



THE CONSTRUCTION SPECIFICATIONS INSTITUTE

GREAT LAKES REGION

HONORS & AWARDS GUIDE

REVISED AUGUST 2009

*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
2. To promote your chapter and CSI
3. To motivate
4. To develop and strengthen professional relationships
5. To develop new talent and leadership in CSI
6. To say 'thank you' for contributing to the construction industry and CSI
7. Because someone DESERVES to be publicly recognized for his or her achievements
8. You'll have something to talk about during the awards ceremony
9. If you are busy filling out award forms, your spouse can't make you clean out the gutters
10. Public relations



AWARDS GUIDE

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THE CSI AWARDS PROGRAM

Preface

This guide has been prepared to assist members and Chapters in the Great Lakes Region of the Construction Specifications Institute in determining the individuals and organizations to whom awards may be given and the procedures involved for awards given by the Great Lakes Region. More detailed descriptions can be found in the *Region Awards* section of this guide.

Purpose

It is important that CSI recognize the talent, achievements and notable contributions to the construction industry that support the mission of CSI.

Since CSI is a voluntary organization, many members generously contribute their time and effort. The 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.



Three Levels of Awards

The CSI awards program has three levels – Institute, Region, and Chapter. The focus of this guide is strictly on the Region awards program, and more specifically the recognition of notable contributions and service that are regional or local in nature. The following list is a summary of the awards listed in the CSI Administrative References, Honors and Award Guide. For a more detailed description of each award and submittal requirements for the Institute and Chapter levels, consult the CSI Administrative References, Honors and Award Guide.

INSTITUTE

Honors

Distinguished & Honorary Membership

To an individual for distinguished service to the construction industry
Highest recognition
Form(s) 101 or 102 and Form 103

Fellowship

To an individual with notable contribution in one or more of 4 areas
Advancement of Construction Technology
Improvement of Construction Specifications
Improvement of Construction Education
Service to the Institute
2nd highest recognition
Forms 201, 202 and 203

Recognition

Service

President's Plaque

Individual, team or firm exceptional work performed on behalf of the Institute

Certificate of Merit and Appreciation

Retiring Institute Board Members

President's Medal

President Elect

Former President's Medal

Outgoing President

Lifetime Member Plaque

Outgoing Past President

Special Awards

Individual, team or firm given at the President's discretion

Certificate of Merit and Appreciation – Chapter President

Retiring Chapter Presidents

Certificate of Appreciation - Judge

Members of Panel of Judges for a National or International Award category



Chapter Recognition

Chapter Cup

Greatest increase in membership for last fiscal year (percentage and net)

50th Anniversary Plaque

Funds, Scholarships, and Endowments

Dale C. Moll Student Activity Fund

Student in a construction related program

Form 303

Professional Accomplishments

Ben John Small Memorial Award

Proficiency as a specification writer

Forms 301 & 302

Dale C. Moll Quality Management Award

Enhancement of the Quality Management process in construction

Forms 301 & 302

Hans William Meier Award

Exceptional commitment to CSI's certification programs

Forms 301 & 302

Environmental Stewardship Award

Promotion of Environmental Awareness

Forms 301 & 302

Construction Technology Award

Development or use of new technology, materials, methods or project delivery

Forms 301 & 302

Service Awards

Distinguished Service Award

Individual for service in the advancement of the Institute's mission

Forms 301 & 302

Organizational Certificate of Appreciation

Exceptional liaison work with the Institute

Forms 301 & 302

Robert P Brosseau Memorial Award

Outstanding service to further the mission and programs of the Institute

Forms 301 & 302

J. Norman Hunter Memorial Award

Advancement in field of education or establishment of education facilities in the field of specification writing

Forms 301 & 302

Andrew J. Drozda Memorial Academic Affairs Commendation

Significant contribution to enhance the image and recognition of CSI with one or more educational institutions offering construction-related curricula

Forms 301 & 302



Student Liaison Award

Individual, team, chapter or region prepares students of construction related curricula to make a difference in the construction community

Forms 301 & 302

Service Commendation

Significant contributions to technical or education programs or goals of the Institute

Levels of Achievement Awards

Outstanding Chapter Commendation

Chapter that meets criteria set forth by Institute

Can reach milestone years of achievement

5 years – bronze

10 years – silver

15 years – gold

20 – platinum

Judged per chapter size

1 – 151 or more members

2 – 81 – 151 members

3 – less than 81 members

Form 306

Publication Awards

Technical Document Citation

Single outstanding accomplishment in technical writing other than specifications

Forms 301 & 302

Continuing Publication Commendation

Publication of interest to or related to CSI

Form 301

Special Publication Commendation

Non-continuing publication of interest of related to CSI

Form 301

Electronic Publication Commendation

Single or continuing electronic publication related to the design and construction industry or the activities of CSI

Form 301

National Awards

Michelangelo

Lifetime of distinguished and innovative service to the design and construction industry

Forms 401 & 402

Panel of Judges

4 selected by the Awards committee to choose

Form 411 & 412



REGION

Service Recognition

Region President Service Award

Outgoing Region President

Region President's Award

Presented at the discretion of the Region President

Region Service Award

Outgoing Board members and committee chairs

Honorary Member of the Region

Outstanding individual who is either a CSI member who is not a member of the region or a person who is not a CSI member but is living or working within the region

Service Awards

Bud Reed Memorial Award

Individual with distinguished service to the region

Great Lakes Region CSI Honors & Awards Forms 701 & 702

Certificate of Appreciation

Significant service to region

Great Lakes Region CSI Honors & Awards Forms 701 & 702

Organizational Certificate of Appreciation

Organization or firm with significant service to the region

Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Commendation

Outstanding service to the region

Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Continuous Service

At least 5 continuous year of service to the region

Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Cooperation Award

Individual, chapter, firm, or organization for a singular outstanding accomplishment which promoted the objectives of the Institute or rendered outstanding service to the Region

Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Technical Commendation

Individual chapter, firm, or organization that has made a significant contribution to the technical program of the Region, or prepared notable technical documents.

Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Educational Commendation

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.

Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Student Liaison Award

Individual chapter, firm, or organization for encouraging the involvement of students from the various curricula of construction technology in the activity of the Institute.

Great Lakes Region CSI Honors & Awards Forms 701 & 702



Professional Accomplishment Awards

Region Craftsmanship Award

Outstanding craftsmanship on a project within the region
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Publication Awards

Continuing Publication Commendation

Outstanding continuous paper publication of interest or related to CSI
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Special Publication Commendation

Outstanding non-continuing paper publication of interest or related to CSI
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Electronic Media Award

Outstanding media publication
Great Lakes Region CSI Honors & Awards Forms 701 & 702

Region Recognitions

Membership Award – Chapter Cup

This award is presented to chapters that achieve the greatest percentage of increase in home members, between July 1 and June 30 of the current CSI fiscal year.

Judged per chapter size

1 – 101 or more members

2 – 0 – 100 members

Great Lakes Region Conference – Chapter with Most Attendees

This award is presented each attendee of a chapter at the annual Great Lakes Region Conference which has the greatest number of total attendees at the conference.

Great Lakes Region Conference – Chapter that Traveled the Greatest Total Miles

This award is presented each attendee of a chapter at the annual Great Lakes Region Conference which has traveled the total farthest distance to the conference.

Great Lakes Region Conference – Chapter that Traveled the Furthest

This award is presented each attendee of a chapter at the annual Great Lakes Region Conference which has traveled the individual farthest distance to the conference.



CHAPTER

Service Recognition

Chapter Service Award

Outgoing board members, officers, and committee chairs

President's Certificate

At the President's discretion

Service Awards

Chapter Certificate of Appreciation

Significant Service to the Chapter

Form 801 & 802

Organizational Certificate of Appreciation

Organization or firm with distinguished service to the chapter

Form 801 & 802

Chapter Commendation

Outstanding service to the chapter

Form 801 & 802

Chapter Continuous Service

5 or more years of continuous service to the chapter

Form 801 & 802

Chapter Distinguished Service Award

Distinguished service to the chapter

Form 801 & 802

Professional Accomplishment Awards

Chapter Craftsmanship Award

Outstanding craftsmanship on a local project

Form 801 & 802

Publication Awards

Chapter Publication Award

Individual who has submitted at least 4 articles for publishing in the newsletter or on the website

Form 801 & 802



REGION AWARDS COMMITTEE

General

The Region Awards Committee is composed of no fewer than three members of the Region. The chairperson is appointed by the Region President. The committee shall consist 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.



Duties and Responsibilities – Awards Based

1. Organize, implement and administer the Region's awards program according to this Awards Guide.
2. Publicize the Institute's Awards Programs to create better understanding and to promote greater participation.
3. Publicize the Region's Awards Programs to create better understanding and to promote greater participation.
4. Receive and coordinate nomination paperwork for the Region nominations.
5. Review nominations for Region Awards and make selections.
6. Notify Chapter Awards Chairs about successful selections and nominations not accepted.
7. 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

General

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.



Nomination

- A. Forms: Nominations must be made in writing in the style of the Great Lakes Region of the CSI Honors and Awards Forms listed in the specific award criteria, and must be submitted in the manner specified.
- 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 shall be made by any chapter within the region, or not fewer than three region members in good standing.
- D. Neither facsimile transmissions nor electronic submissions are acceptable.

Procedures for Nomination for Region Awards

- A. Requisite Great Lakes Region of the CSI Honors and Awards Forms are listed in the specific award criteria. Forms are included in this Honors and Awards Guide.
- B. One original copy of each nomination is required. Electronic submissions on CD or DVD are accepted where applicable. Refer to specific award criteria.
- C. The deadline for Region Awards is determined by the Region Awards Chair.

Endorsements

- A. Requirements for endorsements are described in the specific awards category.
- B. Endorsements may be made by any party, 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. Letters of endorsement shall be signed by the author.
- F. 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 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.
- 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.
- B. Names of nominees not selected to receive an award will not be publicized.

Notification of Award

- A. 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.



REGION AWARD CATEGORIES

SERVICE RECOGNITION

This award is presented to an individual who is rendered significant and notable service to the Region in the advancement of the objective of the Region or Institute, or in administration of the Region. For awards presented by the Region President, the Region President may nominate members who meet the criteria, even though they are not Region Board Members or Committee Chairs.

Region President Service Award

This award is presented to outgoing Region Presidents at the end of their term of service to the region.

1. Award Criteria:
 - a. One award is presented to the outgoing Region President.
2. Nomination: There is no nomination process and there are no nomination requirements.
3. Award:
 - a. Method of Recognition: Engraved acrylic or plaque at the Awards Committee Chair's discretion
 - b. Venue of Presentation: Annual Region Conference.

Region President's Award

This award is presented by the Region President at his or her discretion.

1. Award Criteria:
 - a. Not more than four such awards may be made by in any year.
2. Nomination: There is no nomination process and there are no nomination requirements.
3. Award:
 - a. Method of Recognition: Engraved acrylic or plaque at the President's discretion.
 - b. Venue of Presentation: Annual Region Conference.

Region Service Award

This award is presented to outgoing Region Board Members, including Chapter Presidents, and Region Committee Chairs.

1. Award Criteria:
 - a. One award is presented to each outgoing Region Board Member, including Chapter Presidents, and each Region Committee Chair.
2. Nomination: There is no nomination process and there are no nomination requirements.
3. Award:
 - a. Method of Recognition: Certificate and Appreciation Gift
 - b. Venue of Presentation: Annual Region Conference.



Honorary Member of the Region

This award is presented to an outstanding individual who is either a CSI member who is not a member of the Region or a person who is not a CSI member but is living or working within the Region.

1. Award Criteria:
 - a. No more than one such award may be given in any year.
2. Nomination: Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702. The Awards Committee may also make a nomination.
3. Award:
 - a. Method of Recognition: Certificate and Appreciation Gift
 - b. Venue of Presentation: Annual Region Conference.



SERVICE AWARDS

Bud Reed Memorial Award

This award was created to honor one of the Indianapolis chapter members who was an outspoken advocate of CSI, especially at the Region and Chapter level. Bud saw the importance of the Region in developing leaders within the chapter and the value of chapters sharing their formulas of success with each other. Bud was a Great Lakes Region Director from 1984 – 1987. Upon his death in September of 1998, the Region renamed the Great Lakes Director's Award in his honor.

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.
 - c. Will be judged in cooperation with a special review committee from the Indianapolis Chapter
2. Nomination:
 - a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. Nomination shall include minimum of two letters of endorsement.
3. Award:
 - a. Method of Recognition: Framed Certificate and Medallion.
 - b. Venue of Presentation: Annual Region Conference.

Past Recipients

	Tom Young
1989	Donald Amt
1990	Roger Nourse
1996	Richard Edwards
1998	Edith Washington
2005	Lane Beougher
2007	Steve Cain
2008	David Proudfit
2009	Glen Baines



Region Organizational Certificate of Appreciation

This award is presented to a firm or organization for distinguished accomplishments which promote the objectives of the Institute or has rendered significant service to the Region in the advancement of its objectives or in its administration. Firms which sponsor product shows, professional organizations that present education seminars and trade association that provide technical assistance are all possible candidates.

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 Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. Nomination shall include minimum of two letters of endorsement.
 - c. One original of the completed nomination is required.
3. Award:
 - a. Method of Recognition: Engraved acrylic.
 - b. Venue of Presentation: Annual Region Conference.

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 Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. One original of the completed nomination is required.
3. Award:
 - a. Method of Recognition: Engraved acrylic.
 - b. Venue of Presentation: Annual Region Conference.



Region Continuous Service Award

This award is presented to an individual who has rendered continuous outstanding service for at least 5 years to the Region in the advancement of its objectives or in its administration.

1. Award Criteria:
 - a. No more than two such awards may be given in any year.
 - b. Past recipients are not eligible for the award again until another 5 years have passed.
2. Nomination:
 - a. Nomination shall be in the style of the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. One original of the completed nomination is required.
3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.

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 Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. One original of the completed nomination is required.
3. Award:
 - a. Method of Recognition: Engraved acrylic.
 - b. Venue of Presentation: Annual Region Conference.



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 Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. One original of the completed nomination is required.
3. Award:
 - a. Method of Recognition: Engraved acrylic.
 - b. Venue of Presentation: Annual Region Conference.

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 Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. One original of the completed nomination is required.
3. Award:
 - a. Method of Recognition: Engraved acrylic.
 - b. Venue of Presentation: Annual Region Conference.



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 Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. One original of the completed nomination is required.
3. Award:
 - a. Method of Recognition: Engraved acrylic.
 - b. Venue of Presentation: Annual Region Conference.



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 Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - 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.
 - d. One original of the completed nomination is required.
3. Award:
 - a. Method of Recognition: Engraved acrylic.
 - b. Venue of Presentation: Annual Region Conference.



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, a 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 Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. Nomination shall include three (no more, no less) different issues of the nominated publication.
 - c. One original of the completed nomination is required. Electronic submissions on CD or DVD are acceptable.
3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.
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 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 the Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. Nomination shall include the nominated publication, as it was issued for publication.
 - c. One original of the completed nomination is required. Electronic submissions on CD or DVD are acceptable.
3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.



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 Great Lakes Region CSI Honors & Awards Forms 701 & 702.
 - b. Nomination shall include minimum of two letters of endorsement.
 - c. One original of the completed nomination is required. Electronic submissions on CD or DVD are acceptable.
3. Award:
 - a. Method of Recognition: Framed Certificate.
 - b. Venue of Presentation: Annual Region Conference.



REGION RECOGNITIONS

Membership Award – Chapter Cup

This award is presented to Chapters that achieve the greatest percentage of increase in home members, between July 1 and June 30 of the current CSI fiscal year. There are two awards: one for Chapters with one hundred or less members; the other for Chapters with more than one hundred members.

1. Award Criteria:
 - a. No more than two such awards may be given in any year.
2. Nomination:
 - a. There is no nomination process and there are no nomination requirements.
3. Award:
 - a. Method of Recognition: Chapter Cup Trophy
 - b. Venue of Presentation: Annual Region Conference.

Great Lakes Region Conference – Chapter with Most Attendees

This award is presented each attendee of a Chapter at the annual Great Lakes Region Conference which has the greatest number of total attendees at the conference.

1. Award Criteria:
 - a. Chapter must have the greatest number of total attendees at the Great Lakes Region Conference.
2. Nomination:
 - a. There is no nomination process and there are no nomination requirements.
3. Award:
 - a. Method of Recognition: Varies each year
 - b. Venue of Presentation: Annual Region Conference.



Great Lakes Region Conference – Chapter that Traveled the Greatest Total Miles

This award is presented each attendee of a Chapter at the annual Great Lakes Region Conference which has traveled the total farthest distance to the conference.

1. Award Criteria:
 - a. Distance will be calculated by the Awards Chair for each Chapter and multiplied by the number of attendees per chapter.
2. Nomination:
 - a. There is no nomination process and there are no nomination requirements.
3. Award:
 - a. Method of Recognition: Varies each year
 - b. Venue of Presentation: Annual Region Conference.

Great Lakes Region Conference – Chapter with the Greatest Percentage of Members in Attendance

This award is presented each attendee of a Chapter at the annual Great Lakes Region Conference in which the Chapter had the greatest percentage of its members in attendance at the conference.

1. Award Criteria:
 - a. Distance will be calculated by the Awards Chair.
2. Nomination:
 - a. There is no nomination process and there are no nomination requirements.
3. Award:
 - a. Method of Recognition: Varies each year
 - b. Venue of Presentation: Annual Region Conference.



REGION AWARDS FORMS

The Construction Specifications Institute
The Great Lakes Region

NOMINATION FOR REGION AWARD – FORM 701

DATE: _____

Chairman, Region Awards Committee
[Enter Address]

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.

Signatures*

Member Name and Chapter

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
The Great Lakes Region

NOMINATION FOR REGION AWARD – FORM 702

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
The Great Lakes 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:

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



PAST REGION AWARD RECIPIENTS

2009

- Director's Awards
 - Jeff Clark
 - Peter Baker
 - Indianapolis Host Chapter Committee (for CONSTRUCT2009)
- Special Publication Commendation
 - Membership Roster Bookmark, the Indianapolis Chapter
 - Donald Amt
 - Robin Leising
 - CSI Construction and Design Professionals' 2009 Expo Team (Grand Rapids)
 - Charlie Appleby
 - Josh Goldschemding
 - Larry Olson
 - Bill Smith
 - David Turner
- Continuing Publication Commendation – Rapid River Ramblings Newsletter Team (Grand Rapids)
 - Ed Avink
 - Dale Cammenga
 - Jim Hojnacki
 - Brian Moynihan
 - Larry Olsen
 - Bill Smith
 - Joe Taber
 - David Trudell
- Electronic Media Award – Metropolitan Detroit Chapter
- Conference Attendance
 - Chapter with Most Attendees – not available at time of printing
 - Chapter with Greatest Percentage of Members in Attendance - not available at time of printing
 - Chapter Which Traveled the Most Miles – not available at time of printing
- Chapter Cups
 - Small Chapter (100 or less) – Louisville
 - Large Chapter (101 +) – Columbus



2008

- Director's Awards
 - Scott Noel
 - Robert Grabhorn
- Honorary Member of the Region – Gary Betts
- Region Cooperation Award – NAWIC Region 4
- Technical Commendation
 - Paul Sternberg
 - David Wyatt
- Special Publication Commendation
 - *The fACts – Special Edition*, the Akron-Canton Chapter
 - Chapter Membership Bookmark, the Indianapolis Chapter
- Continuing Publication Commendation – Rapid River Ramblings Newsletter Team (Grand Rapids)
 - Ed Avink
 - Gary Biemers
 - Dale Cammenga
 - Jim Hojnacki
 - Larry Olsen
 - Bill Smith
 - Joe Taber
 - David Trudell
- Region Commendation – CSI Construction and Design Professionals' 2008 Expo Team (Grand Rapids)
 - Charlie Appleby
 - Josh Goldschemding
 - Jim McDonald
 - Larry Olson
 - Bill Smith
 - Brian Stephens
 - David Turner
- Electronic Media Award – Akron-Canton Chapter
- Conference Attendance
 - Chapter with Most Attendees – Indianapolis
 - Chapter with Greatest Percentage of Members in Attendance - Cincinnati
 - Chapter Which Traveled the Most Miles – Indianapolis
- Chapter Cups
 - Small Chapter (100 or less) – Bluegrass
 - Large Chapter (101 +) – none awarded



2007

- Director's Awards
 - Gary Beimers
 - Roger Booker
 - Laura Parrott
- Education Commendation – Ivette Ramirez Bruns
- Commendation – 2007 Alliance Development Team (Grand Rapids)
 - Jim McDonald
 - Kathy McDonald
 - Bill Smith
 - Joe Taber
- Continuing Publication Commendation – Rapid River Ramblings Newsletter Team (Grand Rapids)
 - Ed Avink
 - Gary Biemers
 - Dale Cammenga
 - Jim Hojnacki
 - Bill Smith
 - Joe Taber
 - David Trudell
- Special Publication Commendation – CSI Construction and Design Professionals' 2007 Expo Team (Grand Rapids)
 - Charlie Appleby
 - Jim McDonald
 - Larry Olson
 - Bill Smith
 - Brian Stephens
- Electronic Media Award – Akron-Canton Chapter
- Conference Attendance
 - Chapter with Most Attendees – not available at time of printing
 - Chapter with Greatest Percentage of Members in Attendance - not available at time of printing
 - Chapter Which Traveled the Most Miles – not available at time of printing
- Chapter Cups
 - Small Chapter (100 or less) – Fort Wayne
 - Large Chapter (101 +) – none awarded
- Special Chapter Recognitions
 - Cincinnati – 50th Anniversary
 - Columbus – 50th Anniversary



There was not a formal Great Lakes Region Honors and Awards before this point and awards are not consistent with the format of the Guide

2006

- Director's Awards
 - John Fleck
 - Edith Washington
 - Tom Young
- Honorary Member Recognition
 - John Fleck
 - Joseph McGuire
 - George Van Neil
- Honorary Member of the Region - Edd Soenke
- Conference Attendance
 - Chapter with Most Attendees - Indianapolis
 - Chapter with the Greatest Percentage of Members in Attendance - Toledo
 - Chapter which Traveled the Most Total Miles – Grand Rapids
- Chapter Cups
 - Small Chapter (100 or less) – Akron-Canton
 - Large Chapter (101 +) – none awarded
- Special Chapter Recognitions
 - Metro-Detroit – 50th Anniversary
 - Cleveland – 50th Anniversary
- Outgoing Region President – Randy Reifsnider

2005

- Chapter Cups
 - Small Chapter (100 or less) – Akron-Canton
 - Large Chapter (101 +) – Columbus
- Outstanding Newsletter Editor – Mike Brannen
- Outstanding Chapter President – Phil Steinberg
- Outstanding Email Communication Skills – Brandilyn Fry
- CPR Award for Revival of the Bluegrass Chapter – Darlene Gardner
- Outgoing Region President – Laura Parrott
- Education of MasterFormat04 – Lane Beougher and Joel Altland
- Conference Chairs
 - George Merges (Mid-Atlantic Region)
 - Sandra Huntley (Mid-Atlantic Region)



2004

- Great Lakes Region Conference Chairs
 - Dan Sarvis
 - Phil Steinberg
- Chapter Cups
 - Small Chapter (100 or less) – Akron-Canton
 - Large Chapter (101 +) – Cincinnati
- Region Guest – Institute President, Gary Betts
- Outgoing Region President – David Proudfit

2003

- Special Awards
 - Mike Vannater
 - Tony Wolfe

2001

- Chapter Cups
 - Large Chapter (101 +) – Indianapolis
- Publication Award (Roster) – Leah Gayheart (Indianapolis)
- Corporate and Chapter Websites - SpecSource

1996

- Education Commendation – Joe McGuire (Indianapolis)
- Publication Award (Roster) – Donald Amt (Indianapolis)
- Publication Award (Newsletter) – Donald Amt (Indianapolis)

1994

- Publication Award (Roster) – Donald Amt (Indianapolis)
- Publication Award (Newsletter) – Donald Amt (Indianapolis)

1986

- Publication Award (Newsletter) – Mike Ross (Indianapolis)

