

**NORTH CENTRAL  
REGION  
OF  
THE CONSTRUCTION  
SPECIFICATIONS  
INSTITUTE**



**AWARDS GUIDE**

# THE CONSTRUCTION SPECIFICATIONS INSTITUTE NORTH CENTRAL REGION HONORS & AWARDS GUIDE

REVISED January 2011

Showing appreciation for work well done ensures the continuing growth and success of our organization.

Top Ten Reasons to Make a CSI Honor or Award Nomination:

1. To recognize excellence in service to CSI at National, Regional and Chapter levels.
2. To promote your chapter and CSI; awards can be promoted outside your chapter.
3. To motivate others to strive and achieve.
4. Public relations – other organizations will recognize achievement if you get the information to them.
5. To develop and strengthen professional relationships between individuals and groups.
6. To encourage new talent and leadership in CSI.
7. To say 'thank you' for contributing to the construction industry and CSI – everyone likes being thanked.
8. Because members DESERVE to be publicly recognized for their achievements.
9. You'll have something to brag about at the office the next day.
10. If you are busy filling out award forms, you won't be able join in the fun of shoveling snow, taking down those Christmas or Holiday decorations, shoveling snow, putting *up* holiday decorations, or – did I mention shoveling snow?

## **THE CSI AWARDS PROGRAM**

This guide has been prepared to assist members and Chapters of the North Central Region of the Construction Specifications Institute to determine to whom awards may be given and the procedures for nomination for awards given by the North Central Region.

Since CSI is a voluntary organization, many members generously contribute their time and effort. It is important to recognize the talent, achievements and notable contributions to CSI and the construction industry that support the mission of CSI.

An awards program is the principle method for saying "thank you" to those members. Gracious and grateful recognition of extraordinary effort in the form of awards encourage continuing contributions.

An awards program intensifies membership interest, gains new members, develops new talent, and stimulates interest in CSI's growth.

The CSI awards program has three levels – Institute, Region, and Chapter. The focus of this guide is on the Region awards program, and the recognition of notable contributions and service to our Region.

For a more detailed description of awards and submittal requirements for the Institute level awards, consult the CSI Administrative References, Honors and Award Guide, new and revised this year!

## **CSI REGION AWARDS**

All award submittals for the 2010-2011 year are due by noon, March 31, 2011.

Mail submittals to:

Lynn Javoroski CSI CCS  
Region Awards Chair  
c/o Flad Architects  
644 Science Dr.  
Madison, WI 53711

Submittals may be made in electronic form by emailing them to: [ljavoroski@flad.com](mailto:ljavoroski@flad.com)

Awards will be presented at the North Central Region Conference, May 12-14, 2011.

Be aware that the physical award is intended to be used and displayed. It is our hope that you will do so with the awards presented!

## **REGION AWARDS COMMITTEE**

The Region Awards Committee is composed of no fewer than three members of the Region. The committee consists of (as of July 1 of each calendar year):

Region President  
Region President-Elect  
Region Immediate Past-President  
Awards Committee Chair  
Awards Committee Immediate Past Chair

### **Duties and Responsibilities – Administrative**

1. Develop details criteria, plus nomination and judging procedures, for each region award.
2. Review, revise, and publish changes to this awards guide.
3. Serve as a resource person for the Region's Chapter Awards Chairs.
4. Conduct the 'Awards Workshop' at the annual Region Conference.
5. Act as a liaison with the Institute Awards Committee, providing information to the committee and dissemination information about the Institute's awards programs with the Region.
6. Submit reports to the Chairman of the Institute Awards Committee:
  - a. One report should be received no later than February 1.
  - b. The second report should be received no later than eight weeks prior to the annual convention.
  - c. The reports should generally describe the status of the region and chapter awards programs and should list the region and chapter awards given during the period, noting the names of the recipients.
  - d. The reports may also make recommendations for changes in the awards programs.
7. Duties and Responsibilities – Awards Based
  - a. Organize, implement and administer the Region's awards program according to this Awards Guide.
  - b. Publicize the Institute's Awards Programs to create better understanding and to promote greater participation.
  - c. Publicize the Region's Awards Programs to create better understanding and to promote greater participation.
  - d. Receive and coordinate nomination paperwork for the Region nominations.
  - e. Review nominations for Region Awards and make selections.
8. Notify Chapter Awards Chairs about successful selections and nominations not accepted.
9. Assist the Region President, Region President-elect, and Region Immediate Past President in the presentation of awards at the annual Region awards banquet.

## **REGION AWARDS PROGRAM**

1. Be aware of deadlines for submission of all awards at all levels. Usually it will be eight to ten weeks prior to the annual Region Conference.
2. Award nominations must be submitted to the Region Award Chair.
3. Make sure you use the proper forms. Do not omit any forms.
4. Quality of endorsements (when required) is more important than quantity.
5. Secure the packet together using non-permanent clips (i.e., no staples or GBC binding).
6. Attach nomination forms to the packet.
7. When sending newsletters, make sure that they are not stapled closed.
8. Personal knowledge by any of the committee members will not be considered when judging nominations.
9. If there are no nominations for a specific award or the committee does not feel that any of the received nominations are deserving of an award, the committee may choose not to give an award for that year.
10. The awards nomination submitted needs to be as comprehensive and complete as possible because the nominated person or organization and the reason for the nomination may not be known to all members of the Region Awards Committee. Consequently, the nomination submitted serves as the basis of information regarding the nominee and his achievements.
11. All awards will be distributed at the annual Region awards banquet held at the annual Region Conference.

### Nominations

1. Forms: Nominations must be made in writing using or following the North Central Region of the CSI Honors and Awards Forms listed in the specific award criteria, and included in this guide, and must be submitted in the manner specified.
2. 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.
3. Qualified Nominators: Nominations shall be made by any chapter within the region, or not fewer than three region members in good standing.
4. Facsimile transmissions or electronic submissions are acceptable.

### Procedures for Nomination for Region Awards

1. Requisite forms are included in this Honors and Awards Guide.
2. One original copy of each nomination is required. Electronic submissions on CD or DVD are accepted where applicable. Refer to specific award criteria.
3. The deadline for Region Awards is determined by the Region Awards Chair.

### Endorsements

1. Requirements for endorsements are described in the specific awards category.
2. Endorsements may be made by any party, except members of the Region Awards Committee. Letters should include endorsement from clients, professional associates, and peers.

3. 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.
4. 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.
5. Letters of endorsement shall be signed by the author.
6. Facsimile transmissions are not acceptable.

#### Exhibits

1. Specific awards may require exhibits, samples and/or photographs. Such required items shall be included in the nomination package.
2. 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

1. Nominees who are not selected to receive an award in any given year may be re-nominated 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.
2. 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

1. 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.
2. Names of nominees not selected to receive an award will not be publicized.

#### Notification of Award

1. The Region Awards Chair will notify award recipients that they will be receiving an award, but may choose to keep the nature of the award secret until the annual Region Conference. All Region award recipients will be announced at the annual Region Conference.

## **GARY BETTS MEMORIAL AWARD**

This award is presented to a North Central Region member in good standing who has been a member for a minimum of 10 years, who has consistently demonstrated advocacy of CSI, and rendered distinguished service and leadership to the North Central Region by following CSI principles and practices and furthering the goals of the Region and the Institute.

### **Nominations may be by one or more of the following:**

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

### **Nomination Forms and Support Documentation**

1. Nomination Form
2. Three Letters of Endorsement

### **Judgment and Approval by:**

Region Awards Committee

**Award Type:** CSI watch

**Maximum Number of Awards:** 1 per year; but need not be awarded.

## **SERVICE AWARDS**

### **DISTINGUISHED SERVICE AWARD**

This award is presented to an individual for outstanding service to the Institute or to the Region.

1. Award Criteria:
  - a. Nominee must be a member of the region.
  - b. No more than one such award may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of the North Central Region Award Form.
  - b. Nomination shall include minimum of two letters of endorsement.
3. Award:
  - a. Determined by the Award committee.

### **REGION COMMENDATION**

This award is presented to an individual, chapter, firm, or organization for a singular outstanding accomplishment which promoted the objectives of the Institute or rendered outstanding service to the Region. The key to this award is the singular outstanding accomplishment. One time events, activities, and accomplishments should be nominated here.

1. Award Criteria:
  - a. 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.
  - b. No more than one such award may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of the North Central Region Award Form.
3. Award:
  - a. Determined by the Award committee.

### **REGION COOPERATION AWARD**

This award is presented to a trade association, trade union, contractor association, or professional association for exceptional liaison work with the Region. This is not a duplication of the Organizational Certificate of Appreciation. This award is for cooperation with CSI. It should involve some sort of joint sponsorship of an event, publication, or distribution of technical information.

1. Award Criteria:
  - a. No more than two such awards may be given in any year.
  - b. Recipient need not be a CSI member.
2. Nomination:
  - a. Nomination shall be in the style of the North Central Region Award Form.
3. Award:
  - a. Determined by the Award committee.

## **REGION TECHNICAL COMMENDATION**

This award is presented to an individual chapter, firm, or organization that has made a significant contribution to the technical program of the Region, or prepared notable technical documents.

1. Award Criteria:
  - a. No more than two such awards may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of the North Central Region Awards Form.
3. Award:
  - a. Determined by the Award committee.

## **REGION EDUCATION COMMENDATION**

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 purposes of the Institute or a significant contribution to the education program of the Region.

1. Award Criteria:
  - a. No more than two such awards may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of the North Central Region Award Form.
3. Award:
  - a. Determined by the Award committee.

## **REGION STUDENT LIAISON AWARD**

This award is presented to an individual chapter, firm, or organization for encouraging the involvement of students from the various curricula of construction technology in the activity of the Institute.

1. Award Criteria:
  - a. No more than two such awards may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of the North Central Region Award Form.
3. Award:
  - a. Determined by the Award committee.

## **PROFESSIONAL ACCOMPLISHMENT AWARDS**

### **REGION CRAFTSMANSHIP AWARD**

This award is presented to an individual, team, firm or organization for superior craftsmanship with the purpose of recognizing and promoting such outstanding craftsmanship in the construction industry within the region in the person's trade profession. Many organizations in the region recognize outstanding design, but very few emphasize craftsmanship.

1. Award Criteria:
  - a. Work presented for consideration must have been completed within the 12 months preceding the nomination deadline.
  - b. No more than one such award may be given in any year.
  
2. Nomination:
  - a. Nomination shall be in the style of the North Central Region Award Form.
  - b. 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."
  - c. Nomination shall include minimum of two letters of endorsement.
  
3. Award:
  - a. Determined by the Award committee.

## **PUBLICATION AWARDS**

### **CONTINUING PUBLICATION COMMENDATION**

This commendation is presented to an individual, team, firm, organization, or chapter for an outstanding continuing publication (newsletter) of interest to or related to CSI. This publication commendation is to recognize the talent and creativity of newsletter editors in our Region.

1. Award Criteria:
  - a. To be considered continuing, such publication must be issued not less than four times per year.
  - b. Documents submitted for consideration must have been published within 12 months preceding the nomination deadline.
  - c. Nominee shall be a member of the region. In the case of a team, firm, or organization, majority number of members of the team, firm, or organization shall be region members.
  - d. No more than two such awards may be given in any year.
  
2. Nomination:
  - a. Nomination shall be in the style of the North Central Region Award Form.
  - b. Nomination shall include three different issues of the nominated publication.
  
3. Award:
  - a. Determined by the Award committee.
  
4. Evaluation:
  - a. Continuing publications will be evaluated on the following basis, with a potential score of 100:

Technical Content	20
Chapter Information	30
Institute Information	20
Editorial	10
Format	10
Creativity	10

## **SPECIAL PUBLICATION COMMENDATION**

This commendation is awarded for rosters, guide books, calendars, and publications other than newsletter. It is also awarded for regional trade publications and articles published by Region CSI member in national magazines.

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 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 the North Central Region Award Form.
  - b. Nomination shall include the nominated publication, as it was issued for publication.
3. Award:
  - a. Determined by the Award committee.

## **ELECTRONIC MEDIA AWARD**

This award is presented to an individual or chapter to recognize an outstanding electronic media publication. An electronic media publication is one that is created and distributed entirely in electronic format and takes advantage of electronic technology in its making. Electronic media publications include but are not limited to: Websites, electronic newsletters, and technical documents.

1. Award Criteria:
  - a. No more than two such awards may be given in any year.
2. Nomination:
  - a. Nomination shall be in the style of the North Central Region Award Form.
  - b. Nomination shall include minimum of two letters of endorsement.
3. Award:
  - a. Determined by the Award committee.

## **SERVICE RECOGNITION**

Institute Director Service Award

Outgoing Institute Director

Institute Director Award

Presented at the discretion of the Institute Director

Region Service Award

Outgoing Board members, officers and committee chairs

The North Central Region  
of the  
Construction Specifications Institute

NOMINATION FOR GARY BETTS MEMORIAL AWARD FORM

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

Instructions:

Complete one of the nomination choices listed below. Nomination for the award requires one of the following options: nomination by chapter within the region; or nomination by three individual members of the region.

NOMINATION BY CHAPTER

The \_\_\_\_\_ Chapter, at its meeting held on \_\_\_\_\_, 20\_\_\_\_,

nominated the following member, named below, for the Gary Betts Memorial award. We certify the resolution as follows:

"Whereas, this chapter believes \_\_\_\_\_  
Candidate name

is eligible for and deserving of the Gary Betts Memorial Award therefore be it resolved that we do hereby nominate our candidate listed above for said award, and the president and secretary hereby are authorized and directed to prepare the nomination papers and forward them to the region and to do all things proper to forward said nomination."

Chapter President \_\_\_\_\_ Chapter Secretary \_\_\_\_\_  
(Signature) (Signature)

NOMINATION BY REGION INSTITUTE DIRECTOR

I hereby nominate \_\_\_\_\_  
Candidate name

for the Gary Betts Memorial Award.

Signature\*: Member Name and Chapter

1. \_\_\_\_\_

NOMINATION BY FIVE INDIVIDUAL REGION MEMBERS

We hereby nominate \_\_\_\_\_  
Candidate name

for the Gary Betts Memorial Award.

Signatures\*: Member Name and Chapter

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

\* Signatures of at least 5 voting members are required. All 5 members may sign the same form, or each member may sign a separate form. If separate forms are used, the names of all nominations must appear on one cover sheet.

NOMINATION BY REGION AWARD COMMITTEE MEMBER

I hereby nominate \_\_\_\_\_  
Candidate name

for the Gary Betts Memorial Award.

Signature\*: Member Name and Chapter

1. \_\_\_\_\_





The Construction Specifications Institute  
North Central Region

**NOMINATION FOR REGION AWARD FORM**

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

**Instructions:**

Complete one of the nomination choices listed below. Nomination for any region award requires only one of the following options: nomination by chapter within the region; or nomination by three individual members of the region.

**NOMINATION BY CHAPTER**

The \_\_\_\_\_ Chapter, at its meeting held on \_\_\_\_\_, 20\_\_, nominated \_\_\_\_\_ for the \_\_\_\_\_ Award of the region. We certify the resolution as follows:

“Whereas, this chapter believes

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ therefore be it resolved that we do hereby nominate our candidate listed above 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 region and to do all things proper to forward said nomination.”

Chapter President \_\_\_\_\_ Chapter Secretary \_\_\_\_\_  
(Signature) (Signature)

**NOMINATION BY THREE INDIVIDUAL MEMBERS**

We hereby nominate \_\_\_\_\_ for the \_\_\_\_\_ Award of the region.

<b>Signatures*</b>	<b>Member Name and Chapter</b>
1. _____	_____
2. _____	_____
3. _____	_____

\* Signatures of at least three voting members are required. All three members may sign the same form, or each member may sign a separate form. If separate forms are used, the names of all nominations must appear on one cover sheet.

The Construction Specifications Institute  
North Central Region

**NOMINATION FOR REGION AWARD**

**Statistical and Supporting Information**

Instructions:

Provide information listed on this form. If not applicable, indicate such. Attach additional pages as necessary. Sequence information as follows:

1. **Nominee's full name**
  
2. **Nominee's address**
  
3. **Basis for nomination. This nomination is made for the following reasons (be specific and brief)**
  
4. **Honors, awards, and other attainments of the nominee**
  
5. **Exhibits and delineation of achievements or service on which the nomination is based (Attach supporting documentation if necessary to support the nomination and letters of endorsement)**
  
6. **Certificate text – Should the nominee be selected for this award (expect for publication and electronic media commendations), the following is the nominator's recommended narration to be imprinted upon the certificate of awards:**

The Construction Specifications Institute  
North Central Region

**CONTINUING PUBLICATION EVALUATION**

**Point Score Sheet**

This form is provided for reference only. Judging of continuing publications will use this form and is based on scores assigned by the Awards Committee as they evaluate each entry. Each committee member assigns its own rank (points possible) for the following categories:

	<b>Possible</b>	<b>Earned</b>
<b><u>Technical</u></b>		
Technical articles by chapter members	10	_____
Reprints of timely and pertinent articles from other newsletters or sources	10	_____
Subtotal	20	_____
<b><u>Chapter Information</u></b>		
Report of previous meeting, board decisions, program speaker(s), attendance, etc.	15	_____
Report of technical and education committee activities, meetings, etc.	15	_____
Subtotal	30	_____
<b><u>Institute Information</u></b>		
Institute board decisions, elections, educational opportunities, convention, etc.	10	_____
Regional information	10	_____
Subtotal	20	_____
<b><u>Editorial</u></b>		
Newsy, particular with the audience clearly in mind	5	_____
Concise and supportive of members	5	_____
Subtotal	10	_____
<b><u>Format</u></b>		
Masthead/color and general appearance	5	_____
Arrangement, columns, margins, photos, advertisements	5	_____
Subtotal	10	_____
<b><u>Creativity</u></b>		
	10	_____
	<b>TOTAL 100</b>	_____