

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.

<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.



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## 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:**

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## 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
<b><u>Technical</u></b>		
Technical articles by chapter members	10	_____
Reprints of timely and pertinent articles from other newsletters or sources	10	_____
<i>Subtotal</i>	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	_____
<i>Subtotal</i>	30	_____
<b><u>Institute Information</u></b>		
Institute board decisions, elections, educational opportunities, convention, etc.	10	_____
Regional information	10	_____
<i>Subtotal</i>	20	_____
<b><u>Editorial</u></b>		
Newsy, particular with the audience clearly in mind	5	_____
Concise and supportive of members	5	_____
<i>Subtotal</i>	10	_____
<b><u>Format</u></b>		
Masthead/color and general appearance	5	_____
Arrangement, columns, margins, photos, advertisements	5	_____
<i>Subtotal</i>	10	_____
<b><u>Creativity</u></b>	10	_____
<b>TOTAL</b>	<b>100</b>	_____