more than three Professional or Industry Members on the Committee.

Responsibilities - Chairman and Co-Chairman

- 1) Working with the Committee Members to make sure the needs of the Chapters Award Committee Chairs are taken care of.
- 2) Administration of the Awards Guidelines and propose changes to the Board as may be necessary.
- 3) Prepare an annual Awards Report for the Region's Board of Directors.
- 4) Prepare bi-monthly Chapter Awards Committee status reports and submit to the Region's Institute Directors.
- 5) Receive nominations, qualify for acceptance, prepare nomination packages for the Committee and deliver nomination packages to the Committee for their judging.
- 6) Judge the nominations as one equal vote.
- 7) Make a nomination for any Individual or Company to receive a Recognition Award.
- 8) Receive and tally all votes and prepare the final list of commendation recipients.
- 9) Record with the Region's Secretary an original copy of all qualified and dis-qualified nominations received.



- 10) Record with Region's Secretary, a copy or other type of record for each award bestowed.
- 11) Prepare the text for the Awards. These are not boiler-plated scripts. Each is individually written for the respective award and recipient.
- 12) Prepare the camera-ready for the Awards Vendor (plaques).
- 13) Negotiate and execute agreements with the Awards Vendor.
- 14) Manage the actual awards fabrication process.
- 15) Prepare the Awards Committee Budget and submit the Region's Treasurer no later than May 1 for the next fiscal year.
- 16) Prepare the Awards Presentation Program and manage all issues related to the Awards Presentation.
- 17) In the event that the Awards and the Awards Presentation Costs exceed the budget, consult with the Region's Treasurer and the Region Conference Committee Chairman regards the procuring of Sponsors to defray the exceeded budget costs. Upon a mutual understanding between the three parties, assist or administer the procurement of required sponsorships.
- 18) Attend the Awards Presentation and execute the presentation of the awards with the two Region Directors. Before the Awards Presentation, establish and meet with the Region Directors to discuss important issues.
- 19) Write, edit, and have printed each year's Awards Workshop Manual and other materials.
- 20) Conduct the Region Awards Workshop.
- 21) Attend the Annual Board Meeting held during the Region Conference.
- 22) Procure nominations to serve on the Awards Committee.

Responsibilities - Committee Members

- 1) You will be given 3 to 4 Chapters that you will be responsible for keeping in bi-monthly contact with the respective Chapter Awards Committee Chairman and seeing if they need any help. If they need help, you will be responsible for working with the Region Awards Committee Chairman (and Co-Chairman to help those Chapters).
- 2) Bi-monthly, you will provide a report to the Region Awards Committee Chairman the status of your charged Chapters.
- 3) On or about July 20th, you will receive the nominations package from the Region Awards Committee Chairman. The package will include one complete copy of each nomination, evaluation sheets, and a formal ballot for your votes. No later than August 1, you are responsible for getting your votes to the Region Awards Committee Chairman.
- 4) Make a nomination for any Individual or Company to receive a Recognition Award.



Southeast Region
The Construction Specifications Institute

Certificate of Recognition

Presented to

The Charlotte Chapter, CSI

For your administration of the
UNCC Scholarship Fund,
and for your efforts in developing
successful fund raising programs
whereby a fifth year architectural student
is afforded the opportunity to pursue a
career in the construction industry,
and in doing so, advancing the objectives of
The Construction Specifications Institute,
the Southeast Region CSI
hereby expresses its gratitude and
appreciation in presenting the Chapter this
Certificate of Recognition
on this eight day of August 1998.



Award Specifications

Plaque Template

The template on this page is provide to serve as a guide for the layout of the

- **Overall Size:** 8 inches high by 6 inches wide
- **Text Face:** Times, Roman, Times Roman, Times New Roman
- **Text Size:** Award Title and Recipient 18-pt Bold
All other text 14-pt Normal
- **Text Alignment:** Center
- **Text Margins:** Top and Bottom 3/4 inch
Left and Right 1-3/8 inch
- **CSI Insignia Size:** 1-inch by 1-inch (approximate)



Plaque presented to
PRB Design
Paul Bertram, CSI, CDT



Trophy/Cup presented to
Casey Robb, CSI, CCPR
and the Atlanta Chapter

- **Celebrity Trophies & Gifts**
Jan Copeland, President
107 East Coast Avenue
Hypoluxo, FL 33462
Telephone: 561.540.4040
Fax: 561.540.4041
email: celtrop@bellsouth.net

Awards Costs (1999)

- **Plaques:** 64.00 (includes cost of plaque, all engraving; does not include tax or shipping)
- **Trophy/Cup:** 100.00 (includes cost of all parts and all engraving; does not include tax or shipping)



Award Specifications

Plaque Materials

- Manufacturer: Mercer Industries
- Part Number: DT504 Jade Desktop

Plaque Materials

- Subject to the descetion on the Region Awards Chairman.

Awards Vendors

The fabrication of awards may be executed by any company recommended by the Southeast Region Awards Committee Chairman.

The following company provided fabrication services for the awards presented in Atlanta, August, 1998 and has expressed a desire to work with all future Southeast Region Awards Committee Chairmen.



Forms - General

On the next five pages, you will find the standard forms referenced in the submittal requirements with [Help text is provided in gray.]

We recommend that you use your mouse to highlight the text for each form, excluding the [Help text], copy the text to your clipboard, and then paste it into your preferred word processing document/application for preparing the required transmittals for each nomination.

- [Form 101 - Nomination by Members](#)
- [Form 102 - Nomination by Chapter](#)
- [Form 103 - Nomination by Region Institute Director or Region Awards Committee Member](#)
- [Form 104 - Nominee Resume](#)
- [Form 105 - Outstanding Chapter Performance](#)



Form 101 - Nomination by Members

[Date]

[Name]

Southeast Region Awards Committee Chairman

[Street Address]

[City, State Zip]

Re: Nomination for [Type the award title here] Award

Dear [Southeast Region Awards Committee Chairman]:

We hereby nominate [Type the name of a Professional Member, Industry Member, Individual, Firm, or Organization. Make sure the name is spelled correctly including all professional titles. In the event that the nomination is accepted by the Awards Committee for the intended recognition, the name as provided here is how it will appear on the award.] for the CSI Southeast Region [Type the award title here] Award.

We believe the nominee is deserving of this award because: [Type in here specific information supporting your reason for the nomination. **Do not** simply re-type the description outline in the performance specifications.] [Click here for further explanations](#)

Attached herewith is/are [Type in here the specific supporting documentation. For example, if the nomination is for the Publication - Newsletter Award, then type in a description of all attached issues of the newsletter.] ; and, Form 104, the Nominee's Resume .

Member Signatures

[Provide five Member Signatures here]

Chapter

[Type the Member's respective Chapter here]



Form 102 - Nomination by Chapter

[Date]

[Name]

Southeast Region Awards Committee Chairman

[Street Address]

[City, State Zip]

Re: Nomination for [Type the award title here] Award

Dear [Southeast Region Awards Committee Chairman]:

The [Type the Chapter name here] Chapter at its meeting held on [Type the meeting date here], nominated [Type the name of a Professional Member, Industry Member, Individual, Firm, or Organization here. Refer to Form 101 for additional note.] for the CSI Southeast Region [Type the award title here] Award.

The nomination was based and certify the resolution as follows:

"Whereas, this Chapter believes [Type in here the resolution supporting the Chapter's reason for the nomination. **Do not** simply re-type the description outline in the performance specifications], [Click here for further explanations](#)

and therefore, be it "Resolved, that the [Type the Chapter name here] Chapter of the Construction Specifications Institute, does hereby nominate [Type the nominee's name here] for the CSI Southeast Region [Type the award title here] Award.

(continued on next page)



Attached herewith is/are [Type in here the specific supporting documentation. For example, if the nomination is for the Publication - Newsletter Award, then type in a description of all attached issues of the newsletter.] ; and, Form 104, the Nominee's Resume.

The President and Secretary are hereby authorized and directed to prepare the nomination papers and forward them to the Southeast Region Awards Committee Chairman, and to do all things proper to forward said nomination."

[Provide Chapter President's Signature here]

Chapter President

[Provide Chapter Secretary's Signature here]

Chapter Secretary



Form 103 - Nomination by Region Institute Director or Region Awards Committee Member

[Date]

[Name]

Southeast Region Awards Committee Chairman

[Street Address]

[City, State Zip]

Re: Nomination for [Type the award title here] Award

Dear [Southeast Region Awards Committee Chairman]:

I would like to nominate [Type the name of a Professional Member, Industry Member, Individual, Firm, or Organization. Make sure the name is spelled correctly including all professional titles. Refer to Form 101 for additional note.] of the [Type the Chapter name here] Chapter for the CSI Southeast Region [Type the award title here] Award.

I believe the nominee is deserving of this award because: [Type in here specific information supporting your reason for the nomination. **Do not** simply re-type the description outline in the performance specifications.] [Click here for further explanations](#)

Attached herewith is/are [Type in here the specific supporting documentation. For example, if the nomination is for the Publication - Newsletter Award, then type in a description of all attached issues of the newsletter.] ; and, Form 104, the Nominee's Resume .

[Provide Signature here]

[Type Title here]



Form 104 - Nominee Resume

[Refer to Preparing a CSI Resume](#)

- **Statistical Data**

[Type the Nominee's Name here]

[Type the Nominee's Home Address here]

- **Profession**

[Type the Nominee's current employment. Include employer, position, responsibilities, duration for each employment]

- **Education**

[Type the Nominee's educational history here. Include school, degrees, dates of attendance]

- **Licenses & Certifications**

[Type the Nominee's professional licenses and certification here]

- **CSI Commendations and Responsibilities**

[Type the Nominee's history of bestowed CSI Commendations, roles, and contributions within CSI here]

- **Contributions and Achievements**

[Type here the Nominee's contributions and achievements within the construction history for which the nomination is being made]

[Go to Form 105 - Chapter Performance](#)



Form 105 - Chapter Performance

General

- 1) This form should be completed and submitted to the Region Institute Directors at the end of the fiscal year and no later than July 15. Further, this submittal shall also serve as the Chapter's Year Ending Report.
- 2) Answer all questions as completely as possible. You do not need to reply to each question to qualify for the Award.
- 3) Where support documentation may be helpful for the Region Institute Directors to qualify your reply, provide attachments.
- 4) You may printing the following form and either type or print your replies. Please print legible.
- 5) If you have any question concerning this form or how to answer specific questions, contact your Region Institute Directors.

- Carole Schafmeister, CSI
Southeast Region Institute Director- Industry
Langer Electric Company
848 Northeast 100th Street
Miami Shores, FL 33138
Tel: 305.757.5657
Fax: 305.759.3553
E-mail: schafme@attglobal.net

- Dennis J. Hall, CSI, CCS, CCCA, AIA
Southeast Region Institute Director- Professional
Hall Architects, Inc.
501 North Church Street, Suite 200
Charlotte, NC 28202
Tel: 704.334.2101
Fax: 704.334.1027
E-mail: hallarch@compuserve.com

OUTSTANDING CHAPTER COMMENDATION

Award Nomination Form

Date _____

Control Number (official use only) _____

CHAPTER YEAR-END, FY-_____

CHAPTER: _____

REGION: _____

Has the Chapter received this award in the past? YES NO

If yes what years _____

(Check applicable box)

 Bronze Club (Five consecutive years) Silver Club (Ten consecutive years) Gold Club (Twenty consecutive years) Platinum Club (Thirty consecutive years)

This Board of Directors, at it's meeting, held on _____, 19____ nominated said chapter for the Outstanding Chapter Commendation Award. Therefore be it resolved that we do hereby place our chapter in nomination for the award, and the President and Secretary be and hereby are authorized and directed to prepare the nomination papers and forward them to the Institute and do all things proper to forward said nomination.

President (Signature)_____
Secretary (Signature)

The original of this form and supporting documents must be completed and submitted to the Chairman of the Institute Awards Committee by February 1st. Also, forward a copy of the completed submittal to your Region Directors. Attach additional pages for explanation as required. This form is used in submitting your chapter's nomination for the Outstanding Chapter Commendation Award. Refer to the Honors and Awards Guide for a complete description of the award. All information and statistics given below are for the FY ending date stated above.

CSI Form 306

(M-15)

CORE CRITERIA
(65 total points available)

MEMBERSHIP

Chair: _____

End of Fiscal Year Membership (List the Quantity)

Professional ____ Industry ____ Associate ____ Student ____ Retired ____ Non-affiliated ____

Total Membership _____

Non-Renewed ____ Retention Rate ____

Conduct Membership Promotion, Orientation and Retention Activities: Yes No

Describe: _____

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide three (3 only) examples of printed materials supporting below criteria.)

- | | POINTS |
|---|---------------|
| • <input type="checkbox"/> Chapter has a standing Membership Committee (2pts) | _____ |
| • <input type="checkbox"/> Chapter has a Membership Co-chairman (1pt) | _____ |
| • <input type="checkbox"/> Members contribute related articles or tips for publication in Chapter newsletters (2pts) | _____ |
| • <input type="checkbox"/> Has an established marketing plan to recruit, renew and reinstate members (2pts) | _____ |
| <i>Examples:</i> | |
| <i>Recognizes new members and visitors at chapter meetings</i> | |
| <i>Gives CSI pins to new members & milestone anniversaries</i> | |
| <i>Recognizes member's anniversaries in chapter newsletter</i> | |
| <i>Publicizes chapter membership activities</i> | |
| • <input type="checkbox"/> Chapter manages a membership booth at chapter meetings/local product shows (2pts) | _____ |
| • <input type="checkbox"/> Communicates, on a regular basis, membership goals, status reports & activities (2pts) | _____ |
| • <input type="checkbox"/> Has an orientation program for new members (2pts) | _____ |
| <i>Example:</i> | |
| <i>Conducts special meeting for prospective new members</i> | |
| • <input type="checkbox"/> Administers member surveys (2pts) | _____ |
| • <input type="checkbox"/> Develops and leads new member promotions (2pts) | _____ |
| • <input type="checkbox"/> Maintains on-going retention program (2pts) | _____ |
| • <input type="checkbox"/> Has a formalized membership drive (1pt) | _____ |

CORE SUB TOTAL- MEMBERSHIP (20 possible points) _____

EDUCATION

Chair: _____

Describe Education Committee activities, such as seminars, CLU programs, etc. List topics, attendance, fees, success. Describe in detail. List the following for each activity.

Seminar attendance #__:

Topic: _____

Attendance: _____

Fee: \$ _____

Success: _____

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide three (3 only) examples of printed materials supporting below criteria.)

POINTS

- Chapter has a standing Education Committee **(2pts)** _____
- Chapter has an Education Co-chairman **(1pt)** _____
- Members contribute education related articles for publication in newsletters **(2pts)** _____
- Chapter conducts seminars **(4pts)** _____
Examples:
Establishes programs in construction communications and technologies, focusing on improving upon and assisting in maintenance of these programs
Promotes the use of CSI's Manual of Practice, in construction communication courses
- Chapter develops programs qualified to grant continuing education credits **(2pts)** _____
- Chapter assists local educational institutions in establishing programs and courses in construction communications **(2pts)** _____
- Establishes & maintains liaison between chapter & schools in locale **(2pts)** _____
- Aids associations & organizations with their programs in construction technology **(2pts)** _____
- Coordinates activities with chapters certification and technical committees **(1pt)** _____
- Assists in preparation of speakers bureau proficient in construction communications **(2pts)** _____

CORE SUB TOTAL- EDUCATION (20 possible points) _____

Appendix M

TECHNICAL

Chair: _____

Technical documents produced (5 bonus points)

TECHNICAL BONUS POINTS (5 possible)

Technical Programs:

MONTH	TOPIC	SPEAKER	ATTENDANCE
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide three (3 only) examples of printed materials supporting below criteria.)

- | | POINTS |
|---|---------------|
| • <input type="checkbox"/> Chapter has a standing Technical Committee (2pts) | _____ |
| • <input type="checkbox"/> Chapter has a Technical Co-chairman (1pt) | _____ |
| • <input type="checkbox"/> Members contribute articles for publication in newsletters (2pts) | _____ |
| • <input type="checkbox"/> Chapter participates in region technical activities (1pt) | _____ |
| • <input type="checkbox"/> Chapter participates in Institute technical activities (1pt) | _____ |
| • <input type="checkbox"/> Chapter has various subcommittees on subjects as appropriate (1pt) | _____ |
| • <input type="checkbox"/> Develops technical documents for use within the chapter or by other chapters (2pts) | _____ |

CORE SUB TOTAL- TECHNICAL (10 possible points)

CERTIFICATION

Chair _____

Describe activities:

Number of certified members in chapter

CDT ____ CCS ____ CCPR ____ CCCA ____

Number of people siting for exams and pass rate

CDT _____ %
 CCS _____ %
 CCPR _____ %
 CCCA _____ %

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide three (3 only) examples of printed materials supporting below criteria.)

POINTS

- Chapter has a standing Certification Committee **(2pts)** _____
- Chapter has a Certification Co-chairman **(1pt)** _____
- Members contribute related articles for publication in newsletter **(2pts)** _____
- Chapter promotes the Institute certification programs **(1pt)** _____
- Chapter conducts chapter certification tutorial programs **(2pts)** _____
- Chapter has certified candidates within its ranks **(1pt)** _____
- Has candidates from the chapter for at least one of the exams **(1pt)** _____

CORE SUB TOTAL- CERTIFICATION (10 possible points) _____

Appendix M

PROGRAMS

Chair: _____

Non Technical Programs:

MONTH	TOPIC	SPEAKER	ATTENDANCE
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

Number of meetings per year: _____

Number of special or joint meetings: _____

Meal/ meeting cost: \$ _____

Average attendance per meeting: _____

Professional: ____ Industry: ____ Associate: ____ Student: ____ Guest: ____ Total: ____

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide three (3 only) examples of printed materials supporting below criteria.)

- | | POINTS |
|--|---------------|
| • <input type="checkbox"/> Chapter has a standing Program Committee (2pts) | _____ |
| • <input type="checkbox"/> Chapter has a Program Co-chairman (1pt) | _____ |
| • <input type="checkbox"/> Chapter promotes upcoming programs in chapter newsletter (2pts) | _____ |
| • <input type="checkbox"/> Has one program presented by someone other than a CSI member (1pt) | _____ |
| • <input type="checkbox"/> Chapter has program information published in area newspapers, etc. (1pt) | _____ |
| • <input type="checkbox"/> Chapter plans programs at least three months in advance (2pts) | _____ |

ELECTIVE SUB TOTAL- PROGRAMS (9 possible points) _____

AWARDS

Chair _____

Chapter awards given. Give name of recipient and award.

Region awards received. Give name of recipient and award.

Institute awards submitted, received. Give name of recipient and award.

Does your chapter have an Awards Guide? YES NO

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide three (3 only) examples of printed materials supporting below criteria.)

POINTS

- Chapter has standing Awards Committee **(2pts)** _____
- Chapter has an Award Co-chairman **(1pt)** _____
- Membership contributes award articles to chapter newsletters **(2pts)** _____
- Chapter has annual awards program **(2pts)** _____
- Chapter participated in region program this fiscal year **(2pts)** _____
- Region winner is chapter member this fiscal year **(2pts)** _____
- Chapter participated in Institute program this fiscal year **(2pts)** _____
- Institute winner is chapter member this fiscal year **(2pts)** _____

ELECTIVE SUB TOTAL- AWARDS (15 possible points) _____

PRODUCTS SHOW

Chair : _____

Number of booths/ tabletops. _____

Jointly held with another organization? YES NO If yes Who? _____

Income:

Cost per booth to CSI members: \$ _____

Cost per booth to non-CSI participants: \$ _____

Attendance cost: \$ _____

If there is a cost, is there a meal? YES NO

Is there a bar? YES NO Cost. \$ _____

Expenses:

Net income / (loss): \$ _____

Show location: _____

Why this location: _____

Cost of location: \$ _____

Meal: YES NO Cost per person. \$ _____

Type: _____

Number of meals served: _____

Other Food: YES NO Cost per person. \$ _____

If Yes Type Served: _____

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide three (3 only) examples of printed materials supporting below criteria.)

POINTS

- Has a standing Product Show Committee **(2pts)** _____
- Has Product Show Co-chairman **(1pt)** _____
- Contributes articles to chapter newsletter **(2pts)** _____
- Presented a products show to local construction industry **(2pts)** _____
- Participated in affiliate organizations or associations product shows **(1pt)** _____
- Offers seminars for continuing education credits in conjunction with product show **(2pts)** _____
- Had affiliate organizations participate in your show **(1pt)** _____
- Has a CSI booth at product show **(1pt)** _____

ELECTIVE SUB TOTAL- PRODUCT SHOW (12 possible points) _____

FINANCE

Treasurer: _____

Describe the overall financial health of your chapter.

Budget: (Attach)

Income: _____

Expenses: _____

Region assessment: _____

Net (income less expenses) **(Deficit) / Surplus:** _____

Reserves: _____

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide three (3 only) examples of printed materials supporting below criteria.)

POINTS

- Chapter has standing Finance Committee **(2pts)** _____
- Chapter prepares and operates on a formal budget **(2pts)** _____
- Chapter maintained a balanced budget at year end **(1pt)** _____
- Has surplus at year end **(1pt)** _____

ELECTIVE SUB TOTAL- FINANCE (06 possible points) _____

PUBLICATIONS

Chair: _____

Newsletter:

Name: _____

Editor: _____

Distribution: _____

Advertising rates: _____

Regular features: _____

Describe funding and whether or not newsletter is self-sufficient.

Does your chapter publish a Membership Roster? YES NO

If yes, how is it funded? What is its distribution? Who is responsible for publication?

Does your chapter publish a chapter calendar? YES NO

Included in Newsletter?

Does your chapter produce any other publications? YES NO

If so, describe.

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide one (1 only) examples of printed materials supporting below criteria.)

- | | POINTS |
|---|---------------|
| • <input type="checkbox"/> Chapter has a standing Newsletter Committee (2pts) | _____ |
| • <input type="checkbox"/> Chapter publishes a newsletter of at least four issues (2pts) | _____ |
| • <input type="checkbox"/> Chapter produced special promotional pieces or posters (2pts) | _____ |
| • <input type="checkbox"/> Chapter published a membership roster (2pts) | _____ |
| • <input type="checkbox"/> Chapter published an operating guide (2pts) | _____ |
| • <input type="checkbox"/> Photos of chapter meetings/activities published in newsletter (1pt) | _____ |

ELECTIVE SUB TOTAL- PUBLICATIONS (11 possible points)

SCHOLARSHIP PROGRAM

Chair: _____

Describe scholarship activities of the chapter

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide one (1 only) examples of printed materials supporting below criteria.)

	POINTS
• <input type="checkbox"/> Chapter has standing Scholarship Committee (2pts)	_____
• <input type="checkbox"/> Chapter has Co-chairman of this committee (1pt)	_____
• <input type="checkbox"/> Members contribute related articles to chapter newsletter (2pts)	_____
• <input type="checkbox"/> Chapter supports scholarship fund (1pt)	_____
• <input type="checkbox"/> Chapter membership support of other construction industry scholarship funds (1pt)	_____
• <input type="checkbox"/> Chapter has established Scholarship Foundation (1pt)	_____
• <input type="checkbox"/> Chapter has fund raising events for scholarships (1pt)	_____
ELECTIVE SUB TOTAL- SCHOLARSHIPS (09 possible points)	_____

SOCIAL

Chair: _____

What programs did the Social Committee plan during the year?
List each along with data requested. Attach invitations or other announcements.

Event: _____
Income: _____
Expenses: _____
Net income (loss): _____
Funding arrangements: _____

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide one (1 only) examples of printed materials supporting below criteria.)

POINTS

- Chapter has standing Social Committee **(2pts)** _____
- Chapter has Co-chairman of this committee **(1pt)** _____
- Members contribute related articles to chapter newsletter **(2pts)** _____
- Chapter has annual awards banquet **(2pts)** _____
- Has holiday gathering or other social functions (chapter meetings excluded) **(2pts)** _____

ELECTIVE SUB TOTAL- SOCIAL (09 possible points) _____

AFFILIATE ORGANIZATIONS

Chair (if applicable): _____

Does your chapter actively pursue liaison with other organizations? YES NO
If so describe.

Does your chapter solicit affiliate groups participation at joint meetings? YES NO

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide one (1 only) examples of printed materials supporting below criteria.)

POINTS

- Actively solicits affiliate group participation at chapter meetings **(2pts)** _____
- Co-sponsorship of local construction events or products show **(2pts)** _____
- Maintains liaison with at least one other professional organization **(2pts)** _____

ELECTIVE SUB TOTAL- AFFILIATE ORGANIZATIONS (06 possible points) _____

LONG RANGE PLANNING

Chair: _____

Describe your chapter's long range goals:

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide one (1 only) examples of printed materials supporting below criteria.)

POINTS

- Chapter has standing Long Range Planning committee **(2pts)** _____
- Chapter has formal, three year long range plan in place **(2pts)** _____

ELECTIVE SUB TOTAL- LONG RANGE PLANNING (04 possible points) _____

RECORDED CHAPTER HISTORY (ARCHIVES)

Chair (if applicable): _____

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide one (1 only) examples of printed materials supporting below criteria.)

POINTS

- Chapter has chapter historian **(1pt)** _____
- Chapter has recorded annual history **(1pt)** _____
- Chapter keeps chapter scrapbook **(1pt)** _____

ELECTIVE SUB TOTAL- RECORDED CHAPTER HISTORY (03 possible points) _____

CHAPTER ADMINISTRATION

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached. Provide one (1 only) examples of printed materials supporting below criteria.)

POINTS

- Has monthly Board of Directors meetings **(1pt)** _____
- Has current by-laws in agreement with the Institute model **(1pt)** _____
- Committees appointed in time to be published in "Quickie Roster" **(1pt)** _____
- Chapter is incorporated and files tax returns **(1pt)** _____
- Chapter maintains an Internet site **(1pt)** _____
- Pays all or part of cost for committee chairs attendance at Region conference **(1pt)** _____

ELECTIVE SUB TOTAL- CHAPTER ADMINISTRATION (03 possible points) _____

ELECTIVE BONUS POINTS

(Check all boxes that apply and place score for each element on right side of sheet. Tally sub-totals and transfer to master tally sheet attached)

POINTS

HOSPITALITY EFFORTS

- Chapter has ambassadors or greeters at monthly meetings **(2pts)** _____

ORIENTATIONS

- Chapter has new member orientation **(2pts)** _____
- Has chapter board/committees orientation **(2pts)** _____

INSTITUTE INVOLVEMENT

- Member/s last years convention attendance **(1pt)** _____
- Chapter has hosted Institute Convention in fiscal year **(4pt)** _____
- Promotes Institute activities in newsletter at least twice in the fiscal year **(1pt)** _____
- Chapter has an Institute Director within ranks**(1pt)** _____
- Chapter has a member/s of Institute Committee/s from within ranks **(2pt)** _____

REGION INVOLVEMENT

- Chapter member/s conference attendance **(1pt)** _____
- Member /s participation in region committees **(1pt)** _____
- Host chapter for region conference last fiscal year **(4pts)** _____
- Promotes region activities in newsletter at least twice in the program year **(1pt)** _____
- Chapter has Region Committee chair from within ranks **(1pt)** _____

STUDENT AFFILIATE INVOLVEMENT

- Has active student affiliate program **(4pts)** _____
- Subsidizes students meal costs at meetings and/or provides programs at no cost **(1pt)** _____
- Provides programs on campus for CSI affiliates or AIAS chapters **(1pt)** _____
- Maintains affiliation with academic institutions within chapter's locale **(1pt)** _____

FUND RAISERS

- Has golf tournament **(2pts)** _____
- Has table top displays at monthly meetings **(2pts)** _____
- Sells CSI merchandise, i.e., pins, golf towels, etc. **(1pt)** _____
- Has special chapter fund raising events, (excludes product shows) **(1pts)** _____

ELECTIVE SUB TOTAL- BONUS POINTS (34 possible points) _____