

# CSI Southeast Region



## Honors, Awards, Recognition Guide

*Recognizing the talent, achievements,  
and notable contributions to the  
construction industry.*

# **SOUTHEAST REGION AWARDS PROGRAM**

Introduction

Region Awards Committee

Nomination

Procedures for Region Award Nominations

Endorsements

Exhibits

Re-submission

Premature Publicity

## **SOUTHEAST REGION AWARD CATEGORIES**

Service Recognition:

- A. Region Service Award
- B. Institute Director Service Award
- C. Region President's Award
- D. Institute Director's Award

Service Awards:

- A. Region Certificate of Appreciation
- B. Region Organizational Certificate of Appreciation
- C. Collaboration Award
- D. Emerging Professional Award
- E. Region Commendation
- F. Region Continuous Service Award
- G. Region Distinguished Service Award

Professional Accomplishment Awards:

- A. Frederick W. Bucky, Jr. Memorial Award
- B. Charles J. Huckleberry Memorial Award
- C. Region Craftsmanship Award

Chapter Recognition Awards:

- A. Chapter Excellence Award (Outstanding Chapter Commendation)
- B. Chapter Membership Award – Total Increase
- C. Chapter Membership Award – Percentage Increase
- D. Chapter Technical Excellence Award

Publications Awards:

- A. Continuing Publication Award
- B. Special Publication Award
- C. Electronic Media Award

**POLICIES AND PROCEDURES**

How to Nominate a Person or Organization

Debunking the Awards Process

Writing a Letter of Endorsement

Preparing a CSI Resume

**FORMS AND SAMPLES**

Forms - General

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

Sample Certificate

**APPENDIX**

Form 306 - Outstanding Chapter Commendation

# SOUTHEAST REGION AWARDS PROGRAM

## Introduction

### A. Scope:

1. Because each level of recognition plays a vital role in CSI's overall goals, the Institute encourages an awards program at the region level.
2. It is essential that the Region recognize the efforts of its members and others whose activities support the goals of CSI.
3. The CSI Region Awards Program shall recognize the extraordinary efforts, talent, achievements, and notable contributions to the construction industry that support the purpose of CSI and the Region.
4. The Region Awards Program shall be the principle method for the Region to say "thank you" to members and others who have contributed time and effort generously to the Region. Awards that convey gracious and grateful recognition of extraordinary effort encourage continuing contributions.
5. The Region Awards Program shall promote the goals of intensifying members' interest, gaining new members, developing new talent, stimulating interest in the Region's growth, and promoting the public image of CSI.
6. The Region may also recognize contributions to a chapter that have far-reaching effects outside that chapter.

### B. Forms:

1. Region Honors & Awards Sample Forms and sample certificates are available in the **Forms & Samples** Section.
2. Blank award certificates may be purchased from the Institute office.

## Region Awards Committee

### A. General:

The Committee shall be composed of five Southeast Region Members, including the current Chair serving a two-year term, Co-Chair, Immediate Past Chair, 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. The Committee should strive to have members of various occupations.

### B. Responsibilities of Chair and Co-Chair:

1. Work with the Awards Committee Members to ensure that the needs of the Chapter Awards Committee Chairs are met.
2. Administer the Honors, Awards, Recognition Guide and propose changes to the Board as may be necessary.
3. Prepare an annual Awards Committee Report for the Region Board.

4. Prepare bi-monthly Chapter Awards Committee status reports and submit to the Region Board.
5. Receive nominations, qualify for acceptance, prepare and deliver nomination packages to the Awards Committee for their judging.
6. Judge the nominations as one equal vote.
7. Nominate any individual or company for an award.
8. Receive and tally votes and prepare a list of award recipients.
9. Submit to the Region Secretary a list of all qualified and disqualified nominations received.
10. Submit to the Region Secretary a list of each award bestowed.
11. Prepare the awards text. These are not boiler-plated scripts. Compose text individually for each respective award and recipient.
12. Prepare camera-ready proofs for the awards vendor.
13. Negotiate and execute an agreement with the awards vendor.
14. Manage the actual awards fabrication process.
15. Prepare the Awards Committee budget and submit the Region 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 Treasurer and the Region Conference Committee Chair regarding 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 Region President. Before the Awards Presentation, establish and meet with the Region President to discuss important issues.
19. When an Awards Workshop is scheduled, write, edit, and distribute each year's Awards Workshop Manual and other materials.
20. If scheduled, 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.

C. Responsibilities of Committee Members:

1. Communicate bi-monthly with your assigned Chapter Awards Committee Chairs. Provide support, guidance and resources to the Chapter Committee Chairs. Perform liaison between the Chapter Committee Chairs and the Region Awards Committee and Chair.
2. Submit bi-monthly reports to the Region Awards Committee Chair outlining the status of your charged Chapters.
3. Review nominations package from the Region Awards Committee Chair. Submit your votes to the Region Awards Committee Chair.
4. Nominate any individual or company for an award.
5. Judge the nominations as one equal vote.

## **Nomination**

- A. Forms: Nominations must be made in writing on the forms listed in the specific award criteria, and must be submitted in the manner specified (See **Forms & Samples** for suggested sample Region Nomination Forms).
- B. Compliance: Nominations shall be complete and establish compliance with the criteria for each award; should present reasons why the nominee deserves consideration for the award; and must contain supporting documentation to clearly establish the nominee's qualifications for the award.
- C. Qualified Nominators: Nominations may be made by any chapter within the Region or not fewer than three Region members in good standing.
- D. Submissions: Electronic submissions, in PDF format, are acceptable. Facsimile transmissions are not acceptable.

## **Procedures for Region Award Nominations**

- A. Requisite forms are listed in the specific award criteria (See **Forms & Samples** for forms).
- B. Electronic submissions are required for all award categories as follows:
  - 1. Submit a single PDF file for each award.
  - 2. Submit each nomination separately.
  - 3. Submit files on a CD.
  - 4. Label each file with Chapter, award category and nominee's last name.
  - 5. Ship for receipt by deadline date.
- C. Forward all required documentation to the Region Awards Committee Chair.
- D. Deadline: Each year a set date will be established and published by the Awards Committee Chair. The Region Awards Committee Chair must receive nominations for Region awards by that date. Typically the date will not be later than 60 days prior to the start of the Region Conference.

## **Endorsements**

- A. Requirements for endorsements are described in the specific awards category.
- B. Endorsements can be made by anyone except members of the Region Awards Committee. Letters should include endorsement from clients, professional associates, and peers.

- C. Endorsers should make their endorsements pertinent to the specific areas of achievement or service on which the nomination is based, and should cite firsthand knowledge.
- D. Letters of endorsement may be sent directly to Region Awards Chair, or may be included in the nomination package. Letters of endorsement sent directly to the Region Awards Chair will be considered privileged communication.
- E. Authors must sign letters of endorsement.
- F. Electronic submissions, in PDF format, are acceptable. Facsimile transmissions are not acceptable.

### **Exhibits**

- A. Specific awards require exhibits, samples and/or photographs. Such required items shall be included in the nomination package.
- B. Additional exhibits may also be included as appropriate to support the nomination. Such additional exhibits may include but are not limited to: renderings, drawings, photographs, and publications.

### **Re-submissions**

- A. Nominees who are not selected to receive an award in any given year may be renominated in subsequent years. Exception: If an award category criterion requires activity within a specific year, nomination for activity within that year will not be reconsidered in subsequent years.
- B. Resubmitted nominations must be complete and must contain the required nomination forms, documentation, and letters of endorsement each time they are resubmitted. At the nominator's discretion, nomination package may include previously submitted information or may be partly or entirely new information.

### **Premature Publicity**

- A. Nominators are cautioned not to publicize the names of nominees, except as necessary to secure letters of endorsement and documentation supporting the nomination, until such time as the nomination has been favorably acted upon and results have been announced by the Region. Such premature publicity may embarrass both the nominee and the nominator. Names of nominees not selected to receive an award will not be publicized.

# SOUTHEAST REGION AWARD CATEGORIES

## Service Recognition

### A. REGION SERVICE AWARD

1. Award Criteria:
  - a. This award is presented to outgoing Region board members, officers, and committee chairs at the end of their term of service to the Region.
  - b. One award is presented to each outgoing individual.
2. Nomination: There is no nomination process and there are no nomination requirements.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

### B. INSTITUTE DIRECTOR SERVICE AWARD

1. Award Criteria:
  - a. This award is presented to the outgoing Institute Director at the end of his/her term of service to the Region.
  - b. One award is presented to the outgoing Institute Director.
2. Nomination: There is no nomination process and there are no nomination requirements.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

### C. REGION PRESIDENT'S AWARD

1. Award Criteria:
  - a. This award is presented by the Region President at his/her discretion.
  - b. Not more than two such awards may be made by the Region President in any year.
2. Nomination: There is no nomination process and there are no nomination requirements.
3. Award:
  - a. Suggested Method of Recognition: Printed certificate, mounted on a wooden plaque.
  - b. Venue of Presentation: Annual Region Conference.

### D. INSTITUTE DIRECTOR'S AWARD

1. Award Criteria:
  - a. This award is presented by the Institute Director at his/her discretion.
  - b. Not more than two such awards may be made by the Institute Director in any year.
2. Nomination: There is no nomination process and there are no nomination requirements.
3. Award:
  - a. Suggested Method of Recognition: Printed certificate, mounted on a wooden plaque.
  - b. Venue of Presentation: Annual Region Conference.



## **Service Awards**

### **A. REGION CERTIFICATE OF APPRECIATION**

1. Award Criteria:
  - a. This award is presented to an individual who has rendered significant service to the Region in the advancement of its objectives or in its administration. This award is the highest award the Region can bestow on an individual.
  - b. No more than one such award may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include a minimum of two letters of endorsement.
  - d. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

### **B. REGION ORGANIZATIONAL CERTIFICATE OF APPRECIATION**

1. Award Criteria:
  - a. This award is presented to an organization, firm, or association that has rendered significant service to the Region in the advancement of its objectives or in its administration. This award is the highest award the Region can bestow on a Firm or Organization.
  - b. No more than one such award may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include a minimum of two letters of endorsement.
  - d. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

### **C. COLLABORATION AWARD**

1. Award Criteria:
  - a. This award is presented to a Trade Association, Trade Union, Contractor, Association, or Professional Association for exceptional liaison work with the Region.
  - c. No more than three such awards may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include a minimum of two letters of endorsement.
  - d. Electronic submission of the completed nomination is required.

3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

#### D. EMERGING PROFESSIONAL AWARD

1. Award Criteria:
  - a. This award is presented to an Emerging Professional who displays leadership initiatives in CSI and recognizes their outstanding service.
  - c. No more than two such awards may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include a minimum of two letters of endorsement.
  - d. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

#### E. REGION COMMENDATION

1. Award Criteria:
  - a. This award is presented to an individual, team, committee, or chapter that has rendered outstanding service to the Region in the advancement of its objectives or in its administration.
  - b. Nominee shall be a member of the Region. In the case of a team or committee, a majority number of members of the team or committee shall be region members.
  - c. No more than one such award may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include a minimum of two letters of endorsement.
  - d. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

#### F. REGION CONTINUOUS SERVICE AWARD

1. Award Criteria:
  - a. This award is presented to an individual who has rendered continuous outstanding service for at least five years to the Region in the advancement of its objectives or in its administration.
  - b. No more than two such awards may be given in any year.
  - c. Past recipients are not eligible for the award again until another five years have passed.

2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include a minimum of two letters of endorsement.
  - d. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

#### G. REGION DISTINGUISHED SERVICE AWARD

1. Award Criteria:
  - a. This award is presented to an individual who has rendered distinguished service to the Region in the advancement of its objectives or in its administration.
  - b. Distinguished service is long-term, continuous service that has resulted in important contributions to the Region.
  - c. Nominee must be a member of the region.
  - d. No more than one such award may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include a minimum of two letters of endorsement.
  - d. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

#### H. CONTINUOUS MEMBERSHIP AWARD

1. Award Criteria:
  - a. This award is presented to an individual, within the Southeast Region, to celebrate milestone years of continuous CSI membership.
2. Nomination:
  - a. The recipient members shall be determined by original membership dates provided by the Institute:
    - 25 years of continuous membership
    - Each 5-year membership milestone after 25 years
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

## Professional Accomplishment Awards

### A. FREDERICK W. BUCKY, JR. MEMORIAL AWARD

1. General:
  - a. 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.
2. Award Criteria:
  - a. 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.
3. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include a minimum of two letters of endorsement.
  - d. Electronic submission of the completed nomination is required.
4. Award:
  - a. Suggested Method of Recognition: Plaque.
  - b. Venue of Presentation: Annual Region Conference.

### B. CHARLES J. HUCKLEBERRY MEMORIAL AWARD

1. General:
  - a. 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.
2. Award Criteria:
  - a. 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.

3. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include a minimum of two letters of endorsement.
  - d. Electronic submission of the completed nomination is required.
4. Award:
  - a. Suggested Method of Recognition: Plaque.
  - b. Venue of Presentation: Annual Region Conference.

### C. REGION CRAFTSMANSHIP AWARD

1. Award Criteria:
  - a. This award is presented to an individual, team, firm or organization for outstanding craftsmanship on a project constructed within the region.
  - b. Work presented for consideration must have been completed within the 12 months preceding the nomination deadline.
  - c. No more than one such award may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include at least four different color photos clearly showing different aspects of the work. Photos shall be a minimum size of 4" x 6."
  - d. Nomination shall include a minimum of two letters of endorsement.
  - e. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

## Chapter Recognition Awards

### A. CHAPTER EXCELLENCE AWARD (OUTSTANDING CHAPTER COMMENDATION)

1. Award Criteria:
  - a. This award is presented to Chapters achieving overall excellence in promoting the objectives of the Institute.
  - b. 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. The Chapters within the Southeast Region, for the purposes of this award, are grouped in the following categories:
    - 1) Large Chapter: 75 or more members
    - 2) Medium Chapters: 50 to 74 members
    - 3) Small Chapters: Less than 50 members.

- c. The number of Chapters to be awarded is at the sole discretion of the Southeast Region Board.
- 2. Nomination:
  - a. Nomination shall be in the style of CSI Honors & Awards Form 306.
  - b. The Southeast Region Board shall be responsible for judging Chapters for this award and making the final election of Chapter award recipients.
  - c. Electronic submission of the completed nomination is required.
- 3. Award:
  - a. Suggested Method of Recognition: Plaque.
  - b. Venue of Presentation: Annual Region Conference.

**B. CHAPTER MEMBERSHIP AWARD – TOTAL INCREASE**

- 1. Award Criteria:
  - a. This award is presented to the Chapter within the Southeast Region having the highest total of Membership growth for the fiscal year.
- 2. Nomination:
  - a. The Southeast Region Membership Chairman shall be responsible for making this nomination. The recipient Chapters shall be determined by using actual number of registered members using data provided by the Institute:
    - Number of Chapter Members on June 30, the last day of the fiscal year minus the
    - Number of Chapter Members on July 1, the first day of the fiscal year.
- 3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

**C. CHAPTER MEMBERSHIP AWARD – PERCENTAGE INCREASE**

- 1. Award Criteria:
  - a. This award is presented to the two Chapters within the Southeast Region having the highest percentage of Membership growth for the fiscal year.
- 2. Nomination:
  - a. 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:
    - Number of Chapter Members on June 30, the last day of the fiscal year
    - Number of Chapter Members on July 1, the first day of the fiscal year.
- 3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

#### D. CHAPTER MEMBERSHIP AWARD – PERCENTAGE RETENTION

1. Award Criteria:
  - a. This award is presented to the two Chapters within the Southeast Region having the highest percentage of Membership retention for the fiscal year.
2. Nomination:
  - a. The Southeast Region Membership Chair 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:  
Number of Chapter Members on June 30, the last day of the fiscal year  
Number of Chapter Members on July 1, the first day of the fiscal year.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

#### E. CHAPTER TECHNICAL EXCELLENCE AWARD

1. Award Criteria:
  - a. 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.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

#### F. CHAPTER 50TH ANNIVERSARY AWARD

1. Award Criteria:
  - a. This award is presented to Chapters within the Southeast Region that celebrate 50 years from their charter.
2. Nomination:
  - a. The recipient Chapters shall be determined by Chapter charter dates provided by the Institute.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

## **Publications Awards**

### **A. CONTINUING PUBLICATION AWARD**

1. Award Criteria:
  - a. This award is presented to an individual, team, firm, organization, or chapter for an outstanding paper copy continuing publication of interest to or related to CSI.
  - b. To be considered continuing, such publication must be issued not less than four times per year.
  - c. Documents submitted for consideration must have been published within 12 months preceding the nomination deadline.
  - d. Nominee shall be a member of the Region. In the case of a team, firm, or organization, a majority number of members of the team, firm, or organization shall be Region members.
  - e. No more than two such awards may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include the four most recent issues of the nominated publication.
  - c. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

### **B. SPECIAL PUBLICATION AWARD**

1. Award Criteria:
  - a. This award is presented to an individual, team, firm, organization, or chapter to recognize an outstanding paper copy non-continuing publication that is of interest to or related to CSI.
  - b. Special publications are those that are published less often than four times per year.
  - c. Document submitted for consideration must have been published within twelve months preceding the nomination deadline.
  - d. Special publications include but are not limited to: chapter directories, chapter rosters, guides, calendars, and technical documents.
  - e. Nominee must be a member of the Region. In the case of a team, firm, or organization, a majority number of members of the team, firm, or organization shall be region members.
  - f. No more than two such awards may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include the nominated publication, as it was issued for publication.
  - c. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.



## C. ELECTRONIC MEDIA AWARD

1. Award Criteria:
  - a. This award is presented to an individual or chapter to recognize an outstanding electronic media publication.
  - b. An electronic media publication is one that is created and distributed entirely in electronic format and takes advantage of electronic technology in its making.
  - c. Electronic media publications include but are not limited to: Websites, electronic newsletters, and technical documents.
  - d. No more than two such awards may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of SER Form 101, 102 or 103.
  - b. Nomination shall include information listed on SER Form 104.
  - c. Nomination shall include a minimum of two letters of endorsement.
  - d. Electronic submission of the completed nomination is required.
3. Award:
  - a. Suggested Method of Recognition: Framed Certificate.
  - b. Venue of Presentation: Annual Region Conference.

# **POLICIES AND PROCEDURES**

## **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 is the Chapter's responsibility to bring their accomplishments to the attention of the Southeast Region Awards Committee.

For the purpose of this 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 Chair should receive this Guide. Here you will find the names of all possible awards along with the criteria that the Awards Committee expect, as well as the requirements for making a nomination. Follow the requirements, including requirements for letters of endorsement. 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. Submit the nomination on time.

Last, start to prepare nominations now! Region award nominations cannot 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 has 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 that are very time-consuming to obtain.
2. Most of us do not 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 the Region Institute Director, or a Member of the Region Awards Committee? All of these are acceptable. Most often the Chapter will make the nomination. 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.

### **Do Not 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 often do not know this person, and that the award will go to a nomination that spells out clearly the Nominee's achievements relative to the award category. For example, this Guide states the performance requirement for the Electronic Media Award as: *"This award is presented to an individual or chapter to recognize an outstanding electronic media publication"*.

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 activities that is "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, 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 the deadline nears and insufficient letters have been received to make a submittal. Less than the required number of letters of endorsement is cause for disqualification.

### **Some 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 Chair should review these, ensuring a sufficient number and that endorsers have addressed salient points of the nomination.

### **Nomination Package**

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. Make sure that proper signatures are affixed and that the minimum number of letters of endorsement is included.

### **Submit the Nomination on Time**

The deadline for receipt of nominations and letters of endorsement will be published and is typically 60 days prior to the commencement of the Annual Region Conference. Make sure you leave plenty of time for preparation to ensure arrival on time. Nominations received after the deadline will be 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 multiple Chapters so it would 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.

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 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 had direct contact 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 are 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 that 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. A letters that includes 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 person, as long as they relate to the nomination.

### **What should I do if I am asked to write a Letter of Endorsement?**

A request for a letter of endorsement should be considered an honor. The Nominee has entrusted 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, and 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 that 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 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 cannot write a Letter of Endorsement?**

You are under no obligation to write a letter of endorsement for a nomination you do not support or that you cannot attest. If you do not 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 do not 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 that 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 have kept good records, you probably do not remember when you held specific offices and you may have forgotten some posts you held years ago. Assuming you have not 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 three or four numbers are the month and year you joined CSI.

Then identify all the jobs you have had in CSI. If you are 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 are 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 is 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 is easily updated. Now you are ready for the Chapter Awards Committee.



# FORMS AND SAMPLES

## Forms - General

On the next 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 302 - Outstanding Chapter Commendation

## 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.]

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 / Chapter

[Provide three Member Signatures here] [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. 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.

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], 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.

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. 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.]] 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.]

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

### ● **Statistical Data**

[Type the Nominee's Name here]

[Type the Nominee's Home Address here]

[Type the Nominee's tenure with CSI here]

[Type the Nominee's Home Chapter here]

### ● **Profession**

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

### ● **Employment History**

[Type the Nominee's employment history here. Include firm, location, and position]

### ● **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]

### ● **Professional Organizations:**

[Type the Nominee's professional organization affiliations here]

### ● **Volunteer Organizations:**

[Type the Nominee's volunteer organization affiliations here]

### ● **CSI Service - Chapter**

[Type the Nominee's history of service to the Chapter]

### ● **CSI Service - Region**

[Type the Nominee's history of service to the Region]

### ● **CSI Service - Institute**

[Type the Nominee's history of service to the Institute]

### ● **CSI Commendations, Awards and Responsibilities**

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

### ● **CSI Speaking Engagements**

[Type the Nominee's history speaking engagements promoting the organization]

### ● **Contributions and Achievements**

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

# Sample Certificate

Region Identification

Certificate of  
Merit and Appreciation

Presented to  
Robert P. Smith, CSI

For rendering distinguished service to the \_\_\_\_\_  
Region in advancing the objectives of the Institute,  
[month year] to [month year], you are presented the  
Certificate of Appreciation on the  
[day st,nd,rd,th] day of [month year].

-----  
Director

18 pt Times Roman

48/44 pt Times Roman

12 pt Times Roman  
36 pt Times Roman or  
Calligraphy

18/20 pt Times Roman  
40 pica maximum line length  
Centered

Signature  
1/2 pt. Rule, 19 picas long  
9 pt. Times Roman

# APPENDIX

## **Form 306 – Outstanding Chapter Commendation**

*from CSI's (Institute) Honors & Award Guide*

Answer all questions as completely as possible. You do not need to reply to each question to qualify for the Award.

This form should also be completed and submitted to the Region Institute Director at the end of the fiscal year and no later than July 15. Further, this submittal shall also serve as the Chapter's Year End Report.

Where support documentation may be helpful for the Region Institute Director to qualify your reply, provide attachments.

You may print the form and either type or print your replies. Please print legible.

If you have any question concerning this form or how to answer specific questions, contact your Region Vice-President.